

MINUTES

Aging & Disability Resource Center of Central Wisconsin

Location: Marshfield Area Chamber of Commerce and Industry; 700 South Central Ave, Marshfield, WI
July 10, 2014

Board Members Present: Joanne Leonard, Jim Hampton, Vernon Cahak, Bill Miller, Terri Sersch, Dan Sullivan, Larry Lebal, Jean Doty, Julie Webb, Doug Machon, Richard Hurlbert, Mike Feirer. Carl Vander Sanden and Loretta Baughan participated by conference phone in Merrill.

Excused: Sharon Rybacki

Others present: Linda Weitz; Jessica Gaedtke; Steve Prell; Mike Rhea; and Frank Matel, Marathon County Employee Resources Director

- 1. Call to Order** - The meeting was called to order at 9:37 am by Chair Joanne Leonard.
- 2. Public Comments** – Linda began the Public Comments by apologizing for the inability to videoconference this Board meeting due to the location. Linda thanked Frank Matel for the great job that he and his employees do with all of the ADRC's Human Resources needs. Joanne echoed Linda's sentiment.
- 3. Approval of Minutes from June 12, 2014** – A motion was made by Bill Miller, seconded by Larry Lebal, to approve the June minutes. Motion carried.
- 4. Roll call vote to go into closed session.**

Mike Feirer made a motion to hold a roll call vote to go into closed session pursuant to WI Statutes Section 19.85(1)(f) to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations namely, approving unpaid leave of for an employee. Julie Webb seconded the motion. Mike amended the motion to note that Linda Weitz and Frank Martel were approved to stay for the closed session. Julie Webb seconded the amendment. Roll call: Joanne Leonard – Yes; Jim Hampton – Yes; Vernon Cahak – Yes; Bill Miller – Yes; Terri Sersch – Yes; Carol Vander Sanden – Yes; Loretta Baughan – Yes; Dan Sullivan – Yes; Larry Lebal – Yes; Jean Doty – Yes; Julie Webb – Yes; Doug Machon – Yes; Richard Hurlbert – Yes; Mike Feirer – Yes. Motion carried.
- 5. Vote to go back into open session and possibly make an announcement of action taken.**

A motion was made, seconded and carried to extend the unpaid leave of an ADRC-CW employee to end on September 11, 2014.
- 6. Discussion/possible action-Explanation of Marathon County process for determining department Worker's Compensation premiums – Frank Matel**

Joanne started the conversation by stating that this explanation is educational in nature purely to explain how Marathon County departments' worker's compensation premiums are determined and that no personal or confidential information regarding specific worker's compensation claims would be discussed.

Frank began by explaining that Marathon County is unique in that it is self insured and self administered, which allows for more control. He oversees a risk management group that meets twice

per month to discuss cases and strategies. Frank explained that the premiums are determined by applying a basic distribution model. Actuaries review the previous claims and determine within a 95% confidence level what future claims will be. Each job function falls into a risk level. Most ADRC-CW employees fall into a low-risk category. Once the basic premium cost is determined, they must also look at claim frequency and severity to determine any increase in rates in order to cover current and potential future costs. The ADRC-CW will most likely see an increase for the next year due to our current claims. This increase in premium will be absorbed with a slight increase in cost for all Marathon County departments, with a higher increase being absorbed by departments that have had recent claims. Bill asked how long this increase in premiums would last. Frank answered that it would be approximately 3-5 years based on this one recent claim.

Motion made by Bill, seconded by Carl, and carried to move agenda item 13 up in order to allow Frank Matel to participate in the discussion.

13. Discussion/possible action – Pay for performance update – Process for Executive Director review

The Executive Committee met with Linda earlier this week to review and draft a process for Pay for Performance for the Executive Director. The existing “Executive Director Performance Review Process” policy with suggested changes in red was distributed along with the “ADRC-CW Performance Summary Document”, the “Board Expectations for Executive Director” policy, and the Executive Director job description. The Board spent some time reviewing the suggested changes to the policy and suggested a change to the wording of paragraph (2) on page 3 to read:

The Executive Committee will meet in January to review all the data and prepare a draft evaluation summary, which will include a preliminary overall performance level and may include a salary adjustment, if granted, for discussion with the Director.

The Board also changed the wording of paragraph (4) on page 3 to read:

The final evaluation document is presented to the full ADRC-CW Board at the February Board meeting. The Board shall meet in closed session to review the results of the evaluation. The full Board must approve the final evaluation, which includes an overall performance level and any salary adjustment, if granted.

The Board also recommended having a separate 360 review survey for the Executive Director’s direct reports as they may have unique insights into performance due to the higher level of contact involved. All ADRC-CW staff will be given the opportunity to complete a survey of the Executive Director, with the direct reports’ surveys kept separate.

The Executive Committee will incorporate these recommended changes into a final draft to be presented to the full board for approval at the August Board meeting. Any additional suggestions can be sent to either Joanne Leonard or Jim Hampton.

7. Executive Director’s Report

Linda highlighted a few items from the Executive Director’s report:

The management team has been looking at new videoconferencing equipment that would give the agency greater functionality, and at a good price. Linda also mentioned that we may have located a restaurant to partner with us for the expansion of a Senior Nutrition Access Coupon (SNAC) program site to Pittsville. The ADRC-CW has been conducting some Customer Satisfaction surveys and the initial return has been higher than anticipated. The data from those surveys will begin to be entered shortly.

8. Discussion/possible action-New Finance Committee Member

Joanne Leonard reported that, due to distance, Langlade County board members have agreed to forgo having permanent representation on the Finance Committee at this time. Jim Hampton has

volunteered to fill the vacancy on the Finance Committee. A motion to approve Jim Hampton as the 4th member of the Finance Committee was made by Bill Miller and seconded by Terri Serch. Motion carried.

9. Discussion/possible action – Report from the Finance Committee

Larry Lebal reported that the Finance Committee reviewed the ADRC-CW finance report. The monthly disbursements were also reviewed and found reasonable. The committee also reviewed the credit card statements. Larry Lebal made a request to continue to review the policy regarding rental costs and RFPs. The Finance Committee will include its notes in the August Board packet.

10. Discussion/possible action – Budget Adjustments

Steve Prell explained the requested budget adjustments. Some of the amounts for the agency increased, others decreased. Bill Miller made a motion to approve the budget adjustments as presented. Mike Feirer seconded the motion and it was approved.

11. Discussion/possible action - Approving Ministry-St. Joseph’s hospital caregiver grant – numbers served

This initiative was discussed during the June Board meeting and will need a vote to approve the grant. Motion to approve the grant was made by Jean Doty and seconded by Dick Hurlburt. Motion carried.

12. Discussion/possible action - Approving participation in Healthy Living grant – Physical Activity for Life for Seniors

The ADRC-CW was approached for this research project that will establish an evidence-based prevention program. Through this project, Community Health Educators would conduct this program as the test case. A written summary was provided to all Board members. This is a 3-year project, at approximately \$20,000 per year to cover a small portion of the Community Health Educators’ salary and travel. More information is forthcoming for approval by the board at the August meeting.

13. Moved ahead in the agenda – please see above

14. Discussion/possible action - Annual report update

Linda proposed to condense the Annual Report to one page, front and back. An example was passed around to Board members in attendance. Linda reviewed that the purpose of the report is to show County Boards and outside agencies and the public what the ADRC-CW is, has accomplished, and hopes to accomplish. This is typically distributed to all County Boards, State partners, on our website, and to outside organizations. This new format would be glossy, full of pictures, and provide more concise information than previous formats. This could also easily be converted into a PowerPoint presentation to take to outside agencies. The Board also suggested incorporating some pieces of the agency’s Strategic Plan and how the agency is addressing the findings.

15. Future agenda items and Location

ADRC-CW Celebration of Success will take place on July 23rd. RSVPs for lunch are due to Linda by 4:30pm on July 10th. Upcoming agenda items will include: further review of the Executive Director’s Performance Review and an Education item on services for individuals with disabilities.

16. Adjournment

A motion to adjourn the meeting was made by Dick Hurlburt and seconded by Doug Machon. Motion carried and meeting was adjourned at 11:30am.