

**MINUTES**  
**Aging & Disability Resource Center of Central Wisconsin**  
**Location: 1000 Lakeview Dr Wausau WI 54403**  
**September 12, 2013**

**Board Members Present:** Terri Sersch, Larry Liebel, Jerry Burns, Dan Sullivan, Bill Miller, Bruce Giese, Jim Hampton, Julie Webb, Mike Feirer, Jean Doty, Bob Weaver (Bob via video conference in Merrill)

Excused: Joanne Leonard, Ed Wagner, Pat McKinney-Rice and Sharon Rybacki

**Others Present:** Linda Weitz, Steve Prell, Ronda James, Jennifer Cummings, Erin Zastrow, Jennifer Cummings, Tracey Baken, Peter Manley, Wood County UW-Extension and Mary Rheinschmidt (Mary via video conference Merrill)

**1. Call to order**

The meeting was called to order by Vice-Chair Jim Hampton at 9:01 a.m.

**2. Public Comments**

No public comments.

**3. Approval of Minutes**

A motion was made by Bill Miller, seconded by Mike Feirer to approve the August 8, 2013 minutes. Motion carried.

**4. Executive Director's Report**

The Board received the written Executive Director's report in their board packet. Linda highlighted a few items within.

- Since report was written, Sharon Davisson, Director of Resource Services has resigned from her position. We will begin recruitment for her position immediately.
- Normally September is the month that the board reviews and approves the budget for the following year, however due to the lateness of getting the personnel costs the budget won't be ready until the October meeting.
- Security Health Care donated over 150 chairs to the ADRC-CW. This was great timing as we can use these chairs for the Wausau office remodel.
- With the new Affordable Care Act the ADRC-CW's primary role will be to distribute accurate information to consumers.

**5. Discussion/possible action – Report from the Finance Committee**

The Finance Committee met just before our meeting today to review expenditures and our financial status. There were no big issues that they could see and that everything looks good.

**6. Discussion/possible action – Review of Final 2012 Audit**

Everyone should have received the final version in their packets. There was only some minor changes to the Management comments since the rough draft version. Motion was made by Bill Miller to accept the final 2012 audit, seconded by Jerry Burns. Motion carried.

**7. Discussion/possible action – Update on Compensation Plan**

At the August 20, 2013 meeting of the Marathon County Board, they approved all three recommendations; 1)The salary structure proposed by Fox-Lawson; 2)A one-time 2% lump sum payment based on annual employees' salaries; and 3)The development of a pay for performance plan by August 2014.

**8. Discussion/possible action – Update on RFP for Wausau/Marathon County meals**

We received two responses from the RFP, one from our current vendor, North Central Health Care and our vendor serving Lincoln and Langlade County, Lynn's Catering. After receiving the proposals there were additional questions regarding each proposal. Once those answers were obtained we rated them by using the following criteria; meal cost, menu & food variety, experience with Elderly Nutrition Programs, quality of kitchen & location, menu planning process and overall best fits needs.

After ranking the proposals, the contract was given to Lynn's Catering. Both vendors were contacted regarding the decision. On the cost side, Lynn's Catering was willing to lock in a rate for the three-year life of the initial contract, while NCHC proposal included a 3% increase for year two and three. Over the life of the 3-year contract the savings by using Lynn's Catering rather than NCHC will be approximately \$103,140. The new contract with Lynn's will go into effect on January 1, 2014.

**9. Discussion/possible action – 2014 Budget Planning overview**

In previous years, this would be the month that the ADRC-CW Board would review and give final approval to the upcoming budget. However, this year, Steve has not yet received final personnel figures to use for 2014. As a result, the 2014 budget cannot be brought to the Board until next month. Linda explained that she prepared a narrative report for the board's information to summarize the budget planning to date. Linda briefly went through the narrative report and asked if there were any questions. The board will see the final budget at the October meeting.

**10. Education topic – Project Lifesaver – Jennifer Cummings, Director of Aging**

Jennifer gave the board a brief overview on the Project Lifesaver program. Jennifer referenced the handout that was included in packet and that this program is currently only available in Wood and Marathon Counties. Currently the role of the ADRC-CW is as referral coordination and also as a liaison between the Sheriff's department and families. We also function as the fiscal agent. The equipment provider, Lo Jack, is a for profit company and bills accordingly.

Jennifer would like some direction from the board as to whether or not the ADRC-CW should be the fiscal agent. This will be further reviewed and brought back to the board.

**11. Discussion/possible action – Lease Payment Understanding with Marathon County**

As we do not yet have a lease signed with Marathon County, Bill Miller, would like to make sure that the agreement states that Marathon County is our Landlord. In this transition period, there has been much confusion regarding issues surrounding the lease and where the payment goes.

**12. Discussion/possible action – Strategic Planning – Finalizing Plan – Peter Manley, UW-Ext.,  
Facilitator**

Peter is here today to present the draft strategic plan, which was included in your packet. The board did a brief review of the documents and there were a few minor changes that were noted. Peter will make changes to reflect the discussion.

The board asked Linda to now bring it to the staff and advisory committees, develop a plan in 2014 and provide quarterly updates.

**13. Future Agenda Items and Location**

Budget-Final 2014 Approval

Education item-legal issues

Next meeting Thursday, October 10, 2013 at 9:00 a.m. in Wausau.

**14. Adjournment**

Motion to adjourn was made by Jerry Burns, seconded by Mike Feirer. Motion carried. The meeting adjourned at 10:33 a.m.