

MINUTES
Aging & Disability Resource Center of Central Wisconsin Board Meeting
Location: Marshfield Public Library Beebee Forum Room
211 East 2nd Street Marshfield, WI 54449
July 14, 2016

Board Members Present: Doug Machon, Larry Lebal, Terri Sersch, Tim Buttke, Vernon Cahak, Julie Webb, Jean Doty, Joe Hoppa, Bob Reichelt and Joel Lewis.

Board Members Absent: Mike Feirer, Kevin Koth, Danielle Yuska, Jim Hampton, and Sharon Rybacki.

Others present: Alyssa Vruwink, Linda Weitz, Steve Prell, Mike Rhea, and Amy Sue Vruwink.

1. Call to order:

Meeting called to order by Chairperson Doug Machon at 9:30 a.m.

2. Public comments:

The ADRC-CW formally welcomed new Marathon County board member Joel Lewis.

3. Approval of minutes:

A motion made by Vern Cahak, seconded by Terri Sersch to approve the minutes of the June 9, 2016 board meeting with the added amendment of marking Chairperson Doug Machon to the list of board members present. Motion carried.

4. Discussion/possible action: Report by the Finance Committee

Larry Lebal reported the discussions of the finance committee. The discussion regarding a new policy initiative will be moved to the August agenda.

5. Discussion/possible action: Budget adjustments

Steve Prell presented budget adjustments pertaining to the organization's aging program grants. The adjustments are required to present any necessary changes from the amounts the board approved at the start of the year. Larry Lebal made a motion to approve the requested budget adjustments, seconded by Julie Webb. Motion carried.

6. Discussion/possible action: Review of Draft New Fiscal Policy

Larry presented the draft of the new fiscal policy for review and approval. In addition, he passed out copies of a summary of questions and answers that the Fiscal Committee had submitted to the state for additional information. The state's answers were used as additional resources to write the policy. Larry reviewed the purpose behind the development of the policy, which was to establish procedures for the equitable distribution of assets upon any withdrawing member county or upon the dissolution of the ADRC-CW. Doug asked if the draft policy accounted for a state-directed dissolution of all ADRCs, which Steve Prell confirmed that it would. Bob Reichelt made a motion to accept the draft proposal of the new fiscal policy with corrected spelling errors. Joel Lewis seconded. Motion carried.

7. Discussion/possible action: Building update

Doug Machon reviewed the progress pertaining to the new Wausau office location since the board gave approval in May of 2016 to enter into a lease with Ghidorzi. Ghidorzi is in the process of moving out the current space tenant and demolishing for buildout. To date the lease was sent to Marathon County Corp Counsel for a preliminary review. To date we are waiting on review and approval of the lease's insurance coverage requirements from Marathon County Risk Management.

Regarding the potential Marshfield office move, Linda presented an updated floor plan draft of the Marshfield Community Center. The location remains ideal due to the close proximity that would be shared with other tenants that serve a customer base similar to the ADRC-CW. A lease has yet to be discussed. The city of Marshfield is aware the ADRC-CW requires a rent amount that matches the office's current rent costs. Initial costs from the architect are pending and the city of Marshfield has yet to give full approval for the renovations.

8. Education item: History and Charge of WI Aging and Disability Resource Centers

Linda presented a historical overview of how ADRCs came to fruition in the state of Wisconsin.

9. Education item: Safety protocols for ADRC-CW employees

Linda passed out copies of the ADRC-CW's current work place safety handout to each board member for review and discussion. The handout is provided via hard copy to all new employees and is available on the ADRC-CW intranet. She mentioned that a large portion of the handout is dedicated to addressing best practice safety guidelines for home visits, because home visits can be prone to potential risks, due to the lack of controlled environment. Doug Machon posed the question to other board members regarding the need to obtain free active shooter training and or reconnect with local law enforcement agencies in each ADRC-CW service area to develop a plan best suited to the unique layout of each office.

10. Executive Director's Report

Linda reviewed key items from the executive director's report including the presentation to be given by Waupaca County Director of Health and Human Services Chuck Price regarding the benefits of implementing a trauma-informed approach across the Waupaca human services departments at next month's board meeting, ongoing recruitment efforts for the part-time ADRC-CW Caregiver Support Coordinator position in Wausau, recruitment efforts for new ADRC-CW Advisory Committee members, and a review of the invitation for all board members to attend the annual ADRC-CW Celebration of Success on July 27, 2016.

11. Future Agenda Items & Location:

The next meeting will take place at the ADRC-CW Wisconsin Rapids office on August 11 at 9:30 a.m. Suggested agenda items include a presentation from Waupaca County Director of Health and Human Services Chuck Price regarding the benefits of implementing a trauma-informed approach.

12. Adjournment:

Chairperson Doug Machon adjourned the meeting at and the meeting ended at 11:02 a.m.