

Board Meeting Minutes

Aging & Disability Resource Center of Central Wisconsin

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

October 11, 2018

Board members present: Chairman - Doug Machon, Vice-chairman – Jim Hampton, Mike Feirer, Will Hascall, Dona Schwichtenberg, Jean Doty, Vern Cahak, Danielle Yuska, Sharon Rybacki, Richard (Dick) Hurlbert, Dora Gorski, Tim Buttke and Norbert Ashbeck

Board members excused: Sandi Cihlar and Larry Lebal

Others present: Jonette Arms, Jennifer Cummings, Pa Thao, Ronda James, Mike Rhea, Steve Prell, Erin Wells, Angela Hansen and Brandon Vruwink.

1. Call to order:
 - a. Meeting was called to order by Chairman Doug Machon, at 9:35 am.
2. Public comments:
 - a. Doug Machon welcomes Wood County Director of Human Services Brandon Vruwink.
 - b. New board member from Lincoln County, Norbert (Nubs) Ashbeck introduces himself.
 - c. Doug Machon gives a brief background of the ADRC-CW Board and states the county board members “leave their county hats at home” when representing the ADRC-CW board.
3. Discussion/possible action – Approval of Minutes:
 - a. August 9, 2018
 - i. No corrections.
 - ii. Motion to approve August 9, 2018 minutes by Mike Feirer, seconded by Dick Hurlbert. Motion carried, minutes approved.
4. Discussion/possible action – Report from the Finance Committee:
 - a. Jim Hampton presents the report.
 - i. Committee reviewed disbursements, pro-card use, budget adjustments, and the 2019 budget. All determined okay by committee.
 - ii. Full report in board packet.
 - b. Motion to accept the report by Danielle Yuska, seconded by Dona Schwichtenberg and Will Hascall. Motion carried, report accepted.
5. Discussion/possible action – 2017 Audit Report
 - a. Steve Prell presents the findings.
 - i. ADRC-CW considered Low-Risk Auditee as it has met qualifications for this certification.
 - ii. Final audit to be placed on the ADRC-CW website if approved.
 - b. Motion to accept the report and place on file by Tim Buttke, seconded by Dona Schwichtenberg. Motion carried, report filed.

6. Discussion/possible action – 2018 Budget Adjustments
 - a. Steve Prell presents the adjustments.
 - i. Aging program grants are adjusted mid-year.
 - ii. ADRC-CW has received an increase in many grants, some significant.
 1. Title III, ADRC MA funds, C1 and C2 increased.
 2. NSIP grant, ~~Alzheimers~~Alzheimer's grant, and National Caregiver grant decreased.
 - b. 2019 Budget reflects the changes in funding sources.
 - c. Dona Schwichtenberg asked if there was a reason for the increases.
 - i. Jennifer Cummings offered a possible reason being new legislation and additional program advocacy supporting the work with older adults.
 - d. Motion to accept the budget adjustments by Mike Feirer, seconded by Tim Buttke and Vern Cahak. Motion carried, adjustments accepted.
7. Discussion/possible action – ADRC-CW 2019 Proposed Budget
 - a. Steve Prell presents the budget.
 - i. Total employment costs increase 2.5 percent in maintaining the pay for performance standard and health insurance increase.
 - ii. The ADRC-CW is not asking for tax levy increases from any of the four counties. The county contributions remain the same as they have been since the 2011 Intergovernmental Agreement.
 1. Langle: \$115,070
 2. Lincoln: \$149,466
 3. Marathon: \$395,367
 4. Wood: \$198,278
 - iii. Full proposed budget in board packet.
 - b. Motion to approve the ADRC-CW 2019 Proposed Budget by Mike Feirer, seconded by Vern Cahak. Motion carried, proposed budget approved.
8. Discussion/possible action – Review and Approve 2019-2023 Lincoln County Lease Agreement.
 - a. Jonette Arms informs the board the previous lease agreement with Lincoln County expired in December 2017.
 - b. The new lease agreement includes a 60 percent increase over the course of the lease.
 - i. Jim ~~Hamption~~Hampton asked if there was a reason for such an increase.
 1. There were no increases written into the previous agreement. ADRC-CW paid the same rent for five years.
 - ii. Rent increase will begin January 2019.
 - c. Motion to approve and accept the Lincoln County Lease Agreement by Tim Buttke, seconded by Danielle Yuska. Motion carried, lease agreement approved.
9. Discussion/approval – 2018 MIPPA Grant Application
 - a. Jonette Arms describes the opportunity to apply for the grant and the deadline to apply did not lend itself to the Board meeting schedule.

- i. Grant applied for and granted prior to this date.
 - ii. Funds intended to be used for Medicare Basics classes taught in the community by Mike Graper.
 - b. Motion to approve the application of the MIPPA grant by Dora Gorski, seconded by Jim Hampton. Motion carried, approval to apply for grant.
- 10. Discussion/possible action – Review of ADRC-CW Board Policy: Review of Major Contracts and Facility Lease/Rent Agreement
 - a. Revised policy approved by Board October 9, 2014. Revisions did not make it into the updated Board Policies.
 - b. Revised policy to be given to Board at next meeting.
 - c. No action taken.
- 11. Discussion/possible action – 2019-2021 Aging Plan for Older Adults
 - a. Jennifer Cummings presents the goals of the plan.
 - i. Goals identified for each year of the plan in each focus area.
 - 1. Advocacy related activities
 - 2. Elder nutrition program
 - 3. Services in support of caregiver
 - 4. Services to people with dementia
 - 5. Healthy aging
 - 6. Local priorities
 - ii. Public hearings scheduled to solicit input in each of our four counties.
 - iii. Full plan posted to the ADRC-CW website.
 - b. Motion to accept the 2019-2021 Aging Plan by Mike Feirer, seconded by Dona Schwichtenberg. Motion carried, plan accepted.
- 12. Discussion/possible action – Review and approval of ADRC-CW Advisory Committee Application for Carole Krochalk representing Langlade County
 - a. Jonette Arms provides background on the applicant.
 - b. Motion to approve Carole Krochalk’s application for advisory board by Dona Schwichtenberg, seconded by Dick Hurlbert. Motion carried, application approved.
- 13. Executive Director’s Report:
 - a. Jonette Arms presents highlights from the report.
 - i. Thanks to the Board members who attended the 2018 Wisconsin Aging and Disability Network Conference.
 - 1. Doug Machon and Jean Doty report the great opportunities to connect with decision makers and the value of the workshops.
 - 2. Jennifer Cummings and the Healthy Living team received the ACE award on the nomination from ~~Wiha~~WIHA.
 - 3. Jonette Arms spoke at the conference on diversity and serving rural communities.
 - 4. Sharon Rybacki asked how much emphasis was on disabilities at this year’s conference. Per Mike Rhea, the conference was aging focused but that it was up to us, the

ADRC-CW and Board, to bring forward disability focused workshops for future conferences.

- ii. Networking and outreach efforts has resulted in a partnership with the Marathon County Library System. Efforts are begin made to expand this to the other libraries in our region.
 - iii. Board members questioned the report item on Langlade County.
 1. Langlade County Board has put Jonette Arms on the agenda without notice. Per Dick Hurlbert, the notice is in the paper on Saturday prior to the meeting.
 2. Doug Machon questions board members meeting with Antigo office staff. Per Dick Hurlbert, this is to find out what the staff does.
 - a. Doug Machon and other members of the board did not approve of the practice and believe it to be counter the purpose of the ADRC-CW board.
 3. Langlade County wants to move the ADRC-CW offices in the Langlade Health Building.
 - a. Map and explanation provided in the full report.
 4. Jonette Arms has meet with Antigo staff regarding concerns of offices moving and is keeping them informed as best she can. This is difficult as Langlade County is not providing timely notices.
 5. Sharon Rybacki asked how the ADRC-CW Board can support the Executive Director.
 6. Doug Machon asked Vern ~~Cakah~~ Cahak and Dick Hurlbert to bring issues to the Langlade County Board.
 - iv. Jonette Arms reported on the discussion with Michael Loy of North Central Health Care regarding Adult Protective Services.
 1. A feasibility study is being ordered.
 2. Many conversations between the organizations before an informed decision can be made about any transfer of services.
 - b. Full report in board packet
 - c. No action taken.
14. Future Agenda Items:
- a. Can the next meeting be in Langlade County?
 - i. Per previous Board decision, all 2018 meetings are scheduled in Wausau.
 - b. Next meeting: November 8, 2018: Wausau ADRC-CW office, 2600 Stewart Avenue, Wausau Wisconsin.
15. Adjournment:
- a. Meeting adjourned by Chairman, Doug Machon at 11:52 am.