



**AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN BOARD
MEETING**

Meeting Minutes, Thursday, May 14, 2020, 9:30 A.M.

Mission: The Aging and Disability Resource of Central Wisconsin promotes choice and independence through personalized education, advocacy, and access to services that prevent, delay, and lessen the impacts of aging and disabilities in the lives of adults.

Due to the COVID-19 pandemic and associated public health directives, this meeting was held via video and teleconference.

1. Call to Order: Meeting called to order by Chairman, Tim Buttke at 9:30 am.
2. Roll Call Attendance: Attendance taken by Angela Hansen.
 - Board members: Bill Clendenning, Jim Hampton, Tim Buttke, Mike Feirer, Norbert Ashbeck, Dora Gorski, Will Hascall, Dona Schwichtenberg, Dick Hurlbert, Danielle Yuska, Sandi Cihlar
 - Board members absent: Sharon Rybacki and Vern Cahak
 - Staff attending: Jonette Arms, Jennifer Cummings, Steve Prell, Mike Rhea, Ronda James, Erin Wells, Pa Thao, Brenda Kochanowski, Mary Rheinschmidt
 - Other attendees: Brenda Christian, Adult Protective Services, Lance Leonard, Marathon County Administrator, Amanda Ley, Marathon County Corporation Council
 - New board member Bill Clendenning introduces himself.
3. Public Comments – The Public Comment portion of the agenda is-suspended-temporarily because the technology necessary to afford the public the opportunity to address the ADRC-CW Board or ADRC-CW staff during public comment is difficult to guarantee, if a large number of individuals have elected to call in.
4. Approval of Minutes – 03/12/2020

Antigo 715-627-6232 1225 Langlade Rd Antigo, WI 54409	Marshfield 715-384-8479 300 S Peach Ave Suite 1 Marshfield, WI 54449	Merrill 715-536-0311 607 N Sales St Suite 206 Merrill, WI 54452	Wausau 715-261-6070 2600 Stewart Ave Suite 25 Wausau, WI 54401	Wisconsin Rapids 715-421-0014 220 3 rd Avenue S Suite 1 Wisconsin Rapids, WI 54495
Toll Free: 1-888-486-9545 Email: adrc@adrc-cw.org Website: www.adrc-cw.org				
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- Motion to approve March 12, 2020 Minutes by Mike Feirer, seconded by Norbert Ashbeck. Motion carried, minutes approved.
5. Approval of Minutes from Special Meeting on COVID-19 – 3/26/2020
 - Motion to approve March 26, 2020 minutes by Mike Feirer, seconded by Norbert Ashbeck. Motion carried, minutes approved.
 6. Report from the Finance Committee
 - Steve Prell presents the Finance Report, reviewing disbursements and expenses. Monthly statements are driven by the grant cycles.
 - Policy review tabled until next meeting.
 - Motion to approve the Finance Report by Will Hascall, seconded by Bill Clendenning. Motion carried, report approved.
 7. Discussion/possible action – Year-end Budget Summary
 - Steve Prell reviews the Un-audited Year-End Budget
 - Audit scheduled for June 29 and 30, 2020
 - Motion to approve the Un-audited Year-end Budget by Sandi Cihlar, seconded by Danielle Yuska. Motion carried, budget approved.
 8. Discussion/possible action – 2020 Budget Adjustments
 - Steve Prell reviews the adjustments created by the MIPPA grant, Prevention funds, Federal COVID funding, and DCS grant.
 - Complete adjustments in the packet.
 - Motion to approve the budget adjustments by Mike Feirer, seconded by Dona Schwichtenberg. Motion carried, adjustments approved.
 9. Discussion/possible action - Citizen Board Member Application - Doug Machon
 - Motion to approve citizen member application for Doug Machon by Danielle Yuska, seconded by Sandi Cihlar.
 - Motion to table discussion of approval of application by Bill Clendenning. No second.
 - Motion to approve citizen member application for Doug Machon carried with one nay: Bill Clendenning
 10. Discussion/possible action – Final review of Gift Policy
 - Motion to approve the Gift Policy by Danielle Yuska, seconded by Dick Hurlbert. Motion carried, policy approved.
 11. Discussion/possible action – Landline Infrastructure Decline sample advocacy letter

- Discussion to mention of 911 specifically and to have Board Chairman Tim Buttko sign on behalf of the Board added to the letter.
- Motion to approve advocacy letter with additions by Will Hascall, seconded by Norbert Ashbeck. Motion carried, letter approved with additions.

12. Discussion/possible action – Director’s Report

- Full report in the packet.
- Jonette Arms reminded the Board of technology usage survey and gave an update on the organizations plan for a safe opening amid COVID and the repeal of the Safer at Home order.
- Mike Rhea provided an overview of the activities with the Resource Services staff.
- Pa Thao provided an overview of the organizational service statistics.
- Jennifer Cummings updated the Board with the DCS hire, Scott Seeger and challenges of the caregiver support staff working remotely with families. Jennifer is working with the state and Ronda James to develop a method of registering and distributing Senior Farmers’ Market Voucher.
- Ronda James provided an update with nutrition services and program successes along with compliments from customers and family members.
- Erin Wells provided the Board with the many new volunteers in each area that have come forward during this time of COVID.
- Angela Hansen provides the Board with a technology update. The organization has moved to G Suite for email, calendar, and video conferencing. The telephone system is outdated and new products are being researched. The goal is to afford the specialists more flexibility and mobility with the new phone system.
- Jonette Arms continued the discussion with information on the Wisconsin Rapids lease agreement and an upcoming meeting with the new mayor. Bill Clendenning requested to be a part of the meeting.
- Jonette Arms also updated the Board on its request for information regarding the acquisition of Adult Protective Services (APS).

13. Discussion/possible action – APS Presentation – Brenda Christian, Supervisor

- Brenda Christian provided a high level overview of APS services and how those services often overlap the services provided by the ADRC-CW resource specialists.

14. Future Agenda Items

- Representative Mary Felzkowski
- Resource Center process: What happens when you call the ADRC-CW

15. Adjournment

- Dick Hurlbert motioned to adjourn, seconded by Norbert Ashbeck. Motion carried, meeting adjourned at 11:35 am.

Minutes respectfully submitted by Angela Hansen