

AMENDED MINUTES
Aging & Disability Resource Center of Central Wisconsin Board Meeting
Location: 2600 Stewart Avenue, Suite 25 Wausau, WI 54401
December 8, 2016

Board Members Present: Doug Machon, Tim Buttke, Larry Lebal, Terri Sersch, Jim Hampton, Kirby Crosby, Julie Webb, Danielle Yuska, Jean Doty, Mike Feirer, Bob Reichelt, and Sharon Rybacki.

Others present: Alyssa Vruwink, Linda Weitz, Steve Prell, Bill Miller, and Joanne Leonard.

Absent: Joel Lewis, Joe Hoppa, and Vernon Cahak.

1. Call to order:

Meeting called to order by Chairperson Doug Machon at 9:08 a.m.

2. Public comments:

ADRC-CW Citizen Board Member Joe Hoppa submitted his formal resignation to the board of directors. Active recruiting for a new citizen board member representing populations with disabilities will begin. Former ADRC-CW board member Bill Miller and former ADRC-CW board chair Joanne Leonard were publically recognized by Doug Machon and the rest of the board for their service and contributions to the ADRC-CW.

3. Approval of minutes:

A motion made by Mike Feirer seconded by Tim Buttke to approve the minutes of the November 10, 2016 board meeting. Motion carried.

4. Discussion/possible action: Report from Finance Committee

Larry Lebal reported on the discussions of the finance committee. In the board packet the October 2016 financial report was attached but it did not include the budget adjustment that was approved at the November 2016 board meeting. That adjustment will be included in the November report, which will be distributed at the January 2017 board meeting.

Motion to accept the finance committee's report made by Bob Reichelt seconded by Danielle Yuska. No further discussion. Motion carried.

5. Discussion/possible action: Recommending ADRC-CW advisory member appointments

The newest ADRC-CW Advisory Committee applicants did not submit their applications in time for the December 2016 board meeting. Linda will present the applications at the January 2017 board meeting.

6. Discussion/possible action: Decision on Marshfield Community Center project

The ADRC-CW board directed Linda to "express to the City of Marshfield that the ADRC-CW Board of Directors is still interested in moving into the new community center, but the terms of the proposed draft lease are unacceptable and that the board would like to enter into formal, open negotiations" at the November 2016 ADRC-CW board meeting.

Linda attended the Marshfield Common Council's meeting on November 22, 2016 to be present for the council's agenda item to "Consider ADRC request to meet to negotiate terms

for leasing space in the community center” and reaffirm the ADRC-CW’s continued interest to relocate within the Marshfield Community Center and answer any questions from council members. After further discussion, the Marshfield City Council voted to not engage in formal lease negotiations with the ADRC-CW.

Doug Machon reported that the at this time, relocating the ADRC-CW’s Marshfield office within the new Marshfield Community Center no longer appears to be a viable option. Motion for Linda to draft a letter to the Marshfield City Council to express the ADRC-CW’s regret in the council’s decision and wish the council the best of luck with their initiative made by Kirby Crosby, seconded by Sharon Rybacki. Motion carried.

7. Discussion/Possible action: 2017 Meeting Schedule

The 2017 board meeting schedule was presented with the proposal of changing all board meeting start times to 9:30 a.m. Jim Hampton commented on the importance of the board members meeting on a rotational basis at each office, because it communicates that the board values all ADRC-CW employees. Motion to approve schedule and new meeting time made by Danielle Yuska, seconded by Jim Hampton. Motion carried.

8. Discussion/possible action – Board Strategic planning – Review of 2013 plan – next steps

Linda presented summary packet of the strategic planning process the ADRC-CW Board completed in 2013. The packet included a summary of the statements made during the 6-7 board meetings that were dedicated to the strategic planning process and pages 16-17 highlighted the two priority strategies that were chosen by the board. One initiative was to focus on providing better services for the disabled; the other was to prepare for county and state funding fluctuations. Linda commented that providing better services for our disabled customers will always be an ongoing initiative. Regarding funding fluctuations, at the time this priority was chosen, the ADRC-CW had just learned of a significant nutrition deficit. Since 2013, the organization has had very stable budgets.

Jim Hampton said the board should assess the chosen priorities’ accomplishments and revisit anything that was left unaddressed. He proposed that if the top two priorities’ objectives had been met then the board could focus on the remaining objectives from 2013.

Julie Webb voiced her support for obtaining outside facilitation and oversight during the review process. Tim Buttke asked if there was a cost associated with obtaining outside facilitation, Linda confirmed that there was not.

Sharon Rybacki said it would be important to also review the committees that were formed as a result of the strategic planning and review what the groups had accomplished and at what point did the committees disband.

Mike Feirer made a motion for Linda to contact the outside facilitators utilized during the 2013 strategic planning initiative and request 2017 availability. Motion seconded by Julie Webb. Motion carried.

9. Executive Director’s Report:

Linda reiterated her appreciation for the support provided by both past and present ADRC-CW board members and from Marathon County as they all worked together over the years to find a solution for the Wausau office’s space needs at North Central Health Care. For

expediency of the meeting, Linda highlighted significant items in the report. December 7, 2016 was the last day for the ADRC-CW's Medicare Part D open enrollment season, which is always a busy time for benefit specialists. Each year benefit specialists work hard to accommodate as many individual customers as they can. This year presented many unique circumstances as a lot of customers were asking ADRC-CW employees if Medicare was going to continue, due to upcoming political changes. The customers' questions reinforced the importance of the ADRC-CW in the community as a resource that can help anyone sort through the facts.

10. Future Agenda Items & Location:

Linda presented the processes and procedures pertaining to the annual executive director's performance review. Additional surveys were mailed out to ADRC-CW Advisory Committee members and given to all ADRC-CW employees on November 29, 2016. All surveys will be collected by the Marathon County Employee Resources department on December 20, 2016 for data compilation. The results will be sent to the ADRC-CW Board's Executive Committee for review, along with the executive director's self-assessment. Alyssa Vruwink distributed the performance review assessment surveys to the board members.

The next meeting will take place at the new ADRC-CW office in Wausau on January 12 at 9:30 a.m. Future agenda items include a review of the 2013 strategic planning committees' accomplishments.

11. Adjournment:

Motion to adjourn made by Kirby Crosby, seconded Terri Sersch. Motion carried and the meeting ended 11:00.