

MINUTES
Aging & Disability Resource Center of Central Wisconsin
Location: 220 3rd Ave S, Wisconsin Rapids WI 54495
November 8, 2012

Board Members Present: Joanne Leonard, Jerry Burns, Terri Sersch, Dan Sullivan, Jim Hampton, Larry Lebal, Mike Feirer

Participated from Wausau by video conference: Sharon Rybacki

Participated from Antigo by video conference: Julie Webb, Pat McKinney-Rice

Participated from Merrill by video conference: Bruce Giese

Excused: Bill Miller, Ed Wagner, Bob Weaver

Others Present: Linda Weitz, Steve Prell, Ciara Schultz and Ardyce Jones

1. Call to order

The meeting was called to order by Chairperson Joanne Leonard at 9:04 a.m.

2. Public Comments

There were no public comments.

3. Approval of Minutes

A motion was made by Jerry Burns, seconded by Larry Lebal, to approve the October 11, 2012 minutes. Motion carried.

4. Executive Director's Report

Linda highlighted the following items:

- The statewide database pilot has been very time consuming. The management team and employees from various areas play a large role in the initiative. We have been involved in several steering committee and project meetings, as well as being brought up to date by the project manager. Employees have been asked to dream big and give feedback as to what they would like the new system to do. This is very important so we get a good product in the end.
- Printed Resource Directories are in the process of being developed. One element planned for the new database is the ability for providers listed in the on-line resource directory to keep their information updated, which will significantly assist our staff in putting this together each year.
- The transition to Wood County's oversight of the Transportation program continues to go well. We will be receiving the new phone number to be distributed to current riders and to the community. The new number will be publicized before the end of December and will forward to the ADRC-CW until January 1, 2013.
- Nutrition Program: We continue to see a rise in the number of referrals being received throughout the region for home delivered meals. We continue to review the program.
- The ADRC-CW Radio Campaign concluded with ads run in the Merrill area using dollars donated by the AmericInn. Customer surveys are being done in the offices this week to capture data from customers to help measure the effectiveness of the radio campaign. The next steps in the marketing campaign will be newspaper and TV advertising.

5. Education/ADRC-CW Healthy Living Program – Ciara Schultz

Ciara explained all the programs offered are evidence based programs which means research has been conducted that demonstrates the benefits from these classes. In addition to serving older adults, Community Health Educators are also targeting services for the younger disabled population. One barrier in serving this population is scheduling; this group tends to have jobs so they are not available during the day. However we are seeing an increase in disabled adults served; they are utilizing the fitness room in Wausau and we are seeing more referrals from CCCW. Ciara explained the focus on partnerships with health departments, churches, hospitals and clinics. Ciara passed out a handout of all healthy living programs provided by the ADRC-CW and where they are offered throughout the four-county region.

6. Discussion/possible action – Recommending Advisory Committee Member from Marathon County

There is an opening on the Marathon County advisory committee due to a resignation. Pam Frary is a Parish Nurse and worked 25 years for North Central Health Care in Community Services. Bruce Giese made a motion to approve the recommendation, Jerry Burns seconded the motion and it carried. This recommendation will go to the Marathon County Board for appointment.

7. Discussion/possible action – Monthly Fiscal Report

Steve Prell noted most of our revenue sources are on a reimbursement basis so revenue will lag behind the expenses in most areas. During the year, expenses are also reported on a cash basis. September had three pay periods. Steve is projecting the nutrition program will break even for the year.

8. Discussion/possible Action – Draft Finance Committee Policy

The committee would look at the finance details prior to the monthly Board meeting and bring any items that need action to the Board. A discussion was held as to the format for the Finance Committee to review monthly disbursements. The Finance Committee members will review this process.

The draft was amended as follows:

Item 2) The ADRC-CW Board Finance Committee will be composed of four members from the current ADRC-CW board, with one representative from each of the four Member counties.

Item 3) A Chair and Co-chair of the ADRC-CW Board Finance Committee will be selected by the Committee.

A motion was made by Jerry Burns, seconded by Terry Sersch to approve the draft as amended with a six-month review for any changes to the policy. The motion carried.

9. Discussion/possible action – Cash Receipt and Bank Deposit

The draft was amended as follows:

Item 4) The staff member at each office responsible for opening mail and collecting cash will open the locked box, count the donation amount collected, record that information in the receipts journal and include it in the daily deposit for that office witnessed and verified by a second staff member.

A motion was made to approve the draft policy as amended by Mike Feirer and seconded by Dan Sullivan. The motion carried.

10. Discussion/possible action – Update on Lincoln County IT Agreement

The Lincoln County Committee did not meet until November 5. The final agreement will be included in the December ADRC-CW board packet.

11. Discussion/possible action – Sharing ADRC-CW Radio Ads

After some discussion the board agreed that ADRC-CW would refer other ADRCs to Rucinski and Reetz for hire, rather than share the ads that were specifically developed for ADRC-CW. Sharon Rybacki made a motion to refer other ADRCs requesting the use of the radio ads to Rucinski and Reetz, Larry Lebal seconded the motion and it carried.

12. Discussion/possible action – Applying for \$5,000 Ministry Caregiving Grant

Mike Feirer made a motion to approve submitting a grant proposal to St Joseph's Hospital Ministry Foundation requesting \$5,000 to support Alzheimer's dementia caregivers. The motion was seconded by Jerry Burns and the motion carried.

13. Discussion/possible action – Review of Executive Director's Performance

Jim Hampton suggested the survey should go to peers and presented a draft survey to be used. After some discussion it was decided that the survey to "peers" be removed from the Executive Director's performance review and utilized as a tool in 2013. Mike Feirer made a motion to utilize the other surveys as they are for this year; the motion was seconded by Terri Sersch. The motion carried. The Executive Committee will make recommendations for changes to the surveys in February to be revised for next year. Julie Webb will check with her co-worker again this year to see if she will volunteer to collect the survey information.

14. Future Agenda Items and Location

- Education topic
- Strategic Planning
- Format for Survey using Jim's draft
- Set 2013 meeting schedule and locations
- Budget adjustments

The next meeting is Thursday, December 13 in the Wausau office

15. Adjournment

Motion to adjourn was made by Sharon Rybacki, seconded by Jerry Burns. Motion carried. The meeting adjourned at 11:10 a.m.