

MINUTES
Aging & Disability Resource Center of Central Wisconsin
Location: 1000 Lakeview Dr Wausau WI 54403
April 11, 2013

Board Members Present: Joanne Leonard, Dan Sullivan, Jim Hampton, Bill Miller, Jerry Burns, Larry Lebal

Bruce Giese via video conference from the Merrill office

Ed Wagner, Mike Feirer and Jean Doty via video conference from the Marshfield office

Terri Sersch via video conference from the WI Rapids office

Pat McKinney-Rice via telephone conference from the Antigo office

Excused: Bob Weaver, Julie Webb and Sharon Rybacki

Others Present: Linda Weitz, Steve Prell, Ronda James, Erin Zastrow Jennifer Cummings, Tracey Baken and Peter Manley, Wood County UW-Extension

1. Call to order

The meeting was called to order by Chair Joanne Leonard at 9:10 a.m.

2. Public Comments

No public comments.

3. Approval of Minutes

A motion was made by Mike Feirer, seconded by Jerry Burns to approve the March 14, 2013 minutes. Motion carried.

4. Executive Director's Report

The Board received the written Executive Director's report in their board packet. Linda highlighted a few items within.

- All of our computers are now upgraded to Windows 7 and Office 2007 and Lincoln Cty IT and Gary have been working out a long term replacement and upgrade schedule, which is something we have not had in the past.
- The CAARN project, which the board approved this grant last month, has had a slight setback involving who the target funder will now be. The researcher will be pursuing a grant through the Community-Academic Partnership Request. The timeframe for grant submission is late May/early June.
- The firm that we hired to develop our ADRC-CW TV ad, Rucinski and Reetz, won an international award for this ad. It was just recently announced in a ceremony in Las Vegas. We are very fortunate to have had them do our work.
- We are currently recruiting for a new Benefit Specialist Supervisor, as approved by the board last month. Interviews for the position will be taking place next week.
- Kathryn Freidel, the Project Manager for the statewide database project, and Nat Osgood, from Careworks (the company creating the system), are here today in the Wausau office to get a "walk through" as to how our various employees do their work and collect data. Linda said she is feeling very good about the project and its new Project Manager. Linda commends all of the

employees who are facing this project with such a great attitude – it will be more work for us for a while, but will be worth it in the long run when we end up with a good product that is so critical to all of us in our work.

- Senior Farmers' Market Nutrition Program (SFMNP) will once again be offered in 3 out of 4 of our counties. Marathon County had not previously applied to participate in the program. Once the next federal Farm Bill is passed (which could be anytime), Marathon County may have an opportunity to apply.
- Joanne commented that she would like to have Ruth Jakubowski recognized on behalf of the Board for her 37 years of county service. Linda will prepare a letter to recognize Ruth on behalf of the Board.

5. Discussion/possible action – 2012 Budget Summary

Steve presented the unaudited 2012 Financial Report which was included in the packet. The amounts included in these statements do not include adjustments for deferred revenue required for the audit (accounts receivable not collected within 60 days of the end of the year). Steve went through each section.

Motion by Bill Miller to accept the unaudited 2012 Financial Report, seconded by Jerry Burns. Motion carried.

6. Discussion/possible action – Report from the Finance Committee

Finance committee is now meeting ½ hour before the scheduled ADRC-CW Board meeting to look over the monthly financial report. They will also review any budget adjustments, even though any adjustments will still need full board approval. Jerry Burns is the Chair and Larry Lebal is the Co-Chair of the Committee.

7. Discussion/possible action – Budget adjustments for approval

Steve presented the budget adjustments (included in packet). There are two main groups, health insurance adjustments and transfer of fund balance. Motion was made by Ed Wagner to accept the budget adjustments, seconded by Larry Lebal. Motion carried.

8. Discussion/possible action – Update on Wausau office remodel

The proposals for the remodeling of the Wausau office have been received and the two highest rated firms will be interviewed this afternoon. Once an architectural firm is selected, they will begin working with Marathon County and the ADRC-CW regarding remodeling needs.

9. Discussion/possible action – Update on Classification/Compensation study

The results of the consultant's recommendations have not yet been released to Marathon County. It is expected sometime in May.

10. Discussion/possible action – Nutrition Program update and plans for review

Linda reminded the board that funding for the nutrition program was reduced in 2013 and will be further reduced in 2014, so we will be reviewing the program. We want to have a plan in place by July 1, 2013 to address these challenges. In the mean time, we had two site managers resign and until a plan/decision

is in place we will not recruit for permanent replacements for these positions. We have a long-time casual employee in WI Rapids that is willing to cover the Park Place until a decision is made. As far as White Lake, the site manager in Pickerel has agreed to work both sites until a decision has been made. This will mean a reduction in service In White Lake and Pickerel from three days to two per week. Participants have been notified at both sites.

11. Discussion/possible action – Annual report format

Linda explained that she will be preparing the 2012 Annual Report during the month of April and would like input from the board, since the report is prepared at their direction. The format Linda has used for the past three years is quite lengthy, approximately 20 pages long. Linda asked the board what they see as the primary purpose of the report and would a condensed version be more effective. Board members suggested that the annual report should be used to help with public relations, explain what we do, why we do it, and what do the counties get for their investment. Board members suggested that a condensed version would be just as effective and to include some statistics, funding information and testimonials.

12. Discussion/possible action – Strategic Planning

Peter explained that due to the majority of the board members videoconferencing today, it would be difficult to continue with Strategic Planning, especially the S.W.O.T. discussion, which is best done in person. It was decided that the board would review the Mandates and Stakeholders information collected from last month and then next month perform the S.W.O.T. discussion. All agreed.

Board reviewed the Mandates and Stakeholders as prepared last month.

13. Future Agenda Items and Location

Update on the database pilot

Next meeting is Thursday, May 9th at 9:30 in Antigo.

14. Adjournment

Motion to adjourn was made by Jerry Burns, seconded by Dan Sullivan. Motion carried. The meeting adjourned at 10:54 a.m.