

**AMENDED MINUTES**  
**Aging & Disability Resource Center of Central Wisconsin**  
**Location: 1000 Lakeview Dr Wausau WI 54403**  
**January 10, 2013**

**Board Members Present:** Jerry Burns, Terri Sersch, Dan Sullivan, Jim Hampton, Larry Lebal, Mike Feirer, Sharon Rybacki, Jean Doty, Bill Miller, and Ed Wagner  
Bruce Giese attended via video conference from the Merrill office

Excused: Joanne Leonard, Bob Weaver, Pat McKinney-Rice

**Others Present:** Linda Weitz, Steve Prell, Sharon Davisson, Jane Reilly-Smith, Tracey Baken

**1. Call to order**

The meeting was called to order by Secretary Julie Webb at 9:02 a.m.

**2. Public Comments**

There were no public comments.

**3. Approval of Minutes**

A motion was made by Jerry Burns, seconded by Jim Hampton, to approve the December 13, 2012 minutes. Motion carried.

**4. Executive Director's Report**

Linda highlighted a few items within the report

- The activity surrounding the development of the statewide database has been very quiet lately. A new project manager was hired and she has been spending some time in reorganization.
- The transportation program transitioned to Wood County and it seemed to be a smooth process. The ADRC-CW acted quickly on getting the information out to the public about the upcoming change, which hopefully helped in the transition.
- The resource directories are very close to going to print.
- During 2012 each ADRC was given a target number of expected community relocations from nursing homes, and so far it looks like our four-county region is on target of accomplishing this target number.
- The Alzheimer's Family Caregiver Support Program assisted over 80 families in 2012.
- Home delivered meal numbers have been increasing throughout the entire region in the past four months.
- The ADRC-CW recognized our volunteers by sending out Holiday/Thank you cards to each of them. This was just a small gesture of appreciation for their critical service.
- The ADRC-CW newspaper and television ads have begun running and so far, we have received favorable feedback. We hope to see an impact on increased awareness in the community and increased customers to our offices.

**5. Education Item – Resource Services – Jane Reilly-Smith**

Jane Reilly-Smith gave a presentation on what services the Resource Specialists provide. Jane shared the Resource Specialists’ “tool box”, which is a folder that contains basic information for consumers. Jane explained that each call/walk-in is a unique situation and information is tailored specifically to the customer’s needs. Jane also gave some examples of what the Resource Specialists may encounter on any given day. Jane’s presentation generated a good discussion among the board members.

**6. Discussion/possible action – Strategic Planning**

Peter Manley, from the UW-Extension Wood County, agreed to facilitate the strategic planning process for the ADRC-CW Board. On January 29<sup>th</sup> Linda and Joanne Leonard will meet with him to discuss a possible framework to bring to the February 14<sup>th</sup> board meeting. A discussion took place as to how to address the unique needs of each county in addition to providing a consistent direction throughout the region, which will be important in the strategic planning process.

**7. Discussion/possible action – 2012 Accomplishments**

Linda presented to the board (handout included in packet) her 2012 accomplishments summarized under each Core Strategy. These were basically a summary of the quarterly reports the board received throughout the year.

**8. Discussion/possible Action – 2013 Goals**

Linda presented to the board (handout included in packet) her 2013 Overarching Goals for the year. She noted that this year’s goals do not coincide with the current core strategies as developed by the board in 2006, because new strategies may be developed this year in the strategic planning process. Linda highlighted each of the goals and they were briefly discussed.

**9. Discussion/possible action – Monthly Fiscal Report – Steve Prell**

Steve briefly reviewed the monthly fiscal report and reminded the board that the 2012 year-end financial reports will be not be completed until the April 2013 board meeting.

Linda reported that the Finance Committee will begin to meet in 2013. Next month will be their first official meeting whereby a chair and co-chair will be selected. The Finance Committee will bring issues to the full board for approval.

**10. Discussion/possible action – Marathon County office/remodeling/lease update**

Linda and ADRC-CW board member Bill Miller met with Brad Karger, Marathon County Administrator; Mike Lotter, Marathon County Director of Facilities; Dan, Project Manager for Marathon County; and Terry Kaiser, Maintenance Director for North Central Health Care, to discuss the development and issuing of the RFP for the remodeling project for the Wausau ADRC-CW office. The RFP will be going

out soon; Mike Lotter thought he would get it out sometime in February. As of January 1, 2013 the ADRC-CW will begin paying rent to Marathon County, rather than North Central Health Care.

#### **11. Discussion/possible action – 2013 ADRC-CW Board meeting schedule**

Based upon last month's discussion, Linda drafted a 2013 meeting schedule for the board, which was included in the packet. A motion was made by Bill Miller, seconded by Jerry Burns, to accept the schedule as presented. Motion carried.

#### **12. Future Agenda Items and Location**

Items for the February meeting will include: the Executive Director's performance review and Peter Manley's presentation of the strategic planning process for discussion by the board.

The next meeting will be held Thursday, February 14, 2013 in the Wausau office at 9:00 am. The Finance Committee will meet at 8:30 am on the same day.

#### **13. Adjournment**

Motion to adjourn was made by Ed Wagner, seconded by Terri Sersch. Motion carried. The meeting adjourned at 10:45 a.m.