



**AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN BOARD MEETING**  
**Meeting Minutes, Thursday, July 9, 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, Sandi Cihlar, Mike Feirer, Reinhardt Balcerzak, Dick Hurlbert, Danielle Yuska, Norbert Ashbeck, Dora Gorski, Tim Buttke, Will Hascall, James Hampton, Dona Schwichtenberg
  - Board members excused: Sharon Rybacki
  - Staff attending: Jonette Arms, Erin Wells, Jennifer Cummings, Steve Prell, Ronda James, Pa Thao, and Rhonda Powers
  - Other attendees: Emily Gilbertson, John Schnable
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.
  - Jonette Arms requested and was given permission by the Chair to bring up two important issues that the Board should be apprised of and asked that they be placed on the August meeting agenda to discuss in further detail.
    - Update related to the Project Lifesaver program in Wood County.
    - Update on the Antigo County Library Senior Outreach Program.
  - Bill Clendenning opposed the mention of the program related to Wood County and asked that it be an official agenda item for the next meeting.
4. Approval of Minutes – 06/11/2020

<b>Antigo</b> 715-627-6232 1225 Langlade Rd Antigo, WI 54409	<b>Marshfield</b> 715-384-8479 300 S Peach Ave Suite 1 Marshfield, WI 54449	<b>Merrill</b> 715-536-0311 607 N Sales St Suite 206 Merrill, WI 54452	<b>Wausau</b> 715-261-6070 2600 Stewart Ave Suite 25 Wausau, WI 54401	<b>Wisconsin Rapids</b> 715-421-0014 220 3 <sup>rd</sup> Avenue S Suite 1 Wisconsin Rapids, WI 54495
Toll Free: 1-888-486-9545 Email: <a href="mailto:adrc@adrc-cw.org">adrc@adrc-cw.org</a> Website: <a href="http://www.adrc-cw.org">www.adrc-cw.org</a>				
<i>WE PROVIDE WELCOMING, TRUSTWORTHY, RESPECTFUL, COLLABORATIVE, AND EMPOWERING SERVICES, PROGRAMS, AND OPPORTUNITIES.</i>				

- Motion to approve June 11, 2020 Minutes by Mike Feirer, seconded by Danielle Yuska. Motion carried, minutes approved.
5. Report from the Finance Committee
    - Norbert Ashbeck wanted to thank the ADRC-CW for the recent survey work.
    - Steve Prell mentioned the funds received from the CARE Act added to the budget.
    - Motion to approve the Finance Report by Reinhardt Balcerzak, seconded by Mike Feirer. Motion carried, report approved.
  6. Discussion/possible action – 2020 Budget Adjustments
    - Steve Prell explained the budget adjustments due to the ability to transfer funds between programs to support programs impacted by COVID.
    - Unused congregate funds can be carried over to next year if congregate sites do not open this year.
    - Motion to approve the budget adjustments by Sandi Cihlar, seconded by Mike Feirer. Motion carried, budget adjustments approved.
  7. Discussion/possible action – Requesting Board approval of policies from Finance Committee
    - Motion to approve Budget policy with correction of word “meets” to “meet” by Mike Feirer, seconded by Norbert Ashbeck. Motion approved, policy approved.
    - Motion to approve Distribution of Assets policy with correction of language related to “skip year” by Danielle Yuska, seconded by Sandi Cihlar. Motion approved, policy approved.
    - Motion to approve Reserves policy by Danielle Yuska, seconded by Norbert Ashbeck. Motion approved, policy approved.
  8. Discussion/possible action – Opportunity for combined ADRC-CW Advisory Committee and Board, John Schnabl, OAA Programs & Special Projects Manager.
    - John Schnabl explained the parameters to combining the Advisory Committee and Board into one aging unit. The makeup should be less than 50 percent elected officials and more than 50 percent older adults (60 and older) according to the Wisconsin Elders Act: <https://docs.legis.wisconsin.gov/statutes/statutes/46/82>
    - Discussion regarding the Intergovernmental Cooperation Agreement, size of the Board, and impact on the Advisory Committee.
    - Motion to refer the matter to the Executive Committee for review by Dona Schwichtenberg, seconded by Reinhardt Balcerzak. Motion carried, matter referred to the Executive Committee.
  9. Discussion/possible action – Adult Protective Services
    - a. Amended Intergovernmental Cooperation
    - b. Draft ADRC-CW contract to operate APS/Elder Abuse
    - Jonette Arms notes changes to the Intergovernmental agreement under 4.02 and 5.06. No other changes were made to the agreement.

- All four member county corporation councils have approved the acquisition of APS by the ADRC-CW.
  - Next steps are to have the four member county boards review and then the ADRC-CW Board.
  - Discussion regarding providing more protective language for the length of services, memo of understanding, and the work still ahead.
  - Motion to postpone action by the ADRC-CW Board regarding the acquisition of APS by Norbert Ashbeck, seconded by Will Hascall. Motion carried, action postponed.
10. Discussion/possible action – Area Plan status update to assess progress being made on 2019 and 2020 Aging Program goals, Jennifer Cummings, Director of Aging and Wellness
- Full report in packet.
  - Jennifer pointed out the impact of COVID on the Aging Plan goals.
  - No action taken
11. Discussion/possible action - ADRC-CW Customer Satisfaction Survey, Pa Thao, Quality Manager
- Full report in packet.
  - Pa Thao points out areas of interest.
  - Discussion regarding printed materials and their accessibility for customers and a comparison of the results to other ADRCs.
  - No action taken.
12. Discussion/possible action – Director’s Report
- Full report in packet.
  - Jonette Arms points out the organization’s needs to open safely amidst COVID.
  - Doug Machon’s appointment to the board has been approved by three member counties.
  - ADRC-CW Wear a Mask campaign runs thru Friday, July 10, 2020.
  - Training provided by Katie Hamm is made available to staff unable to attend.
  - Kudos to the Nutrition Program.
13. Future Agenda Items
- Executive committee meeting needed
  - Draft budget proposal
  - Other items shared during public comments
14. Adjournment
- Tim Buttke adjourns the meeting at 11:24 am.

***Minutes respectfully submitted by Angela Hansen***