

MINUTES
Aging & Disability Resource Center of Central Wisconsin
Location: 607 N. Sales St., Merrill WI 54452
June 12, 2014

Board Members Present: Joanne Leonard, Jim Hampton, Vernon Cahak, Bill Miller, Terri Sersch, Carl Vander Sanden, Loretta Baughan, Dan Sullivan, Larry Lebal, and Sharon Rybacki. Jean Doty participated by conference phone in Marshfield.

Excused: Julie Webb, Doug Machon, Richard Hurlbert and Mike Feirer

Others present: Linda Weitz, Erin Zastrow, Doug Below, Jessica Gaedtke, Steve Prell, Mary Rheinschmidt, Michelle McDougal and Joanne Kolar.

1. **Call to Order** - The meeting was called to order at 9:32 am by Chair Joanne Leonard.
2. **Public Comments** – There were no public comments. Since this was the first meeting for Carl Vander Sanden from Lincoln County, introductions were made by each board member. Linda then introduced Jessica Gaedtke, our new Communication/Administrative Services Manager who started employment with the ADRC-CW on Monday, June 9th, as well as introducing other staff members attending.

Bill Miller used the public comment time to suggest an agenda item for next month's agenda regarding workmen's comp premiums.
3. **Approval of Minutes from May 8, 2014** – A motion was made by Dan Sullivan, seconded by Vern Cahak, to approve the May minutes. Motion carried.
4. **Discussion/possible action-Election of Officers: Chairman, Vice Chairman, Secretary/Treasurer**
Chairman Joanne Leonard explained the duties and responsibilities of the Chairman, Vice Chairman, and the Secretary/Treasurer. Joanne thanked the board for how well it functions and how appreciative she is that everyone works together to keep things moving forward. Jim Hampton made a motion to nominate Joanne Leonard as Chairman, seconded by Bill Miller. Motion made by Jim Hampton to close nominations. Nominations were closed and Joanne was re-elected for another term. Motion carried.

Vice Chair: Bill Miller made a motion to nominate Jim Hampton as Vice Chair, seconded by Larry Lebal. Motion made by Bill Miller to close nominations. Nominations were closed and Jim was re-elected for another term. Motion carried.

Secretary/Treasurer: Bill Miller made a motion to nominate Larry Lebal as Secretary/Treasurer, seconded by Jim Hampton. Motion made by Jim Hampton to close nominations. Nominations were closed and Larry was elected to the position of Secretary/Treasurer. Motion carried.

Linda mentioned that we are looking for someone to be on the Finance Committee, hopefully from Langlade County, since the other three member counties are currently represented. Vern Cahak stated he would talk to Richard Hurlbert before the next meeting and will discuss if either of them has an interest in becoming a member.

5. Executive Director's Report

Linda highlighted a few items not included in her board packet report:

- Last week, a few of our staff members attended a State ADRC meeting and Linda was very encouraged by a presentation by Carrie Molke, the Director of the WI Bureau of Aging and Disabilities Resources, which includes both the Office on Aging and the Office of Resource Center Development. Carrie reviewed the Bureau's goals, which included better integration of services between the Offices.
- In response to the statewide initiative to better serve individuals with dementia and their families, as reviewed at a previous board meeting, we will be starting a workgroup to discuss our ADRC-CW role in the plan and strategies we would like to implement.
- Healthy Living Grant – We have been notified that the funding request was approved for the Physical Activity for Life for Seniors (PALS). The first conference call was held on June 10 to receive more information about expectations and funding, which will be brought to the board for approval at next month's meeting.
- Nutrition Revitalization Grant offered by the State has been approved which will allow us to expand our Senior Nutrition Access Coupon (SNAC) program to the Pittsville area which is considered an under-served area. The SNAC program allows seniors to go to restaurants and access nutritious meals with coupons, as is currently in operation our Marathon County area.
- Volunteer celebrations for this year are now complete and we have over 400 active volunteers participating in our programs. Linda stated that we could not operate our programs successfully without them and we appreciate all their help. This is always an opportunity for staff and volunteers to celebrate another successful year of volunteering.
- A new ADRC Statewide Campaign ad is currently being broadcast on our local TV and radio stations. It is our intention to let that run its course and then we will supplement with our ADRC-CW ads. All who had seen the ad thought it was done very well.
- Dan Sullivan mentioned that the Memory Café campaigns are up and running, which is a relatively new initiative serving individuals with dementia and their families and is being held in the Methodist Church in Wausau.

6. Discussion/possible action-Report from the Finance Committee – Larry Lebal

Larry Lebal reported that the Finance Committee reviewed the check register and credit cards and the committee members are asking for more detailed information so they know exactly what things are being charged/paid. Steve will be working on how to develop a better description process for payments. Joanne Leonard stated that the addition of our Finance Committee has been very positive. It operates excellently and that they do more than just looking at charges. They also make recommendations for policy that impacts agency operations. Linda responded that it has been very helpful to streamline full board meetings, helpful to bring more financial detail to the full board, and as an additional internal control. No action needed to be taken at this time.

Steve Prell reported that he had nothing special to report. He has not gotten a letter yet from Marathon County notifying him of the 2015 budget timelines, but we will keep the board apprised.

7. Discussion/possible action-Approval of Application for Ministry-St. Joseph's Hospital Caregiver grant

St. Joseph's Hospital Ministry Grant program is offering us the opportunity to apply for grant funding once again this year. We are completing a \$7,000.00 grant request and if awarded, the funds will be used to connect family caregivers with respite care funding and other direct services expenses that assist in supporting the individual in the community. The board indicated they would like to see numbers of people served from these funds and Steve will follow up with this request.

8. Discussion/possible action-As per Board Policy, issuing an RFP for Wood/Western Marathon Co. Meals

Presently, we have a contract with Norwood Health Care for providing meals in the Wood County and Western Marathon County area. The last time an RFP was done for this service area was in 2009. Therefore, since it is board policy to review and send out competitive bids at a minimum of once every five years on any major contracts, an RFP will be issued for this contract this summer. A discussion was held on whether the policy implemented last year should be revised, in particular, whether to continue to exclude rent costs. The Finance Committee will review this at their July meeting and report back. It was suggested that the Finance Committee members receive a summary of the breakdown of current rental costs for each office, including a breakdown by FTE. Steve will bring this to finance next month.

9. Discussion/possible action-Wausau ADRC-CW Office Building Update

Linda gave a brief update regarding the Wausau office remodeling project. Marathon County has now chosen a firm that will be studying the North Central Health Care (NCHC) complex therapy pool, with a recommendation to be made by the end of August. At the same time, a task force has been developed in Marathon County to review the NCHC organization, which includes management of the NCHC building complex. Therefore, Marathon County has many complex issues to address regarding the use of the NCHC complex before a permanent decision can be made about addressing the needs of the Wausau ADRC-CW Office. Linda is keeping Marathon County and NCHC maintenance staff informed of ongoing major maintenance issues that impact work in the ADRC-CW office, such as leaking roof, windows, doors, faulty water faucets, etc., but no action has been made on these items either.

10. Discussion/possible action - 2nd Quarter Progress toward 2014 Goals

Linda summarized briefly the 2014 2nd Quarter Progress toward Goals Report that was included in the Board packet. She reported that we are making good progress on all of our Overarching Goals:

- 1) Provide Better Services for Individuals with Disabilities
- 2) Preparing for Funding Fluctuations
- 3) Develop and Advocate for Services that Promote Early Intervention
- 4) Attract, Retain, and Support Excellent Employees

Joanne mentioned that Linda attends one county board meeting for each county every year to keep them informed. Joanne suggested that in addition to furnishing the full county boards with our annual report, we should also include a copy of our Strategic Plan. She suggested it could just be a condensed version but it would show that we are looking ahead and are being progressive.

11. Discussion/possible action-Pay for Performance System Update

Discussion was held on the detailed summary of the Pay for Performance Plan which was included in the packets, which was a critical component of the fourth overarching goal, "Attract, Retain, and Support Excellent Employees." The plan has now been implemented, which is a month earlier than the July 1 goal set at the beginning of the year. Linda expressed her appreciation for the great job done by the management team and all employees who have really stepped up to make the new plan work. In response to a question from the board, Linda explained that she discusses and approves ALL reviews before they go out to make sure we have consistent expectations throughout the ADRC-CW organization. The last step in implementing the plan will be to get a process on place for the review of the Executive Director position. Chairman Joanne Leonard will get the Executive Committee together before the next meeting to discuss putting a process in place. This will be put on next month's agenda.

12. Future Agenda Items & Location:

The next meeting will be held on July 10th in Marshfield at the Marshfield Chamber of Commerce. The packet will include directions to new board members.

Agenda Items:

- RFP – Finance Committee – Review of rent costs in offices
- Executive Director Pay for Performance Process
- Workmen’s Comp premiums – Bill Miller
- Annual Plan update – to include strategic plan summary
- Education Item – Loretta Baughan would be interested in what types of disability services we provide.

13. Adjournment

Bill Miller made a motion to adjourn, seconded by Larry Lebal. Motion carried and the meeting adjourned at 11:05 A.M.