

ADRC-CW Board Minutes
Aging & Disability Resource Center of Central Wisconsin
1000 Lakeview Drive; Wausau WI 54403
August 9, 2012

Board Members Present: Larry Lebal, Dan Sullivan, Mike Feirer, Joanne Leonard, Jim Hampton, Pat McKinney-Rice, Sharon Rybacki, Bill Miller, Terri Sersch, Bob Weaver, Bruce Giese, Ed Wagner, and Julie Webb (Video-conference from Antigo ADRC-CW office)

Excused Board Members: Jerry Burns, John Callahan

Others present: Linda Weitz, Michele Osterbrink, Steve Prell, Jennifer Cummings, Doug Below (Video-conference from Antigo ADRC-CW office)

1. Call to Order
Meeting was called to order by Chairperson Joanne Leonard at 9:01 a.m.
2. Public Comments
There were no public comments.
3. Approval of Minutes
Motion by Bill Miller, second by Bruce Giese to approve the 7/12/12 meeting minutes.
Motion carried unanimously.
4. Executive Director's Report

Linda Weitz highlighted a few items within the report

- She commented that the revisions for the ADRC-CW newsletter will be highlighted in the September issue and rolled out in October. Samples of the new look were displayed at the meeting for board members to view.
- The date for the pilot of the statewide database has been delayed due to the contract between the state and the new provider, Careworks, not yet being signed.
- Steve Prell still hasn't received the personnel figures to enter into the 2013 budget. This will mean that 2013 budget will be delayed, but we are still hoping to have a budget to present to the board for approval at the September meeting.
- We just received the preliminary 2013 revenue figures from our major grants. The state ADRC grant is stable and we just received word of an additional opportunity to increase our MA funding. This grant is used for our resource center services. Last week, we received our preliminary allocations for all of the Older Americans Act (OAA) grants. Unfortunately, our OAA grants were significantly reduced due to a population adjustment in the allocation formula as a result of the 2010 census. We are not alone; 50 counties in the state received a reduction. In order to assist in the transition to a lower allocation, the state added funding to the allocation to bring the 2013 allocation back up to the 2012 funding level, but only for the first 6 months of 2013. The funding for the nutrition program was significantly decreased, so work has begun on looking at options.

- A question was asked if a decision was made on the state tagline and the answer is “no”. We will be receiving a \$5000 grant for marketing purposes and this will go towards radio ads, especially radio stations that have given us free broadcasts in the past. We will be proceeding without a decision on the state tagline.
5. Presentation on Internal Controls – Steve Prell
Director of Fiscal Services, Steve Prell, gave a presentation to the board outlining the current internal controls in place for the ADRC-CW. Joanne Leonard stated that written procedures outlining these controls should be developed and reviewed periodically. Steve will be creating written Fiscal policies and procedures that include the process for internal controls and will bring them to the November ADRC-CW board meeting.
 6. Discussion/possible action – Forming Board Subcommittee – Fraud Risk Committee
A discussion was held on forming a board subcommittee to review fiscal issues, such as internal controls, on a regular basis (once or twice per year). A suggestion was made to call it a “finance committee” rather than “fraud risk.” General consensus was that it is a good idea, but there needs more discussion regarding level of responsibility of this committee. If there are ideas/questions the board members should contact Bill Miller, Linda, or Steve. This topic will be added to the September board agenda.
 7. Discussion/possible action – 2011 Audit
The board members received a draft 2011 audit for review. In general, the audit looked very good. A few technical items need to be tied up to finalize. Copies of the final audit will be distributed to board members and will be deposited on the ADRC-CW website.
 8. Discussion/possible action – Monthly fiscal report
Steve explained that health insurance costs were not posted in June and Wausau’s rent for 2nd quarter was paid late due to not knowing if Marathon County or NCHC should receive payment. Motion by Bruce Giese to approve fiscal report, second by Mike Feirer. Motion carried unanimously.
 9. Discussion/possible action – Budget Adjustments
Steve went through the budget adjustments presented to the board. Motion by Bruce Giese to approve budget adjustments, second by Bill Miller. Motion carried unanimously.
 10. Discussion/possible action – Approval of 3-year Aging Plan
Director of Aging, Jennifer Cummings, gave a detailed description of the 3-year Aging Plan which included goals for our focus areas, which include: Development of a System of Home and Community Based Services, OAA programs, Alzheimer’s, Emergency Preparedness, Evidence Based Prevention Programming, and Family Caregiver Support. She conducted public hearings in all 4 counties for input from residents on the proposed goals. At last month’s board meeting, Jennifer had received preliminary input from board members on the goals. The ADRC-CW advisory committees met and gave some clear direction in each of the focus areas. Jennifer took all input gathered and created the plan as presented to the board today. After reviewing the plan, the board

agreed with the goals. Motion by Bob Weaver to approve the 3-year Aging Plan as presented, second by Mike Feirer. Motion carried unanimously.

11. Discussion/possible action – SNAC expansion update

There has been no update from the modernization committee regarding the ability to expand the SNAC program as of yet.

12. Discussion/possible action – Lincoln Co lease update

Nancy Bergstrom, Lincoln County Corporation Counsel, and Scott Corbett, Marathon County Corporation Counsel, discussed the proposed Lincoln County lease. Per the board's direction, Nancy prepared a multi-year lease with a rent escalation clause. A discussion was held on the language of the rent charges; rather than an escalation clause, the lease states that rent will be based on actual costs. After some discussion, the board thought the language was acceptable due to the ability for either party to terminate the lease with proper notice. Motion by Bill Miller to approve the Lincoln Co lease as presented, second by Pat McKinney-Rice. Motion carried unanimously. The lease will now go for approval by Lincoln County prior to signature.

13. Discussion/possible action – Marathon Co lease update

The proposal for the ADRC-CW remodeling project in the current Marathon County building went to the capital improvement committee. It was approved and given a ranking of #2 in county projects. If the project is fully approved by Marathon County, remodeling will begin sometime in 2013.

14. Discussion/possible action – Strategic Planning-First Steps

The board directed Linda to explore possible facilitators to assist with a strategic planning project for the ADRC-CW. Suggestions included UW Extension and UW Stevens Point. When the process gets started, it was suggested we take a look at our first plan when the ADRC-CW was first implemented. As we develop a plan, Joanne suggested that we make sure the ADRC-CW addresses mental health and services for the disabled in addition to the elderly. She stated that we've done a great job building the infrastructure, now it is time to plan for the future.

15. Future Agenda Items & Location – Board policy review

Next meeting will be September 13, 2012 in Antigo at 9:00 am.

Agenda Items: 2013 Budget Approval

Strategic Planning

Marathon Co Lease

Forming Finance Committee

16. Adjournment

Motion by Bill Miller, second by Mike Feirer to adjourn. Motion carried unanimously. Meeting adjourned at 11:00 a.m.