

Board Meeting Minutes

Aging & Disability Resource Center of Central Wisconsin

Location: Wausau ADRC-CW boardroom, 2600 Stewart Avenue, Wausau, Wisconsin

May 9, 2019

Board members present: Chairman – Doug Machon, Dona Schwichtenberg, Dora Gorski, Norbert Ashbeck, Larry Lebal, Will Hascall, Danielle Yuska, Vern Cahak, Dick Hurlbert, Tim Buttke, and Mike Feirer.

Board members excused: Vice-chairman – Jim Hampton, Jean Doty, Sharon Rybacki, and Sandi Cihlar.

Others present: Jennifer Clark, Peggy Kurth, Pa Thao, Ronda James, Mike Rhea, Steve Prell, Jennifer Cummings, and Angela Hansen.

1. Call to order:
 - a. Meeting was called to order by Chairman Doug Machon, at 9:30 am.
2. Public comments:
 - a. Doug Machon explains Jonette Arms' absence.
 - b. Angela Hansen introduces the Board to Freddy and Frieda the ADRC-CW mascots.
 - c. Jennifer Cummings introduces Jennifer Clark and Peggy Kurth, community health educators.
3. Discussion/possible action – Approval of Minutes:
 - a. March 14, 2019
 - i. No corrections.
 - ii. Motion to approve March 14, 2019 minutes by Mike Feirer, seconded by Dona Schwichtenberg. Motion carried, minutes approved.
4. Discussion/possible action –Finance Committee Report:
 - a. Larry Lebal and Steve Prell presents the report.
 - b. Steve Prell highlights enforcement of grant restrictions and the impact on future program needs.
 - i. The following five agenda items are addressed and part of the overall report.
 - c. Full report is in the board packet.
5. Discussion/possible action – 2018 Year End Fiscal Update
 - a. End of year funds from county tax levy left: \$10,000. Grant funds were spent first.
 - b. Program income carryover is more than in previous years but is no longer allowed due to State regulations.
 - i. Grant funds were spent first and program income after, sometimes allowing for carryover funds (program income funds can be carried over from one year to the next). State regulates that the program income must be spent first and then grants which allow for no

- carryover (nutrition grant funds cannot be carried over from year to year).
 - ii. All unspent grant funds must be returned to the State.
 - iii. This regulation does not affect the budget but does make for challenges when there are budget variants.
- 6. Discussion/possible action – 2019 Budget Adjustments
 - a. MIPPA grant was not included in the original budget as the renewal came after the budget was presented.
 - b. WIHA grant also not in the initial budget, it was received after and is an eighteen month grant.
 - i. Motion to approve budget adjustments by Dora Gorski, seconded by Tim Buttke. Motion carried, budget adjustments approved.
- 7. Discussion/possible action – 2019 Revision of C1-Transfer
 - a. The ADRC-CW is requesting a transfer of C1 grant funds to be used in C2 programs. GWAAR allows for additional funds to be spent with Board approval.
 - i. Motion to approve the transfer of C1 funds by Danielle Yuska, seconded by Tim Buttke. Motion carried, request approved.
- 8. Discussion/possible action – 2019 ADRC One Time Carryover Request
 - a. Mike Rhea presents the projects the carryover dollars will fund.
 - i. Installing a power assist door in the Wausau office for better customer accessibility.
 - ii. Adding office space to the Wausau office for personnel growth.
 - iii. Improving the Merrill reception and conference areas to create a warmer, welcoming, and functional space.
 - b. Motion to approve the ADRC one-time carryover request for improvement projects by Will Hascall, seconded by Larry Lebal. Motion carried, projects approved.
- 9. Discussion/possible action – Budget Process Future Scenarios
 - a. Steve Prell presents the upcoming changes to the formulas the State is using for Aging and ADRC distribution of funds for 2020 or 2021. The formulas are not yet known but the ADRC-CW would like to be prepared and have a plan in place to make any change work.
 - b. Motion to address the finance directors of each member county to begin a discussion regarding upcoming funding changes made by Will Hascall, seconded by Mike Feirer. Motion carried, the ADRC-CW will approach each member county finance director to discuss upcoming funding changes.
- 10. Discussion/possible action – Request to apply for up to \$250,000 per year for three years – New Federal Funding Opportunity: Innovations in Nutrition Programs and Services – Due May 28, 2019
 - a. Jennifer Cummings presents the proposed uses for the grant funds.
 - i. Creation of a Hmong dining site in the Wausau area.
 - ii. Partnerships with Northcentral Technical College and Midstate Technical College to create a multi-generational, innovative dining option.

- iii. Research and purchase of a GPS aided delivery programs for the MOW routes.
 - b. Motion to approve the application for the new federal funding opportunity by Danielle Yuska, seconded by Dora Gorski. Motion carried, the ADRC-CW will apply for the Innovation in Nutrition Programs and Services grant.
- 11. Discussion/possible action – Approval of amended Grant and Gift Application Policy per 3/14/2019 Board discussion
 - a. Motion to approve the amended Grant and Gift Application Policy by Tim Buttke, seconded by Mike Feirer. Motion carried, policy approved.
- 12. Discussion/possible action – Assess the need to update all ADRC-CW Board Policies
 - a. Motion to table the discussion of reviewing all ADRC-CW Board policies by Tim Buttke, seconded by Vern Cahak. Motion carried, decision to update all ADRC-CW Board policies is tabled until the June meeting.
- 13. Discussion/possible action – Executive Director Reports April/May 2019
 - a. Full report in board packet.
 - b. Time given to Pa Thao to review the results of the ADRC-CW Quality Culture Survey.
 - i. Result report in board packet.
 - c. No action taken.
- 14. Discussion/possible action – Set new date for Board Retreat – 11:30 am until 3:30 pm, July 11 or August 8
 - a. Motion to set the date for Board Retreat on August 8 by Norbert Ashbeck, seconded by Dona Schwichtenberg. Motion carried, Board Retreat set for August 8, 2019.
- 15. Future meeting Schedule and Agenda Items
 - a. Next meeting: June 13, 2019: Wausau ADRC-CW office, 2600 Stewart Avenue, Wausau Wisconsin.
 - b. Agenda items:
 - i. ADRC-CW Board officer elections.
 - ii. Assess need to review all ADRC-CW Board policies.
 - iii. Discussion to invite State representatives to ADRC-CW Board meetings.
- 16. Adjournment
 - a. Meeting adjourned by Doug Machon at 11:12 am.