

**MINUTES**  
**Aging & Disability Resource Center of Central Wisconsin**  
**Location: 607 N. Sales Street, Merrill WI 54452**  
**May 10, 2012**

**Board Members Present:** Hilde Henkel, Julie Webb, Pat McKinney-Rice, Jerry Burns, Bill Miller, Terri Sersch, Bruce Giese, Bob Weaver, Joanne Leonard, Dan Sullivan, Mike Feirer, John Callahan, Larry Lebal and Sharon Rybacki. Excused: Jim Hampton

**Others Present:** Linda Weitz, Erin Zastrow, Steve Prell and Jo Kolar

**1) Call to order**

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

**2) Public Comments**

There were no public comments, but the question was raised if there is a procedure for public comments and if there is a time limit involved. Hilde Henkel commented that it is usually up to the chairperson – and the governing body to decide, but there is no policy stating anything specific.

**3) Approval of Minutes**

A motion was made by Jerry Burns, seconded by Mike Feirer, to approve the April 12, 2012 minutes. Motion carried.

**4) Executive Director's Report**

Linda mentioned the following highlights:

- Linda wanted to thank the five people that participated in the State Long Term Care Advisory Committee. This is a statutory requirement and was the first (and only) meeting scheduled. The participants should receive a report from the State upon completion.
- Advisory Committee: We are in the process of recruiting a committee member for Langlade County and one from Marathon County.
- Marketing: Our marketing efforts that were identified last year are continuing. We are developing a signage plan, standard telephone greetings and email signatures which will be consistent throughout our organization.
- Emergency Preparedness: We looked at a demo of an emergency notification system that we can use with our phone and computer system which would allow weather alerts and other emergent information to get out to users on our phone system, email, as well as cell phones of the ADRC-CW. Mike Feirer stated that Wood County installed a very similar system. It was very reasonably priced and Wood County is very happy with the system. Linda will follow up.
- Personnel Changes: We have hired staff to fill our current vacancies – Michelle McDougal, a Disability Benefit Specialist for our Merrill and Antigo offices and Meagan Fandrey, a part-time Resource Specialist in our Merrill office. Linda commented that employees throughout the region provide coverage during staff shortages, which is an advantage of a regional model.
- Long Term Care Update: With the lifting of the enrollment caps, each of our four counties is in a different situation regarding waiting lists. Langlade and Lincoln Counties will continue to have waiting lists, but will be able to share attrition slots, which will improve access to services. Linda is hoping that by July/August, we will no longer have a wait list in Marathon and Wood Counties, depending on how fast cases can be processed. The Income Maintenance consortia determine the

financial eligibility for the Medical Assistance Program which affects how fast individuals can be enrolled, but both counties are processing cases as fast as they can.

- Transportation: Linda will be attending a meeting on June 25<sup>th</sup> in Wood County to discuss their role in the administration of the transportation program.
- Aging and Healthy Living Services: Previously Title IIID funding (OAA grants) were very flexible; however, now the Federal Government wants IIID funding for evidence-based services only. The programs we offer currently are evidenced based so this should not be an issue. Jennifer Cummings is in the process of developing a plan that needs to be submitted to the State showing the use of these funds to meet these requirements.
- Nutrition Program: Frozen meals will now be offered throughout the Merrill and Antigo areas starting in mid-May. This service has not been offered in the past and should be quite beneficial for our participants.
- Farmer's Market Voucher Distribution: Dates have been set for the Senior Farmers' Market Program in Marshfield, WI Rapids, Antigo, Merrill and Tomahawk during June. Linda reported that when the farm bill is renewed, Marathon County may be able to apply, as they have not participated in the past.
- AKT Newsletter: Linda reported that Gary LaVake and Erin Zastrow have been meeting with the Buyers Guide for some significant changes to our newsletter. There has been no decision about the name as yet, but asked board members for any suggestions or feedback to help make it more user friendly.
- Marketing: We are continuing to distribute outreach materials to key organizations. Once the State workgroup decides on a consistent message, our local group will be able to proceed with our \$5,000 marketing grant money.
- SNAC Program: Linda reported that she has not received any further information on this and is waiting for the state to set the statewide workgroup to "modernize" the nutrition program.

#### **5) Discussion/possible action – Budget Adjustments**

Steve Prell spoke briefly about the budget adjustments and that most of the adjustments included in this month are due to changes in personnel cost assumptions that were finalized after the board approved the budget last fall. He also reported that he moved the revenue and expense in the Marathon County Memorial Account to the County Specific section. A motion to approve the budget adjustments as presented was made by Bill Miller and seconded by Pat McKinney-Rice. Motion carried.

#### **6) Discussion/possible action – Monthly Fiscal Report**

Steve reported that the fund balance has been updated and the budget adjustments are also included. The numbers posted during March were higher than normal because there were three pay periods posted along with two months worth of health insurance premiums.

#### **7) Discussion/possible action – Wausau Lease Update**

Linda reported that earlier in the week, she had a meeting with Brad Karger, Bill Miller, and the Project Manager in regard to the Wausau Office remodeling project. She had prepared a document showing what we actually need for space which she felt was approximately 9200 square feet. She and Bill Miller explained that Marathon County does recognize that there are problems with our present space and that Marathon County is definitely interested in providing us with a facility that would meet the needs of our customers and staff. Any capital improvement expenses to the building would be the responsibility of Marathon County, not the ADRC-CW. The Project Manager will be getting back to

Brad with a dollar figure within a few weeks. Bill feels we should know by our July meeting if this will move forward.

Linda reported that she will be contacting Nancy Bergstrom, Lincoln County Corporation Counsel, and checking on the dollar amounts for the Merrill office rent.

**8) Discussion/possible action – Process for Election of Officers for June Meeting**

The Intergovernmental Agreement states that the election of officers should occur each year at the June meeting but does not address the process. We will continue with the same process as in the past which is nominations from the floor.

**9) Discussion/possible Action – Process for Review/Development of Board Policies**

After discussion, it was decided that the policies should be reviewed and Linda will include them in the packet for the board to review. Next month's agenda will include an item to discuss a review process.

**10) Discussion/possible action – 2011 Annual Report**

Highlights of Report

Linda distributed the annual report to the members before this meeting for review. She further explained that the intent of this report is for the reader to get a basic understanding of what we do and some of our accomplishments. The target audience is county board members and the general population. In the upcoming months, she will present this at each of the four county board meetings, distribute it in the community, and post it on our website. The board felt that the narrative section of the report was very well written and just had a few suggestions for changing the format on Section III – Fiscal Summary which would show fund balances at the beginning and end of 2011. Linda will follow up with suggested revisions.

**11) Future Agenda Items and Location**

The next meeting is scheduled for June 14, 2012 in Wisconsin Rapids at 9:00 a.m.

Agenda items include: Election of Officers, Policy Review, and Discussion on Strategic Planning

**12) Adjournment**

Motion to adjourn was made by Joanne Leonard, seconded by Pat McKinney-Rice. Motion carried.

The meeting adjourned at 10:50 a.m.