

Minutes
Aging & Disability Resource Center of Central Wisconsin
Wausau Office
January 13, 2011

Board Members Present: Terri Sersch, Mike Feirer, Jerry Burns, Bob Weaver, Bill Miller, Julie Webb, Pat McKinney-Rice, Jim Hampton, Dan Sullivan, Jim Welch, Ken Crass, Hilde Henkel, Sharon Rybacki

Excused Board Members: Greta Rusch and Joanne Leonard

Others present: Linda Weitz, Tracey Baken, Steve Prell, Erin Zastrow, Doug Below and Bill Kolar, ADRC-CW Advisory Committee

1. Call to Order

Meeting was called to order by Chairperson Hilde Henkel at 9:00 a.m.

2. Public Comments

There were no public comments.

3. Approval of Minutes

Motion by Jerry Burns, second by Ken Crass to approve the 12/9/10 meeting minutes.
Motion passed unanimously.

4. Executive Director's Report

Linda highlighted a few items within the report

- On January 3rd the remainder of the staff joined in Lincoln and Langlade Counties.
- Our management team is now complete with the addition of Erin Zastrow and Doug Below.
- Linda wanted to thank the management team for all the hard work they have put in these past months in preparation for the expansion to Lincoln and Langlade Counties.
- Linda wanted to inform the Board of a couple of issues related to the expansion that have resulted in some consumer concerns.
 - Langlade County-One nutrition site has been located in the Community Center building in Antigo. The County sold the building to the Langlade County Boys and Girls Club and it appears we will need to move to a different location. We have been working on finding an alternate site, but have not found one yet.

- Langlade County-Concerns had been expressed about changes in the foot care clinic. With the advent of Family Care, the LTS County nurses who had provided that service had their positions eliminated. However, Aspirus will continue to provide that service in Langlade, but the charge will be higher.
- Lincoln County-The person hired by the ADRC-CW as the elderly nutrition site manager in Tomahawk also works for the City of Tomahawk as the Tomahawk Senior Center Director. Prior to January 1, all of her hours for the Lincoln Co nutrition program and her hours for the City of Tomahawk were paid for by Lincoln County, and the City reimbursed the County. The ADRC-CW will only be paying her for the hours she works for the ADRC-CW. There had been concerns expressed that her hours had been reduced, but that is not true.
- Lincoln County-Lincoln County Public Health Dept. provides a foot care clinic. OAA grants that are now administered by the ADRC-CW cannot be used to pay for the clinic, due to federal regulations. The ADRC-CW has, however, agreed to use OAA funds to pay for any RN assessments provided to seniors who receive foot care.

As other issues come forth we will address them and Linda will keep the Board up-to-date.

- The Lincoln County Board will appoint a new member to the ADRC-CW as Greta Rusch has an ongoing scheduling conflict. The new appointee will be made on January 18th.
- The Advisory Committee met for the second time in December. They had a very productive meeting discussing how best to capture input from older and disabled residents in all four counties.
- Our website is now linked to Marathon, Langlade, Lincoln and Wood County websites.
- There was a correction to the waitlist for Lincoln and Langlade Counties in regards to the enrollments (handout given). Sharon explained.
- In 2010 there were 765 individual participants that participated in the 76 classes put on by the Health Living team.
- There were 10 new referrals for services for the Home safety and repair in December. The ADRC-CW has rented a storage unit in Antigo to house temporary ramps to be distributed throughout the service area.
- On December 14, 2010 the Joint Finance Committee voted to proceed with the expansion of Family Care to Lincoln and Langlade counties.
- ADRC-CW received an email from Gov. Doyle and DOT that there is funding for the New Freedom Grant in 2011, so Jackie will not be laid off as previously planned.

5. Advisory Committee Report

The committee met on December 15th. This is a very talented group of people. The committee identified four areas that would be helpful in educating them. They talked about the current methods of customer input and the effectiveness. All four counties had

the opportunity to meet individually and come up with how they would like to capture input from their respective county. The next step will be to summarize all that was discussed and develop a preliminary action plan.

6. Monthly Fiscal Report - Steve Prell

In November we paid for the final two months of computer and telephone maintenance costs to Lincoln County and also the rest of the phone and telephone system upgrades were paid in November. We received a check in late December for the 2nd Quarter of the New Freedom Grant reimbursement and we received an email from the DOT that the 1st and 3rd quarter checks are being processed. Fiscal staff is working on closing out the books for 2010. An unaudited 2010 year-end financial review will be presented at the April Board meeting.

7. Discussion/possible action – Approval of opening M&I Account

As of February 1, 2011 our fiscal agent-Marathon County- will begin to use US Bank for their banking needs. US Bank has offices in Wausau and WI Rapids but no offices within a reasonable driving distance in the other parts of ADRC-CW service region. We would like to get approval to open an M&I account in those areas that don't have a US Bank location so we can make daily deposits in those areas. Question was asked if we would be charged a fee. Steve is waiting for the bank representative to get back to him so at this time we don't know. Motion by Bill Miller, second by Mike Feirer to approve opening an M&I account to make daily deposits in those service regions that don't have a US Bank accessible to them. Motion passed unanimously.

8. Discussion/possible action – Budget adjustments

Only had the 2 budget adjustments to report. Motion carried unanimously. Question was asked if we keep donations specific to Counties. Answer is “yes” and if it is designated for an intended purpose we use it for that purpose. Motion to approve 4th quarter budget adjustments by Ken Crass, second by Robert Weaver.

9. Report – Review of 2010

Linda went through the events that happened during the past year in chronological order.

10. Report – 2010 Accomplishments

Linda reported that when she came on board she needed to assess what the priority areas/issues were. At that time there was large turnover in management staff, a need to get contracts in place, and a need to get consistent policies and procedures in place. In 2006, the ADRC adopted seven core strategies and Linda based the accomplishments in these areas. Linda emphasized that these were organizational accomplishments not her own personal accomplishments. Linda went through each of the seven core strategies

and what the accomplishments were. Board felt it was very complete and that it was good to look back at these items.

11. Report – 2011 Goals

Linda again used the seven core strategies to develop the overarching goals for 2011. Linda went through each of the areas. Hilde questioned if there would be interns interested in working on a marketing plan as we have utilized them before in other areas within the agency. Linda will check into this. Pat asked if goals are assigned to specific staff. The management team oversees all four counties but each team will work as a group on a specific goal. Question was asked if the core strategies are still relevant. The organization and board are still very new and so at this time they are. At some point the board may want to look at these core strategies and possible change them. Board liked the format Linda used.

12. Executive Director Performance Review Process

Hilde gave a summary on how the review process will go. Hilde asked that surveys be returned to her by Monday or Tuesday next week as the executive committee (Hilde, Joanne and Bill) will be on a tight timeline to compile the results. This was the process newly established last year and Hilde is open to suggestions for changes.

13. Future Agenda Items & Location

Hilde maybe absent at the February meeting.

Closed session for a portion of the meeting for the purpose of the Executive Director performance review.

14. Adjournment

Motion by Pat McKinney-Rice, second by Mike Feirer to adjourn. Motion passed unanimously.

Meeting adjourned at 11:05 a.m.

Minutes
Aging & Disability Resource Center of Central Wisconsin
Wausau Office
February 10, 2011

Board Members Present: Joanne Leonard, Mike Feirer, Jerry Burns, Bill Miller, Julie Webb, Pat McKinney-Rice, Jim Hampton, Dan Sullivan, Jim Welch, Ken Crass, Sharon Rybacki

Excused Board Members: Terri Sersch, Hilde Henkel, Bob Weaver, Bruce Giese

Others present: Linda Weitz, Tracey Baken, Steve Prell, Erin Zastrow, Doug Below, Sharon Davisson, Jennifer Cummings

1. Call to Order

Meeting was called to order by Co-Chairperson Joanne Leonard at 9:00 a.m.

2. Public Comments

There were no public comments.

3. Approval of Minutes

Motion by Jerry Burns, second by Mike Feirer to approve the 1/13/11 meeting minutes.
Motion passed unanimously.

4. Executive Director's Report

Linda highlighted a few items within the report

- Included in your packet was an updated ADRC-CW Board Member contact list; however there was an error on it so there is a new one printed for you to take at the end of the meeting.
- The Lincoln County Board appointed a new representative to serve on the ADRC-CW Board. Bruce Giese was appointment, however he had a conflict with today's meeting, but we look forward to his involvement with the ADRC-CW Board.
- Included in your packet was an updated Organizational Chart of the ADRC-CW. This was a request of the Board to have an organizational chart with the names of all employees. The chart is also color coded to distinguish what office each person is located in.
- At the January meeting Linda informed the Board of the possibility of needing to find a new congregate meal site in Antigo because the Community Center building was sold to the Boys & Girls Club effective January 31st. Since that time the Boys & Girls Club gave the ADRC-CW notice on January 14th that the meal site could continue after February 1st with a charge of \$328/day. Doug Below and

Jennifer Cummings immediately began looking for an alternative site and were directed to speak with SS. Mary & Hyacinth Parish to utilize the church hall and it was decided and agreed upon at that meeting to move the meal site location to the church hall. Doug and Jennifer worked with other community partners to make this transition as quick and smooth as possible and as of February 1st the meal site is now located at the church hall. Linda apologized to the board about not keeping them apprised, but the time period between the location of a new site and the actual move was only three days. So far the move has been positive and everyone seems to enjoy the new setting.

- We are planning an Open House in each of the two new offices. They will be held on March 16th in Antigo and March 23rd in Merrill from 1-3 p.m. If there would be any board members interested in participating on those dates please let Linda know.
- We are also planning Volunteer recognition events in each service area sometime in April in conjunction with national Volunteer Recognition Month.
- Suggestion boxes have been placed in all five offices to give the consumers the opportunity to give their input on the ADRC-CW services.
- On February 28th the ADRC-CW WI Rapids office will host a Mobility Forum. This project is funded by the WI Dept of Transportation. Everyone interested in the transportation needs for seniors are encouraged to attend this form. This research will culminate in recommendations aimed at helping the state's transportation network better meet the mobility needs of older residents.
- The Home safety/senior home repair program has gotten some new referrals for the Lincoln and Langlade region.
- There was no Legislative update; however, we did receive a number of position papers on aging programs. You can pick those up at the end of the meeting to take with you and read at your leisure.

5. Advisory Committee Report

This is a standing agenda item. Their next meeting is scheduled for February 16th.

6. Monthly Fiscal Report - Steve Prell

We are continuing to work on closing out the books for 2010, which usually takes till mid March. At the April meeting the Board will receive an audited year-end financial statement. We are working with Lincoln and Langlade counties on some transition issues such as the amount of carryover each county had at the end of 2010.

7. Discussion/possible action – Approval of the General Aging Unit Self-Assessment

This is a follow-up to the Aging Plan. The Board reviewed the self-assessment information for submission by February 28th. Noted that Mike Feirer was omitted and Jerold Burns first name has two r's in it. This is a review of Wood and Marathon County activity. Next year will be filled out for all four counties. Board reviewed the rest of the

document and had no questions or other changes except for the name omission and spelling.

8. Discussion/possible action – Bank deposit sites

At the January meeting the Board was asked to approve the opening of an M&I bank account for three of our locations in which there is no US Bank. Marathon County is the fiscal agent for the agency and they had some questions about having an M&I account. Bill Miller did send a reminder email to Marathon County reminding them that we do have resolutions and MOU's in place to clarify Marathon County's role as fiscal agent. Marathon County is reviewing. We will wait to hear further.

9. Discussion/possible action – Contract negotiations committee

Current contract with union is done at the end of 2011. Bill Miller is on the Marathon County labor management council. All employees are under one bargaining unit. The Board will be kept informed.

10. Educational presentation – Long Term Care funding & role of the ADRC

Linda gave presentation on the Long-Term Care redesign in Wisconsin. Outline of presentation handed out and a glossary of terms that are used within the ADRC-CW.

11. Roll call vote to go into closed session pursuant to WI Statutes Section 19.85 (1) (c) to consider performance evaluation of a public employee over which the governmental body has jurisdiction or exercises responsibility, namely the Executive Director of the ADRC of Central Wisconsin

Motion by Ken Crass to go into closed session pursuant to WI Statutes Section 19.85 (1) (c) to consider performance evaluation of a public employee over which the governmental body has jurisdiction or exercises responsibility, namely the Executive Director of the ADRC of Central Wisconsin, second by Jerry Burns. Motion passed unanimously.

Roll call vote-Joanne Leonard (yes), Mike Feirer (yes), Pat McKinney-Rice (yes), Jerrold Burns (yes), Julie Webb (yes), Ken Crass (yes), Bill Mille (yes), Sharon Rybacki (yes), Jim Welch (yes), Dan Sullivan (yes), James Hampton (yes).

12. The Board may reconvene into open session and announce any actions taken during the closed session portion of the meeting

Board reconvened and stated the review was very positive.

13. Future Agenda Items & Location

Next meeting is Thursday, March 10th in Wausau.

1. Review the Board Policy regarding the Annual Executive Director Performance Evaluation.
2. Banking procedure.
3. Educational topic-functional screen assessment (Sharon Rybacki would like to help with this).

14. Adjournment

Motion by Jim Hampton, second by Pat McKinney-Rice to adjourn. Motion passed unanimously.

Meeting adjourned at 11:10 a.m.

Minutes
Aging & Disability Resource Center of Central Wisconsin
Wausau Office
March 10, 2011

Board Members Present: Joanne Leonard, Mike Feirer, Jerry Burns, Bill Miller, Julie Webb, Pat McKinney-Rice, Jim Hampton, Dan Sullivan, Jim Welch, Ken Crass, Sharon Rybacki, Terri Sersch, Hilde Henkel, Bruce Giese

Excused Board Members: Bob Weaver

Others present: Linda Weitz, Tracey Baken, Steve Prell, Jennifer Cummings, Jenny Pagel and Bill Kolar, ADRC-CW Advisory Committee

1. Call to Order

Meeting was called to order by Chair Hilde Henkel at 9:00 a.m.

2. Public Comments

There were no public comments.

3. Approval of Minutes

Motion by Jerry Burns, second by Jim Hampton to approve the 2/10/11 meeting minutes. Motion passed unanimously.

4. Executive Director's Report

Linda highlighted a few items within the report

- There are open houses scheduled in Merrill on March 16th and in Antigo on March 23rd from 1-3 p.m. There will be direct invites, radio announcements and newspaper articles to promote the open houses.
- The ADRC-CW received an anonymous donation of \$4000 for the Home Delivered Meal Nutrition Program.
- We continue to work on developing printed Resource Directories for all five service areas.
- Jackie Bodette will be retiring as of March 18th. We will not be replacing her position. It will not affect the day to day operation of the Wood County transportation program.

Linda highlighted from the Director's Report Addendum that she prepared to summarize the budget repair bill and proposed budget.

Linda did want to commend the staff on their professionalism during these uncertain times. They are committed to serving our consumers. Linda went through each numbered item in the addendum summarizing the proposals impact on our consumers. Linda will keep the Board up-to-date as much as possible.

5. Advisory Committee Report

The Advisory Committee is working on how to best gather information from consumers. A software tool is being tested. Next meeting is scheduled for April 20th.

6. Discussion/possible action – Approval of National Family Caregiver Support Program-Self Assessment

Every year the Board will have the chance to review the National Family Caregiver Support Program-Self Assessment. Jennifer has completed it for this year and it was included in the Board packet. Board members reviewed and there was a motion by Mike Feirer, second by Ken Crass to approve the self-assessment. Motion carried unanimously.

7. Discussion/possible action – Bank Deposits

To date we have not heard anything further from Marathon County on this issue.

8. Monthly fiscal report

We are continuing to close out the books for 2010. We are sending in final reimbursement requests to most of our grants. Will be working with Wood County in the next couple weeks to complete 2010 adjustments for the transportation program. Most functions will come close to budgeted amounts. Nutrition will not have quite as much carryover going into 2011 as anticipated.

Will have unaudited 2010 statements ready for the April board meeting.

9. Discussion/possible action – Budget adjustments

The budget adjustment is to show that we used a small portion of our IIIB grant for caregiver services instead of administration as had been budgeted. Motion by Joanne, second by Bill Miller to approve budget adjustments. Motion passed unanimously.

10. Discussion/possible action – New ADRC-CW Citizen board member

Linda announced that this was Jim Welch's last board meeting as his term has expired. Board needs to replace him with another citizen member and it was recommended that John Callahan from Marshfield would be a good ear from that area. Linda handed out a profile on John. Jim Welch knows John and feels he would be a good candidate.

Motion by Bruce Giese to recommend him to all four county boards for appointment, second by Bill Miller. Motion passed unanimously.

If all four counties have not completed the appointment by the April 14th meeting, John will be asked to attend.

11. Discussion/possible action – Review of Board policy – Executive Director Performance Review

All Board policies are regularly reviewed. We will start with the Executive Directors Performance Review policy. A committee composed of Jim Hampton, Bill Miller and Joanne Leonard will review and bring recommendations back to the board.

12. Educational presentation – Functional Screen Basics – Jennifer Pagel & Sharon Rybacki

Jenny Pagel, Resource Specialist and Sharon Rybacki, Board Member and Advocate gave presentation on the Functional Screen Basics. Copies of the functional screen, which was developed by the State for long term care and is administered by certified screeners (ADRC-CW Resource Specialists) were handed out. This is the tool used to determine eligibility for long term care programs.

13. Roll call vote to go into closed session pursuant to WI Statues Section 19.85 (1) (f) to discuss and possibly act upon the following: unpaid medical leave request.

Motion by Bill Miller to go into closed session pursuant to WI Statues Section 19.85 (1) (f) to discuss and possibly act upon the following: unpaid medical leave request, second by Hilde Henkel. Motion passed unanimously.

Roll call vote-Hilde Henkel (yes), Joanne Leonard (yes), Mike Feirer (yes), Pat McKinney-Rice (yes), Jerrold Burns (yes), Julie Webb (yes), Ken Crass (yes), Terri Sersch (yes), Bruce Giese (yes), Bill Miller (yes), Sharon Rybacki (yes), Jim Welch (yes), Dan Sullivan (yes), James Hampton (yes).

14. The Board may reconvene into open session and announce any actions taken during the closed session portion of the meeting

Motion by Mike Feirer, second by Bruce Giese to return to open session. Motion passed unanimously.

Board agreed to extend unpaid medical leave for the person up to 90 days from 3/10/2011.

15. Future Agenda Items & Location

Next meeting is April 14th at 9:00 a.m. in Antigo

1. Update on the facility recommendations
2. Legislate update (April 6th meeting-Bill, Joanne, Pat)

16. Adjournment

Motion by Joanne Leonard, second by Pat McKinney-Rice to adjourn. Motion passed unanimously.

Meeting adjourned at 11:30 a.m.

MINUTES
Aging & Disability Resource Center of Central Wisconsin
Antigo Location
April 14, 2011

Board Members Present: Hilde Henkel, Joanne Leonard, Mike Feirer, Pat McKinney-Rice, Jerrold Burns, Julie Webb, Terri Sersch, Robert Weaver, Bruce Giese, Bill Miller, Sharon Rybacki (present via video conference), John Callahan, Dan Sullivan, James Hampton

Excused Board Member: Ken Crass

Others present: Linda Weitz, Kathy Case, Steve Prell, Doug Below, and Gary LaVake

1. Call to Order – Meeting was called to order by Chairperson Hilde Henkel at 9:00 a.m.
2. Public Comments – There were no public comments.
3. Approval of Minutes – There was a correction noted; on Agenda Item 1. Change “Co-Chairperson” to “Chairperson”. This being the only change noted the minutes were accepted with this change with a motion by Jerrold Burns, second by Pat McKinney-Rice. Motion passed unanimously.
4. Executive Director’s Report
 - a) A plaque was given to Jim Welch in recognition of the many years of service on the ADRC Board. Linda wanted to take this time to thank Jim for being a wonderful advocate for our consumers. Jim has been there from the beginning. Jim himself mentioned that he has thoroughly enjoyed his tenure on the board. He would also like to stress one more time the importance of the wellness aspect of aging and promoting these types of programs for our consumers. The new member replacing Jim will be John Callahan from Marshfield.
 - b) Volunteer Recognition of our ADRC-CW Volunteers will be held on the following dates:
 - May 17 – Wausau – Luncheon
 - May 18 – Wisconsin Rapids – Breakfast
 - May 24 - Antigo – Breakfast
 - May 25 – Merrill – Breakfast

In a story about the dedication of our volunteers, Linda mentioned the volunteers who delivered meals to our homebound consumers the day after the Merrill tornado. She could not stress enough the dedication of the volunteers, who made sure that everyone was OK and had a meal, even though travel was nearly impossible in certain

areas. She also mentioned that our programs depend heavily on volunteers and we would not be able to operate without them.

- c) Open Houses were well attended at both Antigo and Merrill, despite the significant winter storm in the Merrill area. Good public relations made this happen.
 - d) Marketing Project – Linda, some managers and some resource specialists attended the ADRC state conference this week. Doug Below presented a marketing plan for ADRC-CW there. The plan was also displayed at this meeting.
 - e) All Staff Meeting – We will set a date in August. It will be located in Weston as a central location. All board members are invited to come. This is a day for all staff to enjoy and celebrate our successes.
5. Linda also highlighted from the Director's Report the Legislative Update. She mentioned that at the state ADRC conference held this week she heard from Kitty Rhoades, who is the Deputy Secretary of the Dept. of Health Services. Kitty made it clear that the funding to ADRCs in the state is not being reduced and the state is proceeding with funding the new ADRCs throughout the state. She emphasized that there is a strong commitment to the work of the ADRC, which is good news.
 6. Advisory Committee Report – Gary LaVake reported that at the next Advisory Meeting on April 20, 2011, they will be looking at a software package that will be used to gather information from consumers to share with board advisory committee members.
 7. Budget Adjustments 2010 – A motion was made to accept the changes as presented by Steve Prell on the ADRC-CW Change in Budget/Transfer of Funds Quarter 4, 2010 Report by Bill Miller and seconded by Jim Welch. Motion carried unanimously.
 8. 2010 Unaudited Fiscal Report – Steve Prell presented this report and noted that we did not have as much nutrition carryover to 2011 as originally thought, but \$152,000 is still a very good amount. Linda also pointed out that the unspent ADRC grant funds was just under \$15,000. In previous years the amount was significantly more and we had to send the money back to the state. The board accepted the report as presented for filing and will be awaiting the final audited report. Steve was commended for a job well done.
 9. Monthly Fiscal Report – Steve Prell presented this report. Nothing remarkable at this time.
 10. Banking Update – We have received a resolution from Marathon County to continue to use M & I Bank for our deposits until the end of 2011. If additional staff costs are needed for management of these funds, it will be booked at the end of 2011. This should be a nominal fee.

11. Board Policy Review – Executive Director Performance Evaluation The revised process was reviewed, as per the handout received from the Policy Manual - Section II. No action was taken. It will be put on the May agenda.
12. Board Members Terms – Clarification was made as to the length of the term for a member. You may serve 2 term limits of 3 years, for a total of 6 years. Linda gave a current listing to the board members listing their current term status. Hilde Henkel suggested having someone train for chairperson in 2012, as her term expires in April, 2013.
13. Scheduling Election of Officers – The next election of officers is scheduled to be May, 2011. Hilde Henkel, Chairperson, and Joanne Leonard, Vice-Chairperson, will not be at that meeting. Bill Miller made a motion to have the election of officers changed to the June meeting. Jim Hampton seconded the motion. Motion carried unanimously.
14. Update on Physical Plant Survey – A handout was presented showing findings and action taken. The survey will be done again to again review physical plant issues.
15. Future Agenda Items and Location – The next meeting will be May 12, 2011 at 9:00 a.m. in Merrill. Future agenda item will be Approval of Performance Evaluation.
16. Adjournment - Motion was made by Jim Welch to adjourn the meeting. Julie Webb seconded. Motion carried. Meeting was adjourned at 11:15 a.m.

MINUTES

Aging & Disability Resource Center of Central Wisconsin
Merrill Location
May 12, 2011

Board Members Present: Ken Crass, Bob Weaver, Bill Miller, Bruce Giese, John Callahan, Terri Sersch, Dan Sullivan, Mike Feirer, Jerry Burns, Jim Hampton, Julie Webb, Pat McKinney-Rice, Sharon Rybacki

Excused board Members: Joanne Leonard, Hilde Henkel

Others Present: Linda Weitz, Joanne Kolar, Erin Zastrow, Doug Below, Steve Prell, Sharon Davisson and Margaret Robl, ADRC-CW Advisory Committee member

1. Call to Order

The meeting was called to order by Board Secretary/Treasurer, Bill Miller at 9:00 A.M.

2. Public Comments – None

3. Approval of Minutes – 4/14/11

Motion made by Jerry Burns, second by Ken Crass to approve the 4/14/11 meeting minutes. Motion passed unanimously.

4. Executive Director's Report

Linda highlighted a few items within the report

- The All Staff/Board Meeting date has been changed to **Tuesday, August 2** in Weston from 10:00 a.m. until 2:00 p.m. This is an opportunity for all the staff and board members to get together once a year for a meeting/celebration.
- The new Resource Directories are in – one for Wausau area/Marathon County, one for Wisconsin Rapids/South Wood County, one for Marshfield/North Wood and Western Marathon counties, and one for Lincoln/Langlade Counties combined. Copies were made available for each board member and local staff will distribute them throughout the communities.
- Transportation Services: Effective July 1, 2011, the State of Wisconsin is contracting with a private firm, LogistiCare Solutions LLC, who will be providing medical escort services to all the people of Wisconsin who are on Medical Assistance. Linda said that at this time, we have been informed that the drivers (recruited through LogistiCare) will be paid at the rate of \$.24 cent per mile vs. the \$.51/mile (IRS rate). The 85.21 grant that Wood County is currently operating is not included – nor are the VA recipients. She will keep the board posted on what happens next.

- Positive Story: Marshfield Fire Department, who is referring all individuals to the ADRC who are over 65 that have fallen in their homes, reported a decrease in these ambulance calls for the first time in five years.
- The Senior Farmers' Market Nutrition Program will be in operation in Langlade, Lincoln and Wood Counties during June, 2011. The purpose of the program is to distribute \$25.00 vouchers to persons 60 years and older who meet eligibility requirements to be used for fresh produce at local farm stands.
- Volunteer Recognition events are coming up and Linda encouraged the board members to attend if possible.
- Legislative Update: Linda informed the board that the ADRC's role in regards to the proposed budget changes is to advocate for our participants, but we need to maintain political neutrality. She also talked about the fact that we do have great partnerships with state agencies and the importance of working together.
- Wait List: Linda informed the board that the State gave us permission to proceed with merging our four individual county wait lists into one wait list for our region. We will now have the flexibility to utilize attrition accumulated within our region across county lines. The implementation will be effective 5/1/11. Linda feels that this will be a real advantage for the individuals on the wait list in our region and Sharon Davisson is working on how to put it all together. Much discussion was held as to how the combined wait list will work and Sharon noted that in reviewing the four wait lists prior to merging it, that with the exception of approximately seven individuals from the original wait list in Lincoln County, all individuals from the individual county wait lists had eligibility dates within two months of each other. She also stated she felt it would result in greater flexibility, allowing us to better serve individuals with emergency needs requiring prioritization throughout our region.
- Cell Phones: We are changing providers for our cell phone service and we have selected Verizon's plan. The cell phones are primarily for our Resource and Benefit Specialists and nutrition staff when they are required to do work outside of the office, either on home visits or at nutrition sites. Use is minimal throughout the agency, used for limited needed calls and emergency purposes. The new plan will save quite a bit of money over the current plan.

5. Discussion/Possible Action - Recruitment for Wood and Lincoln County Advisory Committee Members

Linda informed the board that we have two Advisory Committee members resigning – Jim Welch from Wood County and Marcy Dietrich from Lincoln County. Recruitment for these two members is underway and for Wood County, someone from the Marshfield area would be desirable and for Lincoln County, someone preferably from the Tomahawk area. The procedure will be that the ADRC-CW Board will recommend the appointments and the Lincoln and Wood County Boards will officially make the appointments.

6. Advisory Committee Report

Linda introduced one of Lincoln County's Advisory Board members, Margaret Robl, who was attending today's meeting. The committee has been meeting every other month in Wausau and their primary role is to be a voice of our consumers and receive consumer input. Gary LaVake is reviewing and testing a new web-based application tool which will enable advisory committee members to share information with each other. Their next meeting is scheduled for June 8th in Wausau.

7. Monthly Fiscal Report – Steve Prell

Steve explained that the expenditures are through March 2011 (see attached March 2011 Financial Report). He explained that we are pretty much on pace for this year and that most of our revenue sources are on a reimbursement basis; therefore, revenue will lag behind the expenses in most areas. The fund balance information is up to date with the ending balances from 2010 now reflected as the 2011 Beginning Fund Balance. Steve also reported that this will be the last reporting of the New Freedom grant since the Mobility Manager position will not be filled.

8. Discussion/Possible Action – 2011 Budget Adjustments

Steve went through the ADRC-CW-Change in Budget/Transfer of Funds Report (see attached for detail). Basically there are two different types of adjustments – fund balance from the previous year and new funding sources that we did not know about last year. A question was raised whether the MIPPA grant is a new funding source. Linda reported that we received authorization to receive these funds last year; however, didn't use them. They will be used in 2011. Linda also reported that according to ADRC-CW policy, she has the authority to approve grants under \$5,000.00, but the board must authorize any new grants above \$5,000. Following discussion, a motion was made by Pat McKinney-Rice, second by Jim Hampton to approve the budget adjustments. Motion passed unanimously.

9. Discussion/Possible Action – Board Policy Review – Executive Director Performance Evaluation

Bill Miller reported that Draft 2 for the Executive Director Performance Review Process was reviewed by himself, Joanne Leonard, and Jim Hampton. Bill explained that the surveys would go to each board member, each advisory committee member, and each ADRC-CW employee. This would give everyone an opportunity to evaluate the Director's performance. The completed surveys would be returned directly to the Employee Resources Dept. at the Marathon County Courthouse c/o member of the Executive Committee. There is a different survey for each group and titled as such so that the results can be tabulated by group. After some discussion was held regarding the wording under the Process: sub section (e), that language was changed to read "For an overall performance rating, the Executive Committee will consider...". Also under the Process: sub sections (c) and (e), the wording should be changed from the Advisory "Board" to the Advisory "Committee." A motion was made by Bob Weaver, second by Ken Crass, to accept as amended. Motion carried unanimously. Copies of the amended policy will be forwarded to each board member.

10. Discussion/Possible Action – Distribution and Review of 2010 Annual Report

Linda reported that according to ADRC-CW policy, the Annual Report is prepared in April of each year and distributed to the board members at the May meeting. This report should be a summary of accomplishments throughout the year, major changes, and goals for the future/upcoming year. Linda briefly highlighted the 7 Core Strategies and gave an example of a 2010 Accomplishment and a 2011 Goal for each one. In 2010, a large portion of time/effort was spent on the infrastructure – new IT provider/telephone system, creation of an Advisory Committee, establishing consistent policies and procedures, and preparing for the addition of Lincoln and Langlade Counties.

Linda apologized for not having the annual report ready to be sent ahead of the meeting in the board packet, but compiling the statistics in the month of April and completing the report by the first week of May is challenging. Discussion was held on possibly changing the board policy regarding the date of the annual report to allow the board members the chance to review it before the meeting. This will be discussed at more length at the June meeting. Motion to approve the 2010 Annual Report was made by Sharon Rybacki, second by Dan Sullivan and approved unanimously.

11. Future Agenda Items & Location

The next meeting will be June 9, 2011 at 9:00 a.m. in Wisconsin Rapids. Future agenda items will be a review of the Board Annual Report policy and election of officers.

12. Adjournment: Motion made by Mike Feirer, second by Jerry Burns to adjourn. Motion carried and the meeting adjourned at 10:45 a.m.

MINUTES

Aging & Disability Resource Center of Central Wisconsin
Wisconsin Rapids Location
June 9, 2011

Board Members Present: Mike Feirer, John Callahan, Dan Sullivan, Julie Webb, Pat McKinney-Rice, Jim Hampton, Joanne Leonard, Hilde Henkel, Terri Sersch, Bruce Giese, Bill Miller, Jerry Burns

Others Present: Linda Weitz, Gary LaVake, Steve Prell, Sue Clemens-Dlugopolski & Katie Clark, ADRC-CW Advisory Committee member

Excused board Members: Ken Crass, Bob Weaver, Sharon Rybacki

1. Call to Order

The meeting was called to order by Board President Hilde Henkel at 9:00 A.M.

2. Public Comments

Katie Clark, ADRC-CW Advisory Committee member, is very concerned about changes in the statewide MA-funded transportation program starting July 1st. A company called LogistiCare will be taking over escort rides for non-emergency medical appointments for clients on Medical Assistance. Katie would like more information on this company, as she is very concerned about this vulnerable population. Gary LaVake will get information to Katie on the LogistiCare company.

3. Approval of Minutes – 5/12/11

Motion made by Mike Feirer, second by Jerry Burns to approve the 5/12/11 meeting minutes. Motion passed unanimously.

4. Executive Director's Report

Linda highlighted a few items within the report

- There are some personnel updates: We hired new Nutrition Site Managers at both our Wisconsin Rapids Parkview & Nekoosa sites. We also hired a Disability Benefit Specialist for Lincoln & Langlade counties. Her name is Melissa Roessow. Recruitment will begin for the Pickerel Site Manager; Ken Eberhardt's replacement, a part-time Independent Living Specialist; and the part-time Elderly Benefits Specialist in Marshfield.
- Effective July 1st, any person who is on MA and needs transportation to a medical appointment, or would like reimbursement for transportation to a medical appointment, now must call a statewide call center manned by a company called

LogistiCare. The State of Wisconsin is contracting with this private firm. There will be new restrictions in place that don't exist now. For example, if the person requesting a ride is close to a bus line, has their own vehicle, or if they have a neighbor, family member or friend that can take them instead, they may be denied a ride. Linda is very concerned about how this change will impact access to medical appointments for low-income elderly and disabled. The ADRC-CW will still do non-MA rides as part of the Wood County transportation program. Also, the ADRC-CW has a contract with CCCW for medical and non-medical rides in Wood County. We are trying to prepare consumers for what to expect with the new system by having written material available, putting articles in the Around the Kitchen Table, displaying posters in the waiting rooms, and informing all of our ADRC-CW employees so that consumers can be properly advised. We also have scheduled meetings with the current volunteer drivers in Wood County.

- Linda gave a brief legislative update. The Senior Care program has been left intact, which is very good news. There was an announcement late Friday, June 3rd by the Joint Finance Committee that the proposal to eliminate the county-based Economic Support units was not going to remain in the budget. Instead, there was support for the alternate proposal that was developed through state wide workgroups and supported by Wisconsin Counties Association and the Wisconsin County Human Services Association. This is great news for elderly and disabled residents needing access to benefits.

5. Discussion/Possible Action – Election of Officers

The following positions are due for election for 1 year terms from May 2011 to May 2012:
Chairman, Vice Chairman, & Secretary-Treasurer.

Jerry Burns nominated Hilde Henkel as Chairman. Pat McKinney-Rice nominated Joanne Leonard as Vice Chairman and Bruce Giese nominated Bill Miller as Secretary-Treasurer. Bill Miller motioned to close nominations and Jim Hampton seconded the motion to close nominations. Motion passed unanimously.

6. Discussion/Possible Action – Lease for Marshfield Office

We are currently renting from a private landlord and the lease is up at the end of December. The landlord, Badger Housing Associates, LLC, contacted us about entering into another three year lease. There may be another alternative some time in the future. The City of Marshfield has been including the ADRC-CW in a city building plan with the city senior center and library. However, the city does not expect this building plan to be completed any time before 2014. A discussion was held to proceed with entering into a three year lease. Bill Miller suggested adding language that allowed for an extension beyond the three years on a month-by-month basis with the same rate. Gary LaVake will follow up with the landlord. This issue would be brought back for discussion and possible action next month.

7. Discussion/Possible Action – Board Policy Review – Annual Report

Linda explained that the current ADRC-CW policy states that the Annual Report is to be prepared in April and be presented at the May ADRC-CW board meeting. Linda proposed that it be developed in April and May and then be presented at the June Board Meeting. Motion by Joanne Leonard and seconded by Mike Feirer to revise the ADRC-CW Annual Report policy to include the above changes. Bill Miller made a motion to amend the original motion to also have the Annual Report posted on the Internet. Joanne Leonard seconded to accept this amendment to the motion. Motion passed unanimously.

8. Discussion/Possible Action – Board and Advisory Term Limits

Linda explained that the ADRC-CW board functions as the board for the ADRC, but also as the county Commission on Aging, due to our agency's combined structure. The statutory requirement for a Commission on Aging is that there are term limits of two, three-year terms. Now that we have added the ADRC-CW Advisory Committees, the term limits apply to the advisory committee rather than the ADRC-CW board. Therefore, the term limits for ADRC-CW Board members could be changed, but it would require a change in the current four-county Intergovernmental Agreement. After much discussion, it was agreed to bring the topic up at next month's board meeting. There is no requirement to change the terms limits as they stand; it is up to the board's discretion.

9. Discussion/Possible Action – Recommending New Advisory Committee Members

Jim Welch and Char Orgel resigned from the Wood County ADRC-CW Advisory Committee, leaving the need to recruit two new members. The ADRC-CW board was asked to consider recommending two individuals from the Marshfield area: Jean Doty and Phyllis Olson. Jean Doty is retired as Director of Volunteer Services at St. Joseph's Hospital. In her retirement, Jean is very active in the Marshfield community, including serving on the Marshfield Area Committee on Aging. Phyllis Olson, RN, retired from the Wood County Health Department after serving in the Marshfield office of the department for 29.5 years. During her tenure at the health department, she served in many capacities, but has a passion for serving seniors and disabled adults in the community. Phyllis now works part time in the Employee Health and Wellness department at St. Joseph's Hospital in Marshfield. Motion made by Mike Feirer to accept Jean Doty and Phyllis Olson as new Advisory Committee members, second by Jim Hampton, and approved unanimously. These recommendations will now go to the Wood County board for appointment.

Due to the resignation of Marcella Diedrick, we still need someone from Lincoln County, preferably from the Tomahawk area in order to represent that geographic area. Due to Beth Schuelke's resignation, we will need someone appointed from Langlade County as well.

10. Monthly Fiscal Report

Steve Prell notified us that the new bank accounts for Antigo, Merrill and Marshfield have been set up at M& I. These accounts will only be used to deposit funds in these sites, mostly donations from the congregate meal sites in those areas.

Steve is currently working on preparing for the annual audit. The auditors usually come around the end of July.

Steve is in the process of preparing the 2012 budget. The 2012 budget will be brought for approval to the ADRC-CW board at the August board meeting.

11. Annual Report Update – Lincoln/Langlade First Quarter Report

As an addendum to the 2010 Annual Report, Linda prepared a brief update regarding services in Lincoln and Langlade counties for the first three months of the year.

12. Future Agenda Items & Location

The next meeting will be held July 14th at 9:00 a.m. in Marshfield at the Fire Department, which is less than a block from our Marshfield ADRC-CW office. Please note that the conference room does not have video conferencing capability. After the meeting, board members may choose to tour our Marshfield office. Future agenda items will include the Marshfield Office lease, the 2012 Budget, and Board and Advisory Term Limits.

13. Adjournment: Motion made by Joanne Leonard, second by Jim Hampton to adjourn. Motion carried and the meeting adjourned at 11:05 a.m.

AMENDED MINUTES
Aging & Disability Resource Center of Central Wisconsin
Marshfield Location
July 14, 2011

Board Members Present: Jerry Burns, John Callahan, Mike Feirer, Hilde Henkel, Pat McKinney-Rice, Sharon Rybacki, Terri Sersch, Julie Webb

Tele-conference from Merrill: Bob Weaver, Bruce Giese

Tele-conference from Wausau: Joanne Leonard, Jim Hampton, Dan Sullivan

Others Present: Linda Weitz, Gary LaVake, Steve Prell, Jennifer Cummings, Sharon Davisson, Joan Burt

1. Call to Order:

The meeting was called to order by Chairperson, Hilde Henkel at 9:00 a.m. in the Marshfield Fire Department Conference Room at 412 E. 4th Street, Marshfield, WI.

2. Public Comments

There were no public comments.

3. Approval of Minutes - 6/9/11

Motion by Mike Feirer, second by Jerry Burns to approve the meeting minutes of 6/9/11. Motion passed unanimously.

4. Executive Director's Report

Linda reviewed items within the report, with comments from Board members.

- Personnel Update: Recruitment is underway for nutrition managers for the White Lake Senior Dining Site and Pickerel Senior Dining Site, Part-time Elderly Benefit Specialist in the Marshfield Office and an Independent Living Specialist to be relocated to the Wausau office.
- A reminder of the second annual ADRC-CW Celebration of Success to be held on Tuesday, August 2nd from 10:00 – 2:00 p.m., in the community hall at the Covenant Community Presbyterian Church, Schofield, WI.
- John Callahan questioned if the ADRC-CW provides home delivered meals in the City of Marshfield, as the same service is also provided by St. Joseph's Hospital. He is concerned there is duplication of services and if resources could better be utilized in other ADRC Programs. Linda explained it is not uncommon to have more than one resource for consumers in the same city. Examples are Riverview Hospital providing home delivered meals in Wisconsin Rapids as well as additional resources

in Wausau. Jennifer Cummings explained the ADRC-CW meals are paid through consumer contributions and the Hospital charges a fixed amount.

5. Advisory Committee appointment recommendations

There are currently 2 advisory committee openings, one in Lincoln County in which there have been great referrals, but no recommendations to date. Barb Lehrer is being recommended as the Langlade County advisory member, coming from an active volunteer service with the Hospital.

Motion by Joanne Leonard, second by Mike Feirer to recommend Barb Lehrer for the Langlade County Advisory Committee. Motion passed unanimously.

9:25 a.m. – Sharon Rybacki joins meeting.

6. White Lake meal site

Due to a history of low consumer attendance at the meal site in White Lake, proposal was made to change service days from four days to three per week. Active outreach and recruitment will be pursued to increase total participants on each of the service days. Additionally, with current recruitment for a nutrition site manager at this site, concerns exist with over staffing too many hours for the new manager.

Motion by John Callahan, second by Julie Webb to approve changing the White Lake meal site service days from 4 to 3 days per week, with added follow-up to the Board in 3 and 6 months. Motion passed unanimously.

7. Application for Ministry Grant

Application for the St. Joseph Hospital Foundation Ministry Fund grant is proposed for renewal, with \$8,000 used for purposes of residents in Wood and Southwestern Marathon County. These funds are coordinated with the Wisconsin Alzheimer's Family Caregiver Support Program funds offering families and caregivers financial support for services to assist the caregiver. The grant is prescriptive as to how funds can be utilized.

Motion by Bruce Giese, second by Mike Feirer to approve application for the St. Joseph Hospital Foundation Ministry Fund grant. Motion passed unanimously.

8. Waitlist Policy

Sharon Davisson explained the changes in the wait list policy resulting in passing of the State Budget and the new biennium with all counties subject to a long-term care cap for Family Care and IRIS Programs in our area. Future enrollment into these programs can only occur through attrition. As a result of the cap, aspects related to management of the wait list will change including but not limited to the process for responding to requests to transfer county of residence, criteria for placement of an individual on the wait list,

response to children who are on the children's waiver programs transitioning to adult services and implementation of statewide funds for urgent/emergency enrollment funding.

Motion by Joanne Leonard, second by Mike Feirer to amend the waitlist policy for long-term care to comply with DHS regulations.

9. Monthly Fiscal Report

Steve Prell presented the monthly fiscal report.

Judy Skinner is commended on the work spent on food-share vouchers now being accepted throughout the region allowing consumers to use as a meal donation. Nutrition sites managers will be trained how to accept payments.

The annual on site audit is scheduled for July 20-22, and preparations have begun for the 2012 ADRC-CW Budget.

10. Budget Adjustments

Steve presented adjustments made to the 2011 budget resulting from small grant dollars increasing or decreasing.

Motion by Joanne Leonard, second by Jerry Burns to approve the 2011 budget adjustments. Motion passed unanimously.

11. Update on Marshfield Lease

With the Marshfield office lease up for renewal, proposal was made to accept a three-year lease with Badger Housing Authority, LLC, to include fourth year lease at the same cost, running month to month with a 60 day notice termination clause.

Motion by Jerry Burns, second by Terry Sersch to approve the Marshfield office lease for a term of 3 years, to include a 4th year at the same rate, with a 60-day notice to terminate. Motion passed unanimously.

12. 2012 Budget Planning

Preparations have begun for the 2012 Budget and Linda highlighted some of the key areas:

Personnel Expenses Linda explained with the delay in getting the formula to project personnel expenses for 2012, which accounts for the majority of the budget, the request for approval of the budget may be delayed until the September meeting.

An option for cost savings and reduced liability of the ADRC for personnel expenses would be to use contracted employee services such as Gemini Services or Nicolet

Staffing for “casual” or substitute employees who fill in for transportation drivers, instructors for healthy living classes and nutrition site managers due to illness or vacations. As these employees are not members of the union or guaranteed a set number of hours, they are Marathon County Employees having access to worker’s compensation if hurt on the job as well as being able to file for unemployment. The ADRC currently has 30 employees in the casual status. Employment service agencies would employ the person thus being responsible for FICA, worker’s compensation, unemployment insurance in addition to all the HR work related to the position (recruiting, background checks, timecards, etc) The hourly fee paid to the employment service ranges from \$4.00-\$5.50 per hour in addition to hourly rate of pay to the worker. Linda will explore further and bring more information back to the board.

Nutrition Expectations continue for the state and federal nutrition program grants to remain stable. Although donations for meals have been less than expected, nutrition staff are working to increase donations.

The Pittsville Congregate dining site participation has remained low after outreach efforts to increase attendance. Suggestions closing the site in 2012 may be option. However, after a State assessment, hopes remain strong to possibly offer the SNAC Program in that area. With a menu approved by the ADRC, local restaurants could enter into a contract with the ADRC to offer nutritious meals to our consumers for a suggested contribution.

Transportation Last year the Board was aware the Wood County Transportation program was seeing a serious shortfall of \$38,000 with the 2011 budget approval. Exact numbers for the 2012 personnel formula are not yet available for 2012 budget planning, but plans are underway to reduce expenses and increase revenue to create fiscal solvency to the program. The “on demand” ride service is being reduced and directing riders to an already established bus route. Work on reducing the number of casual time drivers, who fill in for drivers who are sick or on vacation to 480 total hours per year with a possible cost savings of \$18,000. Proposal to increase revenue by increasing the one-way fare for every trip from \$1.00 to \$1.50 would increase revenue by \$8,000.

13. ADRC-CW board term limits

Hilde Henkel recommended putting off discussion on Board term limits until later, due to budget discussions being a priority.

14. Future Agenda Items & Location

How is the ADRC marketed so people are aware of this resource?

Follow up on Linda’s meeting with the Marathon and Langlade County Boards.

Review of nutrition program.

The next Board meeting will be held August 11th in Wausau.

15. Adjournment

Motion by John Callahan, second by Jerry Burns to adjourn. Motion passed unanimously. Meeting adjourned at 11:05 a.m.

Minutes
Aging & Disability Resource Center of Central Wisconsin
Wausau Office
August 11, 2011

Board Members Present: Hilde Henkel, Jim Hampton, Mike Feirer, Julie Webb, Sharon Rybacki, Pat McKinney-Rice, Jerry Burns, Bill Miller, Terri Sersch, Joanne Leonard, Bruce Giese, John Callahan, Dan Sullivan, and Bob Weaver (via video-conference in Merrill)

Excused Board Members: Ken Crass

Others present: Linda Weitz, Tracey Baken, Steve Prell, Jennifer Cummings, Ronda James and Doug Below

1. Call to Order

Meeting was called to order by Chairperson Hilde Henkel at 9:00 a.m.

2. Public Comments

There were no public comments.

3. Approval of Minutes

Corrections - Under #5, Sharon's last name is misspelled, should be Rybacki.
Under #14, Should be Marathon and Langlade County Boards not Lincoln.

Motion by Mike Feirer, second by Jim Hampton to approve the 7/14/11 meeting minutes with the above changes. Motion passed unanimously.

4. Executive Director's Report

Linda highlighted a few items within the report

- A new Elderly Benefit Specialist in Marshfield, Glenn Engel, has been hired and will begin employment on August 22nd. He will work 4 days a week.
- The ADRC-CW was presented an award by the Social Security Administration for being a Wisconsin Partner in Service because of the support in helping to promote efficient, quality service to the public. Board members Hilde Henkel, Joanne Leonard, and Dan Sullivan attended this morning's ceremony to receive the award, along with staff members Sharon Davisson and Kris Carlson.
- We hired two new Dining Site Managers in the Antigo area; Gary Krueger for Pickerel and Candy Messer for the White Lake. These new staff will be putting effort into increasing participation & volunteerism at these locations.

- We recently learned that The Stage Stop Restaurant in Mosinee closed unexpectedly and no longer will be available as a SNAC site. Ronda James is looking for an alternative restaurant in that area.
- We have finalized the Volunteer Intake Process thanks to all of Erin Zastrow's hard work.
- The positive story in the Executive Director's Report is a good example of the complexity of circumstances that individuals face and what our Benefit Specialists do to assist.

5. Discussion/possible action – Advisory Committee appointments

Linda shared that she received a letter from Ken Crass resigning from the ADRC-CW Board due to health concerns and an inability to attend meetings. Linda said we will be recruiting a new citizen member to replace Ken and that he will be greatly missed.

Linda has recruited a Lincoln County Advisory Committee member, Jane Lange. Jane serves as the Program Manager for the Tomahawk Area Interfaith Volunteers and is very interested in services for seniors and disabled adults. Motion was made to recommend Jane Lange's appointment to the Advisory Committee by Joanne Leonard, second by Bill Miller. Motion passed unanimously. The appointment will be made by the Lincoln County board.

6. Discussion/possible action – Gemini leasing services

Using Gemini Leasing Services for the ADRC-CW casual employees was discussed. In the board packet, there was a sample agreement, a summary of Gemini services, and an estimation of hours needed for casual staff. The charges are comparable to what we pay currently with all casuals as ADRC-CW/Marathon County employees. Gemini Leasing is hesitant about including the casual transportation drivers in the proposal, due to the extra requirements (drug screens, CDLs, etc.) for those positions. Out of approximately 31 casual employees, only 3-4 are transportation drivers. Joanne Leonard suggested Linda continue to work with Gemini to see if the transportation drivers could be included. Linda will discuss further with Gemini. Bill Miller suggested that Corp Counsel review the agreement. Bill Miller also asked if other agencies maybe interested in providing this service. Wood County and Langlade County both have used Gemini services and have been very satisfied. Linda will bring back more at the next meeting.

7. Marketing report

Doug Below provided an overview of the quality improvement project focusing on the marketing and outreach system. After Doug's presentation, several board members made suggestions regarding marketing. Sharon Rybacki commented that the name "Around the Kitchen Table" for the region-wide newsletter may not be the most effective. Suggestion was made to maybe changing the name to better attract the audience we are targeting. Other suggestions were shared, such as outreach through churches, Goodwill, flyers in tax bills, better collaboration with United Way 211, and how best to reach

families. Bruce Giese suggested a method be developed to gather input from board members in order for action to be taken. Linda is working with the advisory committee for such a mechanism and will share it with the board.

8. Nutrition program report

The Board packet included the results of the recently-completed assessment of the ADRC-CW nutrition program by GWAAR. Also, Linda compiled statistics showing projected meals served at each of the 17 congregate meals sites and projected home delivered meals from each of the delivery sites. Some congregate meal sites also serve as the delivery point for home delivered meals, so the decision as to where to have sites is a complex one. The Pittsville congregate site has been struggling with attendance for several years, even with a large effort at recruitment for this site. Average attendance is 3-4 meals per day. The purpose of a nutrition program congregate site is to not only provide good nutrition, but also to reduce isolation and increase socialization. If there are only a couple of participants at this site, we are not achieving our purpose. Therefore, we were going to consider closing this site. In the meantime, the Pittsville nutrition site manager resigned due to an upcoming move. Not wanting to hire a new manager at this time, the approval for closing this site will be brought back to the board next month. In order to best serve the potential consumers in this area, alternatives will be explored.

9. Monthly fiscal report

Steve presented the June 2011 Financial Report. He will be working on revising the format to include a “monthly” column once the budget and audit work is completed. The new position of Disability Benefit Specialist for Lincoln and Langlade counties has started so we will see increased expenses in this area for the remainder of the year. Auditors were here July 20-21 for the on-site work. We were told it went well. They said they had no adjustments or findings; however they still have to put it all together and go thru their review process. The audit will be completed in early September.

10. Budget update

The Payroll Budget program should be installed in the next couple of days so Steve can work on the 2012 budget. The proposed 2012 budget will be brought to the board for approval at the September meeting.

Julie needed to leave at 10:42.

Handouts included in packet titled “2011 Funding Sources” shows the seven different color-coded program areas that are consistent with the program areas reported by Steve each month. Linda and Steve reviewed the multiple funding sources behind each of the seven program areas and how these funding sources are used.

Linda handed out a current organizational chart and informed the board that the ADRC-CW is staffed very conservatively. As a result, we should be able to maintain our current staffing. A question was raised about transportation and the deficit of \$35,000. Linda stated that with the reduction of casual staff hours for the on-demand rides and the increase of fees, at this point, it looks like we will be within budget.

11. Future Agenda Items & Location

Next meeting is September 8, 2011 at 9:00 in Antigo.

Agenda items- Progress toward goals from the Executive Director's performance review
Review and approval of 2012 Budget

12. Adjournment

Motion by Mike Feirer, second by Joanne Leonard to adjourn. Motion passed unanimously.

Meeting adjourned at 10:55 a.m.

MINUTES
Aging & Disability Resource Center of Central Wisconsin
September 8, 2011
Meeting Location: 1225 Langlade Road; Antigo, WI

Board Members Present: Hilde Henkel, Jim Hampton, Julie Webb, Pat McKinney-Rice, Jerry Burns, Bill Miller, Terri Sersch, Bruce Giese, Bob Weaver, Joanne Leonard and Dan Sullivan (via video-conference in Wausau), Mike Feirer (via video-conference in Marshfield)

Excused Board Members: John Callahan, Sharon Rybacki
Note: Joanne Leonard excused at 10:30 a.m.

Others present: Linda Weitz, Steve Prell, Doug Below, Kathy Case

1. Call to Order

Meeting was called to order by Chairperson Hilde Henkel at 9:00 a.m.

2. Public Comments

There were no public comments.

3. Approval of Minutes

A motion by Bob Weaver, seconded by Mike Feirer, to approve the August 11, 2011, minutes. Motion carried.

4. Executive Director's Report

Linda announced that citizen board member Ken Crass passed away over the weekend. Linda mentioned how valuable Ken was as a member of the board. He brought a wealth of knowledge to us, as well as being a wonderful advocate for disabled and older adults. He will be missed.

5. Discussion/possible action – 2012 Budget

Linda gave a general overview of the 2012 Budget. She also provided the board with an update on the quality of the IT support services received from Lincoln County. The service has continued to be excellent and has saved the ADRC-CW many dollars by providing ideas for cost efficiencies.

Steve Prell then presented more detailed budget information. Some summary items Steve noted are listed.

- Personnel - There are no proposed changes to existing staff. All employees now contribute toward the WRS retirement account and more toward health insurance, which helped to keep personnel costs within our revenue. The 2012 budget assumes a 0% across-the-board cost of living increase for all staff, but does include step increases for staff in their early years of employment.
- Operating Expenses –Now that our department is no longer included in any county’s capital/IT equipment replacement schedule, we have budgeted office and IT equipment replacement costs for next year and have scheduled future costs. Hilde Henke questioned the increased costs by Marathon County to perform fiscal agent and HR services for us. Marathon County board members Bill Miller and Joanne Leonard will check into this matter and report back at the next meeting. Linda stated that Marathon County provides us with excellent service and the cost continues to be reasonable for the service we receive.
- Specific program areas – The 2012 Budget assumes a more conservative MA reimbursement %, due to the unknown impact of the Family Care enrollment cap on the type of work done by the Resource Specialists. Donations are down in the elderly nutrition program, and the 2012 budget reflects this change.

Hilde Henkel commented on the excellent job that Steve does in putting together now a four-county budget and presenting it.

Bill Miller moved to approve the 2012 Budget as presented. Pat McKinney-Rice seconded. Motion carried.

Bill Miller suggested that in regards to the audit, we demand an audit be completed no later than June 30 of the following year.

6. Discussion/possible action – Gemini Leasing Services

General discussion was held regarding the benefits of using an employee leasing service such as GeminiCares for all casual employees. GeminiCares will not hire the ADRC-CW casual transportation drivers, which account for 3-4 of our approximate 31 casual employees. A motion was made by Bob Weaver to bring back a contract for employee leasing service for board review after it has been reviewed by the Marathon County Corporation Counsel, Scott Corbett. Jerry Burns seconded the motion. Motion carried.

7. Discussion/possible action – Closing Pittsville Congregate Meal Site

Motion was made by Bruce Giese to close the Pittsville Congregate Meal Site. Bill Miller seconded. Motion carried.

8. Advisory Committee Report – SharePoint information exchange

Linda reported there are 3 new members on the Committee. We also have recently purchased a software package that will increase communication between advisory committee members, board members, and ADRC-CW staff.

9. Report – Executive Director’s progress toward goals

Referred to report in packet – no discussion

10. Future Agenda Items and Location

The next meeting will be in Merrill on October 13 at 9:00 A.M.

Future agenda items: Gemini Contract for review and approval
2010 Audit
Board Term Limits

11. Adjournment

Motion by Bruce Giese, seconded by Julie Webb to adjourn the meeting. Motion carried.

Meeting adjourned at 11:00 A.M.

Minutes
Aging & Disability Resource Center of Central Wisconsin
October 13, 2011
Meeting Location: 607 N. Sales Street, Merrill WI

Members Present: Hilde Henkel, Jim Hampton, Pat McKinney-Rice, Jerry Burns, Bill Miller, Terri Sersch, Bruce Giese, Bob Weaver, Joanne Leonard, Dan Sullivan, Mike Feirer and Sharon Rybacki.

Excused Board Members: John Callahan, Julie Webb

Others Present: Linda Weitz, Steve Prell, Erin Zastrow, Gary LaVake, and Joanne Kolar.

1) Call to Order

The meeting was called to order by Chairperson Hilde Henkel at 9:00 a.m.

2) Public Comments: None

3) Approval of Minutes:

A motion was made by Joanne Leonard, seconded by Jerry Burns, to approve the minutes of the September 2011 meeting. Motion carried.

4) Executive Director's Report

Linda reported on the following items:

- a) We will be recruiting for Ken Crass' board position and will advertise as we do normally. Depending on the number of applicants we receive, Linda will bring them back to the committee for review and a selection will be made at that time.
- b) In the process of doing the food vendor contracts, Linda commented on how much she appreciated our partnership with Norwood Health Center, our food caterer in Wood County. They were willing to accept a zero percent increase for our 2012 contract and Linda was very complimentary of their services as well.
- c) Joanne Leonard commented on memory screening and that 50 percent of dementia patients are never diagnosed. Linda talked about the importance of partnering with our medical community and how can we help get people in for early diagnosis. She also stated that Sharon is working on an initiative to help train our Resource Specialists in this area. Joanne stated that the State of Wisconsin is forming a policy on this disease and she will be going to an upcoming discussion and will keep the committee informed as to how this would fit in with the ADRC.

5) Discussion/possible action – Request for Proposals for Employee Services

Linda updated and reviewed with the Committee the memo she received from the Marathon County Corporation Counsel, Scott Corbett, regarding the Gemini contract (memo in board packet). Scott had reviewed Linda's contract and stated that the language of the contract with Gemini was good, and made some suggestions for minor wording revision. However, he did issue a statement regarding the necessity of requiring an RFP for these services since the value of the contract (including wages, etc.) would be approximately \$58,000. Linda was asking the board for their direction on how to proceed with this process if we receive more than one RFP. Discussion was held on this and the board stressed the importance of clarifying what the expectations are and that all questions should go directly to Linda if they need more information. The board indicated that if more than one RFP is received, the

Administrative Staff should make a recommendation and bring it back to the board for their final decision. It is hoped that this could be finalized by January 1, 2012 but it will depend on how quickly the RFP gets reviewed and issued.

6) Discussion/possible action – Complaint and Grievance Policy

Linda reported and talked about Marathon County's policy that we would like to adapt for the ADRC-CW. The only revision she was proposing was that instead of going to the Marathon County Board, it should be reworded that it would come to the ADRC-CW Board (under Section V – Step 6 and Step 7). Discussion was held regarding the need for written documentation and a paper trail that people actually did sit down and discuss any complaint/grievance in Step 1. Linda stated she has emphasized to the staff that they will always have an opportunity for a process to review if they feel they have been treated unfairly and she will make a revision in the policy for the board to approve at the next meeting. Joanne asked that Linda put any changes in bold so that they know where the changes occurred.

7) Discussion/possible action – 2010 Audit

Steve Prell reported on the 2010 audit report which actually consists of two different parts – Internal Controls and Financial Statements. The Internal Controls is the area which states where we need to approve. Steve reported that some cash handling processes have been changed and there have also been a review of the levels of security within the Cayenta System. We are following Marathon County's processes and procedures; therefore, whatever they find in Marathon County, will also be found in our ADRC-CW Audit Report. Steve also noted that it shows it is taking longer for us to get reimbursement from our State and Federal grants. They are submitted in a timely fashion; however, reimbursement takes longer than in previous years. Steve also reported that copies of our audit report are electronically submitted and are also located on our website which means we are reducing the number of audit reports we need to print. Bill Miller, who is a former auditor, commented that after his review of the report, he feels our audit states we are "healthy" on a current basis.

8) Discussion/possible action – Budget Adjustments

Steve reported that most of the budget adjustments are related to the adjustments of our grant amounts that occur during each year. The one exception to this is on Page 2 (\$12,000.00) which is the vacation/sick time that former Lincoln/Langlade County employees brought with them to the ADRC-CW at the beginning of 2011. As of a few weeks ago, the balance was down to approximately \$2,000.00 (see the attached copy of the budget adjustments). Motion was made by Bill Miller, seconded by Pat McKinney, to approve the budget adjustments as reported. Motion carried.

9) Discussion/possible action – Monthly Fiscal Report

Steve reported that the Year to Date figures are for the end of August, 2011. The charges for the M & I Bank accounts that we need to keep open is very minimal. He also reported that any carryover funds from last year need to be spent before the regular funds.

10) Discussion/possible action – ADRC-CW Board Term Limits

Due to the importance of Agenda Item 11, this item will be put on next month's agenda

11) Discussion/possible action – Lease for Wausau Office with North Central Health Care

This item was moved up on the agenda as a more urgent issue:

Linda reviewed with the Board the letter received dated October 5, 2011, from Gary Bezucha, CEO of the North Central Health Care facilities, stating that our rent was being increased from the current \$101,000.00 per year to \$190,230.00 per year beginning January, 2012 (supporting information included in board packet). The new proposed rate for the Wausau office amounts to \$8.50 per sq. foot per year and we would be paying for approximately 22,380 sq. feet which contains unusable space.

Linda started this discussion with handing out a written cost explanation of the present Wausau Office floor plan showing the square footage and layout of the offices. To understand the history, she further explained that the former Marathon County Commission on Aging moved to the North Central Health Care Center complex approximately 10 years ago. The office space was previously an adult day services program and was not designed for actual office space; thereby creating extra square footage. The original rent was \$4.68 per square foot. Linda directed the board to the floor plan and explained that while there are some customer-service issues with the current space, they have made it work. In addition, some of the area we are paying for is used for “user groups” (Bridge clubs, line dancers, card players, etc.) due to the lack of a senior center in the Wausau area.

In referring to Linda’s written handout, she compares what we actually need for office space for our Wausau staff, and what we are actually paying for. We are paying rent in Wisconsin Rapids and Marshfield offices, but we do not pay rent in Antigo and Merrill. After averaging square footage comparisons, 8052 sq. feet would be comparable space for 22 staff members in Wausau, rather than the 23,000 we currently have.

Discussion included the following:

- a) We do not have a lease or anything in writing at the present time from North Central Health Care Facilities;
- b) Is the current space serving our needs?
- c) Do we need to explore other options?
- d) What do we do with current user groups?

After a lengthy discussion, a motion was made by Bill Miller, seconded by Bob Weaver, that Linda discuss with Gary Bezucha and his staff and/or board and report back to the board at the next meeting. Motion carried unanimously. Bill Miller, Joanne Leonard, and Jim Hampton offered to join a meeting with Gary Bezucha if necessary. It was emphasized that time is of the essence regarding this and that a special meeting may be called before the next regular board meeting.

After further discussion, a second motion was made by Mike Feirer, seconded by Jim Hampton, that we explore outside options other than North Central Health Care for Marathon County ADRC-CW facilities. Motion carried unanimously.

12) Future Agenda Items & Location:

ADRC-CW Board Rules and Term Limits (1st agenda item for November meeting)
Next meeting is in Wisconsin Rapids, at 9:00 a.m. on Thursday, November 10th.

13) Adjournment

Motion to adjourn was made by Bruce Giese, seconded by Bill Miller. Motion carried.
Meeting adjourned at 11:10 a.m.

Minutes
Aging & Disability Resource Center of Central Wisconsin
November 10, 2011
Meeting Location: 220 3rd Avenue South Suite 1, Wis. Rapids WI

Members Present: Hilde Henkel, Jim Hampton, Pat McKinney-Rice, Jerry Burns, Bill Miller, Julie Webb, John Callahan, Bruce Giese, Bob Weaver, Joanne Leonard, Dan Sullivan, Mike Feirer and Sharon Rybacki.

Excused Board Members: Terri Sersch

Others Present: Linda Weitz, Steve Prell, Gary LaVake, and Ardyce Jones.

- 1) Call to Order
The meeting was called to order by Chairperson Hilde Henkel at 9:00 a.m.
- 2) Public Comments: None
- 3) Approval of Minutes:
A motion was made by Mike Feirer, seconded by Joanne Leonard, to approve the minutes of the October 13, 2011 meeting. Motion carried.
- 4) Executive Director's Report

Linda reported on the following items:

- a) We are advertising for a new citizen board member in the Tomahawk and Merrill (weekly) newspapers. Applications are available.
 - b) The Advisory Committee will be meeting in January and they will continue to focus on outreach. They will also be reviewing the physical space in each of our offices.
 - c) Each ADRC has now received their Long Term Care Enrollment Cap, as of 10/1/11 ADRC-CW's is 2,438 for 4 counties. This number doesn't change the way Sharon manages the waitlist.
 - d) The first annual caregiver retreat will be held on Friday, November 11 at the Stoney Creek, Grand Canyon Lodge from 12:30-4:30.
 - e) The Thanksgiving Holiday meal will be served at the dining sites in Antigo and Merrill on November 21, Wisconsin Rapids and Marshfield on November 22 and in Wausau on November 24. The sites in Wisconsin Rapids have received a generous donation again this year from Peter Konkol which covers the donation portion of the meal.
 - f) The Oliver heat-sealing machine packaging will be expanded to Lincoln and Langlade home delivered meals in November and December for the locations serving the most HDM in Merrill and Antigo areas.
- 5) Discussion/possible action – Board Term Limits

A discussion was held regarding the pros and cons of ADRC-CW board term limits. By having term limits, new members bring new ideas and also more people become knowledgeable of ADRC services and can effectively advocate. If term limits are eliminated, the board retains experienced members who understand the complexities of ADRC-CW services. Eliminating term limits would require changing the Intergovernmental agreements.

Bob Weaver made a motion to recommend to all 4 County Boards to eliminate the statement “A Representative’s term shall not exceed two (2) consecutive three (3) year terms.” from the current Intergovernmental agreement. The motion was seconded by Bill Miller. The motion carried with the majority voting “yes” and one “no” vote.

Linda will follow-up with contacting the appropriate parties in each county to move this action through all four counties.

6) Discussion/possible action – Letter in support of SNAC site for Pittsville

Linda explained that GWAAR has been supportive in expanding the SNAC program which is presently only being provided in Marathon County, but the State has been reluctant to approve expanding the program beyond Marathon County. The advisory committees recommended sending a letter to the State encouraging expansion to rural areas that could benefit from the program. A motion was made by Bruce Giese to revise the letter to include expanding the SNAC sites outside of Marathon County where appropriate (using Pittsville as an example) and send the letter to the State, seconded by Joanne Leonard. The motion carried unanimously.

7) Discussion – Advisory committee update

The Advisory committee will be meeting again in January and continuing their work on outreach. They will also be the eye of the consumer as they look at the current space in each office.

8) Monthly Fiscal Report

Steve reported there were no unusual expenditures in September. In October we did receive the reimbursement for the New Freedom (Transportation) grant from the first quarter of 2011. Therefore, the New Freedom grant is now completed. Steve noted the audit will be moved up to June next year which is the way it was previously. The board will receive the audit prior to approving the budget.

9) Discussion/possible action – Approval of 85.21 grant application

Any grant over \$5,000 must be approved by the Board. The 85.21 grant is for Wood County funding elderly and disabled transportation. The ADRC-CW, representing Wood County, will receive \$203,201 from the grant and Wood County would be required to provide the match. Lance Pliml, Wood County Board Chair, will be asked to authorize the letter of intent which also authorizes the match. The grant is due at the end of December. Mike Feirer made a motion to apply for the grant, seconded by John Callahan. The motion carried unanimously.

10) Discussion/possible action – RFP for Employee Leasing Services

Linda has prepared the RFP and is waiting for a review by Corp. Counsel Scott Corbett. She hopes to bring the RFP responses to the December meeting and have a contract in place by the end of the year.

11) Discussion/possible action – Approval of ADRC-CW Complaint & Grievance Procedure

The Board reviewed the changes made to the Complaint and Grievance Procedure as discussed at last month's meeting. Jim Hampton made a motion to approve the changes as written, seconded by Dan Sullivan. The motion carried unanimously.

12) Discussion/possible action – Lease for Wausau office

Linda brought additional information regarding the Wausau lease. North Central Health Care (NCHC) submitted information regarding the actual expenses which was shared with the board members. A discussion was held regarding equity between all of the counties. The board has not authorized any additional money to be spent on rent in the Wausau office at risk of reducing dollars needed for programs and services in all four counties. There is not enough information for the board to make any decision regarding the lease today. Further discussions will be held with Brad Karger and NCHC. Linda was directed to continue to explore options and that information will be brought to the December meeting.

13) Future Agenda Items & Location:

Wausau office lease and the survey for Linda's performance review.
Next meeting is in Wausau 9:00 a.m. on Thursday, December 8th.

14) Adjournment

Motion to adjourn was made by Jim Hampton, seconded by Bill Miller. Motion carried.
Meeting adjourned at 10:55 a.m.

Minutes
Aging & Disability Resource Center of Central Wisconsin
Wausau Office
December 8, 2011

Board Members Present: Hilde Henkel, Mike Feirer, Jerry Burns, Julie Webb, John Callahan, Terri Sersch, Bob Weaver, Joanne Leonard, Pat McKinney-Rice, Bill Miller, Bruce Giese, Dan Sullivan

Excused Board Members: Jim Hampton, Sharon Rybacki

Others present: Linda Weitz, Tracey Baken, Steve Prell

1. Call to Order

Meeting was called to order by Chairperson Hilde Henkel at 9:00 a.m.

2. Public Comments

There were no public comments.

3. Approval of Minutes

Motion by Joanne Leonard, second by Jerry Burns to approve the 11/10/11 meeting minutes. Motion carried unanimously.

4. Executive Director's Report

Linda highlighted a few items within the report

- We were just notified that we will be receiving a \$5,000 change project grant that we will be able to use for outreach.
- We will be focusing on our physical space not only the Wausau office but in all offices. This is a critical element of good customer service and we will be looking closely at all of our five offices for improvements that can be made.

5. Discussion/possible action – Contract for Employee Services

At previous board meetings, the Board voted and gave Linda authority to proceed with finding an outside company to provide employment to casual employees. In doing so Linda was advised to complete the RFP process. Upon completion of the RFP, there was one responder, GeminiCares, Inc. Linda received a professional services agreement which includes the revisions suggested by Corporation Counsel Scott Corbett, a copy included in this month's board packet. Linda is looking for the Board to approve the agreement so she can transition current casual employees to GeminiCares, Inc. In

addition, once the agreement is signed, all new casual employees (with the exception of casuals for the transportation program) will be employed by GeminiCares, Inc.

Motion by Bob Weaver to affirm Linda going into a contract with GeminiCares, Inc. and give her authority to transition all casual employees, except transportation drivers.
Second by Terri Sersch. Motion carried unanimously.

6. Discussion/possible action – Audit timeline

Previously the Board directed the auditor to finalize the audit by June 30 so the board would be able to review it prior to approving the budget in September. Due to the complexities of the ADRC-CW and Marathon County audit completion, this timeline is difficult to meet. However, the auditors could have a rough draft audit by July 31 for the board to review at the August meeting, prior to approving the budget in September.

Question was asked if Marathon County Finance Department/Kristi Kordus are “ok” with this audit timeline. They have been informed and this timeline will work well for them.

Motion by Mike Feirer to approved the audit timeline, second by Bill Miller. Motion carried unanimously.

7. Monthly fiscal report

Steve reported that October expenses were higher than normal this month because of having three pay periods posted in October, along with two months of health insurance premiums. We also received the reimbursement for the New Freedom (Transportation) grant from the first quarter of 2011; however, it was not posted until November. The reporting was delayed for the ADRC grant and the State payment was included in our November reimbursement.

Steve also added the “Monthly” column as requested. Board is very appreciative of this.

8. Discussion/possible action – Approval to proceed with WI Institute for Healthy Aging research grant

The ADRC-CW was approached in collaborating with the Community Academic Aging Research Network to conduct a 2-year research project focusing on “Identifying Causes of Functional Limitations in Older Adults”. If funded, this project would reimburse the ADRC-CW for time and materials devoted to the project, for a total of up to \$74,000 for the two years of the project. The current ADRC-CW Community Health Educators will spend approximately 10% of their time for this project. No additional staff will be hired. Motion made by Joanne Leonard to proceed with this research grant. Second by Pat McKinney-Rice. Motion carried unanimously.

9. Discussion/possible action – Recommending Citizen board member

Linda is happy to announce that we have a recommendation for a citizen board member from the Lincoln County area. His name is Larry Lebal. He has been one of the ADRC-CW's home delivered meal driver volunteers for the past 9 years. He reports other community volunteer work he has done in the past and is ready for something new to occupy his time.

Both Bob Weaver and Bruce Giese responded that he is a very good choice and will be an asset to the ADRC-CW Board.

Motion by Joanne Leonard, second by Bruce Giese to recommend Larry to all county boards for appointment to the ADRC-CW Board. Motion carried unanimously.

10. Discussion/possible action – Intergovernmental Agreement revisions (1. Board composition and 2. Lease term)

As Linda reviewed the Intergovernmental Agreement in preparation for the Board's recommendation to eliminate term limits, she noticed two other areas for possible revisions. The section in the Intergovernmental Agreement addressing Board composition was prepared before the state gave different directions; therefore, the section on board composition needs to be changed. Also, upon review, the Intergovernmental Agreement limits the Board's ability to enter into a lease to a three year period. Included in the board packet was a document that Linda prepared outlining the suggested changes.

Discussion was held regarding the lease limitation. The Board has the authority to review and enter into leases, so saw no need to place a limit on them. The Board may decide another lease period would be more cost effective. Suggestion was made to strike the last sentence in the Intergovernmental Agreement that states: "Said leases or contracts shall not exceed three (3) years unless approved by the Governing Bodies of each Member County."

Bob Weaver made a motion to approve changes including striking the last sentence, second by Joanne Leonard. Motion carried unanimously.

Linda will bring the three recommended changes: eliminating term limits, updating the board composition, and striking the statement on limiting leases to each of the four county boards for approval.

11. Discussion/possible action – Staff survey for Ex. Director performance review

Linda explained that every year a survey is distributed to all staff, the ADRC-CW Board, and the Advisory committee regarding the Executive Director's performance over the past year. Discussion took place as to who could compile the results of the surveys for the Executive Committee, who prepares the review. Suggestion was made that maybe someone in the Marathon County ER department, since we pay for their services and they will be collecting the surveys. Another suggestion was made to have an intern compile the results. Julie Webb then suggested that she knows of someone in Langlade County

who could compile the results. Linda will follow up and get someone designated to compile the results. The Executive Committee will meet in January to review the results of the surveys, meet with Linda to review, and will present the final evaluation at the February board meeting.

Linda distributed the survey and a self-addressed, stamped envelope to board members. Those who complete the survey are to have it returned by December 29th.

12. Roll call vote to go into closed session pursuant to WI statutes Section 19.85 (1)(e) for the purpose of deliberating or negotiating the purchase of properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to discuss and possibly act on the following: Negotiating a lease for the Wausau office.

Bill Miller made motion to go into closed session pursuant to WI statutes Section 19.85 (1)(e) for the purpose of deliberating or negotiating the purchase of properties, the investing of public funds, or conduction other specified public business, whenever competitive or bargaining reasons require a closed session, to discuss and possibly act on the following: Negotiating a lease for the Wausau office. He also moved that Brad Karger, County Administrator, be able to join the meeting to present another option to the board but not to impede on the meeting and also to allow Steve Prell and Linda Weitz to stay for the closed session. Second by Jerry Burns. Motion carried unanimously.

Roll call vote-Hilde Henkel (yes), Mike Feirer (yes), Jerry Burns (yes), Julie Webb (yes), John Callahan (yes), Terrie Sersch (yes), Bob Weaver (yes), Joanne Leonard (yes), Pat McKinney-Rice (yes), Bill Mille (yes), Bruce Giese (yes), Dan Sullivan (yes)

13. Motion to return to open session and possible announcements on any action taken during closed session

The board voted to appoint a subcommittee of the board, consisting of Joanne Leonard, Bill Miller, Jim Hampton and Dan Sullivan, to review options regarding the Wausau lease and keep the board apprised.

14. Future Agenda Items and Location

Next meeting will be Thursday, January 12th in Wausau.

15. Adjournment

Motion by John Callahan, second by Dan Sullivan to adjourn. Motion carried unanimously.

Meeting adjourned at 11:15 a.m.