



AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN BOARD
MEETING MINUTES
Thursday, September 10, 2020

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 with limited in-person presence along with video and teleconference options.

1. Call to order: Meeting called to order at 9:30am by Chairman, Tim Buttke
2. Roll call attendance: Board attendance taken by Angela Hansen
 - a. Board attendance: Tim Buttke, Sandi Cihlar, Jim Hampton, Sharon Rybacki, Dona Schwichtenberg, Norbert Ashbeck, Dora Gorski, Reinhardt Balcerzak, Dick Hurlbert, Danielle Yuska, Mike Feier, Bill Clendenning, Will Hascall, Doug Machon
 - b. Staff in attendance: Jonette Arms, Jennifer Cummings, Angela Hansen, Ronda James, Brenda Kochanowski, Steve Prell, Mike Rhea, Kit Ruesch, Erin Wells
 - c. Other attendees: John Rader, Kacey Spoerl, Doug Curler, Kathy Mayer, tara Schneider, Tony Omernik
3. Public comments: Dora Gorski relayed a greeting from Larry Lebal, former board member.
4. Approval of minutes from 8/13/2020:
 - a. Motion to approve 8/13/2020 minutes by Dona Schwichtenberg, seconded by Norbert Ashbeck.
 - b. Motion carried, minutes approved.
5. Report from the Finance Committee:
 - a. Report highlights from Steve Prell, full report in packet.
 - b. Motion to approve the report by Dick Hurlbert, seconded by Reinhardt Balcerzak.
 - c. Motion carried, report approved.
6. Discussion/possible action, Draft 2019 Audit Report: John Rader and Kacey Spoerl of Baker Tilly Verchow Krause, LLP
 - a. Details of the audit process, testing, internal controls, and compliance for the ADRC-CW and the fiscal agent, Marathon county explained by John Rader.

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 3rd 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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- Questions from the board address by John Rader and Steve Prell. No abnormalities found during the audit.
- b. Motion to accept the audit by Mike Feier, seconded by Danielle Yuska.
 - c. Motion carried, audit accepted.
7. Discussion/possible action, Research on ADRC Combined Boards: Jonette Arms and Jennifer Cummings invited members of the Advisory Committee: Doug Curler, Kathy Meyer, Tara Schneider, and Tony Omernik
- a. Review of other multi-county ADRCs showed two considering combining the governing board with the advisory committee into one governing body. Of these two, ADRC of the Lakeshore serving Kewaunee and Manitowoc counties decided to go ahead with combining to one governing body. ADRC of Northwest Wisconsin serving Burnett and Polk counties and the St. Croix Chippewa Indians decided not to combine.
 - b. Although only two ADRCs responded with definitive answers, several other counties have not placed the issue in high priority due to other competing interests.
 - c. Board members discuss the limits on member numbers and the importance of advisory committee input. Advisory committee members provide insight to the ambassadorship and advocacy the members are involved in.
 - d. Improved communication between the advisory committee and board members is agreed upon by all members.
 - e. Motion to have the advisory committee send two representatives and have a standing agenda item on the ADRC-CW Board meeting agenda for a six-month trial made by Norbert Ashbeck, seconded by Bill Clendenning.
 - f. Motion carried, Advisory Committee will be on the board agenda for the next six months.
8. Discussion/possible action, 2nd Amended Intergovernmental Agreement
- a. Complete document with tracked changes included in the board packet.
 - b. Jonette Arms explained the changes highlighted changes in blue and red. The language includes protection and separation of funds with the acquisition of adult protective services as an operational team under the ADRC-CW.
 - c. Motion to accept the document with the changes by Bill Clendenning, seconded by Reinhardt Balcerzak.
 - i. Discussion begins with Dona Schwichtenberg questioning why the ADRC-CW is considering the change.

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- ii. Board members continue the discussion with questions previously asked and addressed by North Central Health Care leadership, the ADRC-CW leadership, Marathon county corporation council, and an extensive due-diligence report.
- iii. Bill Clendenning states the amendment has already been approved by the boards of the member counties and the discussion should have taken place at the time of the county votes.
- iv. Jonette Arms states the effort and staff time put into the investigation and risk assessment, at the Board's request, into the acquisition of adult protective services has resulted in the need for the amended Intergovernmental Agreement.
- d. Motion to table the discussion/action by Bill Clendenning, seconded by Dona Schwichtenberg.
- e. Motion carried, discussion/action tabled.
- 9. Discussion/possible action, Location and format of future ADRC-CW Board meetings
 - a. Angela Hansen will email the board to take a possible physical presence in order to book the appropriate facilities.
 - b. Video and phone conferencing will remain available.
- 10. Discussion/possible action, Mailing board packets
 - a. Board members will continue to receive board meeting materials through the U.S. Mail unless he/she contacts the ADRC-CW office to be taken off the mailing list.
 - b. Board members will also receive all board meeting material via email.
 - c. Extensive materials will be emailed or made available online, printed upon request (ie: 2019 Audit).
- 11. Discussion/possible action, Director's report
 - a. Report highlights by Jonette Arms, full report in board packet.
 - i. Specialists are taking in-office appointments on a case-by-case basis depending on customer needs.
 - ii. Data on services and the impact of COVID-19 on volume ready for board review next month.
 - iii. A contract is being developed for the acquisition of Adult Protective Services by the ADRC-CW.
 - iv. The ADRC-CW will soon have a new phone system to better service the region through remote access, RingCentral. Tentative launch date is October 1, 2020.

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- v. Kudos to the dining sites who are still providing support to the surrounding community.
- 12. Future Agenda Items
 - a. Advisory Committee report/presentation
 - b. 2021 Budget draft
- 13. Adjournment
 - a. Motion to adjourn the meeting by Norbert Ashbeck, seconded by Jim Hampton.
 - b. Motion carried, meeting adjourned at 11:51am.

Minutes respectfully submitted by Angela Hansen

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