

AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN

BOARD MEETING

**2600 Stewart Ave, Suite 25, Wausau WI
Video and Teleconference
Thursday, April 8, 2021**

Minutes

1. Call to Order- Meeting called to order at 9:30 am by Chairman, Tim Buttke
2. Roll Call Attendance - Board attendance taken by Angela Hansen
 - a. Board attendance: Tim Buttke, Sandi Cihlar, Norbert Ashbeck, Dora Gorski, Danielle Yuska, Mike Feirer, Bill Clendening, Will Hascall, Doug Machon, Jim Hampton, Doug Curler, Dona Schwichtenberg
 - b. Staff in attendance: Jonette Arms, Erin Wells, Jenae Belmas, Jennifer Cummings, Brittany Boyer, Kit Ruesch, Kim Isaksonk, Mike Rhea, Peggy Kurth, Steve Prell, Brenda Kochanowski, Angela Hansen
 - c. Other attendees: Jennifer Meyer, Judy Waller, Tara Schneider, Tony Omernik, Cathy Ley, Kathy Meyer, Carol Jones
 - d. Board members excused: Sharon Rybacki
 - e. Board members absent: Carol Feller-Gottard
3. Public Comments - Judy Woller introduced herself as the new member to the Lincoln County Board.
4. Approval of Minutes – 03/11/2021
 - a. Motion to approve the 3/11/2021 minutes by Mike Feirer, seconded by Doug Curler.
 - b. Dona Schwichtenberg to be added to the attendance of the 3/11/2021 minutes.
 - c. Motion carried, minutes approved with the change.
5. Discussion/possible action – Finance Committee Report
 - a. Steve Prell states there will be large budget amendments due to the carry over of Grand dollars.
 - b. The carryover is allowed because of COVID-19 rules.
 - c. Motion to approve the Finance Committee Report was made by Mike Feirer, seconded by Danielle Yuska.
 - d. Motion carried, report approved.

6. Discussion/possible action – 2020 Unaudited Financial Review
 - a. Tabled for May board meeting.
 - b. Motion to table 2020 Unaudited Financial Review was made by Tim Buttke, second by Will Hascall.
 - c. Motion carried.
7. Discussion/possible action – Revisit the option to combine ADRC-CW Board and Advisory Committee per the board's six-month timeline – Cathy Ley, Director, ADRC of the Lakeshore and Advisory Committee members
 - a. Cathy Ley shared her experience with working on a combined ADRC-CW board and Commission on Aging.
 - b. The Corporate Council advised on how to create the new Board.
 - c. Consists of 6 County Board members and 6 citizens as per the Elders Act..
 - d. Combination of the groups allows for more time to talk in depth.
 - e. Length of meetings range from 1 - 1 ½ hours.
 - f. The makeup of the Board was changed to allow it to do more, have more time and be more streamlined.
 - g. Membership is for a three year term.
 - h. Motion to revisit the option of combining the ADRC-CW of Central Wisconsin Board with the Advisory Council and referring it to the Executive committee made by Tim Buttke, second by Will Hascall.
8. Discussion/possible action – Sharon Rybacki ADRC-CW Board Resignation
 - a. Motion to accept the resignation of Sharon Rybacki made by Doug Machon, seconded by Danielle Yuska.
9. Discussion/possible action – Policy Review Committee
 - a. Finance Committee policy and Major Contracts and Facility Lease/Rent Agreements policy to create language allowing the Finance Committee to review and initially approve individual lease agreements every five years and refer to the Board for final approval as appropriate.
 - i. Motion to accept the change in language of individual lease agreement approval made by Bill Clendenning, second by Danielle Yuska.
 - ii. Motion to approve the review of major contracts and facilities lease and rent agreement changes by Mike Feirer, second by Bill Clendenning.
 - b. Board of Directors Attendance Policy re: allowing (or not) leaves of absence. No action taken.
 - c. Recommendation re: Board of Directors Attendance Policy and allowable options for attending meetings.
 - i. Jonette Arms recommends to change the wording to allow virtual attendance to Board meetings.
 - ii. Motion to approve the policy change of acceptable attendance options by

Bill Clendenning, second by Sandy Cihlar.

10. Discussion/possible action – Wausau Meals on Wheels Kitchen Three Year Contract Renewal

- a. Jonette Arms states she took the Wausau Meals on Wheels Kitchen Three year contract Corporate Counsel to review the language.
- b. The Board recommended changing the wording to say either party upon 60 days and the Corporate Council was alright with this.
- c. Motion to approve the language of the contract by Doug Curler, seconded by Mike Feirer.

11. Director's Report

- a. Jonette Arms states we're moving forward with the COVID-19 vaccine registration initiative.
- b. Funding from the Department of Health Services that was received will be used to reach people who normally do not reach out to the ADRC-CW and to accommodate them with transportation for the vaccination clinic.
- c. Hmong American Center Board agreed to have a Hmong dining site and work with ADRC-CW to improve community outreach.
- d. Jonette Arms suggested that a letter be sent out to older adults explaining why ADRC-CW dining sites are not open.
- e. The Department of Health Services will answer our concerns about wearing mask guidelines for when the ADRC-CW opens in early June.
- f. Policies and guidelines will be in place when opening the ADRC-CW offices for clients who have appointments.
- g. Kit Ruesch presents the ADRC-CW statistics for the fourth quarter of 2020.

12. Future Agenda Items - Approve Kathy Meyer's application for a position on the Board.

13. Adjournment

- a. Motion to adjourn by Norbert Ashbeck; second by Doug curler. Motion approved.
- b. Meeting adjourned at 11:28 AM.