

## Board Meeting Minutes

Aging & Disability Resource Center of Central Wisconsin

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

January 10, 2019

---

Board members present: Vice-chairman – Jim Hampton, Mike Feirer, Dona Schwichtenberg, Jean Doty, Dora Gorski, Sandi Cihlar, Norbert Ashbeck, and Tim Buttke. Via Mondo pad: Will Hascall, Vern Cahak, and Dick Hurlbert.

Board members excused: Doug Machon, Danielle Yuska, Sharon Rybacki, and Larry Lebal.

Others present: Jonette Arms, Pa Thao, Ronda James, Mike Rhea, Steve Prell, Erin Wells, Angela Hansen, and Frank Matel.

1. Call to order:
  - a. Meeting was called to order by Vice-Chairman Jim Hampton, at 9:30 am.
2. Public comments:
  - a. No public comments.
3. Discussion/possible action – Approval of Minutes:
  - a. December 13, 2018
    - i. No corrections.
    - ii. Motion to approve December 13, 2018 minutes by Dora Gorski, seconded by Mike Feirer. Motion carried, minutes approved.
4. Discussion/possible action – Report from the Finance Committee:
  - a. Tim Buttke presents the report.
    - i. The committee received information on gap accounting.
    - ii. Question regarding reserve accounts. Organizations like the ADRC-CW are not allowed to hold funds in reserve without explaining to the grantees and obtaining waivers.
    - iii. Full report in board packet.
  - b. Motion to accept the report by Norbert Ashbeck, seconded by Sandi Cihlar. Motion carried, report accepted.
5. Discussion/possible action – 2018 Budget Adjustments
  - a. Steve Prell notes adjustments made to congregate and MOW line items due to and adjustment in funding.
  - b. Motion to accept the 2018 budget adjustments by Mike Feirer, seconded by Tim Buttke. Motion carried, budget adjustments accepted.
6. Discussion/possible action – review of 2019 Board Meeting schedule and important events.
  - a. Full list of board meetings and finance committee meetings in the board packet.
  - b. No action taken
7. Discussion/possible action – Quality Project Presentation/ Resource Center Services update.
  - a. Presentation by Pa Thao with introduction by Mike Rhea.

- b. Quality Improvement Plan (QIP) and Resource Center Dashboard explained.
    - i. Presentation prompted question for clarification and definition by the board members.
    - ii. The board will continue to receive statistical data updates on the reach of the Resource Center staff and the benefit specialists.
  - c. The initial QIP and 2018 Resource Center Dashboard specifics are in the board packet.
  - d. No action taken.
8. Discussion/possible action – Café 60 History/ Contracts 2019
- a. The Café 60 contract with Severt's in Stratford ended 12/31/2018.
  - b. A new Café 60 contract with the Wild Steer in Stratford began 1/1/2019.
  - c. Jonette brings to the board's attention the reasons and results of this change.
    - i. Members of the Marathon County board have received calls questioning the change.
    - ii. A letter to the editor of the Stratford Record-Review was published on this topic January 9, 2019.
    - iii. Jim Hampton asks if there is a process for these changes.
      - 1. This is the first instance the ADRC-CW has had to make a change in the Café 60 program due to issues with a vendor.
      - 2. Jonette states moving forward the process could look differently for these situations.
    - iv. Ronda James provides history and context for the program as to how it fits in with senior nutrition guidelines and options.
      - 1. Some concerns with the new vendor is hours of availability.
      - 2. The hours of operation exceed the normal traditional senior nutrition program, still providing more options for customers.
  - d. Media talking points provided to the board members who are receiving customer calls.
  - e. No action taken.
9. Discussion/possible action – Request to submit application and apply for \$20,000 grand from the B.A. & Esther Greenheck Foundation to supplement the cost of new MOWs vehicles.
- a. Jonette requests to apply for the grant.
  - b. Motion to approve the grant application by Dora Gorski, seconded by Mike Feirer. Motion carried, approval granted to apply for the BA Ester Greenheck Foundation grant.
10. Discussion/possible action – Review: Grant Application Policy
- a. Sub-committee created by consensus to review the policy.
  - b. Sandi Cihlar, Dora Gorski, and Dona Schwichtenberg will review and report back to the board.
11. Discussion/possible action – Executive Director's Report: Presentation of 2018 ADRC-CW goals and outcomes.

- a. Jonette Arms focuses on the strategies already in place from 2018 to address the work yet to be done and goals for 2019.
    - i. Provide a higher level of services with expanding target populations and no increase in funding.
    - ii. Increase the ADRC-CW's reach to serve more adults with disabilities.
    - iii. Becoming better known and trusted in our communities as that source for info related to aging and disabilities services and programs.
      - 1. Focus on preparing staff for change, leveraging our community partner connections, and making data driven decisions.
  - b. Jonette added to the 2019 goals.
    - i. Develop one united organization of empowered employees.
  - c. Full report in board packet
  - d. Motion to approve the 2019 goals on page 7 of the report by Tim Buttke, seconded by Norbert Ashbeck. Motion carried, 2019 goals accepted.
12. Future Agenda Items:
- a. Sub-committee review of board policy: *Grant Application Policy*
  - b. Next meeting: February 14, 2019: Wausau ADRC-CW office, 2600 Stewart Avenue, Wausau Wisconsin.
13. Adjournment:
- a. Motion to adjourn by Tim Buttke, seconded by Norbert Ashbeck. Motion carried, meeting adjourned 11:50 am.