

AMENDED MINUTES
Aging & Disability Resource Center of Central Wisconsin
607 N. Sales Street; Merrill
June 13, 2013

Board Members Present: Joanne Leonard, Jim Hampton, Jerry Burns, Bill Miller, Terri Sersch, Bruce Giese, Bob Weaver, Dan Sullivan, Larry Lebal, Ed Wagner, and Sharon Rybacki. Attending by video: Jean Doty.

Excused: Julie Webb, Pat McKinney-Rice, Mike Feirer

Others present: Linda Weitz; Erin Zastrow; Gary LaVake; Jennifer Cummings; Sharon Davisson; Julie Wolf; Doug Below; Ronda James; Steve Prell; Dona Schwichtenberg, Advisory Committee; Peter Manley, Wood County UW-Extension; and Joanne Kolar.

1. **Call to Order** - The meeting was called to order at 9:35 A.M.
2. **Public Comments** – There were no public comments.
3. **Approval of Minutes** – A motion was made by Jerry Burns, seconded by Dan Sullivan, to approve the May 9, 2013 minutes. Motion carried.
4. **Executive Director's Report** – Linda made a couple of quick comments:
 - Linda updated the board on the proposed Marathon County Classification/Compensation Study which will be released from the consultant this Friday. The consultant's results will be released to the managers, to the Marathon County board, the Marathon County HR committee, and then to all Marathon County (including ADRC-CW) employees. Plans are to have the Marathon County board vote on the plan in July.
 - Plans for remodeling the Wausau office continue. Marathon County is looking to expand the scope of the project and is reviewing the costs to do so. However, the ADRC-CW project is still scheduled to begin in 2013. Langlade County is doing some remodeling of the ADRC-CW reception and waiting area, which will enhance the customer experience in that office.
 - Question on Farmers Market Coupons: Marathon County is not a participant at this time but if/when the USDA farm bill is passed, Marathon County may be able to sign up for this program.
5. **Discussion/possible action-Election of Officers: Chairman, Vice Chairman, Secretary/Treasurer**
Motion made by Bill Miller, seconded by Terri Sersch, to nominate Joanne Leonard as Chair. Motion carried. Motion made by Larry Lebal, seconded by Bob Weaver, to nominate Jim Hampton as Vice Chair. Motion carried. Motion made by Bill Miller, seconded by Ed Wagner, to nominate Jerry Burns as Secretary/Treasurer. Motion carried. These terms are for one year and begin July 1.
6. **Discussion/possible action-Report from the Finance Committee**
Committee members reported that the purpose of the Finance Committee is to review monthly disbursements and review the monthly financial report and make recommendations to the full board when necessary. Any action regarding budget adjustments, policy changes, etc. is required to be brought to the full board. The committee had a discussion about how the amount of county tax levy from each of the counties is currently determined. Currently, it is determined by a percentage as stated in the approved intergovernmental agreement with all four member counties. No

recommendation for change was brought to the board at this time. Motion made by Bill Miller, seconded by Bob Weaver, to approve the Finance Report. Motion carried.

7. Discussion/possible action-Nutrition Program Review

Linda had prepared a report for the board to serve as a summary of the current nutrition program and areas for possible changes to “modernize” the program and address upcoming funding reductions. The intent is to develop a plan by July 1 that will outline changes that will gradually be implemented throughout the remainder of 2013 and be fully implemented by January 1, 2014. Linda informed the board of the decision to close the WI Rapids Parkview nutrition site effective July 1, 2013 and that changes have taken place to reduce the Antigo Parkview Manor site down to two days per week because of lack of staffing. A lengthy discussion followed on advantages/disadvantages of residential sites versus community sites, actual costs of meals versus contributions, the complexity of the decision making process on how and where to make any further cuts, if necessary, and other more cost effective options for congregate sites, such as adding SNAC sites. Linda stated that if we are meeting our mission of keeping people in their own homes, the numbers of home delivered meals will only go up.

8. Discussion/possible action-Review of RFP Process for Major Contracts

Currently, we do not have a policy regarding reviewing contracts or sending out Requests for Proposals (RFP) for our food vendors. The contracts are currently reviewed and re-negotiated on an annual basis. Discussion was held on what would be an appropriate time length for a meal contract – whether it should be three or five years. Linda explained that the contract for food service provided by North Central Health Care has been in place since 1999. The two other major vendors, Norwood Health Care and Lynn’s Catering, were chosen through an RFP process in 2009 and 2010 respectively. The board expressed the need to do RFP’s on some regular basis, giving the existing vendor an opportunity to review the service with us, respond to our expectations, and also open the opportunity to other potential vendors in the service area. After further discussion, a motion was made by Jim Hampton, seconded by Ed Wagner, that the ADRC-CW review the meal contract every three years with options to extend for the fourth and fifth year, with the formal RFP process to take place in the fifth year. Motion carried. Linda will draft a policy to this effect to be reviewed by the board at its next meeting.

9. Discussion/possible action-Issuing an RFP for Wausau/eastern Marathon County meals

With the board’s recommendation of issuing an RFP every five years for food service per region, an RFP will be developed this year for the Wausau/eastern Marathon County meals, currently served by North Central Health Care.

10. Discussion/possible action-Strategic Planning-Facilitated by Peter Manley, UW-Extension

Peter explained that the goal today is to review SWOT analysis from last month’s meeting, to develop strategic issues and to prioritize strategic issues. The remainder of the meeting involved the strategic planning exercise. Peter stated that next month, we will see if the board will review the prioritization, come to consensus on the top three, and then start to develop strategies for the top three. Peter will prepare materials for the board that will summarize today’s discussion and give direction for next month’s exercise.

11. Future Agenda Items & Location – Next meeting is in Marshfield at 9:30 a.m.

12. Adjournment - Jim Hampton made a motion, seconded by Bill Miller, to adjourn the meeting. Meeting adjourned at 12:35 p.m.