

MINUTES
Aging & Disability Resource Center of Central Wisconsin
Location: ADRC-CW, Wisconsin Rapids, WI
August 14, 2014

Board Members Present: Jim Hampton, Bill Miller, Terri Sersch, Dan Sullivan, Larry Lebal, Jean Doty, Doug Machon, Mike Feirer; Carl Vander Sanden and Loretta Baughan participated by videoconference from Merrill.

Excused: Sharon Rybacki, Dick Hurlbert, Joanne Leonard, Vernon Cahak, Julie Webb

Others present: Linda Weitz; Jessica Gaedtke; Steve Prell; Mike Rhea; Kim Kruse; Lance Pliml, Wood County Board Chairman

1. **Call to Order** - The meeting was called to order at 9:35 am by Vice-Chair Jim Hampton
2. **Public Comments** – Linda introduced Lance Pliml – Wood County Board Chair and thanked him for his support of the ADRC-CW.
3. **Approval of Minutes from July 10, 2014** – Motion to approve the minutes from July 10, 2014 was made by Mike Feirer and seconded by Dan Sullivan. Minutes approved.

4. **Educational presentation – Summary of Services for Individuals with Disabilities**

Mike Rhea, ADRC-CW Resource Services Director and Kim Kruse, ADRC-CW Resource Specialist gave a presentation on ADRC-CW services for individuals with disabilities. Kim reviewed the services provided by Resource Specialists and Disability Benefits Specialists, which include assistance with benefits and providing information on service options that would support individuals to remain as independent as possible in their homes, such as eligibility screening for long term care programs (Family Care, IRIS), transition services for those leaving high school (ages 18-21), and information on private-pay services and other supportive services available in our communities. Other services include access to the ADRC-CW Healthy Living programs, such as Living Well with Chronic Conditions, Powerful Tools for Caregivers, Arthritis Foundation Exercise Program, Tai Chi, and Yoga.

As directed in the Board's strategic plan, a work plan on how we can improve services to individuals with disabilities has begun. A committee was developed and held several meetings to determine a focus and two subsequent workgroups were formed. One workgroup focused on identifying the outside organizations that serve individuals with disabilities with which we would like to do some cross-training, with a goal of better understanding of each other's services in order to increase referrals back and forth. The other workgroup will work on creating a Central WI Disability Network as a type of information depository for people with disabilities to go in order to find out about services in the area.

5. **Executive Director's Report –**

For expediency of today's meeting, Linda did not add any information to the written board report members received in their packets. One board member commented on some of the statistics shared during the July 23 "Celebration of Success" such as that we served over 220,000 meals through our four-county region and held 102 different healthy living classes.

6. **Discussion/possible action – report from the Finance Committee**

The Finance Committee reviewed the distributions and pro card expenses and deemed the expenses reasonable for month of July. During upcoming meetings, the Finance Committee will review and/or create policies regarding guidelines for credit card purchases, rent costs and carry-over money from the Tax Levy.

7. Discussion/possible action – Review of draft 2013 audit

The Board reviewed the draft of the 2013 audit. Board member Bill Miller pointed out key figures within the audit. Steve Prell reviewed the auditor's results for the Board and explained what the management responses will be to each issue raised in the audit. Overall, the ADRC-CW audit is very clean.

8. Discussion/possible action – Approval of participation in Healthy Living Grant – Physical Activity for Life for Seniors

Description of this program was distributed during the July meeting. Linda and Jennifer Cummings reviewed this proposal to ensure that the time spent on this project would not exceed 15% of the Community Health Educators' time, as this is the agreed-upon amount that the ADRC-CW will be reimbursed (salary, benefits and mileage). The maximum amount for the three- year grant is \$70,700, which amounts to approximately \$20,000-30,000 per year, with no commitments after the 3-year grant period. Linda recommended that the ADRC-CW move forward with this grant. Motion to approve moving forward with this grant was made by Bill Miller and seconded by Mike Feirer. Motion carried.

9. Discussion/possible action – Wausau building update

Linda reviewed the history of the ADRC-CW's rental of our current office space. Marathon County had made a commitment to remodel the space to better suit our needs, but that project has been put on hold due to other potential projects that Marathon County may choose to pursue in the North Central Health Care Center complex. Bill Miller, who is on the Capital Improvement Program Committee for Marathon County, indicated that the shell of the building is slated for remodel soon. Board members expressed concern about the possible time that it may take before a decision on remodeling will take place, and indicated that there still remains an option to move to another location.

10. Discussion/possible action – Potential increases to ADRC-CW Worker's Compensation premiums

Due to the recent settlement of a Worker's Compensation claim, the ADRC-CW premiums are likely to increase for the next 3+ years. The event that resulted in the claim occurred in the North Central Health Care (NCHC) parking lot. Bill Miller proposed to the Board that the ADRC-CW request payment of our premium increase come from NCHC, due to their responsibility in maintaining the lot. The Board directed Linda Weitz to take steps to determine what steps would be necessary to move forward with such a request. Linda will bring her findings to the Board meeting in September.

11. Discussion/possible action – Approval of revised Executive Director performance review process

The Executive Committee developed a plan to include the Executive Director in the Pay for Performance process. Jim Hampton summarized the Policy for Executive Director Review Process, Board Expectations of the Executive Director, Performance Document, and document for recommendation of increase in pay. Upon approval from the Board, these documents would be effective immediately, with performance reviews conducted annually in January. Bill Miller made a motion to approve this policy and process; Larry Lebal seconded the motion. Motion carried.

12. Roll call vote to go into closed session pursuant to WI Statutes Section 19.85(1)(f) to consider employment, promotion, compensation, or performance evaluation data of any public employee

over which the governmental body has jurisdiction or exercise responsibility, namely, the performance evaluation and potential salary adjustment of the Executive Director of the ADRC of Central Wisconsin. Motion made by Mike Feirer and seconded by Doug Machon. Roll call vote to go into closed session: Jim Hampton – Yes; Bill Miller – Yes; Terri Sersch- Yes; Dan Sullivan – Yes; Larry Lebal – Yes; Jean Doty – Yes; Doug Machon – Yes; Mike Feirer - Yes; Carl Vander Sanden – Yes; Loretta Baughan – Yes. Motion carried to enter closed session.

13. Vote to go back into open session and announce any actions taken during the closed session

Jim reviewed the action during closed session. Based on the work of the Executive Director in 2013, the Board discussed and recommended a salary increase of 3%, effective September 1, 2014. Motion to approve made by Mike Feirer and seconded by Bill Miller. Motion carried.

14. Future Agenda Items and Location

The next meeting will take place on September 11, 2014 in Antigo. Linda will bring information regarding the Worker's Compensation premium increase and responsibility by North Central Health Care. The budget will potentially be submitted for approval.

15. Adjournment – A motion was made to adjourn by Dan Sullivan and seconded by Doug Machon. Motion carried. Meeting adjourned at 11:29am.