

MINUTES
Aging & Disability Resource Center of Central Wisconsin
Location: 220 3rd Ave S, Wisconsin Rapids WI 54495
June 14, 2012

Board Members Present: Hilde Henkel, Julie Webb, Pat McKinney-Rice, Jerry Burns, Terri Sersch, Joanne Leonard, Dan Sullivan, Jim Hampton

Participated from Wausau by video conference: Bill Miller

Participated from Marshfield by video conference: John Callahan

Participated from Merrill by video conference: Bob Weaver, Bruce Giese

Excused: Larry Lebal, Sharon Rybacki, and Mike Feirer

Others Present: Linda Weitz, Gary LaVake, Steve Prell, Doug Below, Erin Zastrow, Sharon Davisson 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

There were no public comments.

3) Approval of Minutes

A motion was made by Joanne Leonard, seconded by Jim Hampton, to approve the May 10, 2012 minutes. Motion carried.

4) Election of Officers

Positions up for election are Chair, Vice-Chair and Secretary-Treasurer

Chairperson Hilde Henkel asked for nominations for Chair. Dan Sullivan nominated Joanne Leonard for Chair. Nominations were requested two more times. Hearing no other nominations, Pat McKinney-Rice made a motion and Julie Webb seconded the motion to close the nominations for Chair. The vote was unanimous for Joanne Leonard for Chair.

Chairperson Hilde Henkel asked for nominations for Vice-Chair. Joanne Leonard nominated Bob Weaver for Vice-Chair. Nominations were asked two more times. Hearing no other nominations, Bruce Giese made a motion and Jerry Burns seconded the motion to close the nominations. The vote was unanimous for Bob Weaver as Vice-Chair.

Chairperson Hilde Henkel asked for nominations for Secretary-Treasurer. Joanne Leonard nominated Julie Webb for Secretary-Treasurer. Nominations were requested two more times. Hearing no other nominations, Pat McKinney-Rice made a motion and Terri Sersch seconded the motion to close the nominations for Secretary-Treasurer. The vote was unanimous for Julie Webb for Secretary-Treasurer.

Hilde Henkel turned the meeting over to the new Chair, Joanne Leonard. Joanne thanked the board for their vote of confidence and thanked Hilde for her leadership. Hilde has been an excellent leader who carried this board through some major changes and expansions. Joanne stated she is excited to

work with Bob Weaver and Julie Webb in their new positions on the Executive Committee.

5) Executive Director's Report

Linda mentioned the following highlights:

- Linda gave a brief budget forecast for 2013 - so far, it appears the grant dollars are fairly stable.
- The all staff and board "Celebration of Success" will be held on Wednesday, July 25 from 10 a.m. to 2 p.m. at Covenant Community Presbyterian Church (1806 Weston Avenue in Schofield) in the Community Hall.
- ADRC-CW Facebook page is being developed. Gary LaVake is leading this project. The page will be a marketing tool for our target group to access. Dan Sullivan suggested it could also be a tool for people with disabilities to market themselves and the ADRC-CW may want to provide some training to that population.
- Long Term Care Update: Marathon and Wood County no longer have waiting lists; they are finally at entitlement. Those who were waiting are either enrolled, in the active process of finalizing eligibility in order to enroll in the near future, or have been determined ineligible. Linda commended our Resource Specialists for their hard work in making this happen so quickly.
- Nutrition Program: We have been waiting for a response from the State on the SNAC program. A statewide workgroup has been formed to "modernize" the nutrition program and the first meeting is scheduled for July 17 in Stevens Point. Bob Beck, ADRC-CW Aging Advisory Committee member, was asked to serve on that state-wide workgroup.
- A draft copy of the new ADRC-CW Newsletter is available for review. Do not look at the particular content; this draft is set up to review the overall layout and appearance. The initial impressions have been very positive. Erin Zastrow is leading this project; she continues to collect feedback on the changes.
- Marketing: Once the State workgroup decides on a consistent message and marketing plan, we will build from their direction and be able to proceed with our \$5,000 marketing grant money.

6) Discussion/possible action – Monthly Fiscal Report

Steve Prell noted most of our revenue sources are on a reimbursement basis so revenue will lag behind the expenses in most areas. During the year expenses are also reported on a cash basis. April revenue in Admin reflects quarterly billing for tax levy. In the various functions the revenue reported is donations and fees. We have not received grant reimbursements for 2012 yet, these will start showing up in May. Wood County specific revenue is negative in April because we had to correct a Family Care payment which was recorded wrong in March.

7) Discussion/possible action – Wausau Lease Update

Linda reported that on June 5 she attended a meeting with Brad Karger, Bill Miller, and the Project Manager from Angus Young Architecture, Jim Tibbetts. Jim presented a very preliminary plan of remodeling space to meet the ADRC-CW needs. He was asked by Brad Karger to determine a "ball park" cost to remodel and get that figure to Brad by June 14. The Marathon County Capital Improvement committee meets on June 18. The new space would be about 10,000 sq. ft. maximum, and our current space is 22,000 but it is spread out and not an efficient use of the space. The next steps will be for Marathon County to proceed with the approval process for the remodeling plan.

8) Discussion/possible action – Lincoln County Lease

Lincoln County is proposing a rate of \$8.77 per square foot which is consistent with what other tenants in the same Lincoln County building are charged. The lease period would begin on June 1, 2012. The

term of the lease is not specified, but the board thought a longer lease period would be desirable. Bob Weaver made a motion to approve the lease; Hilde Hinkle seconded the motion, but amended the motion that the lease should be reviewed by Scott Corbett, Corporation Counsel from Marathon County, and the final document should be brought back to the board for approval. The motion carried unanimously.

9) Discussion/possible Action – Quarterly Progress Toward Goals

The board received an update in the board packet regarding quarterly progress toward goals.

Highlights included:

- Linda explained the improved data management work that is underway with a review of SAMS. The state is planning a new data system, but implementation may take a while, so we continue to work on internal integrity of our data using the existing system.
- All employee performance reviews have been completed and up-to-date for the entire organization.
- Plans are to make sure the ADRC-CW involvement in all collaboration efforts in the community are acknowledged to make people aware of programs that have been facilitated by the ADRC-CW.

10) Discussion/possible action – Strategic Planning Next Steps

11) Discussion/possible action – Board Policy Review Next Steps

Linda stated with new board officers they should take a look at Strategic Planning and Policy Review and define their thoughts at the next Board Meeting.

12) Future Agenda Items and Location

The next meeting is scheduled for July 12, 2012 in Marshfield at the Fire Department conference room. There will not be video conferencing. If a board member is unable to attend on site, phone conferencing would be available. Agenda items include Wausau lease, Strategic Planning and the Lincoln County lease.

Hilde Henkel announced this was her last meeting; she is reluctantly stepping down from the ADRC-CW board due to other commitments. She absolutely loved being a part of this group. The members work so well together and come to the table committed to providing services to the elderly and disabled. Hilde will continue to be a strong advocate for the ADRC-CW as she continues to serve on the Wood County Board.

Linda and Joanne both commented that Hilde has done a phenomenal job as chair of this organization and she was there at the beginning as the organization was being formed. Linda wanted to make sure that there was public recognition of the role Hilde has played in developing an organization with a cooperative culture and that Hilde was instrumental in making our ADRC-CW Board a model in the state for counties cooperatively coming together for a common purpose. Her presence will be missed.

13) Adjournment

Motion to adjourn was made by Hilde Hinkle, seconded by Bob Weaver. Motion carried. The meeting adjourned at 10:39 a.m.