

AMENDED MINUTES
Aging & Disability Resource Center of Central Wisconsin
Location: 1000 Lakeview Dr Wausau WI 54403
February 13, 2014

Board Members Present: Joanne Leonard; Dan Sullivan; Jim Hampton; Julie Webb; Sharon Rybacki; Bill Miller; Larry Lebal; Terri Sersch; Pat McKinney-Rice via video conference in Antigo; Mike Feirer and Jean Doty via video conference from Marshfield; and Bruce Giese via video conference in Merrill

Excused: Bob Weaver, Jerry Burns

Others Present: Linda Weitz; Steve Prell; Tracey Baken; Mike Rhea; Jennifer Cummings; Ronda James; Doug Below; and Travis Spoehr, Lincoln County Director of IT Services

1. Call to order

The meeting was called to order by Chair Joanne Leonard at 9:05 a.m.

2. Public Comments

None

Linda introduced Travis Spoehr from Lincoln County IT. He gave a brief background of himself and assured the board that Lincoln County IT would continue to provide the same excellent service as it was under Don's direction.

3. Approval of Minutes

A motion was made by Bill Miller, seconded by Bruce Giese to approve the January 9, 2014 minutes. Motion carried.

4. Performance evaluation of the Executive Director

The board discussion regarding the performance of the Executive Director has always been held in closed session. However, Joanne Leonard shared that at a previous Marathon County meeting she attended this week, there was discussion that closed session would not be necessary unless there was a reprimand or the need for a performance improvement plan. After some discussion, the board decided to conduct the discussion in closed session as it was posted and had been done in the past.

Bill Miller made a motion to go into closed session pursuant to WI Statues Section 19.85 (1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility, namely, the performance evaluation of the Executive Director of the ADRC of Central Wisconsin. Second by Jim Hampton. Motion carried.

Roll call vote- Joanne Leonard (yes), Mike Feirer (yes), Pat McKinney-Rice (yes), Julie Webb (yes), Larry Lebal (yes), Terri Sersch (yes), Bruce Giese (yes), Bill Miller (yes), Sharon Rybacki (yes), Jean Doty (yes), Dan Sullivan (yes), James Hampton (yes).

5. Roll call vote to reconvene into open session and possibly make announcements regarding action taken.

Action during closed session – “Linda’s performance was reviewed and the Board unanimously agreed that her performance was above expectations and that she will continue as the Executive Director.”

6. Executive Director’s Report

The Board received the written Executive Director’s report in their board packet. Linda gave the board one update that was not in the written report. She recently received word that the state terminated the contract with the chosen provider for the statewide database and the project has ended for now. The state decided after the many months of work on the project, the product was not going to meet their needs. Due to time restraints Linda asked if there were any questions regarding the Director’s report. Julie Webb asked for clarification in two areas of the report: as to the frequency of meetings that we hold regularly with one of our primary partners, the IRIS program staff, and she asked for clarification regarding the Community Health Educator’s activities in Langlade County.

Jim Hampton and Bruce Giese needed to leave (11:00 a.m.) due to other commitments.

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

The Finance Committee met just before our meeting today to review expenditures and our financial status. Everything looked good.

8. Discussion/possible action – Approving Budget Adjustments

Budget adjustments requested for 2013 were included in the board packet. The 2013 budget adjustments requested do not affect the overall expenses for ADRC-CW as a whole, just simply moving dollars from one grant to another. These dollars were all approved by the board last year but now we just simply need to move the money to different areas.

Motion by Larry Feirer to accept the budget adjustments, seconded by Bill Miller. Motion carried.

9. Discussion/possible action – Approval of Aging Plan Self-Assessment

In conjunction with the aging services three-year plan, an aging plan self-assessment is an annual update that is mandated by the State. A summary was included in the board packet, which includes a list of 2013 goals and a brief comment on the progress of each goal.

Motion by Dan Sullivan to approve the Aging Plan Self-Assessment, seconded by Larry Lebal. Motion carried.

10. Discussion/possible action – Pay for Performance Plan Update

Linda briefly updated the board on the Pay for Performance Plan. The Management team has been working very hard on developing job standards for all staff, which were included in the board packet for the board's review. Next steps include developing indicators for each position. We are currently getting staff input. The other piece is to develop an implementation plan that includes setting a performance review month and a potential pay increase for each employee. The implementation plan, including staggered increases and dollar amounts, needs to fit within our current budget and then be sustainable. Plans are to get an implementation plan together and begin implementation sometime in March. Linda will keep the board updated.

11. Discussion/possible action – Wausau Facilities Update

Linda reported that the only update is an email that she received from Marathon County Administrator Brad Karger stating "My rent proposal was supported by the County's Capital Improvement Committee. Now you can consider it a firm offer." The rent would be \$80,800 a year.

12. Discussion/possible action – Strategic Planning Issue Update

During the month of January, the majority of the work from the work plan was spent on the pay for performance system. The ADRC-CW advisory committee met during January and Linda reviewed the goals and work plan with them. Linda has a number of people identified for the Service for Individuals with Disabilities Work Group and has secured an outside facilitator, Art Lersch with UW-Extension in the Lincoln County office. The first meeting will be on March 7th.

13. Discussion/possible action – 2014 Board Meeting Schedule - Locations

This item was tabled from last month's meeting as many board members were absent. It was recommended last month that during the months of April, September, October and November the board could rotate between the other offices so that the Board has more of presence in these offices. Linda put together a schedule with Option #1 – keeping the schedule as it was in 2013 and Option #2 – which adds rotating sites for April, September, October, and November.

Bill Miller made a motion that the Board goes with option #2, seconded by Mike Feirer. Motion carried.

14. Future Agenda Items and Location

Disability workgroup update

15. Adjournment

Motion to adjourn was made by Dan Sullivan, seconded by Terri Sersch. Motion carried. The meeting adjourned at 11:31 a.m.