



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

**Thursday, December 8th, 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 – 11/10/22

<b>Antigo</b> 715-627-6232 1225 Langlade Rd Antigo, WI 54409	<b>Marshfield</b> 715-384-8479 300 S Peach Ave Suite 1 Marshfield, WI 54449	<b>Merrill</b> 715-536-0311 607 N Sales St Suite 206 Merrill, WI 54452	<b>Wausau</b> 715-261-6070 2600 Stewart Ave Suite 25 Wausau, WI 54401	<b>Wisconsin Rapids</b> 715-421-0014 220 3 <sup>rd</sup> Avenue S Suite 1 Wisconsin Rapids, WI 54495
Toll Free: 1-888-486-9545 Email: <a href="mailto:adrc@adrc-cw.org">adrc@adrc-cw.org</a> Website: <a href="http://www.adrc-cw.org">www.adrc-cw.org</a>				
<i>WE PROVIDE WELCOMING, TRUSTWORTHY, RESPECTFUL, COLLABORATIVE, AND EMPOWERING SERVICES, PROGRAMS, AND OPPORTUNITIES.</i>				

5. Discussion/possible action: Finance committee report
6. Discussion/possible action: 3rd quarter data update
7. Discussion/possible action: Advisory Board Member appointments
8. Operations Report
9. Discussion/possible action: Discussion/possible action – ROLL CALL VOTE TO GO INTO CLOSED SESSION pursuant to WI Statutes 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, to review compensation for the Executive Director of the ADRC of Central Wisconsin.
10. Motion to Return to Open Session and Possible Announcement(s) on Closed Session Item(s)
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](mailto: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 12/2/22 Time 2:00 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.**

**Thursday, November 10th, 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  
Technical difficulties moved the meeting to another room. Meeting commenced at 9:41 am
2. Roll Call Attendance: Roll taken by Angela Hansen
  - a. Board attendance: Norbert Ashbeck, Bob Benischek, Bill Clendenning, Mike Feirer, Adam Fischer, Jim Hampton, Will Hascall, Ann Lemmer, John Medo, Kathy Meyer, Tony Omernik, Dona Schwichtenberg
  - b. Board members excused: Chris Dickinson, Greta Rusch
  - c. Staff member in attendance: Mike Rhea, Jennifer Cummings, Traci Zernicke, Erin Wells, Ronda James, Renee Quinnell, Angela Hansen
  - d. Other in attendance: Penny Hulbert, Doug Curler
3. Public Comments
  - a. Mike Rhea acknowledged Jennifer Cummings who announced her retirement from the ADRC-CW. She will be leaving January 6, 2023.
  - b. Tony Omernik provided information on programs addressing social isolation and loneliness. He will provide the fliers for distribution to the board.
4. Approval of Minutes – 10/13/22
  - a. Motion to approve minutes by Mike Feirer, seconded by Bill Clendenning.
  - b. Motion passed minutes approved.
5. Education: Community Resources/Community Health-Erin Wells
  - a. Erin provided education to the board on how the ADRC-CW is working with programs, volunteers, and making community connections.
6. Discussion/possible action: Evaluating Organizational effectiveness
  - a. John Medo requested this agenda item be moved up from #9.
  - b. No objection from the board.

- c. Discussion to provide information to the county boards about what the ADRC-CW is doing and the effectiveness of the work. Data regarding the percentage of the eligible population being served versus the potential population that can be served. Take into consideration not all eligible are seeking the services of the ADRC-CW at this time. There are also funding and resource limitations.
  - i. Citizen board members are members of the service demographic and suggest experiencing the services first hand.
  - ii. County board members suggest presenting more often to the committees.
- d. No action taken

7. Discussion/possible action: Finance committee report

- a. Norbert Ashbeck states the reports and finances were reviewed with no concerns from the committee.
- b. Motion to accept the report by Adam Fischer, seconded by Jim Hampton.
- c. Motion passed, report accepted.

8. Discussion/possible action: Major Contracts and Facility Lease agreements policy

- a. Jim Hampton gave background on the policy review process and provided a draft of the revised policy to the board.
- b. Motion to accept the policy with a wording correction on #2 by Mike Feirer, seconded by Kathy Meyer.
- c. Motion passed, policy accepted.

9. Discussion/possible action: Executive Committee election to replace Danielle Yuska

- a. Motion to nominate Mike Feirer by Jim Hampton seconded by Dona Schwichtenberg.
  - i. No further nominees after three calls.
  - ii. Motion to close nominations and cast unanimous vote by Bill Clendenning, seconded by Norbert Ashbeck.
  - iii. Motion passed, Mike Feirer elected to the ADRC-CW Executive Committee.

10. Operations Report

- a. No action taken

11. Future Agenda Items

- a. Holiday party/cookie exchange

12. Adjournment

- a. Motion to adjourn by Kathy Meyer, seconded by Dona Schwichtenberg.
- b. Motion passed, meeting adjourned at 10:54 am.

A meeting of the AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN FINANCE COMMITTEE will be held at 2600 Stewart Ave, Suite 25, Wausau WI on Thursday December 8th, 2022 from 8:45 – 9:15 AM.

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.**

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- Join by Google Meet video by clicking on or copy/paste this link: [meet.google.com/bjc-igrn-rew](https://meet.google.com/bjc-igrn-rew)
- Join via phone by calling (US) +1 402-762-0297 PIN: 217 593 187#

**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 MICROPHONE ON MUTE!** Use \*6 (star 6) to put phones on mute or take phones off mute.

#### AGENDA

1. Call to Order
2. Public Comments
3. Approval of Minutes 11/10/2022
4. Discussion/Possible Action – Financial Report October 2022
5. Discussion/Possible Action – Review of Monthly Disbursements
6. Future Agenda Items & Location
7. 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](mailto: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 12/2/2022 Time 2:00 AM/PM

By Angela Hansen

Signed:

Ann Lemmer, Board Chair

THIS NOTICE POSTED AT THE COURTHOUSE

Date \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

By \_\_\_\_\_

**Agenda Item #? –**

**ADRC-CW Board – December 2022**

**October 2022 Financial Report**

The October 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. Since I was not able to attend the November board meeting, if there are any questions regarding this I will be able to address them at the December board meeting.

**Workday Progress**

We continue to be involved with Marathon County Finance as they transition over to using Workday as their enterprise reporting system. As we get closer to the transition there have been some training sessions scheduled that the Leadership team and Fiscal teams will attend. We will update you over the next few months as we make the transition.

ADRC-CW Function		2022 Adopted Budget	2022 Amended Budget	October	YTD	YTD %
Admin	Revenue	1,229,412	1,382,686	39,153	1,339,893	97%
	Expenses	1,229,412	1,382,686	120,216	1,012,526	73%
	Net Income	0	0	(81,063)	327,367	
	Beginning Fund Balance	321,034	634,234		634,234	
	Ending Fund Balance	321,034	634,234		961,601	
ADRC Specialists	Revenue	1,969,644	1,969,644	0	908,304	46%
	Expenses	1,969,644	1,969,644	175,238	1,522,131	77%
	Net Income	0	0	(175,238)	(613,827)	
	Beginning Fund Balance	3,383	3,383		3,383	
	Ending Fund Balance	3,383	3,383		(610,444)	
Elderly/Disability Benefit Spec	Revenue	868,274	868,482	0	419,081	48%
	Expenses	868,274	868,482	74,490	691,839	80%
	Net Income	0	0	(74,490)	(272,758)	
	Beginning Fund Balance	0	0		0	
	Ending Fund Balance	0	0		(272,758)	
Prevention	Revenue	286,659	309,028	32,540	223,531	72%
	Expenses	297,739	319,157	30,350	234,370	73%
	Net Income	(11,080)	(10,129)	2,190	(10,839)	
	Beginning Fund Balance	22,815	29,005		29,005	
	Ending Fund Balance	11,735	18,876		18,166	
Congregate Meals/Café 60	Revenue	655,806	580,955	37,151	252,312	43%
	Expenses	655,806	580,955	42,797	340,747	59%
	Net Income	0	0	(5,646)	(88,435)	
	Beginning Fund Balance	0	0		0	
	Ending Fund Balance	0	0		(88,435)	
Meals On Wheels	Revenue	1,389,611	1,840,478	207,816	1,134,061	62%
	Expenses	1,391,387	1,842,253	149,306	1,470,767	80%
	Net Income	(1,776)	(1,775)	58,510	(336,706)	
	Beginning Fund Balance	1,776	1,776		1,776	
	Ending Fund Balance	0	1		(334,930)	
Caregiver	Revenue	541,611	628,282	35,547	292,140	46%
	Expenses	547,427	634,099	51,054	450,271	71%
	Net Income	(5,816)	(5,817)	(15,507)	(158,131)	
	Beginning Fund Balance	17,077	14,361		14,361	
	Ending Fund Balance	11,261	8,544		(143,770)	

		2022 <i>Adopted Budget</i>	2022 <b>Amended Budget</b>	October	YTD	%
<b>ADRC-CW</b>	<b>Revenue</b>	6,941,016	7,579,555	352,207	4,569,322	60%
	<b>Expenses</b>	<u>6,959,692</u>	<u>7,597,276</u>	<u>643,451</u>	<u>5,722,651</u>	75%
	<b>Net Income</b>	<u>(18,672)</u>	<u>(17,721)</u>	<u>(291,244)</u>	<u>(1,153,329)</u>	
	<b>Beginning Fund Balance</b>	366,085	682,759		682,759	
	<b>Net Income</b>	<u>(18,672)</u>	<u>(17,721)</u>		<u>(1,153,329)</u>	
<b>Ending Fund Balance</b>	<u>347,413</u>	<u>665,038</u>		<u>(470,570)</u>		
County Specific	Revenue	26,864	25,900	0	63,612	246%
	Expenses	<u>50,498</u>	<u>156,891</u>	<u>1,713</u>	<u>7,622</u>	5%
	Net Income	<u>(23,634)</u>	<u>(130,991)</u>	<u>(1,713)</u>	<u>55,990</u>	
	Beginning Fund Balance	50,328	243,035		243,035	
	Net Income	<u>(23,634)</u>	<u>(130,991)</u>		<u>55,990</u>	
Ending Fund Balance	<u>26,694</u>	<u>112,044</u>		<u>299,025</u>		
Grand Total	Revenue	6,967,880	7,605,455	352,207	4,632,934	61%
	Total Expenses	<u>7,010,190</u>	<u>7,754,168</u>	<u>645,164</u>	<u>5,730,273</u>	74%
	Net Income	<u>(42,306)</u>	<u>(148,712)</u>	<u>(292,957)</u>	<u>(1,097,339)</u>	
	Beginning Fund Balance	416,413	925,794		925,794	
	Net Income	<u>(42,306)</u>	<u>(148,712)</u>		<u>(1,097,339)</u>	
Ending Fund Balance	<u>374,107</u>	<u>777,082</u>		<u>(171,545)</u>		
	Grants Receivable - Beginning				1,133,136	
	Received				(179,204)	
	Submitted				<u>332,117</u>	
	Grants Receivable - End				<u>1,286,049</u>	

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



GL787 EXPENSE TOTALS SJP Report Format 511

Period 10 ending October 31, 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	265,431.20		1,889,665.93	1,889,665.93	2,488,354.07	43.2
Act 1111 SALARIES-PERMANENT-REGULA	10,568.00	17,938.02		189,265.94	189,265.94	178,697.94	****
Act 1210 WAGES-PERMANENT-REGULAR F	56,336.00	42,002.40		295,729.11	295,729.11	239,393.11	****
Act 1211 WAGES-PERMANENT-REGULAR P	369,453.00	36,276.59		298,023.56	298,023.56	71,429.44	80.7
Act 1250 WAGES-TEMPORARY-REGULAR	30,176.00	2,804.21		51,380.00	51,380.00	21,204.00	****
Act 1510 SOCIAL SECURITY EMPLOYERS	8,000.00	27,165.58		197,758.54	197,758.54	189,758.54	****
Act 1520 RETIREMENT EMPLOYERS SHAR	5,000.00	22,958.27		163,561.09	163,561.09	158,561.09	****
Act 1540 HOSPITAL/HEALTH INSURANCE	9,000.00	61,690.78		604,627.22	604,627.22	595,627.22	****
Act 1541 DENTAL INSURANCE	1,100.00	1,669.69		16,344.59	16,344.59	15,244.59	****
Act 1544 HLTH INS-CONVERSION, RETI				7,281.28	7,281.28	7,281.28	-
Act 1545 POST EMPLOYEE HEALTH PLAN	2,800.00	3,675.00		27,813.00	27,813.00	25,013.00	****
Act 1550 LIFE INSURANCE	1,200.00	91.91		915.53	915.53	284.47	76.3
Act 1560 WORKERS COMPENSATION PAYM	800.00	3,730.38		27,096.53	27,096.53	26,296.53	****
Act 1580 UNEMPLOYMENT COMPENSATION	700.00	588.20		4,335.08	4,335.08	3,635.08	****
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Cat 910 PERSONAL SERVICES	4,873,153.00	486,022.23		3,773,797.40	3,773,797.40	1,099,355.60	77.4
Cat 920 CONTRACTUAL SERVICES							
Act 2128 INTERPRETING/TRANSLATION	2,400.00	181.00		1,159.00	1,159.00	1,241.00	48.3
Act 2130 ACCOUNTING/AUDITING FEES	24,999.00			17,525.00	17,525.00	7,474.00	70.1
Act 2141 INTERNET SERVICE	300.00	279.74		279.74	279.74	20.26	93.3
Act 2180 FOOD SERVICES	1,462,124.00	95,276.03		877,284.98	877,284.98	584,839.02	60.0
Act 2184 HOUSEKEEPING SERVICE	8,000.00	676.00		7,232.00	7,232.00	768.00	90.4
Act 2189 PROFESSIONAL SERVICES-TRA	4,000.00			20.00	20.00	3,980.00	.5
Act 2190 OTHER PROFESSIONAL SERVIC	20,700.00	393.50		8,398.05	8,398.05	12,301.95	40.6
Act 2210 WATER/SEWER	1,500.00	117.88		536.06	536.06	963.94	35.7
Act 2220 ELECTRIC	26,200.00	2,756.67		20,914.62	20,914.62	5,285.38	79.8
Act 2240 NATURAL/PROPANE GAS	5,200.00	171.41		4,621.47	4,621.47	578.53	88.9
Act 2250 TELEPHONE	72,894.00	5,129.45		53,487.31	53,487.31	19,406.69	73.4
Act 2251 LONG DISTANCE SERVICE	1,837.00	43.76		827.13	827.13	1,009.87	45.0
Act 2290 OTHER UTILITY SERVICE	1,700.00	204.68		1,922.19	1,922.19	222.19	****
Act 2410 MOTOR VEHICLE REPAIRS	7,500.00	392.86		10,912.19	10,912.19	3,412.19	****
Act 2411 TOWING & STORAGE	300.00	95.00		678.00	678.00	378.00	****
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	4,998.15		44,795.16	44,795.16	16,404.84	73.2
Act 2995 COMPUTER MAINT. CONTRACT	78,875.00			86,042.20	86,042.20	7,167.20	****
Act 2997 SUB-CONTRACTED SERVICE	15,450.00	4,810.31		42,686.86	42,686.86	27,236.86	****
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Cat 920 CONTRACTUAL SERVICES	1,796,779.00	115,526.44		1,180,028.28	1,180,028.28	616,750.72	65.7
Cat 930 SUPPLIES & EXPENSE							
Act 3110 POSTAGE/BOX RENT	19,500.00	1,623.40		12,345.12	12,345.12	7,154.88	63.3

GL787

EXPENSE TOTALS SJP

Report Format 511

		Period 10 ending October 31, 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	1,412.56	18,829.39	18,829.39	4,770.61	79.8
Act 3140	SMALL ITEMS EQUIPMENT			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		22,650.18	22,650.18	3,505.82	86.6
Act 3190	OFFICE SUPPLIES	16,300.00	1,195.22	10,981.56	10,981.56	5,318.44	67.4
Act 3191	BOOKS/DIRECTORIES	1,600.00	56.95	540.53	540.53	1,059.47	33.8
Act 3193	SOFTWARE SUPPLIES	200.00				200.00	
Act 3210	PUBLICATION OF LEGAL NOTI	200.00		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	1,200.00	2,352.00	2,352.00	548.00	81.1
Act 3241	LICENSES AND CERTIFICATIO	4,700.00	307.65	1,243.68	1,243.68	3,456.32	26.5
Act 3250	REGISTRATION FEES/TUITION	13,770.00	155.00	8,275.50	8,275.50	5,494.50	60.1
Act 3260	ADVERTISING	36,478.00	957.00	24,835.50	24,835.50	11,642.50	68.1
Act 3261	RECRUITMENT	2,900.00		240.00	240.00	2,660.00	8.3
Act 3321	PERSONAL AUTO MILEAGE	86,050.00	4,021.12	31,840.40	31,840.40	54,209.60	37.0
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	15.00	130.62	130.62	569.38	18.7
Act 3351	MEALS-NONOVERNIGHT/TAXABL	650.00				650.00	
Act 3360	LODGING	6,900.00		1,542.15	1,542.15	5,357.85	22.4
Act 3390	MEETING EXPENSES	2,000.00	607.82	1,703.67	1,703.67	296.33	85.2
Act 3430	FOOD	2,700.00	366.90	2,104.38	2,104.38	595.62	77.9
Act 3432	TRAINING EXERCISE FOOD SU	2,058.00	68.84	125.72	125.72	1,932.28	6.1
Act 3440	HOUSEHOLD/JANITORIAL SUPP	6,750.00	466.09	3,923.62	3,923.62	2,826.38	58.1
Act 3482	PUBLIC EDUCATIONAL SUPPLI	7,450.00	400.00	9,166.62	9,166.62	1,716.62-	****
Act 3490	OTHER OPERATING SUPPLIES	141,884.00	6,689.82	116,562.52	116,562.52	25,321.48	82.2
Act 3510	GASOLINE	16,930.00	1,764.49	18,696.93	18,696.93	1,766.93-	****
Act 3521	TIRES & TUBES	1,500.00	215.02	1,772.36	1,772.36	272.36-	****
Act 3919	PROMOTE/IMPROVE ADRC SITE	3,000.00	76.36	866.07	866.07	2,133.93	28.9
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Cat 930	SUPPLIES & EXPENSE	433,176.00	21,599.24	299,168.16	299,168.16	134,007.84	69.1
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	12,315.99	231,230.78	231,230.78	13,927.22	94.3
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	12,315.99	295,815.70	295,815.70	42,513.30	87.4
Cat 970	GRANTS, CONTRIBUTIONS & OT						
Act 7190	OTHER DIRECT RELIEF TO IN	255,631.00	9,525.77	114,431.54	114,431.54	141,199.46	44.8

GL787 EXPENSE TOTALS SJP Report Format 511

Period 10 ending October 31, 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	9,525.77		115,031.54	115,031.54	140,599.46	45.0
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	644,989.67		5,730,273.08	5,730,273.08	2,808,356.92	67.1

GL787

REVENUE TOTALS SJP

Report Format 513

		Period	10 ending October	31, 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	115,146.00	115,146.00	337,410.00	222,264.00	34.1
Act 2356	COA FED GRANT III-D	4,161.00	4,161.00	19,659.00	15,498.00	21.2
Act 2359	NAT FAMILY CAREGIVER FED GRNT			54,276.00	54,276.00	
Act 2381	ADRC CW VACCINE ACTIVITY GRANT	938.00	40,202.00	29,708.00	10,494.00-	135.3
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	6,375.00	567,094.00	300,268.00	266,826.00-	188.9
Act 2521	OTHER GOV-MEALS FED GRNT	29,253.00	607,410.00	932,214.00	324,804.00	65.2
Act 2522	OTHER GOV-NSIP REIMB FED GRNT		121,051.00	121,046.00	5.00-	100.0
Act 2524	OTHER GOV-COA FED 111D GRNT		23,675.00	24,819.00	1,144.00	95.4
Act 2525	OTHER GOV-NAT FMLY CRGVR FED	17,385.00	112,116.00	147,905.00	35,789.00	75.8
Act 2526	OTHER GOV-FAMILY CARE	17,647.68	159,255.68	251,750.00	92,494.32	63.3
Act 2527	OTHER GOV-IRIS	1,597.12	14,817.27	6,650.00	8,167.27-	222.8
Act 2532	OTHER GOV-OLDER AM PROG ST	5,946.00	121,301.00	178,200.00	56,899.00	68.1
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Cat 842	INTERGOVERNMENTAL GRANTS & AID	198,448.80	3,787,255.95	6,176,025.00	2,388,769.05	61.3
Cat 845	PUBLIC CHARGES FOR SERVICES					
Act 5660	ADRC-PUBLIC CHRGS	24.00	253.79	5,225.00	4,971.21	4.9
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	49,569.50	198,278.00	198,278.00		100.0
Act 7253	ADRC-CW SUPPORT-LINCOLN CO	37,366.50	149,466.00	149,467.00	1.00	100.0
Act 7254	ADRC-CW SUPPORT-LANGLADE CO	28,767.50	115,070.00	115,070.00		100.0
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Cat 847	INTERGOVT CHARGES FOR SERVICES	115,703.50	858,181.00	858,182.00	1.00	100.0
Cat 848	MISCELLANEOUS REVENUE					
Act 8110	INTEREST & DIVIDENDS ON INVEST		296.98-		296.98	
Act 8310	SALE OF GENERAL FIXED ASSETS		3,500.00		3,500.00-	
Act 8409	DONATIONS FROM MEMORIALS		4,138.23	500.00	3,638.23-	827.7
Act 8410	DONATIONS FROM PRIVATE ORG&IND	37,880.36	465,810.35	540,223.00	74,412.65	86.2

GL787

REVENUE TOTALS SJP

Report Format 513

Period 10 ending October 31, 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	37,880.36	473,151.60	566,023.00	92,871.40	83.6
Cat 849 OTHER FINANCING SOURCES					
Act 9900 TRANSFERS FROM FUND BALANCE			933,175.00	933,175.00	
-----					
Report Final Totals	352,056.66	5,118,842.34	8,538,630.00	3,419,787.66	60.0
=====					

5118842	YTD Revenue from above
-485908	Deferred Rev from 2021
4632934	YTD Revenue on monthly report

**ADRC-CW Third Quarter Report (January through September)  
3 year data comparison**

<b>Service/Program</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Call Volumes (See Note)	70,286	62,773	52,377
<b>Nutrition Program</b>			
MOWs Meals	114,831	123,112	131,443
MOWs Unduplicated Customers	1,319	1,462	1588
Congregate Dining Meals	20,530	1,402	9,025
Congregate Unduplicated Customers	739	257	712
Café 60 Meals	4,541	3,876	2,735
Café 60 Unduplicated Customers	134	142	200
<b>Resource Specialists</b>			
Resource Specialist Contacts	19,241	17,121	16,450
Resource Specialist Unduplicated Customers	7,096	6,440	5,738
Family Care Enrollments	403	394	379
IRIS Enrollments	48	61	57
<b>Prevention Programs Participants</b>			
Stepping On	99	4	23
Healthy Living with Diabetes	17	16	29
Powerful Tools for Caregivers	22	2	13
<b>Benefit Specialists</b>			
Elder Benefit Specialist Total Contacts	1823	1710	1585
Elder Benefit Specialist Total Customers	1133	1029	977

Disability Benefit Specialist Total Contacts / Inquiries	1146	968	883
Disability Benefit Specialist Total Customers	311	161	217
<b>Caregiver Support</b>			
Caregiver Support Unduplicated Customers	100	106	144
Caregiver Support Case Management Hours (See Note)	409.5	838	778
Caregiver Support Group Customers	7	New Service in 2022	
Caregiver Support Group Sessions	24	New Service in 2022	
<b>Public Presentations</b>			
Radio Interviews	67	82	
Virtual Presentations	18	7	No
Television Interviews	3	4	Data
In-person Presentations	112	12	

Note 1: 2020 total call numbers does not include September 2022 data due to phone system change.

Note 2: Caregiver Support Case Management unit of measure changed from total contacts to case management hours beginning 4th Q 2021

An application to the advisory committee has been received from Name: **Cindy Wescott**

Phone number: 715-966-5050

Home address: N6826 State Road 107, Tomahawk, Lincoln Co 54487

Email address: [bcwescott@yahoo.com](mailto:bcwescott@yahoo.com)

Consumer group you represent: You are 60 years of age or older.

Please describe your past or current experience with older adults or adults with disabilities.:  
Past Program Director and volunteer TAIV, Care giver and advocate for elderly in their homes and in the assisted living facilities, member of Lincoln County Falls Coalition, Marshfield Clinic volunteer

Please tell us why you are interested in serving on the ADRC-CW Advisory Committee.: The northern Lincoln county area has a large population of elderly persons living without supportive care teams. Being in a rural area without the benefit of public transit or other supportive care these persons are falling through the cracks of society. They do not receive proper nutrition, medical care or socialization. I would like to be their voice.

An application to the advisory committee has been received from Name: **James S. Torgerson, Sr.**

Phone number: 9204793079

Home address: D

Email address: [jtorgerson@nshorehc.com](mailto:jtorgerson@nshorehc.com)

Consumer group you represent: Both

Please describe your past or current experience with older adults or adults with disabilities.:  
licensed nursing home administrator for 26 years, good standing, still practicing

Please tell us why you are interested in serving on the ADRC-CW Advisory Committee.: I see a desperate need and the needs will keep rising

Agenda Item #7



An application to the advisory committee has been received from Name: **Dora V Gorski**

Phone number: 1715-921-4771

Home address: N5403 Bradley Street Gleason WI 54435

Email address: [doragorski@gmail.com](mailto:doragorski@gmail.com)

Consumer group you represent: Both

Please describe your past or current experience with older adults or adults with disabilities.: I am over the age of 65 and therefore have personal knowledge of the challenges. Plus my husband is suffering from Alzheimer's and I am his caregiver

Please tell us why you are interested in serving on the ADRC-CW Advisory Committee.: Having served on the board as a county supervisor I am very aware of all the ways the ADRC benefits the community. I am committed to do what i can to be sure hte4 organization continues.



**Operations Report to the Board**  
**ADRC-CW Board Meeting**  
**December 8th, 2022**

**Executive Director update: *Submitted by Mike Rhea, Executive Director***

As we head into the holiday season and wind down another year, as we reflect on this past year it has been a great year with many accomplishments and transitions for our organization. I am excited about the direction of the organization and the great things we will accomplish in 2023! We have many “irons in the fire” that are designed to make us more effective and efficient in how we serve our customers. As we move into 2023 we will continue to intentionally keep the customer as our focus and use that lens in all that we do.

As stated at the last board meeting, Jennifer Cummings, our Director of Aging and Wellness will be retiring on January 6th. Jennifer has worked for the ADRC-CW for the past 13 and has been exceptional in her work. Her knowledge and passion are evident in all she has done. She has been viewed as a leader throughout the state and will be greatly missed. We wish Jennifer nothing but the best in her retirement!

With Jennifer’s impending retirement we will be making a structural change to the organization. Erin Wells, our Community Resources Manager has accepted the offer to be our new Director of Aging and Wellness. Erin will work closely with Jennifer Cummings to learn this role and to make this transition seamless for the organization. We will not be recruiting for the position that Erin is vacating. We will be reducing our leadership team by 1 FTE and are in the process of assessing if there will be subsequent dollars to put back into customer facing services. More to come soon regarding the next steps and the board will be updated next month.

## **Program updates:**

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

**Alzheimer Family Caregiver Support Program (AFCSP)/National Family Caregiver Support Program (NFCSP):** The caregiver support coordinators are working with enrollees in these programs to process any final reimbursement requests to assure that grant funds are maximized to support caregivers. Re-enrollment information for AFCSP will be sent soon as well as the last quarter Caregiver Connection newsletter for 2022.

**Managing Stress presentations and upcoming Powerful Tools for Caregivers class offering:** The caregiver support team offered Managing Stress presentations prior to the holiday season that was well received by caregivers both in-person and through virtual options. In January the six week Powerful Tools for Caregivers class will be held, so please spread the word to encourage caregivers to register or call our office for more information.

**Dementia Care Specialists:** Every year, the State requires the dementia care specialists to submit a new work plan for the upcoming year which is due by February 1st. It's exciting to think about future plans and initiatives as I know that there are lots of ideas and possibilities ahead in 2023. As planned with extra funding received, the dementia care program has been able to offer some of our community volunteer sewing/crafting groups additional supply materials to continue supporting the community. They had graciously donated fidget aprons, blankets, and muffs to our program earlier this past year and continue to assist the community using their talents in many ways. In addition to creating the 2023 work plan, the dementia care specialists also provide the State with a narrative of accomplishments and at least one example of a "success story". I am confident that this information will be shared in the upcoming months.

**Five Year Dementia State Plan:** Listening sessions are scheduled across the state. Interested individuals are encouraged to complete the survey. The 2 virtual listening sessions for 12/8 and 12/13 are full but hopefully DHS will offer some more.

Survey: <https://www.surveymzmo.com/s3/6871876/2024-2028-State-Dementia-Plan-Survey>

**Memory Cafe on 12/7 in Wausau:** Mt. Olive church in Weston is hosting a newly established memory cafe opportunity.. Gary Glazner is a poet that will use humor and music to assist the group in writing a poem. Following that, the preschool classes are going to come in and sing a couple of songs. Currently, there are 20 people registered to attend. It is the hope that the cafes will be available on a more regular basis, likely starting out every 2-3 months.

**Thank you:** This is my final operations report submission—number 160 to be exact. I am appreciative of the ADRC-CW in giving me an opportunity to serve as the aging and wellness director for the past 13 years. I have learned so much about our communities, their needs, successes, and challenges, but most importantly, I've been able to work with excellent individuals i.e. staff, board and advisory members, volunteers, and consumers through the years I know that new challenges and adventures are ahead, but the memories and the relationships with the ADRC-CW will not be forgotten. I wish continued success for the ADRC-CW and good health to all.

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

- **Employee Updates:** We continue to recruit for the Wausau Meals on Wheels Site Manager position.
- **Hmong American Center (HAC):** We are inches away from opening Senior Dining services at the Hmong American Center in Wausau. RFP (request For Proposal) process for a caterer closed 8/23. We received two proposals, and are making a selection decision. A Nutrition Site Manager position for the HAC dining site is open for applications until 9/12.
- **Route4Me:** Angela Hansen has led the clerical & nutrition teams through a transition of using Route4Me, a route optimization app, to implement predictable delivery routes in Marshfield, Wausau, & WI Rapids locations. A number of significant details in this transition have been put into place. It's a continuous process with more changes being implemented in the initial three offices in the next weeks, and ultimately a completely regional transition will be in place. The ultimate goal is to serve hot delivered meals to as many customers, as many days of the week as possible with the resources available.
- **Wood County Caterer:** We have gone through a RFP process to accept proposals for catering to our Wood County locations. A new contract needs to be in place for January 2023. Being discussed at the October ADRC-CW Board meeting.
- **Senior Snow Day Meals:** For the 4th consecutive year, ADRC-CW is partnering with [Peyton's Promise](#) to offer Senior Snow Day meals. The meals are shelf-stable food items
- (soup, PB & Crackers, fruit cups, powdered Chocolate milk that is really tasty, cookies) that will be delivered to current MOW customers & those who start service during the winter. The intent is for the meals to be saved for days when we need to cancel MOW delivery due to weather. We will pack 900 bags for a total of 1800 meals!

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

- **Employee Updates:** Interviews for the Disability Benefit Specialist Position-Wausau were held on December 2nd. Lindsey Cornelius has submitted her resignation. Her position as Resource Specialist-Antigo Office is currently posted until December 15th.
- **Benefit Specialist Team:** The Benefit Specialist Team wrapped up another successful Medicare Open Enrollment season on December 7th.
- **Resource Specialist Team:** The Resource Specialist Team will be implementing saving customer files electronically as a more efficient means of storage and retrieval.
- **Service Delivery:** The Resource Specialist and Benefit Specialist Team are currently developing strategies to achieve a more equitable distribution of workload and improved service delivery to our customers.
- **Customer Experience:** Kathy Schultz, EBS in Langlade County, helped a client get an over \$21,000 SSDI overpayment waived. The client was receiving SSDI and remained under Substantial Gainful Activity (SGA). When her employer had a worker shortage, the client offered to take on extra hours on a temporary basis, even though it was not good for her disabling condition to do so. Before taking on the extra hours, the client called

SSA to ask how the work would affect her SSDI. The SSA worker said “there are no limits on your work for three years.” In fact, the client had already used her Trial Work Period (TWP), and when a person enters their Extended Period of Eligibility (EPE) they stop receiving benefits, although remain eligible to reenroll in SSDI without a new application. The worker, however, misunderstood the client’s TWP and EPE and made it sound like the client could work any amount of hours during her EPE and receive her full benefits the entire time. The client relied on the SSA worker’s advice, however, and took on the extra hours. The client submitted a waiver on her own, and after a denial, Kathy helped the client call SSA to determine how they came up with their figures, and to reevaluate the denial based on the client’s lack of fault in the overpayment. In an unheard of turn of events, based on this phone conference SSA reversed its denial and waived the entire overpayment. The client had been so fearful that the overpayment was going to cause her to lose her house. She was so thankful for Kathy’s assistance that she sent her flowers as a gesture of appreciation. Congratulations, Kathy!