

Minutes
Aging & Disability Resource Center of Central Wisconsin
Wausau Office
December 9, 2010

Board Members Present: Sharon Rybacki, Mike Feirer, Jerry Burns, Julie Webb, Ken Crass, Pat McKinney-Rice, Joanne Leonard, Dan Sullivan, Jim Welch, Bill Miller, Terri Sersch, Hilde Henkel-via video conference in WI Rapids

Excused Board Members: Bob Weaver, Greta Rusch, Jim Hampton

Others present: Linda Weitz, Tracey Baken, Steve Prell and Bill Kolar, ADRC-CW Advisory Committee

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

Motion by Joanne Leonard, second by Ken Crass to approve the 11/11/10 meeting minutes. Motion passed unanimously.

4. Executive Director's Report

Linda highlighted a few items within the report

- The last member of the management team was hired; Erin Zastrow will start on December 27th.
- On January 3rd the remainder of staff will be on board in Lincoln and Langlade Counties.
- We continue to recruit for the Elderly Benefit Specialist in Marshfield office.
- We are making progress on the waitlists in Marathon and Wood counties. There is approximately a 10 month waitlist in Marathon and a 6 month waitlist in Wood.
- Grant funding from GWAAR was used to purchase additional medication bags (targeting falls prevention). In total, 1400 bags have been distributed thus far.
- We formed a caregiver coalition and have named it "Caregiving Pathways".
- The 2011 contracts are getting in place. The challenge is not knowing if we missed any contracts within Lincoln & Langlade Counties.
- Legislative update-The hearing with joint finance regarding Family Care expansion to Langlade & Lincoln Counties is scheduled for December 14th. Joanne asked if there would be any value in talking with Senator Alberta Darling.

5. Discussion/possible action-New Freedom grant funding and position impact

Linda gave a review of the transportation services provided in Wood County. The services include: elderly & disabled transportation funded by 85.21 funds, transportation for disabled individuals to access community programs funded by CCCW and other agencies, and rides for medical appointments funded by MA. We also have secured a new Freedom grant to fund a Mobility Manager, whose job is to coordinate transportation throughout the region. The New Freedom grant is a year-to-year grant. For 2010, the grant got approval in April 2010 however as of yesterday, we had not received any money. Linda is suggesting to lay Jackie off until we get a signed contract or some confirmation from the State DOT who administers this grant that the money will be issued for 2011. She is concerned because it is federal money and is worried that this money is not secured or is depleted. Board felt this is an administrative decision and supported Linda's decision to lay Jackie off until receiving confirmation of 2011 funds. Linda assured the Board that even if the Mobility Manager position is eliminated, it would not impact the provision of transportation services in Wood County.

6. Discussion/possible action-Approval of 85.21 transportation funding

A handout was included in the Board packet. Wood County has agreed to the match. We have received confirmation from Wood County's Finance Director and a letter of intent was signed by the Wood County Board Chair.

Motion to approve by Mike Feirer, second by Jim Welch. Motion passed unanimously.

7. Discussion/possible action-Budget adjustments

Steve went through the budget adjustments for the 3rd and 4th quarters. He explained to the new board members these are changes that come in throughout the year after the Board has adopted the budget.

Motion to approve both 3rd and 4th quarter budget adjustments by Ken Crass, second by Bill Miller. Motion passed unanimously.

8. Discussion/possible action-Monthly fiscal report

October payroll expenses were higher than normal because of 3 pay periods and 2 months of health insurance was posted. Transportation revenue shows only a small percent received because we have not received the New Freedom grant money.

9. Overview of 2009 audit report

Handouts were distributed. The audit was sent to all four county finance directors in addition to all Board members. Mike Martin, Wood County Finance Director had some comments. The audit is prepared in a different format than the monthly summaries Steve

prepares. The monthly summaries are prepared around the programs, which Steve hopes is more meaningful to Board members. Steve will do a year-end report and will have that for the April 2011 board meeting.

Audit findings-one finding that always will show up is that auditors prepare the financial statements. It is cost prohibitive for a small agency such as ours to prepare our own statements. We have changed some of our internal controls such as cash receipting and ordering of supplies.

10. Discussion/possible action-Advisory committee

This will be a standing agenda item in order to keep an ongoing connection with the group. The advisory group decided on meetings every other month. After much discussion, the Board made these suggestions: Look to formal advertising for input, sponsoring a Legislative breakfast, using newspaper blogs and letters to the editor, contact newspaper editorial board, holding listening sessions attended by Board members, insuring input for consumers other than older adults, suggestion boxes in offices and using our website. The Board thought Board members should attend Advisory Committee meetings; Sharon Rybacki said she'd be interested.

11. Review of process for Executive Director performance review

This was a brand new process/procedure last year. Each ADRC-CW staff member will receive a survey in December. It is emphasized that participation is purely voluntary. If completed the sealed response will be sent to the Board Chair. In January the Ex Director will supply the board with accomplishments for the year and each board member will also receive a survey. Once surveys are completed the Executive committee will meet and draft an evaluation letter to discuss with the Director then at the February board meeting. The results will be reviewed in closed session. The board talked about Linda having a work plan or goals so that they can tell if accomplishments are met or not.

12. Discussion/possible action-Meeting location rotation

Linda tried to look for a new date/time for the board meeting due to a conflict for one Board member. However all other dates had conflicts for 2 or more Board members, so it was decided to keep it on the 2nd Thursday from 9:00-11:00 a.m. As a result the Lincoln County Board appointee, Greta Rusch, chose to resign from the ADRC-CW Board due to the schedule conflict. The Lincoln County Board will be appointing a new member at their January meeting. Board preferred to keep a rotation schedule for all sites. Handout given with the dates and locations. With winter weather upon us the Wausau office is more centrally located so meetings will be held there for the winter and then a rotation will begin. The Marshfield office is too small for meetings. Mike Feirer suggested the fire station as they have video conferencing available. Linda will check into this further.

13. IT Update

A handout was given to outline the accomplishments so far with the new IT services. We are very pleased with the services we are receiving and with the cost savings. A letter has been prepared to be sent to the Lincoln County IT Director, Administrative Coordinator and Board Chair to thank them for the outstanding service.

14. Highlights of 2010 Customer Satisfaction Report

Joanne Leonard and Ken Crass were at the meeting to review the results from this state report. This evaluation only looked at one component of the ADRC-CW, the Information and Assistance provided by the Resource Specialists. Ken referred to page 14-recommendations. Staff will be choosing a project around one of these recommendations to work on for the upcoming year.

15. Future Agenda Items & Location

16. Adjournment

Motion by Bill Miller, second by Pat McKinney-Rice to adjourn. Motion passed unanimously.

Meeting adjourned at 11:10 a.m.