

Board Meeting Minutes

Aging & Disability Resource Center of Central Wisconsin

Location: Wausau ADRC-CW boardroom, 2600 Stewart Avenue, Wausau, Wisconsin

April 12, 2018

Board members present: Chairman - Doug Machon, Vice-Chairman –Jim Hampton, Will Hascall, Bob Reichelt, Larry Lebal, Mike Feirer, Jean Doty, Kirby Crosby, Vern Cahak, Danielle Yuska, Sharon Rybacki, and Dona Schwichtenberg.

Board members excused: Tim Buttke

Board members absent: Julie Webb

Others present: Jonette Arms, Steve Prell, Jennifer Cummings, Mike Rhea, Erin Wells, Ronda James, Julie Richards, and Angela Hansen.

1. Call to order:
 - a. Meeting was called to order by Chairman Doug Machon, at 9:30am.
2. Public comments:
 - a. No public comments
3. Discussion/possible action – Approval of Minutes:
 - a. March 8, 2018
 - i. Motion to approve March 8, 2018 with the item 4b *Yearend* changed to *Year end* by Sharon Rybacki, seconded by Mike Feirer. Motion carried, minutes approved.
 - b. February 16, 2018
 - i. Minutes amended to include a motion to come out of closed session, an adjournment, and correction to clerical documentation error included from previous minutes (3.a.iii.1).
 - ii. Motion to approve February 16, 2018 with the amended notations and correction by Mike Feirer, seconded by Danielle Yuska. Motion carried, minutes approved.
4. Discussion/possible action – Report from the Finance Committee:
 - a. Larry Lebal presents the report.
 - i. Corrections to Finance Committee minutes.
 - ii. Fiscal year 2017 being wrapped up.
 - b. Motion to accept the report by Danielle Yuska, seconded by Kirby Crosby. Motion carried, report accepted.
5. Discussion/possible action – Review of 2017 Unaudited Year-end Financials:
 - a. Steve Prell presents the report.
 - i. Summary report in board packet details provided upon request.
 - ii. Unaudited statements are reported
 - b. No action taken.
6. Discussion/possible action – Review of 2018 Budget Adjustments:
 - a. Steve Prell presents the report.

- i. Adjustments for 2018 made due to grant cycles and forecast budgeting.
 - b. Motion to accept 2018 budget adjustments by Jean Doty, seconded by Jim Hampton. Motion carried, budget adjustments for 2018 accepted.
- 7. Discussion/possible action – Review of Nutrition Program Assessment:
 - a. Ronda James presents report.
 - i. Pam VanKampen, RDN, CD of Greater Wisconsin Agency on Aging Resources, Inc. (GWAAR) conducts the assessment.
 - ii. Full assessment in board packet.
 - iii. GWAAR requests revision of contribution policy.
 - 1. Revision completed and enacted.
 - iv. Board Chairman, Doug Machon requests report sent to our regional counties with the minutes.
 - b. No action taken.
- 8. Executive Director’s Report:
 - a. Jonette Arms presents the report.
 - i. Board is encouraged to participate in trainings and conferences relevant to the ADRC-CW’s work.
 - ii. Jonette Arms intends to visit all the regional dining sites.
 - b. Full report in board packet
 - c. No action taken.
- 9. Future agenda items:
 - a. Mike Rhea will contact John O’Keefe of IRIS for educational presentation.
 - b. Board elections.
 - c. Next meeting: May 10, 2018: Wausau ADRC-CW office, 2600 Stewart Avenue, Wausau Wisconsin.
- 10. Adjournment:
 - a. Meeting adjourned by Chairman, Doug Machon at 10:40 am.