

Minutes
Aging & Disability Resource Center of Central Wisconsin
Wausau Office
August 11, 2011

Board Members Present: Hilde Henkel, Jim Hampton, Mike Feirer, Julie Webb, Sharon Rybacki, Pat McKinney-Rice, Jerry Burns, Bill Miller, Terri Sersch, Joanne Leonard, Bruce Giese, John Callahan, Dan Sullivan, and Bob Weaver (via video-conference in Merrill)

Excused Board Members: Ken Crass

Others present: Linda Weitz, Tracey Baken, Steve Prell, Jennifer Cummings, Ronda James and Doug Below

1. Call to Order

Meeting was called to order by Chairperson Hilde Henkel at 9:00 a.m.

2. Public Comments

There were no public comments.

3. Approval of Minutes

Corrections - Under #5, Sharon's last name is misspelled, should be Rybacki.
Under #14, Should be Marathon and Langlade County Boards not Lincoln.

Motion by Mike Feirer, second by Jim Hampton to approve the 7/14/11 meeting minutes with the above changes. Motion passed unanimously.

4. Executive Director's Report

Linda highlighted a few items within the report

- A new Elderly Benefit Specialist in Marshfield, Glenn Engel, has been hired and will begin employment on August 22nd. He will work 4 days a week.
- The ADRC-CW was presented an award by the Social Security Administration for being a Wisconsin Partner in Service because of the support in helping to promote efficient, quality service to the public. Board members Hilde Henkel, Joanne Leonard, and Dan Sullivan attended this morning's ceremony to receive the award, along with staff members Sharon Davisson and Kris Carlson.
- We hired two new Dining Site Managers in the Antigo area; Gary Krueger for Pickerel and Candy Messer for the White Lake. These new staff will be putting effort into increasing participation & volunteerism at these locations.

- We recently learned that The Stage Stop Restaurant in Mosinee closed unexpectedly and no longer will be available as a SNAC site. Ronda James is looking for an alternative restaurant in that area.
- We have finalized the Volunteer Intake Process thanks to all of Erin Zastrow's hard work.
- The positive story in the Executive Director's Report is a good example of the complexity of circumstances that individuals face and what our Benefit Specialists do to assist.

5. Discussion/possible action – Advisory Committee appointments

Linda shared that she received a letter from Ken Crass resigning from the ADRC-CW Board due to health concerns and an inability to attend meetings. Linda said we will be recruiting a new citizen member to replace Ken and that he will be greatly missed.

Linda has recruited a Lincoln County Advisory Committee member, Jane Lange. Jane serves as the Program Manager for the Tomahawk Area Interfaith Volunteers and is very interested in services for seniors and disabled adults. Motion was made to recommend Jane Lange's appointment to the Advisory Committee by Joanne Leonard, second by Bill Miller. Motion passed unanimously. The appointment will be made by the Lincoln County board.

6. Discussion/possible action – Gemini leasing services

Using Gemini Leasing Services for the ADRC-CW casual employees was discussed. In the board packet, there was a sample agreement, a summary of Gemini services, and an estimation of hours needed for casual staff. The charges are comparable to what we pay currently with all casuals as ADRC-CW/Marathon County employees. Gemini Leasing is hesitant about including the casual transportation drivers in the proposal, due to the extra requirements (drug screens, CDLs, etc.) for those positions. Out of approximately 31 casual employees, only 3-4 are transportation drivers. Joanne Leonard suggested Linda continue to work with Gemini to see if the transportation drivers could be included. Linda will discuss further with Gemini. Bill Miller suggested that Corp Counsel review the agreement. Bill Miller also asked if other agencies maybe interested in providing this service. Wood County and Langlade County both have used Gemini services and have been very satisfied. Linda will bring back more at the next meeting.

7. Marketing report

Doug Below provided an overview of the quality improvement project focusing on the marketing and outreach system. After Doug's presentation, several board members made suggestions regarding marketing. Sharon Rybacki commented that the name "Around the Kitchen Table" for the region-wide newsletter may not be the most effective. Suggestion was made to maybe changing the name to better attract the audience we are targeting. Other suggestions were shared, such as outreach through churches, Goodwill, flyers in tax bills, better collaboration with United Way 211, and how best to reach

families. Bruce Giese suggested a method be developed to gather input from board members in order for action to be taken. Linda is working with the advisory committee for such a mechanism and will share it with the board.

8. Nutrition program report

The Board packet included the results of the recently-completed assessment of the ADRC-CW nutrition program by GWAAR. Also, Linda compiled statistics showing projected meals served at each of the 17 congregate meals sites and projected home delivered meals from each of the delivery sites. Some congregate meal sites also serve as the delivery point for home delivered meals, so the decision as to where to have sites is a complex one. The Pittsville congregate site has been struggling with attendance for several years, even with a large effort at recruitment for this site. Average attendance is 3-4 meals per day. The purpose of a nutrition program congregate site is to not only provide good nutrition, but also to reduce isolation and increase socialization. If there are only a couple of participants at this site, we are not achieving our purpose. Therefore, we were going to consider closing this site. In the meantime, the Pittsville nutrition site manager resigned due to an upcoming move. Not wanting to hire a new manager at this time, the approval for closing this site will be brought back to the board next month. In order to best serve the potential consumers in this area, alternatives will be explored.

9. Monthly fiscal report

Steve presented the June 2011 Financial Report. He will be working on revising the format to include a “monthly” column once the budget and audit work is completed. The new position of Disability Benefit Specialist for Lincoln and Langlade counties has started so we will see increased expenses in this area for the remainder of the year. Auditors were here July 20-21 for the on-site work. We were told it went well. They said they had no adjustments or findings; however they still have to put it all together and go thru their review process. The audit will be completed in early September.

10. Budget update

The Payroll Budget program should be installed in the next couple of days so Steve can work on the 2012 budget. The proposed 2012 budget will be brought to the board for approval at the September meeting.

Julie needed to leave at 10:42.

Handouts included in packet titled “2011 Funding Sources” shows the seven different color-coded program areas that are consistent with the program areas reported by Steve each month. Linda and Steve reviewed the multiple funding sources behind each of the seven program areas and how these funding sources are used.

Linda handed out a current organizational chart and informed the board that the ADRC-CW is staffed very conservatively. As a result, we should be able to maintain our current staffing. A question was raised about transportation and the deficit of \$35,000. Linda stated that with the reduction of casual staff hours for the on-demand rides and the increase of fees, at this point, it looks like we will be within budget.

11. Future Agenda Items & Location

Next meeting is September 8, 2011 at 9:00 in Antigo.

Agenda items- Progress toward goals from the Executive Director's performance review
Review and approval of 2012 Budget

12. Adjournment

Motion by Mike Feirer, second by Joanne Leonard to adjourn. Motion passed unanimously.

Meeting adjourned at 10:55 a.m.