

ADRC-CW BOARD MINUTES  
Aging & Disability Resource Center of Central Wisconsin  
Antigo Office  
1225 Langlade Rd., Antigo, WI 54409  
September 13, 2012

Board Members Present: Joanne Leonard, Jim Hampton, Julie Webb, Pat McKinney-Rice, Jerry Burns, Bill Miller, Bruce Giese, Dan Sullivan, Larry Lebal and Ed Wagner. Mike Feirer, Bob Weaver, and Sharon Rybacki (via video-conference).

Excused Member: Terri Sersch

Others present: Linda Weitz, Doug Below, Kathy Case, Dave Kennedy, Kathy Schultz, Heidi Jensema, Steve Prell.

1. Call to Order

Meeting was called to order by Chairperson Joanne Leonard at 9:00 a.m.

2. Public Comments

Larry Lebal commented on the positive feedback he has heard from several home delivered meal participants and complimented Ronda James, Nutrition Services Manager, and Lynn's Catering, the food vendor. The quality and presentation of the meals is very good and participants are very happy.

3. Approval of Minutes

A motion by Mike Feirer, seconded by Pat McKinney-Rice, to approve the August 9, 2012 minutes. Motion carried.

4. Executive Director's Report

Linda mentioned a few items within the report:

- She mentioned that one of our citizen board members, John Callahan, will be resigning from the ADRC-CW Board. John did an excellent job for us and will be missed. We will need to recruit a representative to replace him; he represented the over 60 population and we would again prefer someone from the Marshfield or Wood County area. We are also still recruiting for an ADRC-CW advisory committee member from Marathon County. Let Linda know if anyone knows of any good candidates.
- The marketing survey has been completed. Doug Below gave an update. He reported the new contacts to our five offices have increased from 112 per week to 178 per week. The marketing project developed a radio ad; however, it is hard to know what effect the ad has had on the number of new contacts due to the timing of the study. The board members who had heard the radio ad commented on the

excellent job that was done. The ad was developed by the firm Rucinski Reetz Communication, LLC.

- Ed Wagner questioned the decrease in the number of nursing home referrals. Linda explained that is something that will be looked at, but it seemed to coincide with the new electronic reporting referral system.
- Today, all board members received their final copy of the 2011 audit that was reviewed at last month's meeting.

5. Lincoln County Lease Update

The lease document as approved by the board last month is circulating through the proper Lincoln County channels and is waiting County Board approval. Once signed, rent will be paid retroactive to June 1, 2012.

6. Marathon County Lease Update

Bill Miller reported that the remodeling of the NCHC building is #2 in the ranking of Marathon County Capital Improvement items and this project is in the 2013 Marathon County Budget waiting approval.

7. Quarterly Progress Toward Goals

Linda mentioned that the ADRC-CW has not yet begun work with the state to pilot the new statewide database system, because the state has not yet signed a contract with the new provider. However, that work should be beginning very soon. When asked whether the 2012 goals seem to be on target, Linda responded that the collaboration with the medical community has been a little slower than expected; however, we continue to make progress.

8. Wood County Transportation Update

The transition of the transportation program to Wood County will take place on January 1, 2013. Linda mentioned that Wood County has been very assertive in taking this over and that the transition couldn't have gone better so far. Transition meetings have taken place for the employees who are affected by this and will continue through fall to prepare for the January 1 implementation. There is no fiscal impact of this action for the ADRC-CW, as Wood County retained all funding necessary for this program.

9. Lincoln County IT Agreement

The existing Lincoln County IT Agreement expires on December 31, 2012. It was mentioned the service continues to be excellent. The proposal is as follows:

A: Don is proposing the same support costs for 2013 as have been provided since entering into the first agreement. The ADRC-CW pays for all needed software and hardware. The current agreement allows for extra charges for any projects that require an extraordinary amount of IT time, such as that

needed for any special project. However, we have not yet been required to pay for any additional labor costs at this point.

The current rates will remain for 2013. If we enter into a multi-year agreement, Don is asking for a 1% each year of the agreement, starting in 2014. The agreement has a termination clause if either partner is unsatisfied with services.

Bill Miller would like to see the IT agreement for the board to approve before moving forward. The length of the agreement was also discussed and will be brought back to the table next month. Bill would like to move this along as quickly as possible, but thinks the board needs to review the actual agreement before approval.

Joanne Leonard mentioned the phenomenal service Lincoln County has provided for us and wants to thank the Lincoln County Board Supervisors for the promotion of using their IT team.

10. Monthly Fiscal Report, July – Steve referred to the monthly report. There was no discussion on this report.

11. 2013 Budget – Review and Approval

Linda presented the challenges and opportunities of the 2013 budget. As far as challenges, there were major reductions in the Older Americans Act (OAA) grants, which was the most significant issue faced this year. A “2013 Budget Proposal Summary” was presented to the board. Linda reviewed the allocation formula for the OAA grants and the basis for our reductions. Linda also mentioned that the state will release funds to bring the ADRC-CW up to the 2012 allocation for the first six months of 2013 to help with the decrease of grant funding. There was additional discussion about the nutrition program due to that program receiving the most significant reductions. For 2013, the contract with the Wausau Community Development Authority to provide meals to Riverview Towers, a Residential Care Apartment Complex (RCAC) facility, will be eliminated to save costs in the nutrition program. The nutrition program will be reviewed in the upcoming months to prepare for significant deficits facing the ADRC-CW in 2014.

Other comments were from Joanne Leonard, as she commended Linda, Steve and the rest of the ADRC-CW staff for presenting the board with such a good analysis of the budget; she appreciates that. Ed Wagner commented that as a newcomer to the board, he is impressed with the excellent job of reporting complex funding to the board.

A motion was made to approve the 2013 budget and tax levy by Bill Miller. Mike Feirer seconded. Motion carried.

12. Forming a Finance Subcommittee

Bill Miller recommended 2-3 people on a finance sub-committee. One function of this sub-committee would be to approve disbursements each month. He also stated he would like to have something in place by the first of the year with written procedures. He thought meeting a 30 minutes before the regular board meeting would work well. Possible members are Bill Miller from Marathon County, Jerry Burns from Langlade, Ed Wagner of Wood, and Bob Weaver of Lincoln County. Bob Weaver had to leave the meeting a bit early and wasn't available for this part of the meeting. If Bob would be unable to serve, Larry Lebal would be willing.

13. Planning for Strategic Planning

Linda contacted Peter Manley of the Wood County UW Extension Office regarding his ability to facilitate a strategic planning initiative for the ADRC-CW. He is currently finishing two strategic planning projects and will be starting another soon, so he would not be available for 3-4 months. Art Lersch of Lincoln County was mentioned as another option. A suggestion was made that as a starting point, the board could review past strategic planning efforts and the statutory and contractual mandates for ADRC-CW services. Linda will put some information together and bring it to the October board meeting.

14. Future Agenda Items and Location – The next meeting will be October 11, in the lower conference room of the Lincoln County Social Services building, at 607 N. Sales Street, Merrill, at 9:00 AM.

15. A motion for adjournment was made by Ed Wagner and seconded by Bruce Giese. Motion carried and meeting adjourned at 11:00 AM.

Respectfully submitted,  
Kathy Case

