



**AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN BOARD MEETING
ADRC-CW, 2600 Stewart Avenue, Suite 25, Wausau, WI.**

**Thursday, November 10th, 2022
9:30 A.M.**

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.

This meeting will be held in person at the ADRC-CW, 2600 Stewart Avenue, Suite 25, Wausau, WI.

You may participate virtually in the meeting by using the following:

- Join with Google Meet by clicking on this link
<https://meet.google.com/ucd-gqfs-nqx?authuser=0>
- Join via phone by calling 1 617-675-4444 and when asked, enter the following PIN: 217 959 860 0536#

Anyone wanting to participate via video or phone is welcome to join.

If you are joining by phone or computer, **PLEASE PUT YOUR PHONE or COMPUTER SPEAKER ON MUTE!** Use *6 (star 6) to put phones on mute or take phones off mute.

AGENDA

1. Call to Order
2. Roll Call Attendance
3. Public Comments
4. Approval of Minutes – 10/13/22

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 3 rd Avenue S Suite 1 Wisconsin Rapids, WI 54495
Toll Free: 1-888-486-9545 Email: adrc@adrc-cw.org Website: www.adrc-cw.org				
<i>WE PROVIDE WELCOMING, TRUSTWORTHY, RESPECTFUL, COLLABORATIVE, AND EMPOWERING SERVICES, PROGRAMS, AND OPPORTUNITIES.</i>				

- 5. Education: Community Resources/Community Health-Erin Wells
- 6. Discussion/possible action: Finance committee report
- 7. Discussion/possible action: Major Contracts and Facility Lease agreements policy
- 8. Discussion/possible action: Executive Committee election to replace Danielle Yuska
- 9. Discussion/possible action: Evaluating Organizational effectiveness
- 10. Operations Report
- 11. Future Agenda Items
- 12. Adjournment

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk’s Office at 715-261-1500 or e-mail infomarathon@mail.co.marathon.wi.us one business day before the meeting.

EMAILED TO ANTIGO DAILY JOURNAL,
MARSHFIELD NEWS HERALD, MERRILL FOTO
NEWS, WAUSAU DAILY HERALD, WISCONSIN
RAPIDS TRIBUNE
Date 11/4 Time 2:30 AM/PM
By Angela Hansen

Signed:
Ann Lemmer-Board Chair
THIS NOTICE POSTED AT THE COURTHOUSE
Date _____ Time _____AM/PM
By _____



**AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN BOARD MEETING
ADRC-CW, 2600 Stewart Avenue, Suite 25, Wausau, WI.**

**October 13th, 2022
MINUTES draft**

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.

1. Call to Order: Call to order by Board Chair, Ann Lemmer at 9:30 am
2. Roll Call Attendance: Roll taken by Angela Hansen
 - a. Board attendance: Norbert Ashbeck, Robert Benishek, Bill Clendenning, Mike Feirer, Adam Fischer, Jim Hampton, Will Hascall, Ann Lemmer, John Medo, Kathy Meyer, Tony Omernik, Greta Rusch, Dona Schwichtenberg,
 - b. Board members excused: Chris Dickinson, Danielle Yuska
 - c. Staff members in attendance: Mike Rhea, Jennifer Cummings, Traci Zernicke, Steve Prell, Barb Hartwig, Kit Ruesch, Angela Hansen, Erin Wells, Ronda James, Pat Kilsdonk, Kathy Schultz, Michele Osterbrink, Renee Quinnell
 - d. Others in attendance: Mike Puerner, Travis Spoehr, Kenneth Kubacki, Jeremy Cummings
3. Public Comments:
 - a. Mike Rhea acknowledges the passing of Mike Feirer's wife, and the entire board gives condolences.
4. Approval of Minutes – 9/8/22
 - a. Motion to approve minutes by Norbert Ashbeck, seconded by Greta Rusch.
 - b. Motion passed, minutes approved.
5. Discussion/possible action: Finance committee report
 - a. Report presented by Steve Prell. Full report in packet.
 - b. Motion to approve report by Jim Hampton, seconded by Dona Schwichtenberg.
 - c. Motion passed, report approved.
6. Discussion/possible action: Accept 2021 audit report
 - a. Audit report presented by Steve Prell.
 - b. Motion to approve audit by Norb Ashbeck, seconded by Bill Clendenning.
 - c. Motion passed, audit approved and published.

7. Discussion/possible action: Proposed 2023 budget
 - a. Budget presented by Steve Prell. Proposed budget in packet.
 - b. Motion to approve by Greta Rusch, seconded by Mike Feirer.
 - c. Motion passed, budget approved.

8. Discussion/possible action: Nutrition Program, Wood County Caterer Proposals
 - a. Proposal received presented by Ronda James
 - b. Motion to approve nutrition proposal for Wood County services by John Medo, seconded by Mike Feirer.
 - c. Motion passed, proposal approved.
 - d. Adam Fischer abstains from vote.

9. Discussion/possible action: IT Services Proposals
 - a. Proposal received from five vendors presented by Mike Rhea and Angela Hansen.
 - b. Jeremy Cummings of DeKind fields questions from the Board.
 - c. Travis Spoehr of Lincoln County IT fields questions from the Board.
 - d. Motion to accept Lincoln County IT proposal to provide services to ADRC-CW by Bill Clendenning, seconded by Will Hascall.
 - e. Motion passed, proposal from Lincoln County accepted.
 - f. Norb Ashbeck and Greta Rusch abstain from vote.

10. Discussion Possible action: Board Member Danielle Yuska's resignation from the board.
 - a. Mike Rhea informs the board of Danielle Yuska's resignation being immediate.
 - b. The recruitment of another citizen board member.
 - c. No action taken

11. Discussion/possible action: Wausau Office
 - a. Mike Rhea gives a progress report. The move isn't proposed for some time due to needed build.
 - b. No action taken

12. Discussion-Langlade County, Antigo community YMCA
 - a. John Medo states Bryan Bailey from the Woodson YMCA is doing a needs analysis for the Antigo area.
 - b. No action taken

13. Operations Report
 - a. Mike Rhea points out highlights from the report.
 - i. All Staff Meeting
 - ii. Limelight Awards
 - iii. Hmong Dining Site opening
 - b. Jennifer Cummings mentioned partnerships and community donations.
 - c. Traci Zernicke mentioned new tools for the specialist to provide to customers.



- d. Full report included in the packet.
- e. No action taken

14. Future Agenda Items

- a. Volunteer Coordinator
- b. Communication of program results
- c. Customer Survey results

15. Adjournment:

- a. Motion to adjourn by Jim Hampton, seconded by Greta Rusch
- b. Motion passed, meeting adjourned at 11:31am.

Agenda Item #6 –

ADRC-CW Board – November 2022

September 2022 Financial Report

The September 2022 report is attached. All the budget adjustments approved at the August board meeting are reflected on the reports. We've been notified that the requested transfers of our Title III funds was approved, however the ARPA funds transfer requests were not sent in by the State to the Federal level for approval. Even with this happening there is still the flexibility to use these funds as needed in 2022 during the health emergency. When I make these adjustments back to each grant you won't see any changes on the reports presented because we will still be using those funds for what we had requested, the accounting will just look different than what we had hoped for.

Workday Progress

We continue to be involved with Marathon County Finance as they transition over to using Workday as their enterprise reporting system. We are involved in some of the different teams as they system is being set up such as the Grants team and Payroll team. It is going to be a big change, mostly for those of us that work in the financial part of the organization. It will also affect all staff in some way, such as how they do their time sheet for payroll or request reimbursement for mileage. It will also mean a change in format for the reports that you as Board members will see. We will update you over the next few months as we make the transition.

ADRC-CW Function		2022 Adopted Budget	2022 Amended Budget	September	YTD	YTD %
Admin	Revenue	1,229,412	1,382,686	104,820	1,300,740	94%
	Expenses	1,229,412	1,382,686	98,601	892,310	65%
	Net Income	0	0	6,219	408,430	
	Beginning Fund Balance	321,034	634,234		634,234	
	Net Income	0	0		408,430	
	Ending Fund Balance	321,034	634,234		1,042,664	
ADRC Specialists	Revenue	1,969,644	1,969,644	0	908,304	46%
	Expenses	1,969,644	1,969,644	146,537	1,346,893	68%
	Net Income	0	0	(146,537)	(438,589)	
	Beginning Fund Balance	3,383	3,383		3,383	
	Net Income	0	0		(438,589)	
	Ending Fund Balance	3,383	3,383		(435,206)	
Elderly/Disability Benefit Spec	Revenue	868,274	868,482	0	419,081	48%
	Expenses	868,274	868,482	57,424	617,349	71%
	Net Income	0	0	(57,424)	(198,268)	
	Beginning Fund Balance	0	0		0	
	Net Income	0	0		(198,268)	
	Ending Fund Balance	0	0		(198,268)	
Prevention	Revenue	286,659	309,028	13,066	190,991	62%
	Expenses	297,739	319,157	22,268	204,020	64%
	Net Income	(11,080)	(10,129)	(9,202)	(13,029)	
	Beginning Fund Balance	22,815	29,005		29,005	
	Net Income	(11,080)	(10,129)		(13,029)	
	Ending Fund Balance	11,735	18,876		15,976	
Congregate Meals/Café 60	Revenue	655,806	580,955	34,567	215,161	37%
	Expenses	655,806	580,955	38,180	297,950	51%
	Net Income	0	0	(3,613)	(82,789)	
	Beginning Fund Balance	0	0		0	
	Net Income	0	0		(82,789)	
	Ending Fund Balance	0	0		(82,789)	
Meals On Wheels	Revenue	1,389,611	1,840,478	59,664	926,245	50%
	Expenses	1,391,387	1,842,253	154,601	1,321,461	72%
	Net Income	(1,776)	(1,775)	(94,937)	(395,216)	
	Beginning Fund Balance	1,776	1,776		1,776	
	Net Income	(1,776)	(1,775)		(395,216)	
	Ending Fund Balance	0	1		(393,440)	
Caregiver	Revenue	541,611	628,282	24,636	256,593	41%
	Expenses	547,427	634,099	34,890	399,217	63%
	Net Income	(5,816)	(5,817)	(10,254)	(142,624)	
	Beginning Fund Balance	17,077	14,361		14,361	
	Net Income	(5,816)	(5,817)		(142,624)	
	Ending Fund Balance	11,261	8,544		(128,263)	

		2022 <i>Adopted Budget</i>	2022 Amended Budget	September	YTD	%
ADRC-CW	Revenue	6,941,016	7,579,555	236,753	4,217,115	56%
	Expenses	<u>6,959,692</u>	<u>7,597,276</u>	<u>552,501</u>	<u>5,079,200</u>	67%
	Net Income	<u>(18,672)</u>	<u>(17,721)</u>	<u>(315,748)</u>	<u>(862,085)</u>	
	Beginning Fund Balance	366,085	682,759		682,759	
	Ending Fund Balance	<u>347,413</u>	<u>665,038</u>		<u>(179,326)</u>	
County Specific	Revenue	26,864	25,900	16,514	63,612	246%
	Expenses	<u>50,498</u>	<u>156,891</u>	<u>2,866</u>	<u>5,909</u>	4%
	Net Income	<u>(23,634)</u>	<u>(130,991)</u>	<u>13,648</u>	<u>57,703</u>	
	Beginning Fund Balance	50,328	243,035		243,035	
	Ending Fund Balance	<u>26,694</u>	<u>112,044</u>		<u>300,738</u>	
Grand Total	Revenue	6,967,880	7,605,455	253,267	4,280,727	56%
	Total Expenses	<u>7,010,190</u>	<u>7,754,168</u>	<u>555,367</u>	<u>5,085,109</u>	66%
	Net Income	<u>(42,306)</u>	<u>(148,712)</u>	<u>(302,100)</u>	<u>(804,382)</u>	
	Beginning Fund Balance	416,413	925,794		925,794	
	Net Income	<u>(42,306)</u>	<u>(148,712)</u>		<u>(804,382)</u>	
	Ending Fund Balance	<u>374,107</u>	<u>777,082</u>		<u>121,412</u>	
	Grants Receivable - Beginning				1,048,109	
	Received				(174,608)	
	Submitted				259,635	
	Grants Receivable - End				<u>1,133,136</u>	

Grant revenue is recorded when received, grant reimbursement information is included for informational purposes.

GL787

EXPENSE TOTALS SJP

Report Format 511

Period 9 ending September 30, 2022

Transaction status 1

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Cat 910 PERSONAL SERVICES							
Act 1110 SALARIES-PERMANENT-REGULA	4,378,020.00	178,562.28		1,624,234.73	1,624,234.73	2,753,785.27	37.1
Act 1111 SALARIES-PERMANENT-REGULA	10,568.00	14,630.21		171,327.92	171,327.92	160,759.92	****
Act 1210 WAGES-PERMANENT-REGULAR F	56,336.00	28,001.60		253,726.71	253,726.71	197,390.71	****
Act 1211 WAGES-PERMANENT-REGULAR P	369,453.00	28,123.66		261,746.97	261,746.97	107,706.03	70.9
Act 1250 WAGES-TEMPORARY-REGULAR	30,176.00	2,940.71		48,575.79	48,575.79	18,399.79	****
Act 1510 SOCIAL SECURITY EMPLOYERS	8,000.00	19,040.51		170,592.96	170,592.96	162,592.96	****
Act 1520 RETIREMENT EMPLOYERS SHAR	5,000.00	15,455.85		140,602.82	140,602.82	135,602.82	****
Act 1540 HOSPITAL/HEALTH INSURANCE	9,000.00	62,770.41		542,936.44	542,936.44	533,936.44	****
Act 1541 DENTAL INSURANCE	1,100.00	1,715.45		14,674.90	14,674.90	13,574.90	****
Act 1544 HLTH INS-CONVERSION, RETI				7,281.28	7,281.28	7,281.28	-
Act 1545 POST EMPLOYEE HEALTH PLAN	2,800.00	2,541.00		24,138.00	24,138.00	21,338.00	****
Act 1550 LIFE INSURANCE	1,200.00	90.83		823.62	823.62	376.38	68.6
Act 1560 WORKERS COMPENSATION PAYM	800.00	2,561.70		23,366.15	23,366.15	22,566.15	****
Act 1580 UNEMPLOYMENT COMPENSATION	700.00	408.60		3,746.88	3,746.88	3,046.88	****
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Cat 910 PERSONAL SERVICES	4,873,153.00	356,842.81		3,287,775.17	3,287,775.17	1,585,377.83	67.5
Cat 920 CONTRACTUAL SERVICES							
Act 2128 INTERPRETING/TRANSLATION	2,400.00			978.00	978.00	1,422.00	40.8
Act 2130 ACCOUNTING/AUDITING FEES	24,999.00	3,043.00		17,525.00	17,525.00	7,474.00	70.1
Act 2141 INTERNET SERVICE	300.00					300.00	
Act 2180 FOOD SERVICES	1,462,124.00	109,923.37		782,008.95	782,008.95	680,115.05	53.5
Act 2184 HOUSEKEEPING SERVICE	8,000.00	1,201.00		6,556.00	6,556.00	1,444.00	82.0
Act 2189 PROFESSIONAL SERVICES-TRA	4,000.00	20.00		20.00	20.00	3,980.00	.5
Act 2190 OTHER PROFESSIONAL SERVIC	20,700.00	93.54		8,004.55	8,004.55	12,695.45	38.7
Act 2210 WATER/SEWER	1,500.00			418.18	418.18	1,081.82	27.9
Act 2220 ELECTRIC	26,200.00	1,464.08		18,157.95	18,157.95	8,042.05	69.3
Act 2240 NATURAL/PROPANE GAS	5,200.00	63.54		4,450.06	4,450.06	749.94	85.6
Act 2250 TELEPHONE	72,894.00	5,181.74		48,357.86	48,357.86	24,536.14	66.3
Act 2251 LONG DISTANCE SERVICE	1,837.00	41.65		783.37	783.37	1,053.63	42.6
Act 2290 OTHER UTILITY SERVICE	1,700.00	167.26		1,717.51	1,717.51	17.51	****
Act 2410 MOTOR VEHICLE REPAIRS	7,500.00	2,108.46		10,519.33	10,519.33	3,019.33	****
Act 2411 TOWING & STORAGE	300.00	95.00		583.00	583.00	283.00	****
Act 2420 OTHER MACHINERY/EQUIP REP	1,500.00			706.32	706.32	793.68	47.1
Act 2551 BANK SERVICES	100.00					100.00	
Act 2992 TRANSPORTATION SERVICES	61,200.00	5,678.43		39,797.01	39,797.01	21,402.99	65.0
Act 2995 COMPUTER MAINT. CONTRACT	78,875.00	2,931.20		86,042.20	86,042.20	7,167.20	****
Act 2997 SUB-CONTRACTED SERVICE	15,450.00	5,525.94		37,876.55	37,876.55	22,426.55	****
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Cat 920 CONTRACTUAL SERVICES	1,796,779.00	137,538.21		1,064,501.84	1,064,501.84	732,277.16	59.3
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	19,500.00	492.48		10,721.72	10,721.72	8,778.28	55.0

GL787 EXPENSE TOTALS SJP Report Format 511

		Period 9 ending September 30, 2022				Transaction status 1	
Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Cat 930	SUPPLIES & EXPENSE						
Act 3130	PRINTING/DUPLICATION	23,600.00	3,566.03	17,416.83	17,416.83	6,183.17	73.8
Act 3140	SMALL ITEMS EQUIPMENT		252.08	3,029.27	3,029.27	3,029.27-	
Act 3142	OFFICE FURNITURE			4,919.06	4,919.06	4,919.06-	
Act 3143	OFFICE EQUIPMENT	26,156.00	12,217.22	22,650.18	22,650.18	3,505.82	86.6
Act 3190	OFFICE SUPPLIES	16,300.00		9,786.34	9,786.34	6,513.66	60.0
Act 3191	BOOKS/DIRECTORIES	1,600.00		483.58	483.58	1,116.42	30.2
Act 3193	SOFTWARE SUPPLIES	200.00				200.00	
Act 3210	PUBLICATION OF LEGAL NOTI	200.00	333.01	333.01	333.01	133.01-	****
Act 3220	SUBSCRIPTIONS NEWSPAPER/P	300.00		158.30	158.30	141.70	52.8
Act 3240	MEMBERSHIP DUES	2,900.00	75.00	1,152.00	1,152.00	1,748.00	39.7
Act 3241	LICENSES AND CERTIFICATIO	4,700.00		936.03	936.03	3,763.97	19.9
Act 3250	REGISTRATION FEES/TUITION	13,770.00	1,939.00	8,120.50	8,120.50	5,649.50	59.0
Act 3260	ADVERTISING	36,478.00	7,628.00	23,878.50	23,878.50	12,599.50	65.5
Act 3261	RECRUITMENT	2,900.00		240.00	240.00	2,660.00	8.3
Act 3321	PERSONAL AUTO MILEAGE	86,050.00	5,162.41	27,819.28	27,819.28	58,230.72	32.3
Act 3330	VEHICLE LEASE/RENTAL	3,000.00				3,000.00	
Act 3340	COMMERCIAL TRAVEL	3,000.00				3,000.00	
Act 3350	MEALS	700.00		115.62	115.62	584.38	16.5
Act 3351	MEALS-NONOVERNIGHT/TAXABL	650.00				650.00	
Act 3360	LODGING	6,900.00	192.15	1,542.15	1,542.15	5,357.85	22.4
Act 3390	MEETING EXPENSES	2,000.00	810.00	1,095.85	1,095.85	904.15	54.8
Act 3430	FOOD	2,700.00		1,737.48	1,737.48	962.52	64.4
Act 3432	TRAINING EXERCISE FOOD SU	2,058.00		56.88	56.88	2,001.12	2.8
Act 3440	HOUSEHOLD/JANITORIAL SUPP	6,750.00	696.06	3,457.53	3,457.53	3,292.47	51.2
Act 3482	PUBLIC EDUCATIONAL SUPPLI	7,450.00	400.00	8,766.62	8,766.62	1,316.62-	****
Act 3490	OTHER OPERATING SUPPLIES	141,884.00	10,465.97	109,698.72	109,698.72	32,185.28	77.3
Act 3510	GASOLINE	16,930.00	2,134.53	16,932.44	16,932.44	2.44-	****
Act 3521	TIRES & TUBES	1,500.00	430.04	1,557.34	1,557.34	57.34-	****
Act 3919	PROMOTE/IMPROVE ADRC SITE	3,000.00	80.02	789.71	789.71	2,210.29	26.3

Cat 930	SUPPLIES & EXPENSE	433,176.00	46,874.00	277,394.94	277,394.94	155,781.06	64.0
Cat 950	FIXED CHARGES						
Act 5122	INS AUTO LIABILTIY PREMIU	5,344.00		2,444.00	2,444.00	2,900.00	45.7
Act 5140	GENERAL LIABILITY PREMIUM	52,106.00		56,593.00	56,593.00	4,487.00-	****
Act 5320	BUILDING/OFFICES RENT	245,158.00	8,075.00	218,914.79	218,914.79	26,243.21	89.3
Act 5930	FEES AND PERMITS	23,722.00		5,547.92	5,547.92	18,174.08	23.4
Act 5951	INTEREST EXPENSE (NON DEB	11,999.00				11,999.00	

Cat 950	FIXED CHARGES	338,329.00	8,075.00	283,499.71	283,499.71	54,829.29	83.8
Cat 970	GRANTS, CONTRIBUTIONS & OT						
Act 7190	OTHER DIRECT RELIEF TO IN	255,631.00	6,037.05	104,905.77	104,905.77	150,725.23	41.0

GL787 EXPENSE TOTALS SJP Report Format 511

Period 9 ending September 30, 2022 Transaction status 1

Description	2022 MODIFIED	Current Mth Expense	YTD Encumbrances	YTD Expense	YTD Total Obligations	Unobligated Budgeted Amt	% Expen
Cat 970 GRANTS, CONTRIBUTIONS & OT Act 7234 SUPPORT CURATIVE CONNECTI				600.00	600.00	600.00-	
Cat 970 GRANTS, CONTRIBUTIONS & OT	255,631.00	6,037.05		105,505.77	105,505.77	150,125.23	41.3
Cat 980 CAPITAL OUTLAY Act 8190 OTHER CAPITAL EQUIPMENT-N Act 8195 OTH CAP EQUIP-ADRC	57,100.00 80,000.00			66,432.00	66,432.00	57,100.00 13,568.00	83.0
Cat 980 CAPITAL OUTLAY	137,100.00			66,432.00	66,432.00	70,668.00	48.5
Cat 990 OTHER FINANCING USES Act 9130 INCR F.B. FOR SUBSEQ YR E	704,462.00					704,462.00	
Report Final Totals	8,538,630.00	555,367.07		5,085,109.43	5,085,109.43	3,453,520.57	59.6

GL787

REVENUE TOTALS SJP

Report Format 513

Period 9 ending September 30, 2022

Transaction status 1

Description	CURRENT MONTH	YTD ACTUAL	2022 MODIFIED	UNRECOGNIZED	% OF BUDGET
Cat 842 INTERGOVERNMENTAL GRANTS & AID					
Act 2347 FED-ADRC CONSOLIDATED APP ACT			143,758.00	143,758.00	
Act 2350 FED/STATE ELDERLY GRANT			122,307.00	122,307.00	
Act 2351 MEALS - FEDERAL GRANT			337,410.00	337,410.00	
Act 2356 COA FED GRANT III-D			19,659.00	19,659.00	
Act 2359 NAT FAMILY CAREGIVER FED GRNT			54,276.00	54,276.00	
Act 2381 ADRC CW VACCINE ACTIVITY GRANT	3,409.00	39,264.00	29,708.00	9,556.00-	132.2
Act 2384 ADRC FED I&A MA 50/50		451,122.00	882,354.00	431,232.00	51.1
Act 2385 ADRC FED LTCFS MA 50/50		288,589.00	469,008.00	180,419.00	61.5
Act 2388 FED GRNTS-ADRC CW MIPPA		19,263.00	19,263.00		100.0
Act 2395 OTH FED GRNT-ADRC SHIP		17,581.00	17,581.00		100.0
Act 2407 ADRC MCF-NH RELOCATION		134.00		134.00-	
Act 2442 ADRC STATE EBS AGING FUNDS		118,083.00	118,083.00		100.0
Act 2443 ADRC STATE EBS SPAP FUNDS		27,601.00	27,601.00		100.0
Act 2444 ADRC DCS		447.00		447.00-	
Act 2453 SPECIAL SERV-STATE GRT & AID		978,207.00	1,971,215.00	993,008.00	49.6
Act 2500 GRANTS F/OTH LOCAL GOVERNMENTS			950.00	950.00	
Act 2520 OTHER GOV-OAA FED ELDRLY	69,458.00	560,719.00	300,268.00	260,451.00-	186.7
Act 2521 OTHER GOV-MEALS FED GRNT	26,191.00	578,157.00	932,214.00	354,057.00	62.0
Act 2522 OTHER GOV-NSIP REIMB FED GRNT	14,760.00	121,051.00	121,046.00	5.00-	100.0
Act 2524 OTHER GOV-COA FED 111D GRNT	1,008.00	23,675.00	24,819.00	1,144.00	95.4
Act 2525 OTHER GOV-NAT FMLY CRGVR FED	11,931.00	94,731.00	147,905.00	53,174.00	64.1
Act 2526 OTHER GOV-FAMILY CARE	19,978.88	141,608.00	251,750.00	110,142.00	56.3
Act 2527 OTHER GOV-IRIS	1,864.96	13,220.15	6,650.00	6,570.15-	198.8
Act 2532 OTHER GOV-OLDER AM PROG ST	47,851.00	115,355.00	178,200.00	62,845.00	64.7

Cat 842 INTERGOVERNMENTAL GRANTS & AID	196,451.84	3,588,807.15	6,176,025.00	2,587,217.85	58.1
Cat 845 PUBLIC CHARGES FOR SERVICES					
Act 5660 ADRC-PUBLIC CHRGS	32.84	229.79	5,225.00	4,995.21	4.4
Cat 847 INTERGOVT CHARGES FOR SERVICES					
Act 7247 ADRC-CW SUPPORT-MARATHON CO		395,367.00	395,367.00		100.0
Act 7248 ADRC-CW SUPPORT-WOOD CO		148,708.50	198,278.00	49,569.50	75.0
Act 7253 ADRC-CW SUPPORT-LINCOLN CO		112,099.50	149,467.00	37,367.50	75.0
Act 7254 ADRC-CW SUPPORT-LANGLADE CO		86,302.50	115,070.00	28,767.50	75.0

Cat 847 INTERGOVT CHARGES FOR SERVICES		742,477.50	858,182.00	115,704.50	86.5
Cat 848 MISCELLANEOUS REVENUE					
Act 8110 INTEREST & DIVIDENDS ON INVEST		447.66-		447.66	
Act 8310 SALE OF GENERAL FIXED ASSETS		3,500.00		3,500.00-	
Act 8409 DONATIONS FROM MEMORIALS	4,138.23	4,138.23	500.00	3,638.23-	827.7
Act 8410 DONATIONS FROM PRIVATE ORG&IND	52,643.48	427,929.99	540,223.00	112,293.01	79.2

GL787 REVENUE TOTALS SJP Report Format 513

Period 9 ending September 30, 2022 Transaction status 1

Description	CURRENT MONTH	YTD ACTUAL	2022 MODIFIED	UNRECOGNIZED	% OF BUDGET
Cat 848 MISCELLANEOUS REVENUE					
Act 8435 DONATION FR FOUNDATION			25,300.00	25,300.00	

Cat 848 MISCELLANEOUS REVENUE	56,781.71	435,120.56	566,023.00	130,902.44	76.9
Cat 849 OTHER FINANCING SOURCES					
Act 9900 TRANSFERS FROM FUND BALANCE			933,175.00	933,175.00	

Report Final Totals	253,266.39	4,766,635.00	8,538,630.00	3,771,995.00	55.8
=====					

4766635	YTD Revenue from above
-485908	Deferred Rev from 2021
4280727	YTD Revenue on monthly report

**AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW**

**Policy Manual
Section II. Board**

Subject: Review of Major Contracts and Facility Lease/Rent Agreements

Purpose: To ensure major contracts and facility lease/rent agreements with the ADRC-CW are regularly reviewed and competitively bid.

Policy

- 1) All major contracts with the ADRC-CW, defined as those that exceed \$50,000 per year, and lease/rental agreements of facility space regardless of annual cost will be reviewed on a regular basis by the Finance Committee to ensure continued mutual agreement, vendor quality, and competitive pricing.
- 2) All major contracts and lease/rental agreements, as defined in item 1, will be reviewed by Corporate Counsel of the county acting as Fiscal Agent for the ADRC-CW. Alternatively, the ADRC CW can seek counsel from other member counties Corporate Counsel or outside Private Counsel should the Finance Council determine it is prudent.
- 3) Major contracts will be competitively bid through a Request for Proposals process at a minimum of once every five years. Contracts with successful vendors will be for three years, with options to extend a fourth and fifth year.
- 4) The ADRC-CW will follow other procurement procedures as established by the ADRC CW fiscal agent.
- 5) As per the Department of Health Services (DHS) audit requirements, major contracts with a provider that provides care and services are subject to the DHS audit requirements. As per Wis. Stat. 46.036, "Provider" means a nonstock corporation organized under Ch. 181 that is a nonprofit corporation, as defined in s. 181.0103 (17), and that contracts under this section to provide client services..." Vendors who do not provide client services would not be subject to the audit requirements.
- 6) Termination criteria --- as a part of the negotiation process, major contracts and facility lease agreements must include a clause regarding potential funding reductions for the ADRC CW and their ability to comply with contract or lease terms. As an example:
 - a) *Notwithstanding any other terms in this Lease Agreement, if Tenant's funding source(s) change such that Tenant is unable to pay the Gross Rent through no negligence of the Tenant then the Lease Agreement shall terminate upon 60 (sixty) days written notice of such deficiency from Tenant to Landlord. Such a termination of the Lease Agreement will obligate the Tenant to pay the Gross Rent through the end of the 60 (sixty) day period or such other period the parties*

agree to and there shall be no imposition of sanctions against the Tenant or other penalties. The Tenant will timely surrender the property to the Landlord as if the full term of the Lease Agreement had passed.

- 7) All contracts and facility rental/lease agreements and recommendations will be subject to Finance Committee review. This review should occur at least sixty calendar days before the agreement needs to be enacted. This applies whether the contract or lease is new or an extension of an existing agreement.
- 8) All contracts and facility rental/lease agreements and renewals will be referred to the full ADRC-CW Board for final approval.

Facility Leases

- 9) Facility space lease/rental agreements will be for a maximum of ten years.
- 10) Lease/rental agreement renewals shall include the reasons to justify renewal of the space, including a comparison of advantages/disadvantages with other options. The review, with documentation of discussions with the counties, the landlords, and other information considered, will be kept on file with the ADRC-CW. Any changes in agreements will be negotiated with the owner of the facility and formally agreed to in a written rental agreement or formal lease.
- 11) If the ADRC-CW is required to provide and install equipment into the lessor's site the following items need to be considered and those appropriate included in the lease agreement.
 - a) The ADRC-CW retains the right to remove any equipment purchased, installed, and utilized by the ADRC-CW at lease termination.
 - b) Prior to ADRC -CW installing such equipment, the ADRC CW and the lessor shall come to a written agreement regarding which party is responsible for restoring the lessors' facility to its original condition or to some other pre-agreed condition.
 - c) If lessor is to retain equipment at lease termination then some financial consideration should be stipulated in the lease. This could be a reduced lease amount while the piece of equipment is being depreciated and/or a buyout price.
- 12) Any cost escalations will be negotiated as part of the lease agreement. Cost escalations may be stated as an annual percentage used throughout the term of the lease. If ADRC CW and Lessor agree to cost escalation during the term of the lease, some justification for the escalations will be included in the lease agreement.
- 13) Utilities shall be specifically addressed within each lease agreement. Some or all utilities may be included within a lease agreement depending on metering systems in

place and other factors. The estimated cost for each utility included within the lease will be stated within the agreement.

- 14) The lease agreement shall address responsibility for repair and maintenance of driveways, parking lots and sidewalks. Responsibility for snow and ice removal from these areas shall be specifically addressed along with clarification for liability related to possible injuries due to lack of snow and ice removal.

Reviewed and Approved by the ADRC-CW Board on: August 8, 2013

Revised and approved by the ADRC-CW Board on: October 9, 2014

Ad Hoc review/revised: 2.2020

Board approved: February 13, 2020

Reviewed and revised by the Policy Review Committee on: March 30, 2021

Reviewed and approved by the Full Board on: April 8, 2021

Reviewed and Approved by the Finance Committee on : October 13th, 2022

Reviewed and approved by ADRC CW Board on : _____

Operations Report to the Board
ADRC-CW Board Meeting
November 10th, 2022

Executive Director update: *As submitted by Mike Rhea, Executive Director*

It is county budget season, as each of the counties within our region are finalizing their next year's budgets the theme throughout each of the 4 counties was consistent. County budgets are tight and service demands are increasing. As I completed my "road show" of county board presentations this month I was excited to share the benefits of our organizational structure and the steadiness this structure brings. I was able to share with each board that the ADRC-CW levy amounts from each of the 4 partnering counties has not increased since the inception of our organization.

I highlighted to each board that staying at the same funding level is not without challenges for our organization. The reality is that our customer volumes are increasing, the need for our services will continue to increase as the population within our region ages and our costs are increasing. These will be real challenges that we will face as an organization sooner than later.

However, what I am extremely proud of is the forward thinking that occurs throughout this organization. I have scheduled meetings with each team leader to develop a vision for each team, develop goals and strategies for each team and will weave these all together as our organizations roadmap for sustained success. Each of the members of the leadership team have embraced this process with their teams. The overall goal is to have thoughtful approaches to our service delivery and continue to develop creative, efficient processes to continue to serve our customers at a high level while maintaining our stance as a great place to work for our employees. In the coming months we will be updating the board regarding some of these efforts as we move into 2023.

Program updates:

Aging and Wellness Program *as submitted by Jennifer Cummings, Director of Aging and Wellness*

- Scott Seeger, ADRC-CW Dementia Care Specialist and Carley Prochaska, Dementia Care Specialist of Portage County will be interviewed and appear on WSAW TV on November 3rd. The interview will highlight the work of the dementia care specialists and demonstrates the collaboration and support between agencies.
- On Wednesday, November 16th, Our House Senior Living in Wisconsin Rapids will be hosting a community caregiver education event from 2-4p.m. ADRC-CW dementia care specialists have been asked to provide a presentation regarding services and supports.
- The ADRC-CW advisory committee continues to recruit to fill vacant positions in Marathon County-one vacancy, Lincoln County-two vacancies, and Wood County-three vacancies.

- November celebrates national caregiver month, and that recent statistics demonstrate that nearly 53 million people characterize themselves as caregivers, meaning that nearly one-fifth of the U.S. population now cares for a loved one.
- Save the Date: Aging Advocacy Day 2023 The Wisconsin Aging Advocacy Network (WAAN) is planning for an in-person Aging Advocacy Day (AAD) 2023 event in Madison. AAD 2023 is scheduled for May 9, 2023. Please mark your calendars and stay tuned for additional updates.

Resource Services as submitted by Traci Zernicke, Director of Resource Services

Employee Updates: Please join me in welcoming Nanette Griese to ADRC-CW! Nanette started as a Resource Specialist in the Antigo Office on October 31. Recruitment has begun for the Disability Benefit Specialist in the Wausau Office.

Benefit Specialist Team: Along with conducting Open Enrollment appointments the Benefit Specialist Team has also been completing outreach to the community. Presentations regarding Part D changes and Medicare Basics classes have been offered throughout the region. Medicare Basics is a class that provides the basics of Medicare for those new to Medicare or those enrolling soon. Medicare parts A-D long with supplement policies and other prescription drug coverage are explained.

Resource Specialist Team: Members of the Resource Specialist Team had a booth at the Boomer Expo in Rothschild. This event allowed us to explain ADRC Services and connect with a wide range of individuals in the community. Several individuals shared that they already knew about ADRC and had used our services. It was great to receive that feedback. We will continue outreach and community presentations to ensure the community is aware of our services.

Customer Experience: (as written by Brittany Boyer, Supervisor) Mary Rheinschmidt, EBS in Lincoln County, helped a client reduce her divestment penalty period by 104 days! The client came to Mary to apply for LTC Medicaid. It was first discovered that her long-term burial insurance was not checked as irrevocable, so the client was over the asset limit. Mary quickly helped resolve this with the funeral home and submitted the documentation to the Consortium. The next issue was the client had made numerous loans to family members within the lookback period. All of the loans were verbal, and only some had been paid back in full. Mary helped gather all of the client's bank statements, copies of checks, and client's notes for the past five years, and painstakingly reviewed them with her supervising attorney. Mary also helped the client request some additional repayments by the family members, further reducing the total divested amount. IM had originally assessed a divestment penalty period of 168 days, but with Mary's detailed work, they were able to reduce the penalty period to 64 days. Because the client had her functional screen in June, her penalty period had already been served, and her Family Care started in August. The family was thrilled! Fantastic work, Mary!

Senior Nutrition Program *as submitted by Ronda James, Nutrition Program Director*

- Employee Updates: We will be reopening recruitment for the Wausau Meals on Wheels Site Manager position once the wage study details are finalized early November.
- Hmong American Center (HAC): Senior Dining services at the Hmong American Center in Wausau officially opened October 6th! Elder Hmong are excited about this new opportunity. We have had 20-30 customers join each other for a meal and an opportunity to socialize with one another. Customers are from the Wausau metro and Wisconsin Rapids metro, and HAC provides transportation for those who need it. HAC Senior Dining is every Thursday at 4:30pm. The smiles, excitement, and buzz in the gathering room is something you cannot miss! The food quality from Royal Deli has been great & well-accepted by customers. We see mostly clean plates when cleaning up- always a good sign.