

ADRC-CW Board Meeting Minutes
Aging and Disability Resource Center of Central Wisconsin (ADRC-CW)
Thursday, August 13, 2020 at 9:30 A.M.

Mission: The Aging & Disability Resource Center of Central Wisconsin promotes choices 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 a.m.
2. Roll Call Attendance: Attendance taken by Rhonda Powers.
 - Board members: Bill Clendenning, Sandi Cihlar, Mike Feirer, Reinhardt Balcerzak, Richard Hurlbert, Doug Machon, Dona Schwichtenberg, Norbert Ashbeck, Dora Gorski, Tim Buttke, Sharon Rybacki, William Hascall, James Hampton
 - Board members excused: Danielle Yuska
 - Staff attending: Jonette Arms, Erin Wells, Jennifer Cummings, Steve Prell, Ronda James, Angela Hansen, Pa Thao, Jenae Belmas, Brenda Kochanowski, Kit Ruesch, and Rhonda Powers
 - Other attendees: None
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.
 - No public comments were made.
4. Approval of Minutes – 7/9/2020
 - Motion to approve 7/9/2020 minutes by Dona Schwichtenberg, seconded by Dora Gorski. Motion carried, minutes approved.
5. Report from the Finance Committee
 - Steve Prell reported the Finance Committee’s review of the 2019 audit report. Motion to accept audit report by Richard Hurlbert, seconded by Reinhardt Balcerzak. Motion carried.
6. Discussion/possible action – Draft 2020 Audit Report
 - Steve Prell reviewed the audit report which was included in the board packet, noting that this is a draft. The final audit will be completed at the end of the month and then provided to the Board for approval.
 - The Board requested that John Rader, CPA, Firm Director or Kacey Spoerl, CPA, Senior Associate attend the next board meeting. Steve Prell will extend the invitation accordingly.
 - No action taken.

7. Discussion/possible action – Update from the Executive Committee Meeting, July 23, 2020
 - Chairman Tim Buttke reported that the Executive Committee has begun preliminary discussions regarding the merging of the Board and Advisory Committee.
 - Motion to invite representatives from the Advisory Committee to the next board meeting for face-to-face discussions of this matter was made by William Hascall, seconded by Bill Clendenning. Motion carried.

8. Discussion/possible action – Wood County Project LifeSaver
 - Jennifer Cummings explained the LifeSaver program, detailing that it covers Wood County and services provided are not our target group. Therefore, the Caregiver Support Coordinator will no longer process these enrollments. Instead, Wood County Human Services and the Wood County Sheriff’s Department will process enrollments for youth and adults, respectively.
 - No action taken.

9. Discussion/possible action – Amended Intergovernmental Cooperation
 - Jonette Arms highlighted the amendments added to the Intergovernmental Cooperation agreement as “4.02e” and 4.08”. She apologized for the discrepancy in page numbers in the copies and will get the most current version from Corporation Counsel.
 - Jonette Arms reported that 1) she will get the most current version to members, 2) a meeting will be scheduled to lay out the contract for ADRC to take on APS, 3) the agreement will be submitted to ADRC Board for approval, and then 4) the agreement will be submitted to counties for approval.
 - No action taken.

10. Discussion/possible action – Senior Farmers’ Market Expansion: Marathon County
 - Ronda James reported that historically the Senior Farmers’ Market Nutrition Program has served Lincoln, Langlade, and Wood counties. Recently, DHS contacted the ADRC-CW with the availability of 500+ vouchers for distribution to eligible households in Marathon County.
 - No action taken.

11. Discussion/possible action – Director’s Report
 - Jonette Arms acknowledged Communications Manager Angela Hansen for setting up the technology for today’s board meeting and announced that Clerical Assistant Rhonda Powers has been assigned to take minutes at Board meetings.
 - Jonette Arms highlighted the following from the report included in the Board packet:
 - Re-opening of the ADRC offices amidst the COVID-19 pandemic has been set for September 8th for scheduled in-person meetings with clients. Jonette praised the productivity and adaptability of staff in continuing to serve our population remotely.
 - New/Promoted Employees: Kit Ruesch promoted from Resource Specialist to Quality Manager; Alik Berreth hired as Clerical Assistant covering Antigo/Merrill offices; Kacie Niemuth hired as part-time Caregiver Support Coordinator; and Jacqueline Zieglmeier as

Nutrition Site Manager for the Second Street Community Center Dining Site in Marshfield.

- Recognition and welcome of Doug Machon for his appointment as citizen member to the ADRC Board.
- Interaction with William Esbeck regarding decline of broadband landlines in rural areas and her subsequent invitation for him to come to the next Board meeting for further discussion. Sandi Cihlar thanked Jonette Arms for being so outspoken in this matter.
- KUDOS to Anikka Tesch and Scott Seeger for great work. Sandi Cihlar recommended that an excerpt be shared with each of the counties for their newsletter to highlight the importance of the ADRC in the region.

12. Future Agenda Items

- Invite Advisory Committee Representative(s) to attend next board meeting for discussion of merger of Board and Advisory Committee.
- Research how other ADRCs are handling the merger of Boards and Advisory Committees.
- Invite William Esbeck, Executive Director of Wisconsin State Telecommunications Association, to discuss landline issues.
- Discuss the new Marathon County Senior Center.
- Discuss future board meeting logistics (in person or virtually as well as location).
- Poll board members and discuss the mailing of board packets to potentially save on postage costs.

13. Adjournment

The meeting adjourned at 11:23 a.m. Motion by James Hampton, seconded by Dona Schwichtenberg. Motion carried.

Minutes respectfully submitted by Rhonda Powers