

MINUTES
Aging & Disability Resource Center of Central Wisconsin
Location: 1000 Lakeview Dr Wausau WI 54403
February 14, 2013

Board Members Present: Terri Sersch, Dan Sullivan, Jim Hampton, Bill Miller, Bruce Giese and Joanne Leonard in the Wausau office

Ed Wagner, Mike Feirer and Jean Doty via video conference from the Marshfield office

Pat-McKinney-Rice and Julie Webb via video conference from the Antigo office

Excused: Bob Weaver, Larry Lebal, Jerry Burns and Sharon Rybacki

Others Present: Linda Weitz; Steve Prell; Doug Below; Ronda James; Tracey Baken; and Peter Manley, Wood County UW-Extension

1. Call to order

The meeting was called to order by Chair Joanne Leonard at 9:05 a.m.

2. Public Comments

Dan Sullivan wanted to comment about the public transportation in Wausau, which he utilized this morning. Due to the weather, the busses were running behind today. He was very appreciative of the transit company making accommodations for the busses running late and delivering riders directly to their destination. The bus company went above and beyond their normal protocol for the sake of good service.

3. Approval of Minutes

There was an error on the minutes, Jean Doty was missing from the "present" section and Pat McKinney-Rice was in both the "present" and "excused" and she was actually excused.

A motion was made by Bill Miller, seconded by Jim Hampton, to approve the January 10, 2013 minutes as amended. Motion carried.

4. Executive Director's Report

Linda explained that with the packed agenda she was not going to go through her report today but would entertain any questions.

- There was a question regarding the Marshfield Office update and whether there was space being planned for the ADRC-CW. If the funding is secured for the Marshfield community center, the planning includes space for the ADRC-CW and we would pay rent to the city of Marshfield. ADRC-CW Board members Mike Feirer, Ed Wagner and Jean Doty are involved with this project.
- Regarding nutrition, wanted clarification of Riverview Towers vs. Riverview Terrace. Linda explained that Riverview Terrace is the CBRF/Assisted Living connected with Riverview Towers. Up until January 2013 we served meals 365 days a year at Riverview Towers because of the connection with Riverview Terrace. We now serve 5 days a week at Riverview Towers and discontinued the contract with Riverview Terrace. They have since found a new vendor.
- Regarding CAARN, Linda explained that we have been approached about our possible interest in partnering on this grant It would involve our Community Health Educators collecting data

from the classes for a research project. The project is in its very early planning stages and nothing has been submitted yet.

- The board members asked the status of the Marathon County job classification/compensation study. Linda explained that Marathon County is waiting for the report/recommendations from consultant Fox Lawson. Once released, it will be brought back to the ADRC-CW board for review. The board requested an update on this issue be added to next month's board agenda.

5. Discussion/possible action – Approval of Aging Unit Self-Assessment

The Aging Unit Self-Assessment was included in the board packet for the board's review. It is a report prepared by Aging Director Jennifer Cummings to summarize the accomplishments of last year's Aging Plan for the year. After a brief discussion, there was a motion by Mike Feirer, seconded by Terri Sersch to approve the Aging Unit Self-Assessment document. Motion Carried.

6. Discussion/possible action – Strategic Planning – Introduction to Process & Timeline – Peter Manley

Linda introduced Peter Manley, Community Resource Agent for UW-Extension. Peter gave a brief history of his involvement with strategic planning of other organizations and the purpose of strategic planning. Peter explained that his role is to be the facilitator, not a consultant, in this process.

A proposed timeline was included in Board packet. As Peter explained, nothing is set in stone from one meeting to a next. There will always be a review of what transpired at the previous meeting.

Discussion took place as to how decision making would take place for this process. Board was in agreement with consensus decision making.

Due to the process involved in strategic planning, it is important to have all board members attend in person, if possible. Peter did say the board could always delay the strategic planning to the following month if it looks like most people will not be able to attend in person.

Peter put together a schedule that proposes strategic planning sessions to take place as part of the regular monthly ADRC-CW board meetings. The meeting will be extended for an hour to incorporate the extra time needed for strategic planning. The March and April meetings will take place in Wausau from 9:00-12:00 as Peter proposed. However, the times for the May and June meetings will be 9:30-12:30, due to their location in the Antigo and Merrill offices respectively.

Motion was made by Bill Miller, seconded by Dan Sullivan to accept the timeline with the amended time and location changes unless a major issue arises and revisions to the schedule need to be made. Motion carried.

Discussion took place as to who should be required to be present, besides board members, for the strategic planning discussion. Discussion involved whether to require the presence of the management team members even though they would not be voting on components of the plan. Motion was made by Bill Miller, seconded by Bruce Giese that the specific members of the management team that need to be present, based upon the resources needed, would be identified at the previous meeting. Motion carried.

7. Bill Miller made a motion to go into closed session pursuant to WI Statutes Section 19.85 (1)(c) to consider performance evaluation of a public employee over which the governmental body has

jurisdiction or exercises responsibility, namely the Executive Director of the ADRC of Central Wisconsin. Second by Dan Sullivan. Motion carried.

Roll call vote-Ed Wagner (yes), Joanne Leonard (yes), Mike Feirer (yes), Pat McKinney-Rice (yes), Julie Webb (yes), Terri Sersch (yes), Bruce Giese (yes), Bill Miller (yes), Jean Doty (yes), Dan Sullivan (yes), James Hampton (yes).

8. The Board may reconvene into open session and announce any actions taken during the closed session portion of the meeting.

Board approved Executive Director's performance evaluation as discussed in closed session.

9. Future Agenda Items and Location

Report from finance committee
Classification study
RFP Wausau office remodeling project

10. Adjournment

Motion to adjourn was made by Bruce Giese, seconded by Terri Sersch. Motion carried. The meeting adjourned at 11:25 a.m.