



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

January 12th, 2023

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.

MINUTES

1. Call to Order: Call to order by Board Chair, Ann Lemmer at 9:31 am
2. Roll Call Attendance: Roll taken by Angela Hansen
 - a. Board attendance: Norbert Ashbeck, Robert Benishek, Bill Clendenning, Mike Feirer, Jim Hampton, Will Hascall, Ann Lemmer, John Medo, Kathy Meyer, Tony Omernik, Greta Rusch, Dona Schwichtenberg,
 - b. Board members absent: Chris Dickinson, Adam Fischer
 - c. Staff members in attendance: Mike Rhea, Traci Zernicke, Steve Prell, Barb Hartwig, Kit Ruesch, Angela Hansen, Erin Wells, Ronda James, Mary Rheinschmidt
 - d. Others in attendance: Penny Hurlbert, Kim McCann
3. Public Comments:
 - a. Dona Schwichtenberg asked to delete the closed session meeting recording. Ann Lemmer didn't believe we could delete the record once it was created. The record is not public, and can be retrieved electronically. Further discussion later in the meeting.
 - b. Mike Rhea acknowledged that the Langlade Senior Center purchased a new building.
4. Approval of Minutes – 12/08/22
 - a. Motion to approve the minutes by Greta Rusch, seconded by Kathy Meyer.
 - b. Motion passed, minutes approved.
5. Discussion/possible action: Finance committee report
 - a. Steve Prell discussed the report. The application Workday may delay year end reporting.
 - b. Correction to posting date on the finance agenda to 1.6.2023.
 - c. No finance committee meeting in February.
 - d. Motion to approve the finance committee report by Mike Feirer, seconded by John Medo.
 - e. Motion passed, report approved.

6. Education Item: Quality manager/continuous improvement
 - a. Kit Ruesch discusses the types of reports and data he tracks as part of his role.
 - i. Progress and contact statistics across the teams and community reach.
7. Discussion/possible action: Customer Satisfaction Survey results
 - a. Kit Ruesch discusses the overall results of the Customer Satisfaction Survey.
 - i. The overwhelming majority reported hearing about the ADRC-CW through word of mouth.
 - ii. Board asks for some connections with rescue, clinics, hospitals, senior centers, and advertising.
 - b. Complete report in packet.
 - c. No action taken.
8. Discussion/possible action: Advisory Board Member appointment
 - a. Marathon County applicant Kue Her
 - b. Motion to approve application by Norbert Ashbeck, seconded by Dona Schwichtenberg.
 - c. Motion passed, application approved.
 - i. Application forwarded to the member counties for approval.
9. Discussion/possible action: 2023 Board meeting schedule.
 - a. Motion to approve the 2023 ADRC-CW Board meeting schedule by Greta Rusch, seconded by Dona Schwichtenberg.
 - b. Motion passed, schedule approved.
10. Discussion/possible action: Wausau office update
 - a. Mike Rhea shows a map and layout of the new Marathon County Lakeview Center.
 - i. The proposed space Marathon County would allocate to the ADRC-CW if the board approves a move in the future.
 - b. Discussion no action taken.
11. Discussion/possible action: development of ad hoc committee to develop board meeting policy
 - a. Jim Hampton suggests creating the ad hoc committee with members from each member county. As a way of collecting the best practices from each county's experience.
 - b. Langlade board members decline to participate in the ad hoc committee.
 - i. Board Chair appoints: Norbert Ashbeck, Bill Clendenning, Ann Lemmer, and Mike Rhea. Marathon County Corporation Counsel, Mike Puerner is available to advise.
12. Discussion/possible action: Strategic Goals/outcomes update, development of Organizational Ends statements
 - a. Mike Rhea suggests the board create end statements that the ADRC-CW can operationalize.
 - i. Not necessarily a goal but rather a big picture aim.
 - ii. Qualitative data rather than quantitative.
 - b. Operational tasks lead to the organization's end statements.
 - c. Board asks for a bit more information to clarify the concept of End Statements.



13. Operations Report

- a. Mike Rhea presents the operational report.
- b. Full report in the packet.

14. Future Agenda Items

- a. Wausau office proposal
- b. Closed session discussion
- c. Update to current strategic goals.

15. Adjournment

- a. Motion to adjourn the meeting by Bill Clendenning, seconded by Norbert Ashbeck.
- b. Meeting adjourned at 11:54 am



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

Thursday, February 9th, 2023

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.

MINUTES

1. Call to Order
2. Roll Call Attendance: Roll taken by Angela Hansen
 - a. Board attendance: Norbert Ashbeck, Robert Benishek, Bill Clendenning, Chris Dickinson, Mike Feirer, Adam Fischer, Jim Hampton, Will Hascall, Ann Lemmer, John Medo, Kathy Meyer, Tony Omernik, Greta Rusch, Dona Schwichtenberg,
 - b. Staff members in attendance: Mike Rhea, Traci Zernicke, Steve Prell, Barb Hartwig, Kit Ruesch, Angela Hansen, Erin Wells, Ronda James
 - c. Others in attendance: Penny Hurlbert, Doug Curler, Chris Holman, Lance Leonhard
3. Public Comments
 - a. Tony Omernik mentioned some of the opportunities to collaborate with Landing located within the Woodson YMCA downtown campus.
 - b. Ann Lemmer requests agenda item #8 move to the end of the agenda, no objection from the board.
4. Approval of Minutes – 1/12/23
 - a. Motion to approve the minutes by Mike Feirer, seconded by Greta Rusch.
 - b. Motion passed, minutes approved.
5. Discussion/possible action: Wausau Office relocation proposal
 - a. Lance Leonhard, Marathon County Administrator and Chris Holman, Marathon County Deputy Administrator present a proposed space for the ADRC-CW at the Marathon County Lakeview campus, 1100 Lake View Drive in Wausau.
 - b. Questions from the board regarding the age of the space, size of the space, renovation, office type, office furniture and equipment.
 - c. Costs are undetermined for this project. Conversations between Marathon County and the ADRC-CW continue as the proposal has to go to the Marathon County board as well.

- i. Will Hascall makes a motion to allow Mike Rhea to continue exploring the option of moving to the Marathon County campus, Dona Schwichtenberg seconded the motion.
 - ii. Motion passed, conversation between ADRC-CW and Marathon County will continue.
6. Discussion/possible action: Strategic Goals update
 - a. Mike Rhea updates the board on the status of the organizational strategic goals.
 - b. Complete document included in board packet.
 - c. No action taken.
7. Discussion/possible action: Board attendance policy
 - a. Questions regarding the language of the policy and review of board policies in general.
 - b. Sub-Committee meeting set for 2/10/2023 for policy review.
 - c. Suggest to have a policy review on the regular agenda.
 - d. No action taken
8. 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, review of the annual performance review for the Executive Director of the ADRC of Central Wisconsin
 - a. Item moved to after agenda item #12 per public comment.
9. Motion to Return to Open Session and Possible Announcement(s) on Closed Session Item(s)
 - a. Item moved to after agenda item #12 per public comment.
10. Discussion/possible action: Lynn's Catering Contract Addendum request
 - a. Lynn's Catering is asking that the increase previously agreed upon be made permanent as part of the contract.
 - b. Chris Dickinson makes a motion to approve the increase with a review of six months, seconded by Bill Clendenning.
 - i. Amendment to the motion to extend the review to the end of 2023 with language for annual review by Norbert Ashbeck, seconded by Adam Fischer.
 - c. Amendment approved and passed.
 - d. Motion approved and passed.
11. Discussion/possible action: Advocacy Days
 - a. Calendar of events in board packet.
12. Operations Report
 - a. Mike Rhea provides highlights.
 - b. Full report in board packet.



13. 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, review of the annual performance review for the Executive Director of the ADRC of Central Wisconsin
 - a. Was item #8, discussed after agenda item #12
 - b. Motion to go into closed session by Bill Clendenning, seconded by Mike Feirer.
 - c. Roll call vote to go into closed session by Angela Hansen.
 - d. All votes yes, Board in closed session.
 - i. Room cleared, recording stopped.

14. Motion to Return to Open Session and Possible Announcement(s) on Closed Session Item(s)
 - a. No records for this item.

15. Future Agenda Items
 - a. Further Discussion regarding ENDS Statements

16. Adjournment
 - a. No records for this item.



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

Thursday, March 9th, 2023

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.

MINUTES

1. Call to Order:
 - a. Meeting called to order by Ann Lemmer at 9:30 am.
2. Roll Call Attendance:
 - a. Board members present: Norbert Ashbeck, Robert Benishek, Bill Clendenning, Chris Dickinson, Adam Fischer, Jim Hampton, Will Hascall, Ann Lemmer, John Medo, Kathy Meyer, Greta Rusch, and Dona Schwichtenberg
 - b. Board members excused: Mike Feirer and Tony Omernik
 - c. Staff present: Kit Ruesch, Mike Rhea, Jennifer Clark, Steve Prell, Ronda James, Barb Hartwig, Peggy Kurth, Traci Zernicke, and Angela Hansen
 - d. Others present: Lance Leonhard, Chris Holman Dora Gorski, Jim Torgerson
3. Public Comments:
 - a. Mike Rhea touched base on the ADRC-CW presence at Alzheimer's Advocacy Day in Madison.
4. Approval of Minutes – 2/9/23
 - a. Motion to approve minutes by Norbert Ashbeck, seconded by Greta Rusch.
 - b. Motion approved, minutes approved.
5. Discussion/possible action: Wausau Office relocation proposal
 - a. Supporting documents for space footprint and lease costs for three different options included in the board packet.
 - b. Mike Rhea, Chris Holman, and Lance Leonhard provide updates on the potential relocation for the Wausau office to the Lakeview Campus site.
 - c. Chris Holman and Lance Leonhard field questions from the board.
 - d. Lance Leonhard provides the financial impact of the potential move. The lease would include utilities, cleaning, and general maintenance.
 - e. Norbert Ashbeck opens up the question of the ADRC-CW taking on APS in the new space. The topic is not in discussion under the current leadership of either organization.
 - i. Motion to allow Marathon County to proceed with developing the space for the ADRC-CW Wausau office by John Medo, seconded by Norbert Ashbeck.

- ii. Motion carries as amended.
- f. Jim Torgerson, advisory committee member, comments directly on the difficulty accessing the current space from an individual with mobility disabilities perspective.
- g. Several comments clarifying the role of the board to direct the ADRC-CW and not Marathon County.
 - i. Motion to amend the previous motion to focus the direction to explore Option B as a ceiling for the ADRC-CW planning, seconded by Bill Clendenning.
 - ii. Motion carried by majority agreement.
- 6. Discussion/possible action: Finance report
 - a. Finance reports provided in the board packet.
 - b. Steve Prell presents the new reports generated by Workday. New format pulls the information directly.
 - i. Motion to accept the financial report by, seconded by Greta Rusch.
 - ii. Motion carries, report accepted.
- 7. Discussion/possible action-Review of office lease expiration dates and next steps
 - a. All offices and nutrition sites lease costs and terms provided in the board packet.
 - b. Leases up for renewal for Marshfield, Merrill, Wausau, and Wisconsin Rapids offices.
 - c. Mike Rhea asks if the board would like him to explore other county spaces for potential offices for the ADRC-CW.
 - i. Mike Rhea will explore options as well as discuss leases with the landlords and bring the information back to the board.
 - d. Questions about the Wood county offices in Wisconsin Rapids and Marshfield.
 - i. There is an opportunity to reduce the footprint of the Marshfield office.
 - e. Steve Prell asks if the board has an opinion about the ADRC-CW being in a county or city owned building rather than a privately owned building.
- 8. Discussion/possible action: Strategic Goals proposal/Ends Statements
 - a. Mike Rhea presents a draft to the board. Asks for direction from the board.
 - b. Bill Clendenning suggests the document be reviewed by the executive committee.
 - c. No action taken.
- 9. Discussion/possible action: 4th quarter Quality report-Kit
 - a. Complete report in the board packet.
 - b. Kit Ruesch presents the 4th quarter report which will essentially be the annual report numbers.
 - i. Dementia Care Specialist data included in the report upon request from the board.
 - ii. Resource Specialist call types now include customer demographic groups upon request from the board.
 - c. Ann Lemmer asks for specific data on customers over 80 years of age for next time.
 - d. Board driven requests for specific data measures are welcomed.
 - e. No action taken
- 10. Discussion/possible action: Board Policy draft review-Closed session meeting policy, policy review committee
 - a. Policy draft in the board packet.
 - i. Jim Hampton provides some comments: Sub-committees should be included in the policy. How documents should be handled after the closed sessions. Protocol for



guests being allowed in closed sessions. After the closed session, is there a report out needed?

ii. Bill Clendenning states the policy is more about who isn't allowed and what is done in a closed session should be decided prior to the closed session.

b. Policy was reviewed by the Marathon and Wood County Corporation Council.

c. No action taken

11. Discussion/possible action: Board member application- Maria Pregler

a. Applicant's resume in the board packet.

b. Motion to approve application by Bill Clendenning, seconded by Norbert Ashbeck.

c. Motion carried, application approved.

i. Minutes and application forwarded to the member county boards for approval.

12. Education: Community Health Education-Jen Clark

a. Item tabled in the interest of time.

13. Operations Report

a. Full report in the board packet.

b. Mike Rhea highlights a few things in the operations report.

i. Volunteer Coordinator position developed from a Community Health Educator position.

ii. The Community Resource Manager position is not being filled. Tasks were distributed among the other members of the leadership team.

1. Dona Schwichtenberg asks where the tasks of the Community Resource Manager position and Aging Director are.

14. Future Agenda Items

a. Health Educator presentation

b. Unaudited finance report

c. Lifelines, process of getting a device

15. Adjournment

a. Meeting adjourned at 11:58 am



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

Thursday, April 13th, 2023

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.

MINUTES

1. Call to Order:
 - a. Meeting called to order by Ann Lemmer at 9:30 am.
2. Roll Call Attendance:
 - a. Board members present: Norbert Ashbeck, Carol Bardo, Robert Benishek, Bill Clendenning, Chris Dickinson, Adam Fischer, Jim Hampton, Will Hascall, Ann Lemmer, Kathy Meyer, Tony Omernik, Maria Pregler, Greta Rusch, and Dona Schwichtenberg
 - b. Board members excused:
 - c. Staff present: Kit Ruesch, Mike Rhea, Jennifer Clark, Steve Prell, Ronda James, Barb Hartwig, Traci Zernicke, and Angela Hansen
 - d. Others present: Rosemary Felice
3. Public Comments:
 - a. Mike Rhea welcomes the new board members and announces the volunteer celebrations are scheduled throughout the region.
4. Introduction of New Board Members:
 - a. Maria Pregler is approved by three out of four member counties at meeting time.
 - b. Carol Bardo replaces John Medo representing Langlade county.
5. Approval of Minutes – 3/9/23
 - a. Motion to approve minutes by Greta Rusch, seconded by Adam Fischer.
 - b. Motion passes, minutes approved.
6. Education item: Community Health Educator-Jen Clark
 - a. Jen Clark informs the board about the changes in her role with the ADRC-CW and provides education on falls statistics, causes, and prevention.
 - b. Jen Clark fields questions from the board members.
 - c. No action taken.
7. Discussion/possible action: Finance report
 - a. Steve Prell presents the new reports from Workday, identifying the layout and where the data is in the new format.
 - b. Motion to approve finance report by Adam Fischer, seconded by Tony Omernik.
 - c. Motion passes, report approved.

8. Discussion/possible action-2022 Year End-Fiscal/Steve Prell
 - a. Steve Prell presents an unaudited 2022 end of year report.
 - b. Unaudited year end filed.
 - c. No action taken.
9. Discussion/possible action:2023 Budget Adjustments-Fiscal/Steve Prell
 - a. Steve Prell shows the new format of budget amendment reports from Workday. These are budget adjustments made to grants due to funding adjustments made to the contracts.
 - b. Motion to approve budget amendments by Chris Dickinson, seconded by Kathy Meyer.
 - c. Motion passes, amendments approved.
10. Discussion/possible action: Operations Plan-Mike Rhea
 - a. Mike Rhea fields questions from the members along with support from the leadership team.
 - b. Regionalized team services planned for May 1, 2023. Organization will report back the impact of the change on our customers.
 - c. The End-Statements would replace the goals of previous measurement models.
 - d. Board discusses the frequency of reporting. A quarterly report included in the packet is fine. The discussion should be on an annual basis.
 - e. Full detail in the packet.
 - f. No action taken
11. Discussion/possible action: Update regarding closed session policy
 - a. Ann Lemmer received information from Michael Puerner, Corporation Council for Marathon County. A full review of the information is pending.
 - b. Need to set up a meeting to discuss further.
 - c. No action taken.
12. Operations Report- Mike Rhea
 - a. Mike Rhea highlights the advocacy days staff attended.
 - b. Update to dining sites in several communities.
 - c. New staff hired and starting.
 - d. No action taken.
13. Future Agenda Items
 - a. Nutrition program overview
 - b. Lifeline
14. Adjournment
 - a. Meeting adjourned at 11:30 am



**AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
BOARD MEETING**

May 11th, 2023

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.

MINUTES amended

1. Call to Order
 - a. Meeting called to order at 9:30 by Ann Lemmer, Board Chair.

2. Roll Call Attendance
 - a. Board members present: Norbert Ashbeck, Carol Bardo, Robert Benishek, Bill Clendenning, Chris Dickinson, Adam Fischer, Jim Hampton, Will Hascall, Ann Lemmer, Kathy Meyer, Tony Omernik, Maria Pregler, Greta Rusch
 - b. Board members excused: Dona Schwichtenberg
 - c. Staff present: Kit Ruesch, Steve Prell, Ronda James, Barb Hartwig, Erin Wells, Traci Zernicke, and Angela Hansen
 - d. Others present: Rosemary Felice, Jennifer Dolan, Randi Hartwig

3. Public Comments
 - a. Jennifer Dolan, advisory committee member, encourages plant-based options for the meal program.
 - b. Rosemary Felise, apologize for last month's meeting, missing the public comment rules, congratulations and thanks to ADRC-CW staff for the work they do.
 - c. Ann Lemmer, new members will receive the Conflict of Interest policy for acknowledgment and signatures.
 - d. Carol Bardo, reads a letter from citizen concerned
 - e. Will Hascall, disabled people need socialization
 - f. Tony Omernik, poverty level for each county in the ALICE report from the United Way

4. Reminder-Discussion following public comment is for board members only. Comments from other attendees will only be allowed at the discretion of the board.
 - a. One way comment as these are not agenda items. Not intended to be a long discussion.

- b. Chris Dickinson, provides experiences with other
5. Approval of Minutes – 4/13/23
 - a. Motion to approve minutes by Greta Rusch, seconded by Norbert Ashbeck.
 - b. Motion passes, minutes approved.
6. Education item: Nutrition Services-Ronda James
 - a. Presentation by Ronda James
 - b. No action taken
7. Discussion/possible action: Finance report
 - a. Steve Prell provides details from the report. Still adjusting to Workday reports.
 - b. Chris Dickinson reports similar Workday comments from other committee meetings.
 - c. Motion to approve by Mike Feier, seconded by Bill Clendenning.
 - d. Motion passes, report approved.
8. Discussion/possible action-Schmidt fund update, updates on other accounts
 - a. Steve Prell speaks to the nature of funds received from the Schmidt Endowment fund.
 - i. Rosemary Felice speaks in detail. The endowment is granted to ADRC-CW, Park Place, and Lowell Center. These funds are not meant to replace public funding.
 - ii. Adam Fischer asks if there is a way to report how the funds are being spent.
 - b. No action taken
9. Discussion/possible action: Development of Policy committee
 - a. Ann Lemmer reports that the committee has not been able to get in contact with Mike Puerner.
 - i. Members of the committee include: Mike Rhea, Norbert Ashbeck, Ann Lemmer, Bill Clendenning, and Mike Puerner, Marathon County Corporation Council.
 - ii. Meeting when scheduled will be noticed to all board members.
 - b. No action taken
10. Discussion/possible action: Lifeline/Personal Emergency Response Service-Traci Zernicke
 - a. Agenda item moved to #6 due to board member schedule
 - b. Norbert Ashbeck asks if the ADRC-CW can have Lifeline units available at each office. The units are difficult to get and set up in our region.
 - c. Traci Zernicke states the device is purchased and then administered by a program provider who sets up the unit and customers pay a monthly subscription cost for the response if someone alerts the system.
 - i. ADRC-CW is learning of other fall detection devices as alternatives to the Lifeline units. Also, educating ourselves with what is available and providing the information to customers.

Agenda Item 5

- ii. If the ADRC-CW has units in the office, will there be costs associated with keeping the units on hand.
- d. Tony Omernik, states this is an unmet need in our community.
- e. Board members discuss the topic and request more information before making a decision.
- f. Traci Zernicke will research and bring more information to the board meeting in July.
- g. No action taken.

11. Operations Report

- a. Kit Ruesch provides highlights from the operations report and the first quarter quality report.

12. Future Agenda Items

- a. Election of board officers
- b. Next meeting June 8, 2023 in Antigo

13. Adjournment

- a. Meeting adjourned 11:29



AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN BOARD MEETING

Thursday, June 8th, 2023

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.

MINUTES

1. Call to Order
 - a. Meeting called to order at 9:30 by Ann Lemmer, Board Chair.
2. Roll Call Attendance
 - a. Board members present: Norbert Ashbeck, Robert Benishek, Bill Clendenning, Chris Dickinson, Adam Fischer, Jim Hampton, Will Hascall, Ann Lemmer, Kathy Meyer, Tony Omernik, Greta Rusch
 - b. Board members excused: Carol Bardo, Mike Feirer, and Maria Pregler
 - c. Staff present: Mike Rhea, Michelle McDougal, Kathy Schultz, Molly Morris, Kit Ruesch, Steve Prell, Ronda James, Barb Hartwig, Erin Wells, Traci Zernicke, and Angela Hansen
 - d. Others present: Lance Pliml
3. Public Comments
 - a. Mike Rhea introduced Molly Morris, Nutrition Supervisor for Marathon and Wood counties.
4. Approval of Minutes – 5/11/23
 - a. Motion to approve minutes by Greta Rusch, seconded by Bob Benishek.
 - b. Motion passes, minutes approved.
5. Discussion/possible action: Finance report
 - a. Steve Prell presents the finance report.
 - i. Still working with the changes in Workday
 - b. Motion to accept the financial report by Bill Clendenning, seconded by Will Hascall.
 - c. Motion passes, report accepted.
6. Discussion/possible action: Budget Adjustments 2023
 - a. Steve Prell provides detail for the adjustments.
 - i. Members questioned potential changes due to the state budget and carry-over dollars.
 - ii. Information not set nor clear at this time.
 - b. Motion to approve adjustments by Chris Dickinson, seconded by Norbert Ashbeck.

c. Motion passes, adjustments approved.

7. Discussion/possible action: Board officer elections

- a. Board Chairman: Motion to nominate Ann Lemmer by Jim Hampton, seconded by Norbert Ashbeck.
 - i. No further nominations after three calls.
 - ii. Motion to close nominations and cast unanimous vote by Will Hascall, seconded by Bill Clendenning.
 - iii. Motion passed, Ann Lemmer elected as ADRC-CW Board Chairman by unanimous agreement.
- b. Vice Chair: Motion to nominate Adam Fischer by Bill Clendenning, seconded by Jim Hampton.
 - i. No further nominations after three calls.
 - ii. Motion to close nominations and cast unanimous vote by Norbert Ashbeck, seconded by Greta Rusch.
 - iii. Motion passed, Adam Fischer elected as ADRC-CW Board Vice-Chairman by unanimous agreement.
- c. Secretary/Treasurer: Motion to nominate Norbert Ashbeck by Jim Hampton, seconded by Tony Omernik.
 - i. No further nominations after three calls.
 - ii. Motion to close nominations and cast unanimous vote by Greta Rusch, seconded by Tony Omernik.
 - iii. Motion passed, Norbert Ashbeck elected as ADRC-CW Board Secretary/Treasurer.
- d. Executive committee
 - i. Chair/Vice/Secretary automatically on committee (next meeting after July Board meeting in Merrill)
 - ii. Ann Lemmer reminds the board of the preferred committee make up
 1. Discussion of balanced representation over the four counties being preferred or required. The 2022 committee did not have Langlade representation by choice.
 2. Discussion of nominating people not in attendance or tabling the vote until the next meeting.
 3. Discussion of this meeting's objective to set the board as a matter of the agenda.
 - iii. Motion to nominate Carol Bardo to the committee by Bob Benishek, seconded by Norbert Ashbeck.
 1. No further nominations after three calls.
 2. Motion to close nominations and cast unanimous vote by Bill Clendenning, seconded by Will Hascall.
 3. Motion passed, Carol Bardo elected to the Executive Committee.
 - a. Bob Benishek will contact Carol.
 - iv. Motion to nominate Jim Hampton by Norbert Ashbeck, seconded by Bill Clendenning.
 1. No further nominations after three calls.



2. Motion to close nominations and cast unanimous vote by Bill Clendenning, seconded by Tony Omernik.
 3. Motion passed, Jim Hampton elected to the Executive Committee.
 - e. Finance committee
 - i. Discussion of how elections/appointments to the committee has happened in the past.
 1. Current members asked if they wished to remain on the committee.
 2. Bill Clendenning and Jim Hampton request to remain on the committee.
 3. Will Hascall is willing to concede his seat to a new member if someone else is willing.
 - a. No other nominations or members request membership to the committee.
 4. Motion to keep the three members to the committee by Will Hascall, seconded by Jim Hampton.
 5. Motion passed, Bill Clendenning, Jim Hampton, Will Hascall remain members to the Finance Committee.
 - f. Conflict of interest forms will be in next month's packet, with an electronic option available.
8. Discussion: Resignation of Dona Schwichtenberg
 - a. Ann Lemmer read the resignation letter from Dona
 - b. Representation needed from Wood county for the Advisory committee.
9. Operations Report
 - a. Mike Rhea points out highlights in operations and events the ADRC-CW is working on.
 - b. Full report in packet.
10. Future Agenda Items
 - a. Annual Report
 - b. Education item (volunteer coordinator)
 - c. Next meeting is in Merrill July 13, 2023
 - d. Lease updates
11. Adjournment
 - a. Meeting adjourned at 10:24 am.



**AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
BOARD MEETING**

**Thursday, July 13th, 2023
MINUTES**

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
 - a. Meeting called to order at 9:30 by Ann Lemmer, Board Chair.

2. Roll Call Attendance
 - a. Board members present: Norbert Ashbeck, Carol Bardo, Robert Benishek, Bill Clendenning, Chris Dickinson, Mike Feirer, Adam Fischer, Jim Hampton, Will Hascall, Ann Lemmer, Kathy Meyer, Maria Pregler, and Greta Rusch
 - b. Board members excused: Tony Omernik
 - c. Staff present: Mike Rhea, Kit Ruesch, Steve Prell, Erin Wells, Traci Zernicke, Peggy Kurth, and Angela Hansen
 - d. Others present: Travis Spoehr, Kat Hartwig, Matt Pultz, Riley Kraucyk, John VanLieshout, Kim McCann, and Penny Hurlbert

3. Public Comments
 - a. Ann Lemmer wanted to recognize and offer condolences to Norbert Ashbeck on the loss of his wife.
 - b. Travis Spoehr, Director of IT for Lincoln County introduces his team to the board. Lincoln County IT provides technical support to the ADRC-CW.

4. Approval of Minutes – 6/8/23
 - a. Motion to approve the minutes from June 8, 2023 by Greta Rusch, seconded by Norbert Ashbeck.
 - b. Motion passed, minutes approved.
 - c. Error in May minutes (Bill missing from the policy committee list) will add the correction to the agenda for next time.

5. Discussion/possible action: Finance report
 - a. Steve Prell presents the report. Reviewed the items in the packet, Workday reports. Old records from Cayenta are no longer accessible. Another program will allow access to the older records.
 - b. Grant reporting will be ready for the next meeting. Working through the process in Workday, catching up on how grant information is presented in Workday.
 - c. Full report in the board packet.
 - d. Motion to accept the report by Mike Feier, seconded by Bill Clendenning.
 - e. Motion passed, report accepted.

6. Discussion: Update on Lifeline-Traci Zernicke
 - a. Information presentation answering questions previously posed on the topic.
 - b. No action taken.

7. Discussion/possible action: Closed Session Meeting Policy
 - a. Mike Rhea provides information from the meeting as Ann Lemmer was unable to attend.
 - b. Policy was reviewed by Marathon and Wood County Corporation Councils based on the questions from the March meeting.
 - i. Chris Dickinson discussed the ability to record closed sessions. It is legal to do, should that be included in the policy.
 - ii. Bill Clendenning states the legislators should include it in the statutes.
 - iii. Board discussion did not lead to an addition to the policy.
 - c. Motion to accept the policy as written by Bill Clendenning, seconded by Norbert Ashbeck.
 - d. Motion passed with one opposed, Carol Bardo. Policy accepted by the board.

8. Discussion/ Possible action: Annual report
 - a. Mike Rhea reviews the report.
 - b. Page 5 has an edit to the note at the bottom, “**Benefit Specialist reporting system captures only partial contact data.*”
 - c. Motion to accept the annual report by Chris Dickinson, seconded by Greta Rusch.
 - d. Motion passed, report accepted.
 - i. Next steps will be to present the report to the member county boards.

9. Discussion/Possible Action: Update on Office Leases
 - a. Mike Rhea brings to the board an update on leases that are coming to an end and where things are.
 - i. Wisconsin Rapids and Marshfield leases are coming to an end at the end of the year and early next year respectively.

- ii. Communication with the City of Wisconsin Rapids for negotiations on the current space. Marshfield space is more than what we need. Connecting with the County regarding options in the area. Looking to Mike Feier for assistance on a space. Discussions with Marathon county for the Wausau office space continues.
- b. No action taken.

10. Education Item: Volunteer Services-Peggy Kurth

- a. Peggy Kurth provides an educational presentation on the ADRC-CW volunteer program.
- b. No action taken.

11. Operations Report

- a. Mike Rhea highlights some key points of the report.
 - i. State budget impact on the ADRCs.
 - ii. Antigo dining site relocation request. Plan is to keep the dining site at the Antigo Senior Center four days a week and once a week at the Langlade Senior Center.
 - iii. Strategies to develop a dining site in Marathon County.
- b. Kit provides preliminary data since the regionalization in May.
 - i. Distribution of work is clearly evening out among the staff.
- c. Full report in the packet.

12. Future Agenda Items

- a. Next meeting is in Marshfield
- b. Make sure to get the Conflict of Interest form to the ADRC-CW.

13. Adjournment

- a. Meeting adjourned at 11:00 am.



AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN BOARD MEETING

Thursday, August 10th, 2023

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.

MINUTES

1. Call to Order
 - a. Meeting called to order at 9:32 by Ann Lemmer, Board Chair.
2. Roll Call Attendance
 - a. Board members present: Norbert Ashbeck, Carol Bardo, Robert Benishek, Bill Clendenning, Chris Dickinson, Mike Feirer, Adam Fischer, Jim Hampton, Will Hascall, Ann Lemmer, Kathy Meyer, Tony Omernik, and Greta Rusch
 - b. Board members excused: Maria Pregler
 - c. Staff present: Mike Rhea, Kit Ruesch, Steve Prell, Erin Wells, Traci Zernicke, Molly Morris, and Angela Hansen
 - d. Others present: John Rader of Baker Tilly auditors and Penny Hurlbert
3. Public Comments
 - a. No public comments
4. Approval of Minutes – 7/13/23
 - a. Motion to approve by Adam Fischer, seconded by Will Hascall.
 - b. Motion passed, minutes approved.
5. Approval of Minutes – 5/11/23
 - a. Motion to approve amended minutes by Adam Fischer, seconded by Norbert Ashbeck.
 - b. Motion passed, amended minutes approved.
6. Discussion/possible action: Finance report/audit report draft
 - a. Review of the audit draft by John Rader of Baker Tilly.
 - b. Question from Adam Fischer regarding mention of grant delay. Steve explained the services performed prior to grant payment and the timeline for those delays.
7. Discussion/possible action: Executive Committee Membership

- a. Carol Bardo submits her resignation from the committee.
 - b. Jim Hampton nominates Mike Feirer to the vacant position, seconded by Norbert Ashbeck.
 - i. No additional nominations after three calls.
 - c. Motion to close nominations and elect Mike Feirer by vote by Bill Clendenning, seconded by Norbert Ashbeck.
 - d. Motion passed, Mike Feirer appointed to the Executive Committee.
8. Discussion/possible action: Closed Session Meeting Policy-updated policy
- a. Policy updates provided by Mike Rhea.
 - b. Motion to approve the policy by Bill Clendenning, seconded by Norbert Ashbeck.
 - c. Motion passed, policy approved.
9. Discussion/ Possible action: Operations plan update-Aging Services
- a. Document provided to the board as the completion of the organization's operations plan for the Aging Services team.
 - b. No action taken.
10. Discussion/ Possible action: 2nd Quarter data review-Kit
- a. Kit Ruesch presents the 2nd quarter service report. Full report in the packet.
 - i. Discussion regarding breaking the data down by county. Bob Benishek asks for Langlade specific data as he "only cares about the people in Langlade county."
 - b. Mike Rhea tries to explain the limitations of the system the State requires us to use does not make pulling county specific data easy. Our work in the regional model makes it difficult to track county specific data.
 - i. Some data can be provided by county. Mike Rhea will prepare that data for the member county supervisor meetings he is scheduled to attend.
 - c. No action taken.
11. Operations Report
- a. Mike Rhea points out highlights in the report. Full report in the packet.
 - b. Traci Zernicke also expands on the ability to get into the community with the regional model freeing up time for the resource specialists to do that work.
 - c. Ronda James highlights the work in the nutrition program.
12. Future Agenda Items
- a. Adam Fischer states there is confusion regarding the presence of the ADRC-CW in Marshfield. The importance of the ADRC regional model.
 - b. Ann Lemmer asks about more information for adults with disabilities.
 - c. Mike Feirer states Kimberly Clark is giving paper products to veteran families.
13. Adjournment
- a. Meeting adjourned at 11:00 am.



AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN BOARD MEETING

Thursday, September 14th , 2023

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.

MINUTES

1. Call to Order
 - a. Meeting called to order at 9:30 by Ann Lemmer, Board Chair
2. Roll Call Attendance
 - a. Board Members Present: Norbert Ashbeck, Carol Bardo, Robert Benishek, Bill Clendenning, Mike Feirer, Adam Fischer, William Hascall, Ann Lemmer, Kathleen Meyer, Maria Pregler, and Greta Rusch
 - b. Board Members Excused: Chris Dickinson, Jim Hampton, and Tony Omernik
 - c. Staff Present: Mike Rhea, Traci Zernicke, Ronda James, Steve Prell, Molly Morris, Kit Ruesch, Erin Wells, Anglea Hansen, Barb Hartwig, Michele Osterbrink, and Holly Thompson
 - d. Others Present: Faith Peaslee (Nutrition and Home Delivered Meals Director at Aspirus Riverview Hospital in Wisconsin Rapids), Lance Pliml (Wood County Board Chair), Danielle Ley (ADRC Intern), and Athena Boardman (ADRC Advisory Committee)
3. Public Comments
 - a. Mike Rhea introduced Holly Thompson, Senior Administrative Specialist, and Michele Osterbrink, Fiscal Administrative Specialist; Erin Wells introduced Danielle Ley, ADRC intern; and Ronda James introduced Molly Morris, Nutrition Services Supervisor.
4. Approval of Minutes – 8/10/23
 - a. Motion to approve minutes by William Hascall, seconded by Greta Rusch.
 - b. Motion passed, minutes approved.
5. Discussion/possible action: Finance report/audit report final copy
 - a. Finance report and final audit report provided in board packet
 - b. Steve Prell discussed the final audit report. It is recommended by the finance committee that the board accept and place on file the audit report.

- c. Question from Ann Lemmer regarding pension liability in audit report. Steve explained that this section is done at a level higher than the department level, and the report shows the balance with the Wisconsin Retirement System as if we were doing full accrual accounting.
 - d. Question from Robert Benishek regarding the date of the audit report. Steve indicated that the audit report is dated 12/21/2022.
 - e. Motion to accept and place final audit report on file by Bill Clendenning, seconded by Mike Rhea
 - f. Motion passed, final audit report accepted.
6. Discussion/possible action: Office lease updates
- a. Mike Rhea reviewed the status of the office space leases. 3 out of 5 office space leases expire at the end of 2023 or early 2024
 - b. The Wisconsin Rapids office suite lease is expiring at the end of 2023. Steve Prell and Mike Rhea met with the City of Wisconsin Rapids (lessor) in early August. The City of Wisconsin Rapids should have a new lease for the board to review by the October board meeting.
 - c. The Merrill office suite lease is expiring at the end of 2023. Steven Prell and Mike Rhea met with Lincoln County (lessor) in August to review and extend the lease. Lincoln County is moving forward in preparing a lease for the finance committee to review in October and the board to review in November.
 - d. The Marshfield office suite lease is expiring in March 2024. There is space not regularly utilized with the Marshfield office space, so there has been exploration as to whether or not the Marshfield office could have a smaller footprint. Kit Ruesch and Mike Rhea are working with a realtor and are looking at options within Marshfield.
 - i. Kathleen Meyer questioned if the Marshfield Community Center would be an option to which Mike Rhea informed that he has looked into it. The Community Center would have space that would require a build out to accommodate the ADRC.
 - e. Ann Lemmer inquired if the ADRC has ever requested bids on office spaces. Mike Rhea explained that it is not something that the ADRC has necessarily done before for lease spaces although it has been done for other contracts.
 - f. Mike Rhea provided updates in regard to the Wausau office potentially moving to the Lakeview Campus.
 - i. The current office space lease expires at the end of 2026, and ongoing conversations are taking place with Marathon County in regard to the potential new space and lease. Mike is waiting for Marathon County to provide something for the board to consider.
 - ii. Occupancy at the new location would not take place until late 2024/early 2025. Mike has had conversations with the current lessor, and does not foresee issues with leaving the current lease early due to the concerns regarding the current office space.
 - iii. Ann Lemmer questioned when it is anticipated to hear back from Marathon County, and Mike replied that he is hoping to have something to review at a preliminary level in October.
 - g. No action required
7. Education Item: The benefit of regionalization-Mike Rhea
- a. Mike Rhea provided an overview of the history of the development of the ADRC and the purpose for the creation of the organization. Mike also reviewed the benefits of a regional approach for the ADRC-CW's 4 county region.



- b. Carol Bardo requested a copy of Mike Rhea’s powerpoint.
 - c. Bill Clendenning inquired if there are any ADRC that are within the courthouse to which Mike replied that there are.
 - d. Bill Clendenning questioned that if the board decided that the ADRC-CW needs more money to function in 2024, would that process involve going through all counties within the region to negotiate to which Mike and Steve confirmed it would be a negotiation process amongst all the counties within the region.
 - e. Discussion continued regarding the fact that the ADRC-CW has not ever requested an increase in tax levy, and that, with a growing population and increasing operation costs, it is realistic to assume that the ADRC-CW will be approaching the counties for an increase.
 - f. Robert Benishek expressed concern that each individual county may be losing their identity due to regionalism. He would like data specifically for Langlade County preferably on a weekly or monthly basis.
 - i. Mike explained that he is able to provide quarterly reports broken down by county, and the state system is what compiles the data rather than the staff working in the office. Mike will also be presenting and offering hard numbers to Langlade County on 9/25/23.
 - ii. Discussion was had in regard to the pros and cons of regionalism, and Mike Rhea confirmed that each county gets all services provided.
 - iii. William Hascal provided input stating, “We are bigger than any one county...We focus on the big picture, and the smaller counties get more because of this organization. As an organization, we have our own identity...” and Carol Bardo added that transparency is helpful in explaining to people what services are being provided to the county.
 - g. No action required.
8. Education Item: How the ADRC Serves the Disabled Population
- a. Traci Zernicke provided a presentation detailing how the ADRC provides unbiased information, provides a bridge for life transitions, and guides individuals through options to support the disabled population. Traci reviewed how the service work plan is strategized to improve transitions, expand exposure, increase staff knowledge, and cooperate with community partners.
 - b. Traci welcomed questions and comments throughout the presentation.
 - i. Bill Clenndening inquired if program advocacy attorneys are regionalized to which Traci clarified that the State of Wisconsin contracts with Disability Rights of Wisconsin and the program attorneys are located throughout the state and are in regional locations.
 - ii. Will Hascall addressed the concern that the ADRC offers events to help socialization for the elderly but not necessarily for people with disabilities and offer the opportunities for senior dining as an example. Traci explained that although it is not currently part of the action plan, it is something that is on the table to address.

- iii. Kathleen Meyer pointed out that there is not much mention of developmental disabilities such as autism and recommended that it is added to the training opportunities. Kathleen also mentioned that there is anxiety surrounding the fact that Family Care is going from nonprofit to for profit. She was then able to offer knowledge about the Microboard Association of Wisconsin.
- c. No action required.

9. Discussion: All Staff Celebration 9/26/23

- a. Mike Rhea provided an overview of the Annual All Staff Celebration and informed everyone that all board members are invited to the celebration.
- b. No action required.

10. Operations Report

- a. Mike Rhea highlighted sections of the operations report including structural changes, the regional call model, and meal site changes.
 - i. There have been several structural changes over the past year to better meet organizational needs.
 - ii. The ADRC transitioned to the regional call model in May 2023.
 - iii. Huntington House dining site has closed, and the Nekoosa dining site is reopening
- b. Ronda introduced the concept of having pop up dining sites in Marathon County and the desire to collaborate with different facilities in the community.
- c. No action required.

11. Future Agenda Items

- a. Ann Lemmer asked about adjusting the finance committee make up to get an alternate
- b. Steve stated the 2024 Budget will need to be reviewed.
- c. Norbert Ashbeck inquired about inviting other counties to join the ADRC-CW region and if the board would direct Mike Rhea to solicit a county.

12. Adjournment

- a. Meeting adjourned at 11:20 am



AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN BOARD MEETING

Thursday, October 12th , 2023

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.

MINUTES

1. Call to Order
 - a. Meeting called to order at 9:30 by Ann Lemmer, Board Chair
2. Roll Call Attendance
 - a. Board Members Present: Norbert Ashbeck, Robert Benishek, Bill Clendenning, Chris Dickinson, Adam Fischer, Jim Hampton, William Hascall, Ann Lemmer, Kathleen Meyer, Tony Omernik, Maria Pregler, and Greta Rusch
 - b. Board Members Excused: Carol Bardo and Mike Feirer
 - c. Staff Present: Mike Rhea, Traci Zernicke , Steve Prell, Ronda James, Erin Wells, Michele Osterbrink, Angela Hansen, and Holly Thompson
 - d. Others Present: Dora Gorski and Penny Hurlbert
3. Public Comments
 - a. Tony Omernik stated that he attended the Fall Resource Fair hosted by the ADRC on 9/20/23, and it was an “incredible event” offering risk assessments and various resources.
4. Approval of Minutes – 9/14/23
 - a. Motion to approve minutes by Will Hascall, seconded by Greta Rusch
 - b. Motion passed, minutes approved
5. Discussion/possible action: Finance report- 2024 budget
 - a. Fiscal report and 2024 Proposed budget provided with board packet.
 - b. Steve Prell reviewed the packet in detail and accepted questions.
 - c. Tony Omernik inquired what percentage of MOW recipients provide a donation.
 - i. Michele stated the return rate was 73-75% prior to covid.
 - d. Dora Gorski questioned if the van is used for the nutrition program and if all counties in the region use a company vehicle to transport meals.
 - i. Ronda James explained that the van is used to transport meals from the Norwood caterer to the dining sites in Wood County, and the van is used for rural MOW deliveries in Marathon County and Wood County as it provides temperature control and can transport about 40-50 meals at a time.

- ii. Dora requested clarification on why the region’s nutrition program funds the purchase of the vehicles instead of country specific funds since not all counties in the region use the vehicles.
 - iii. Mike Rhea reviewed the regional concept of the nutrition program, and Steve Prell explained how the bigger counties are supporting the functionality of rural dining sites.
 - iv. Norbert Ashbeck simplified the concept by stating, “The services go back and forth.”
 - v. Angela Hansen mentioned how, if the caterers that deliver meals to the dining sites were to decide they could no longer deliver the meals, the ADRC vehicles would be able to make the needed deliveries for all sites in the region.
 - e. Ann Lemmer requested the ADRC’s history regarding replacing vehicles and asked if there is a standard policy. She is aware that Marathon County is currently working on a fleet policy, so is there a way the ADRC could eventually share costs with Marathon County?
 - i. Steve Prell stated that vehicles were purchased in the past based on years that it was affordable to do so, and it was eventually changed to a rotating schedule.
 - ii. Bob Benishek mentioned that Langlade County is looking into leasing vehicles, so that is something that could be considered.
 - iii. Steve explained that the vehicles are specialized since the catering equipment is installed making the set up uncommon, but leasing is something that can be looked into.
 - f. Bob Benishek expressed that the 2024 Proposed Budget has several acronyms making it difficult to understand and even more difficult to explain the budget to someone else, particularly the aging population.
 - i. Steve Prell reviewed the acronyms contained within the 2024 Proposed Budget in detail.
 - ii. Kathleen Meyer referenced being provided a glossary when she became a board member
 - g. Mike Rhea communicated that all budgets are challenging, but this budget was particularly difficult due to the transition to the Workday program.
 - i. Steve Prell mentioned that 2025 will be even more difficult due to the lack of ARPA dollars
 - ii. Tony Omernik expressed that he was surprised to see a budget that was decreasing in funding as we are going to have to adjust to the reality of a growing demographic.
 - h. Motion to approved the 2024 Proposed Budget by Bill Clendenning, seconded by Kathleen Meyer
 - i. Motion passed, 2024 Proposed Budget approved
6. Discussion/possible action: Finance committee- is there a need for additional members to assure quorum requirements for all meetings?
- a. Norbet Ashbeck explained that there are 4 members on the finance committee and at least 3 of the members have to be present at each meeting in order to meet quorum. If there was a 5th member or an alternate member it would ensure coverage no matter what.
 - i. Ann Lemmer stated that this would require a policy change
 - ii. Bill Clendenning questioned if this would be an Executive Committee decision.



- iii. Mike Rhea stated that, in the absence of a member, the chair or vice chair could be brought in.
 - iv. Greta Rusch liked the idea of an alternate member, but expressed concern that an alternate may only be used on a sporadic basis.
 - v. Kathleen Meyer mentioned that, if there were a long term absence of a member, it could be addressed as the need arises.
 - vi. Mike clarified that, if there were a lack of quorum for only one meeting, items can be carried over and addressed at the next meeting.
 - b. Motion to leave the Finance Committee as is by Norbert Ashbeck, seconded by Kathleen Meyer
 - c. Motion passed, No action required
7. Discussion/possible action: Should the organization explore expanding to additional counties?
- a. Norbert Ashbeck explained that he brought up the idea of expanding to additional counties based on his experience with CAP. After thinking about it, CAP is not as complex as the ADRC, so expanding may not be the best idea.
 - b. Ann Lemmer stated that other counties may be in need of regionalizing due to growth.
 - c. Mike Rhea mentioned that there is only one other ADRC structured like the ADRC-CW. Other areas that had previously regionalized are no longer together.
 - d. Bill Clendenning expressed that there is no need to solicit other counties to join, but it would be fine if another county requested to join.
 - e. Greta Rusch inquired if any other counties have requested to join the ADRC-CW, and Mike stated that there has not been any requests.
 - f. Kathleen Meyer communicated concerns about growing too big. The current size of the ADRC-CW is manageable yet already complex.
 - g. Mike Rhea explained that if a county did come to us with such a request, it would be brought to the board for discussion and approval. There are no plans to go looking for other counties to join, but it would be great to see our regional model replicated.
 - h. Ann Lemmer and Kathleen Meyer offered input regarding educating other counties about the ADRC-CW regional model as it could help other counties maintain services that are at risk, and having a way to present and teach about the regional model would be a way to show counties what they are giving up vs. gaining through regionalization.
 - i. Motion to keep that current ADRC-CW region as is by Norbert Ashbeck, seconded by Greta Rusch
 - j. Motion passed, No action required
8. Discussion/possible action: Office lease updates
- a. Mike Rhea provided office lease updates stating that he is still waiting on lease proposals from Lincoln County and the City of Wisconsin Rapids.

- b. Mike mentioned that further discussion will take place in regard to the Marshfield office and whether or not there is an opportunity to reduce our footprint and still provide our services. Various spaces have been viewed including the community center.
- c. Kathleen Meyer stated that UWSP-Marshfield might have space with good parking and accessibility to accommodate the ADRC's needs.
- d. Bill Clendenning brought up the anticipated Wausau office move and inquired about parking at the possible new location.
- e. Mike stated that he is waiting for a proposed lease and wants to explore what the parking situation of the possible new location will look like.
- f. Mike informed the board that the Marathon County Health Department has been contacted about the current building space in Wausau. Smoke tests have been performed on the plumbing lines to address the sewage smell.
- g. No action required.

9. Operations Report

- a. Mike Rhea mentioned that the 2024 budget prep has taken a lot of time, and he is been on the road meeting with each county board lately
- b. Ronda James celebrated the fact that the Nekoosa dining site reopened this week. The customers were very excited for food and socialization. There has been trouble with staffing as the first dining site manager to be hired was a no show, and the second staff member needed to step back due to health issues. The Nekoosa dining site is also in need of volunteers
- c. Angela Hansen stated that Holly Thomspson has been promoted. The first person offered the position to replace her ended up declining the week before she was supposed to start. The second person offered the position is scheduled to start 10/23/23. The support staff team was regionalized about 1 ½ years ago, so the transition has been smooth.
- d. An open discussion regarding hiring challenges was shared.
- e. Kathleen Meyer mentioned that it would be a good idea to have signs at the dining sites advertising our staff and volunteer needs.

10. Future Agenda Items

- a. Tony Omernick inquired about the Staff Recognition Awards/Limelight Awards
- b. Further Discussion regarding the Marshfield office
- c. There was a delay in the board packets arriving for the October board meeting.
 - i. Steve and Mike clarified that the 2024 proposed budget and executive committee meeting packets were not complete and available to mail until Monday 10/9/23.
 - ii. Angela Hansen stated that Monday 10/9/23 was a holiday, and there was no mail service available.
 - iii. Kathleen Meyer mentioned that the post office has been completely restructured.

11. Adjournment

- a. Meeting adjourned at 10:44am



AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN BOARD MEETING
2600 Stewart Ave Suite 25
Wausau, WI 54401

Thursday, November 9th , 2023
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.

MINUTES

1. Call to Order
 - a. Meeting called to order at 9:30 by Ann Lemmer, Board Chair

2. Roll Call Attendance
 - a. Board Members Present: Norbert Ashbeck, Carol Bardo, Robert Benishek, Bill Clendenning, Chris Dickinson, Adam Fischer, Mike Feirer, Jim Hampton, William Hascall, Ann Lemmer, Kathleen Meyer, Tony Omernik, Maria Pregler, and Greta Rusch
 - b. Staff Present: Mike Rhea, Steve Prell, Ronda James, Barb Hartwig, Molly Morris, Erin Wells, Michele Osterbrink, Kit Ruesch, Angela Hansen, and Holly Thompson
 - c. Others Present: Dora Gorski and Kim McCann

3. Public Comments
 - a. Tony Omernik touched upon the impacts of loneliness and isolation and was pleased to announce that the governor has designated next week as socialization awareness week.
 - b. William Hascall announced that he is presenting tomorrow, 11/10/23, at the 11th Annual Disability Rights Affirmation Conference. Access is available online.
 - c. Robert Benishek acknowledged that a list of acronyms was attached to the board packet and expressed that acronyms should not be used when communicating with the general public.
 - i. Mike Rhea explained the acronyms in the list provided are used by the ADRC's oversight agencies. When communicating with the general public, ADRC-CW is focused on using plain language.
 - ii. Will Hascall expressed that it is our responsibility (as board members) to learn what the acronyms mean to be able to interpret communications from agencies like GWARR.

4. Approval of Minutes – 10/12/23
 - a. Motion to approve by Greta Rusch, seconded by Norbert Ashbeck
 - b. Motion carried, minutes approved

5. Discussion/possible action: Finance committee update
 - a. Fiscal report provided with board packet
 - b. Steve Prell reviewed the finance committee meeting and spoke about the transition to Workday. It was the first time closing out a year in the new program, so it has been challenging yet rewarding.
 - c. Motion to accept the fiscal report by Mike Rhea, seconded by Adam Fischer
 - d. Motion carried, fiscal report approved

6. Discussion/possible action: Fund Transfer Request-Steve Prell
 - a. Steve Prell explained that the approval of 2024 budgets transferred funds from the C1 grant (congregate dining) to the C2 grant (Meals on Wheels). Steve has to document that the board is aware of the transfer and submit the approval to GWARR.
 - b. Motion to approve by Adam Fischer, seconded by Greta Rusch
 - c. Motion carried, transfer of funds approved

7. Discussion/possible action: Lynn’s Catering contract extensions-Ronda James
 - a. Ronda James informed that in October the finance committee reviewed Lynn’s proposed extended contract to provide catering services to Lincoln and Langlade Counties. The current contract ends on 12/21/23. The new contract, which would cover the next 2 years, has a 4% increase compared to the current contract.
 - b. The finance committee motioned to move the contract on for full board approval.
 - c. Motion approve by Bill Clendening, seconded by Norbert Askbeck
 - d. Motion carried, Lynn’s proposed contract approved

8. Discussion/possible action: Office lease updates
 - a. Mike Rhea communicated that he is still working with the landlords of the Wisconsin Rapids office and the Merrill office regarding renewing the office leases.
 - b. Mike Rhea stated he is hoping the lease being negotiated with Lincoln County for the Merrill office is wrapped up by early December.
 - c. Mike Rhea informed that he has not heard back from the City of Wisconsin Rapids yet regarding the Wisconsin Rapids office lease. Mike stated that if we don’t hear back before the current lease expires, he would assume that the rate will remain the same on a month to month basis until the board is presented with a new lease agreement to approve.
 - i. Bill Clendening questioned if he had permission to follow up with the City of Wisconsin Rapids since he is local to the area.
 - ii. Mike Rhea informed that as a board member Bill Clendening is welcome to inquire about the lease status.

9. Operations Report



- a. Full operation report provided with board packet
- b. Mike Rhea presented the operations report
- c. Norbert Ashbeck requested details regarding the pay, benefits, and work hours for the Wood County MOW driver position that is currently posted.
- d. Ronda James stated the position pays \$16.42 per hour, offers paid time off, and work hours start at 7:30 am. They are usually done by 11:30 or later depending on Meals on Wheels deliveries, and it is a Monday - Friday position.
- e. Norbert Ashbeck questioned what phone number an interested applicant would contact.
- f. Mike Rhea explained that Molly Morris is the direct contact for the open position, and any interested candidate may call the toll free number.
- g. Tony Omernik mentioned that it looks like there is a need for MOW drivers.
- h. Ronda James agreed and stated there is a need for them throughout the region but especially in Pickerel, Tomahawk, and Wausau.
- i. Tony Omernik expressed that this is an opportunity to be advocates.
- j. Tony Omernik questioned if the Hmong American Center is the only meal site in Marathon County and asked if anyone can dine there.
- k. Ronda James answered, yes, anyone 60 and older is welcome to dine.
- l. Ronda James continued to explain that the Hmong American Center caterer needs to exit the contract due to health concerns. There will be 3 more weeks of service including today's meal service.
- m. Ronda James communicated that she has been in touch with Portage County in regard to their monthly pop up dining site options to generate ideas for Marathon County.

10. Future Agenda Items

- a. Robert Benishek mentioned he would like to discuss what we are doing regarding prevention and what the prevention policies are. Prevention can save a lot of money.
- b. Open discussion was had pertaining to the meaning of prevention and the different prevention resources and services provided by the ADRC-CW.
- c. Mike Rhea agreed it would be good for the board to understand what the ADRC-CW is required to do regarding prevention resources and services. Next month, Mike plans to discuss what services are required, and how the ADRC-CW implements and incorporates prevention based programs.

11. Adjournment

- a. Motion to adjourn by Bill Clendenning, seconded by Adam Fisher
- b. Meeting adjourned at 10:28am



AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN BOARD MEETING
2600 Stewart Ave Suite 25
Wausau, WI 54401

Thursday, December 14th, 2023
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.

MINUTES

1. Call to Order
 - a. Meeting called to order at 9:30am by Ann Lemmer, Board Chair

2. Roll Call Attendance
 - a. Board Members Present: Norbert Ashbeck, Robert Benishek, Bill Clendenning, Chris Dickinson, Mike Feirer, Jim Hampton, William Hascall, Ann Lemmer, Kathleen Meyer, Tony Omernik, Maria Pregler, and Greta Rusch
 - b. Board Members Excused: Carol Bardo and Adam Fischer
 - c. Staff Present: Mike Rhea, Erin Wells, Kit Ruesch, Michele Osterbrink, Steve Prell, Molly Morris, Ronda James, Traci Zernicke, and Holly Thompson
 - d. Others Present: Rosemary Felice

3. Board Comments
 - a. Ann Lemmer introduced Board Comments as a newly added agenda item. This has been added as an agenda item to provide an appropriate time for board members to discuss matters that may not be on the meeting agenda while remaining compliant with Open Meeting Laws. The Public Comments that follow the Board Comments are to be provided as announcements and not an open discussion. Board members are asked to refrain from replying during Public Comments.
 - b. Jim Hampton joked that he would like the Executive Director, Mike Rhea, to stop sending the board members emails requesting gift cards due to an uptick in spam/scam emails.
 - c. Ann Lemmer expressed that this is a good reminder to be diligent when checking emails. It is important to verify the sender of the email and watch out for other spam indicators.

4. Public Comments

- a. Ronda James announced the kick off of the Subaru Share the Love Event that started on 11/16/23 and continues through 1/2/24. Ronda explained that Subaru America has four non-profit organizations that they raise money for, and one of them is Meals on Wheels of America. When someone purchases or leases a Subaru vehicle during the event, \$250-\$300 is donated to the non-profit organizations. We have been participating as part of the event since 2018 and have received almost \$17,000 through the grant.
 - b. Ronda expressed that Subaru is a wonderful option if you or someone you know is looking to purchase or lease a car. Ronda will be sharing more detailed information with the board via email.
5. Approval of Minutes – 11/9/23
- a. Motion to approve by Greta Rusch, seconded by Norbert Ashbeck
 - b. Motion carried, minutes approved
6. Discussion/possible action: Finance committee update
- a. Fiscal report provided with the board packet.
 - b. Steve Prell informed the board that the finance committee reviewed the monthly reports and looked at lease agreements.
 - c. Steve Prell mentioned that Marathon County finance reached out regarding closing out the year for the first time in Workday. The county is providing the timeline and guidelines as we go through this learning experience.
 - d. Motion to approve the fiscal report by Jim Hampton, seconded by Norbert Ashbeck
 - e. Motion carried, fiscal report approved
7. Discussion/possible action: 3rd quarter quality report-Kit
- a. Quarterly report provided with the board packet.
 - b. Kit Ruesch explained that the numbers contained within the report are through the first three quarters of the year, and the information is broken down by county with the exception of a few categories like call volume and public presentations due to the way those categories are tracked.
 - c. Kit Ruesch reviewed each section of the Quarterly Report and provided clarification on what each area of the report includes.
 - d. Jim Hampton questioned the statistics showing that calls doubled in Langlade County for the Resource Specialist.
 - i. Kit Ruesch explained that the increase in calls was due to staffing changes.
 - e. Jim Hampton inquired about an increase in calls to the Dementia Care program.
 - i. Kit Ruesch rationalized that Dementia Care is a newer program, and additional staff has been added to the team.
 - f. Kit Ruesch added that the covid pandemic and reopening following the pandemic was a huge variable affecting the report.
 - g. Tony Omernik expressed appreciation toward the report being broken down by county. It is valuable information when considering county funding, grant writing, etc.



- h. Mike Rhea conveyed that offering the county breakdown is not without challenges. Mike shared that Kit did a lot of digging to figure out the process. In 2024, the State of Wisconsin will likely be rolling out a new data system which might make this process easier.
- i. Kit shared that, due to our regional approach, he has been advocating for a system that will help better track what services the residents in a particular county are actually receiving rather than only tracking what the staff in that county is doing. Kit stated he is optimistic that the new system will offer better access to some more streamline data.
- j. Tony Omernik asked if we help people from counties outside of the ADRC-CW region or if those people are referred to the proper office based on their location.
- k. Kit replied that general questions can be answered, but people in need of more specific information and programs are directed to the proper office.
- l. Ronda shared that the Nutrition program provides services to outlining counties.

8. Education Item:Resource Services-Prevention

- a. Ann Lemmer informed that this agenda item has been tabled until the next board meeting. Ann explained that Mike Rhea plans to start a series of educational sessions in January.
- b. Mike Rhea elaborated on the details regarding the upcoming educational series. Mike plans to help clarify the contractual language and requirements of the different services offered by the ADRC-CW and how all of the services are prevention based. Each month, the series will feature a different area of service. The monthly topics are as follows: January 2024, ADRC Resource Center Services; February 2024, Aging Services; March 2024, Publically Funded Programs -Family Care & IRIS topic; and April 2024, Benefits Specialist.
- c. Bob Benishek offered appreciation for the focus on prevention.

9. Discussion/possible action: Office lease updates

- a. Mike Rhea explained that the Lincoln County lease was reviewed by the finance committee earlier in the day as it was just received from Lincoln County. Mike stated that the finance committee has questions pertaining to the lease and needs some clarification.
 - i. Mike Rhea shared Norbert Ashbeck's idea of exploring a one year lease or an extension of the current lease due to the fact that Lincoln County is in the process of looking at selling the building, which brings up concerns regarding a potential new landlord.
 - ii. Mike expressed there is no direction needed from the full board at this time as the finance committee has directed Mike to inquire with Lincoln County regarding the concerns.
- b. Mike Rhea shared that he is still waiting for a proposal from the City of Wisconsin Rapids pertaining to the Wisconsin Rapids office lease renewal.

- i. Until a new lease is proposed and agreed upon, we are continuing with current lease agreement costs on a month to month basis
 - ii. Mike Rhea mentioned that Bill Clendenning reached out to the City of Wisconsin Rapids.
 - iii. Bill Clendenning shared that it has been confirmed that the County Clerk is working on the proposal.
- c. Mike Rhea stated that office space options in the Marshfield community are being explored.
 - i. The High Rise Stanley building is one option that could potentially meet the ADRC-CW's needs. Mike shared that we need to make sure maintenance is reputable, and he would like to touch base with other tenants within the building.
 - ii. There is potential to stay in the current Marshfield office space, too.
- d. Mike Rhea shared that there is a draft pertaining to the potential new Wausau office space.
 - i. Mike stated his main concern/question is parking.

10. Operations Report

- a. Operation Report provided with the board packet.
- b. Mike Rhea reviewed the operations report and expressed that we've done a lot this year thanks to our leadership team and great staff with great ideas and empowering great minds.
- c. Mike shared that Workday has been a learning experience for everyone.
- d. Erin Wells offered a reminder that there are two openings on the advisory committee, one in Wood County and one in Langlade County.
- e. Mike Rhea added a reminder that we are still looking for a member of the governing board who is 60 or older. They may reside anywhere within the ADRC-CW region.
 - i. Tony Omernik questioned if we lost someone from a specific county and if there is a preference for a new member from that particular county.
 - ii. Mike replied that it can be someone 60 or older from any county within the region. Donna in Marathon was the former board member.
 - iii. Norbet Ashbeck mentioned that the election is coming up in April, so county board members will be up for reelection.
- f. Mike Rhea pointed out how several staff members are wearing purple as part of a kick off to becoming a dementia capable organization. He shared that the organization is raising the bar by going from being a dementia friendly organization to becoming dementia capable, meaning that any staff within the organization will be able to help and support in situations where dementia is a factor.
 - i. Erin Wells detailed how being dementia capable means being a welcoming place where people with dementia and their supporters feel comfortable.
 - ii. Tony Omernik shared praise reported by someone a church pertaining to the value and benefit of the ADRC-CW's caregiver services.
- g. Mike requested that board members spread the work far and wide regarding the need for volunteers. He stated, "We cannot run our nutrition program without volunteers."
 - i. Tony Omernik expressed that the trouble with finding and getting volunteers is an issue that extends beyond the ADRC. Tony questioned if there are strategies or best practices used when recruiting volunteers.



- ii. Ronda James shared that GWARR is implementing a new volunteer support program, and Peggy, the ADRC-CW Volunteer coordinator, is thinking about recruitment daily. Ronda expressed that you can't stop asking and trying new things.
- iii. Erin Wells touched upon the importance of how the information is relayed. It is important to stress flexibility and highlight the perks when recruiting.
- iv. Tony Omernik expressed that talking about the need in the community is valuable. Tony personally appreciated the Meals on Wheels ride along to see what it is like before making a commitment to become a volunteer.
- v. Mike added that it is also important to speak with leaders of local businesses regarding the Adopt a Route option.
- vi. Maria Pregler mentioned that Lincoln County will be having a volunteer fair in March 2024.

11. Discussion/possible action: 2024 ADRC-CW Board meeting locations

- a. Ann Lemmer mentioned how the board rotated office locations of the board meeting in 2023. She expressed that it was very valuable, but it didn't necessarily improve attendance. Ann questioned the board if they would like to rotate office locations again.
- b. Will Hascall expressed that it is important for board members to see all the offices and dining sites.
- c. Mike Rhea shared that, if the board chooses to go rotate again, he feels it would be helpful to have each location's staff available and present. Rotating locations shows that we are just not focused on Marathon County alone.
- d. Tony Omernik stated he enjoyed meeting people he heard about but had never met.
- e. Motion to continue the rotation of board meeting locations in 2024 by Jim Hampton, seconded by Norbert Ashbeck
- f. Motion carried, 2024 Board Meeting location rotation approved

12. Closing Board discussion or comments

- a. Mike Rhea introduced the Closing Board Discussion or Comments as a new agenda item intended to ensure that there are not any other topics or open comments the board members would like to discuss. No action will be taken and no decisions will be made during this opportunity.
- b. Will Hascall expressed that, as board members, we may have a lack of understanding regarding what certain people have to go through, especially when they don't have family support. Will stated that more discussion surrounding what is involved when applying for disability or turning 65 would be beneficial as these are life changing transitions. We need to have a better understanding of what people are going through in order to understand the people we are supposed to be supporting better.

- i. Tony Omernik agreed that many times we can be far removed from the way people are living and what they are going through.
- ii. Rosemary Felice stated, "I believe that the board has the heart and readiness to help!"

13. Future Agenda Items

- a. Mike Rhea mentioned how he will be providing education next month regarding ADRC services
- b. Ann Lemmer addressed the Executive Committee and stated that they need to meet for the annual Executive Director review. Ann questioned if after the January board meeting would work for the Executive Committee members.
- c. Norbert Ashbeck agreed that immediately following the January board will work, and it will be a closed meeting.

14. Adjournment

- a. Motion to adjourn by Jim Hampton, seconded by Tony Omernik
- b. Meeting adjourned at 10:25am