

Board Meeting Minutes

Aging & Disability Resource Center of Central Wisconsin

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

October 10, 2019

Board members present: Chairman – Tim Buttke, Vice-chairman – Dora Gorski, Norbert Ashbeck, Will Hascall, Vern Cahak, Dick Hurlbert, Jim Hampton, Mike Feirer, and Doug Machon.

Board members excused: Dona Schwichtenberg, Danielle Yuska, Sharon Rybacki, and Sandi Cihlar.

Others present: Jonette Arms, Pa Thao, Mike Rhea, Steve Prell, Jennifer Cummings, Erin Wells, Angela Hansen, Michael Loy, and Jeff Zriny.

1. Call to order:
 - a. Meeting was called to order by Chairman Tim Buttke, at 9:30 am.
2. Public comments:
 - a. No public comments
3. Discussion/possible action – Approval of Minutes:
 - a. September 12, 2019
 - i. No corrections.
 - ii. Motion to approve September 12, 2019 minutes by Norbert Ashbeck, seconded by Doug Machon. Motion carried, minutes approved.
4. Discussion/possible action – Report from the Finance Committee:
 - a. Norbert Ashbeck presents the report.
 - i. Full report in the packet.
 - b. Steve Prell clarifies the purchases of two MOW vans and one truck.
 - c. Motion to accept the report by Jim Hampton, seconded by Dick Hurlbert. Motion carried, report accepted.
5. Discussion/possible action – Report on Potential 2020 APS Acquisition:
 - a. This item originally listed as #8 on the agenda.
 - b. Jonette Arms reviews the *Due Diligence Report*.
 - i. Full report in packet.
 - c. Michael Loy, North Central Health Care Executive Director and Jeff Zriny, North Central Health Care Board Chairman along with members of the ADRC-CW leadership answer questions from board members.
 - i. Discussion covered general operations, budget and funding, mission alignment, customer similarities, office space, office location, current APS staff and current ADRC-CW staff impact, information technology supports, emergency placement costs, and county responsibilities.
 - d. Motion to table the discussion until the next meeting by Doug Machon, seconded by Will Hascall. Motion carried, discussion tabled to continue at the next board meeting.

6. Discussion and possible action - 2019 Budget Adjustments:
 - a. Budget adjustments due to mid-year aging grant adjustments, carry-over dollars from ADRC grants, and private donor grants for MOW vehicles.
 - b. Motion to accept the budget adjustments by Mike Feirer, seconded by Dora Gorski. Motion carried, adjustments accepted.
7. Discussion and possible action - 2020 Budget:
 - a. Steve Prell presents the budget for 2020.
 - b. Full budget is in the packet.
 - c. Motion to accept the 2020 budget by Norbert Ashbeck, seconded by Dora Gorski. Motion carried, 2020 budget accepted.
8. Discussion and possible action – Report from Executive Committee:
 - a. Jim Hampton provides updates to board policies *Board Expectations of Executive Director* and *Executive Director Performance Review Process*.
 - i. Motion to accept the revisions to *Board Expectations of Executive Director* by Mike Feirer, seconded by Dora Gorski. Motion carried, revisions accepted.
 - ii. Motion to accept the revisions to *Executive Director Performance Review Process* by Norbert Ashbeck, seconded by Doug Machon. Motion carried, revisions accepted.
9. Discussion/possible action – Ad hoc Committee to Review and Update Board Policies:
 - a. Will Hascall provides updates and revisions to board policies *Board Policy on Policies* and *Board Conflict of Interest Policy*.
 - i. Motion to accept *Board Policy on Policies* by Vern Cahak, seconded by Norbert Ashbeck. Motion carried, policy adopted.
 - ii. Motion to accept updates to *Board Conflict of Interest Policy* by Norbert Ashbeck, seconded by Mike Feirer. Motion carried, revisions accepted.
 - b. All present board members signed *Board Conflict of Interest* certification.
10. Discussion/possible action – 2019 Dementia Care Specialist Application for \$80,000 due Friday, November 8, 2019:
 - a. Jonette Arms describes the application details and asks for the board members to sign a letter of support to include with the application.
 - i. Motion to approve the application by Doug Machon, seconded by Dick Hurlbert. Motion carried, approval to submit application given.
 - b. All present board members signed a letter of support to include in the application.
11. Discussion/possible action – Executive Director’s Report:
 - a. Jonette Arms describes the *Trauma Informed Care* workgroup plan for employee awards.
 - i. Request made for three board members to review award applications.
 - ii. Dora Gorski and Tim Buttke volunteer to be reviewers.
 - iii. Absent board members will also be asked.
 - b. No action taken.

12. Discussion/possible action – Follow up regarding August 8, 2019 Board Retreat:
 - a. Board retreat facilitator has provided feedback and action items for the board and executive director.
 - i. Full report in the packet.
13. Future Agenda Items:
 - a. Next meeting: November 14, 2019: Wausau ADRC-CW office, 2600 Stewart Avenue, Wausau Wisconsin.
 - b. Agenda items:
 - i. Adult Protective Services discussion
 - ii. Rep. Mary Felzkowski, District 35
 - iii. Tara Schneider, Advisory Committee applicant
14. Adjournment:
 - a. Motion to adjourn by Vern Cahak, seconded by Dora Gorski. Motion carried, meeting adjourned at 11:28 am.