



Board Agenda Item #5

**AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN BOARD MEETING
Lakeview Campus Conference Center
1000 Lakeview Drive
Wausau, WI 54401**

**Thursday, March 14th 2024
9:30 A.M.**

MINUTES

1. Call to Order
 - a. Meeting called to order at by 9:33 Ann Lemmer
2. Roll Call Attendance
 - a. Board Members Present: Norbert Ashbeck, Carol Bardo, Robert Benishek, Bill Clendenning, Jim Hampton, William Hascall, Ann Lemmer, Kathleen Meyer, Tony Omernik, Maria Pregler, and Greta Rusch
 - b. Board Members Excused: Chris Dickinson, Mike Feirer and Adam Fischer
 - c. Staff Present: Mike Rhea, Steve Prell, Erin Wells, Traci Zernicke, Kit Ruesch, Barb Hartwig, Michele Osterbrink, and Holly Thompson
 - d. Others Present: Dora Gorski, Joel Zalewski, and Lance Leonhard
3. Board Comments
 - a. No board comments
4. Public Comments
 - a. No public comments
5. Approval of Minutes – 2/08/24
 - a. Motion to approve by Kathleen Meyer, seconded by Greta Rusch
 - b. Motion carried, minutes approved
6. Discussion/possible action: Finance committee update
 - a. Fiscal report provided in board packet

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- b. Steve Prell explained that the 2024 budget that was previously reviewed and approved by the board was not included in the fiscal report due a technical issue with Workday. Efforts are being made to fix the countywide issue with the program.
- c. Motion to accept the fiscal report by Jim Hampton, seconded by Greta Rusch
- d. Motion carried, fiscal report approved

7. Discussion/possible action: Office leases

a. Wausau

- i. Steve Prell informed the Board that the Finance Committee met on three separate occasions to vet the Marathon County lease for the proposed office space located at the Lakeview campus. Steve shared that Mike Rhea also worked extensively with Lance Leonard of Marathon County as well as Peter K. the Wood County corp. council before presenting the proposed lease to the Board for consideration.
- ii. Mike Rhea welcomed everyone to the Lake View campus and shared how part of the reason for hosting the meeting at the campus was to get a better feel for the location of the proposed Wausau office space.
- iii. Ann Lemmer expressed that as a Marathon County Board member, she appreciates all the effort that went into the potential agreement and is in full support.
- iv. Ann Lemmer read an email Chris Dickinson shared in lieu of his presence where he expressed his support of the proposed lease but questioned whether the lease contains a stipulation regarding the annual rate increase of 2% in the event of a crash in the economy or the real estate/rental market .
 - 1. Mike Rhea shared that an escalator is a standard practice which generally ranges between 2-3%. After diligently working with Lance Leonhard, they agreed on an annual rate increase of 2%.
 - 2. Lance Leonhard directed the board to page 4 of the proposed lease and spoke of the provision within lease that provides the ADRC-CW protection and the full right to terminate in times of financial hardship.
- v. Tony Omernick noted the length of the lease to be 10 years and questioned if the ADRC-CW would be protected if a period of high inflations occurs.
 - 1. Lance Leonard described how Marathon County does not have the same ability to terminate the lease due to financial consideration like the ADRC-CW would have upon a signed lease agreement. The ADRC-CW would be protected.
- vi. Tony Omernick inquired if acceptance of the proposed lease would impact the budget.
 - 1. Mike Rhea shared how, after providing a realtor with the rate and amenities included in the proposal and analyzing comparables, the proposed lease was determined to be the best option despite being a higher rate than the current office space. Mike offered a reminder that accepting the proposal would mean moving into a county building versus that of a private entity.

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2. Steve Prell added that an analysis looked at by the Finance Committee concluded in an overall cost decrease.
 - vii. Bill Clendening asked if moving to a county building would ever lead to security levels similar to that of the Marathon County courthouse.
 1. Lance Leonhard stated security would look different as the level of security found at the Marathon County courthouse isn't implemented within any other county buildings. Lance shared that North Central Health Care, located on campus, has security staff. Lance added that the doors throughout the campus are badge read, and security measures are applied to the phone systems.
 - viii. Steve Prell elaborated on how amenities like maintenance and cleaning services are included in the proposed lease.
 - ix. Motion to accept the proposed lease with Marathon County by Tony Omernick, seconded by Greta Rusch
 - x. Motion carried, proposed lease with Marathon County approved.
 - xi. Lance Leonhard offered the Board members a tour of the Lakeview Campus following adjournment.
- b. Marshfield
- i. Mike Rhea shared how, although several office space options were explored in the Marshfield area, the current office space best meets the needs and finances of the ADRC-CW. Therefore, discussion of extending the lease of the current office space was pursued with the lessor.
 - ii. Mike Rhea explained how, following negotiations, the lessor provided a hand written proposal of a 2 year extension that included 2.5% per year rate increase. Mike shared that he then utilized the existing Marshfield lease and added the new parameters in order to present a lease proposal to the Board. Mike further recommended that the Marathon County lease be used as a standard when developing a formal lease.
 - iii. Board members agreed that the Marshfield lease needs to provide more extensive detail and that the Marathon County lease should be used at the standard to develop a formal lease.
 - iv. Bill Clendening shared insight into future plans within Wood County and expressed that there may be county office space available in the future.
 1. Mike Rhea expressed how a short term 2 year extension of the current office space would allow the ADRC-CW the opportunity to reassess its options as Wood County progresses with its plans.
 - v. Motion to extend the lease for the current Marshfield office space by approving the financials of the proposed lease and directing the Executive Director to clarify the language of the lease by Bob Benishek, seconded by Kathleen Meyer
 - vi. Motion carried with 10 votes in favor and 1 against, extension of the Marshfield lease approved.

8. Discussion/possible action: Data report-Kit

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- a. Kit Ruesch shared that, although he intended to review the January - December data report, it was not included in the Board packet in error. The data report will be reviewed during the next Board meeting.

9. Operations Report

- a. Full operations report provided in the Board packet
- b. Mike Rhea reviewed the operations report and highlighted organizational structure changes, the Disability Advocacy day, and the growing dining site located at the Senior Center of Langlade County.

10. 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, the discussion/completion of the annual performance review for the Executive Director of the ADRC of Central Wisconsin.

- a. Motion to go into closed session by Ann Lemmer, seconded by Norbert Ashbeck.
- b. Roll call vote to go into closed session by Holly Thomsson.
- c. All votes yes, Board in closed session.
 - i. Room cleared, recording stopped.

11. Motion to Return to Open Session and Possible Announcement(s) on Closed Session Item(s)

- a. No records for this item
- b. Norbert Ashbeck announced that Mike Rhea had a highly favorable annual review.
- c. Motion to provide Executive Director, Mike Rhea, with a salary increase in accordance with the Marathon County compensation plan by Norbert Ashbeck, seconded by Kathleen Meyer.
- d. Motion carried, salary increase for Mike Rhea approved.

12. Closing Board discussion or comments

- a. Carol Bardo announced the retirement of Bob Benishek and shared that March 14, 2024 is Bob's last ADRC-CW Board meeting. Many congratulations and words of appreciation were shared.
- b. Mike Rhea introduced Joel Zalweski who is currently going through the approval process to become an ADRC-CW board member.
- c. Joel Zalewski shared that he became interested in being a Board member due to his involvement on the Senior Center of Langlade County leadership team.

13. Future Agenda Items

- a. Education on the Long Term Care program
- b. Discuss requesting a future increase in county levy
- c. Discuss Board attendance policy
- d. Plan to have an Executive Committee meeting on April 11th following the Board meeting

14. Adjournment

- a. Motion to adjourn by Norbert Ashbeck, seconded by Greta Rusch
- b. Meeting adjourned at 11:31am