

MINUTES

Aging & Disability Resource Center of Central Wisconsin
Location: Wisconsin Rapids ADRC-CW Office
April 13, 2017

Board Members Present: Doug Machon, Chairman; Jim Hampton, Vice-Chairman; Mike Feirer; Larry Lebal, Secretary-Treasurer; Tim Buttke; Julie Webb; Danielle Yuska(via video conference); Sharon Rybacki (via video conference); and Jean Doty (via video conference)

Excused: Bob Reichelt, Vern Cahak, Terri Sersch, Kirby Crosby, Joel Lewis

Others present: Linda Weitz, Mike Rhea, Erin Wells, Tim Moe, Steve Prell, Jennifer Cummings, Julie Wolf, Kathy Case, Peter Manley and board candidate Will Hascall

1. Call to Order - Meeting was called to order by Chairman, Doug Machon, at 9:30 A.M.
2. Public Comments - There were no public comments.
3. Approval of March 9, 2017, minutes - A motion by Tim Buttke, seconded by Julie Webb, to approve the minutes. Motion carried.
4. A new citizen board applicant, William "Will" Hascall attended this meeting presenting a brief description of his interest and qualifications for this membership. Will is very qualified and brings a wealth of knowledge to the board with his own experience of his visual disability, as well as being the current Executive Director of the Central Wisconsin Literacy Council. Mike Feier made a motion to recommend the appointment of Will Hascall to the ADRC Board as a citizen member. Larry Lebal seconded the motion. Motion carried.
5. Strategic Planning discussion – At approximately 9:35 a.m., Peter Manley, UW-Extension, facilitated a discussion with the board and managers. Further discussion will take place again next month to create a new plan.
6. Report from the Finance Committee – Larry Lebal reported they have reviewed the end of the year report with Steve Prell. They are hoping to have a policy on approaching counties when additional monies are needed ready next month for review by the board. Mike Feirer moved to approved the Finance Committee Report and Julie Webb seconded. Motion carried.

7. 2016 Budget Adjustments – Steve Prell reported that two journal entries were needed for two small grants in the amounts of \$117 and \$321. Julie Webb moved to approve the 2016 budget adjustments made and Larry Lebal seconded the motion. Motion carried.
8. 2017 Budget Adjustments – Steve mentioned the fund balance (FB) adjustments that were made on his financial report. He also noted that the Schmidt funds will be used to purchase a truck for transporting food in the Wood County area. Tim Buttke moved to approved the 2017 budget adjustments and Mike Feier seconded. Motion carried.
9. 2016 Year End Fiscal Report – Steve Prell reported that:
 - a) All tax levy monies were spent.
 - b) GWAAR reimbursements for December 2016 were receivedTo summarize, in 2016, we came out \$32,000 to the good, which is notable. Mike Feier moved to approve the unaudited 2016 year-end fiscal report and Larry Lebal seconded. Motion carried.
10. Developing policy regarding forming an ADRC-CW Executive Committee – Douglas Machon presented the idea of forming this new committee. He made the suggestion of having a 5 person committee versus the 3 person officers. He also stated that the reason for forming this committee would be to release the Executive Director of some decisions that should have committee input, not an individual's responsibility. As an example, the various office leases/contracts that were recently entered into should be a committee input prior to the board's decision. Jim Hampton stated he felt this would be a good place for study and providing depth to decisions, as this cannot usually be done at full board meetings. It was also presented that this should be only an oversight committee, not a decision making team. How the committee would be structured and determining nominating or voting issues would need to be established. Linda was directed to draft a document outlining the structure and purpose of this executive committee and will bring it to the next meeting for discussion and approval.
11. Executive Director's Report
 - Please note the All Staff Celebration of Success to be held on Friday, July 28th, at Marshfield's Wildwood Park. The meeting starts at 10:00 AM and ends at 2:00. She hopes the board members can attend.
 - A new Communication/Administrative Services Manager has been hired. Her name is Angela Hansen and her first day will be June 5th, due to her current contract with Northcentral Technical College.
 - Dates for our Volunteer Celebrations for all the counties have been decided. Please RSVP to the office of the county you plan to attend, if you are interested in coming.

- Recruiting will begin for an Elder Benefit Specialist position in the Marshfield Office. Glenn Engel, who currently holds this position will be retiring.
- Tim Moe, Quality Manager, noted a correction to be made on the Director's report. In the category of Meal Program MOW Customers for February, the Lincoln location should be 146, not 64, which brings the total MOW Customers for February to 642 for the region.

12. Future Agenda Items & Location – May 11th at 9:30 a.m. in Antigo.

13. Mike Feirer made a motion to adjourn at 11:25 a.m. Julie Webb seconded. Motion carried.