



AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN BOARD MEETING
220 3rd Avenue South
Wisconsin Rapids, WI 54495

Thursday, May 9th 2024
9:30 A.M.

MINUTES

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

2. Roll Call Attendance
 - a. Board Members Present: Norbert Ashbeck, Carol Bardo, Bill Clendenning, Don Dunphy, Mike Feirer, Jim Hampton, William Hascall, John Hokamp, Ann Lemmer, Gayle Marshall, Kathleen Meyer, Tony Omernik, Maria Pregler, and Joel Zalewski
 - b. Board Members Excused: n/a
 - c. Staff Present: Mike Rhea, Kit Ruesch, Ronda James, Steve Prell, Traci Zernicke, Molly Morris, Barb Hartwig, Michele Obsterbrink, and Holly Thompson
 - d. Others Present: Roy Dieck, Penny Hurlbert, and Kim McCann
 - i. Carol Bardo explained that the committee appointments following the Langlade County election have not been completed. Carol added that Roy Dieck will be the first appointment to the ADRC-CW board, but they are still working on the second appointment. Carol shared that she will continue being a meeting participant until the second appointment has been finalized.

3. Introduction of new Board Members
 - a. Mike Rhea shared that, due to the recent election, the ADRC-CW board will have five new county appointed board representatives. John Hokamp will represent Wood County. Don Dunphy will represent Lincoln County. Gayle Marshall will represent Marathon County. Roy Dieck and another soon to be determined member will represent Langlade County.
 - b. Mike Rhea added that Joel Zalewski has joined the board as a citizen member and welcomed Joel to his first official meeting.
 - c. Mike Rhea expressed he will be arranging a formal orientation for each new board member.
 - d. With the board meeting being hosted at the Wisconsin ADRC-CW office, Resource Specialists, Felicia Gardner and Amy Vetter, took a moment to introduce themselves, and a tour of the Wisconsin Rapids office and dining site was offered following the meeting.

- e. Will Hascall suggested the citizen members take a moment to introduce themselves, and he shared that he has been a board member since 2017 and serves as a representative of Wood County.
- f. Mike Feirer introduced himself and shared that he was a board member when Langlade County originally joined the ADRC-CW. Mike mentioned he also served on the Aging Committee.
- g. Jim Hampton shared that he has been a board member almost as long as Mike Fierer, and he explained how he serves as a representative of the elderly population.
- h. Kathleen Meyer shared that she has served as a board member for a couple years and was previously a member of the Advisory Committee. Kathleen added how she represents the aging population and the developmentally disabled population.
- i. Tony Omernik provided an introduction as a representative of Marathon County and the elderly population. Tony shared how he also was on the Advisory Committee.
- j. Joel Zalweski introduced himself as the newest citizen board member and shared how is he part of the leadership team at the Senior Center of Langlade County
- k. Mike Rhea recapped how the board consists of eight county members and seven citizen members. Mike shared that board meetings are held on a monthly basis. In the warmer months of the year, the board meetings are scheduled at different offices throughout the ADRC-CW region to allow board members the opportunity to visit each location, and, in the winter, the meetings are hosted at the Wausau office. Mike added that joining the meetings virtually is always an option, but in person participation is encouraged.

4. Public Comments

- a. No public comments

5. Approval of Minutes – 4/11/24

- a. Motion to approve by Mike Feirer, seconded by Will Hascall
- b. Motion carried, minutes approved

6. Discussion/possible action: Finance committee update

- a. 2024 Monthly Information
 - i. Fiscal report provided in board packet.
 - i. Michele Osterbrink reviewed the fiscal report and explained that the Fiscal Department does not have the 2024 budget available yet.
 - ii. Jim Hampton provided background knowledge pertaining to Marathon County serving as the ADRC-CW's fiscal agent and explained that issues encountered after the transition to a new program, Workday, have caused a delay in the availability of the 2024 budget.
- b. 2023 Year End - Update
 - i. Michele Osterbrink explained that an unspent levy amount from 2023 and funding from an insurance settlement will be used toward the purchase of a new nutrition vehicle.



- ii. Jim Hampton clarified that the reason there is a large remaining balance is due to ARPA dollars that were provided as a stimulus as a result of the pandemic.
- iii. Mike Rhea explained that ARPA dollars will be ending in September.
- iv. Carol Bardo questioned if the ARPA dollars had specific parameters.
- v. Mike Rhea explained that the funds were to be applied to the nutrition program and the Aging side of services.
- vi. Steve Prell added that the funding could be applied toward nutrition as well as caregiver services.
- vii. Michele Osterbrink explained that the ADRC-CW used 83 percent of the 2023 budget. The carry over of the ARPA dollars resulted in the organization not reaching 100 percent of the budget.
- viii. Motion to accept and file the fiscal report by Carol Bardo, seconded by Jim Hampton
- ix. Motion carried, fiscal report approved

7. Education item:

- a. ADRC-CW Mission, Vision and Values
 - i. Mike Rhea reviewed the ADRC-CW's mission, vision, and values with the board and explained that ADRC services were developed to prevent the effects of aging.
 - ii. Mike Rhea spoke of the organization's Trauma Informed Care (TIC) principles of being Welcoming, Trustworthy, Respectful, Collaborative, and Empowering. Mike shared how these principles serve as a foundation for the organization by promoting a healthy staff culture and serving as an accountability measure.
 - iii. Mike Rhea informed that new board members will have an individual opportunity to review information and discuss any questions or concerns with him.
- b. ADRC-CW Regional Structure
 - i. Mike Rhea expressed that the ADRC-CW is unique due to it being regionally structured to provide services to the four counties of Langlade, Lincoln, Marathon, and Wood.
 - ii. Mike Rhea shared that Marathon County serves as the ADRC-CW's fiscal agent and employer of record which provides a consistent pay scale and benefit package for staff throughout the four county region.
 - iii. Mike Rhea explained how being a regional entity allows the ADRC-CW to shift its resources as needed. This has allowed the organization to be efficient and to maintain a strong and functioning organization despite an increasing population of people in need of services. The ADRC-CW is viewed at the state level as a model of success.
- c. ADRC Board responsibilities

- i. Mike Rhea expressed that board members are representatives of the organization as a region and informed that Kit Ruesch offers quarterly reports which include county specific data for any members interested in how a particular county is being served.
- ii. Jim Hampton shared how it can be difficult to separate yourself from your county and provided insight into how the board is structured to support the region as a whole and offset county specific interests.
- iii. Bill Clendenning inquired about the Conflict of Interest document provided in the board packet.
- iv. Mike Rhea informed the board members that the Conflict of Interest document needs to be signed annually.

8. Discussion: Officer Election Process and timeline

- a. Ann Lemmer shared how an election to assign board officers and executive committee members needs to take place annually and announced that this year's election will be held during the June board meeting.

9. Operations Report- Leadership Team Introduction

- a. Mike Rhea shared insight into his position as Executive Director. Mike explained how he oversees operations, ensures alignment with contractual agreements, and maintains communication with county boards and county leaders.
- b. Traci Zernicke, Director of Resource Services, introduced herself and shared how she provides support to the Benefit Specialists and Resource Specialist teams. Traci shared insight into the services provided by each team. Traci explained that she has been with the organization for 29 years and has had the opportunity to work within each program. It is an honor to now be able to support the programs.
- c. Erin Wells, Director of Aging and Wellness, was unavailable. Mike Rhea educated how Erin's role supports the Community Health Educators, the Caregiver Support Coordinators, and the Dementia Care Specialists. Mike explained that Erin is currently working on the Aging Plan which is a 3 year plan detailing the organization's goals and objectives.
- d. Ronda James, Nutrition Program Director, introduced herself and provided insight into how her role works to lessen the impact of food insecurity and to decrease the risk of malnutrition and isolation. Ronda shared that the ADRC-CW has 12 senior dining site locations and about 400 volunteers assisting with the Meals on Wheels and senior dining programs. Ronda added that the Meals on Wheels program has personally impacted her family. The hot meal and preventative wellcheck provided mean so much.
 - i. Bill Clendenning questioned if transportation is available to attend a dining site.
 - ii. Ronda replied that transportation options are different depending on each community.
 - iii. Tony Omernik expressed how Meals on Wheels deliveries serve as a lifeline for people to live independently for as long as they can, and Tony highly encouraged the board members to participate in the volunteer opportunity by doing a ride along.
- e. Kit Ruesch, Quality Manager, introduced himself and shared how his role looks for detailed data and trends, and, in turn, he will be providing the board with quarterly reports. Kit added



that he serves as a liaison for the general public as well as the office manager for the Wisconsin Rapids and Marshfield offices, and he oversees the Administrative Team.

- f. Steve Prell, Fiscal Director, introduced himself and shared how he has experienced many changes regarding grant programs, budgets, payroll, etc. in his 23 years of service with Marathon County. Steve provided praise to Michele Osterbrink stating she is “the brain center of the organization.” Steve also provided further insight into the transition to the new program, Workday.

10. Closing Board discussion or comments

- a. Tony Omernik shared concern about Long Term Care planning. He expressed there is a need for education on the types of support services available in order for people to begin preparing before the services actually are needed. Tony inquired if there is a program that provides such education.
- b. Mike Rhea explained that, as an organization, the ADRC-CW strives to provide preventive education to decrease the risk of seeking services at the time of crisis. Mike shared that a lot of feedback has been provided in the recent Aging Plan interviews, and he foresees this concern becoming part of the ADRC-CW’s Aging Plan.
- c. Ann Lemmer shared that Aging Advocacy Day will be held in Madison, WI on Tuesday, May 14, 2024.
- d. Mike Rhea added that there are three different advocacy days held at the state capital, and each event is sponsored by different entities. The Aging Advocacy Day is sponsored by the Greater Wisconsin Agency on Aging Resources (GWAAR).
- e. Gayle Marshall inquired as to when each advocacy event takes place.
- f. Mike replied that Alzheimer’s Advocacy Day takes place in February, Disability Advocacy Day in March, and Aging Advocacy Day in May. Mike added that reminders will be provided as the events approach.
- g. Will Hascall encouraged participation in the advocacy day events.

11. Future Agenda Items

- a. No comments

12. Adjournment

- a. Motion to adjourn by Bill Clendenning, seconded by Norbert Ashbeck
- b. Meeting adjourned at 11:17am