

## **Board Meeting Minutes**

Aging & Disability Resource Center of Central Wisconsin

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

March 12, 2020

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Board members present: Chair – Tim Buttke, Vice-chair – Dora Gorski, Mike Feirer, Jim Hampton, Sharon Rybacki, Danielle Yuska, Sandi Cihlar, Doug Machon, Dona Schwichtenberg. Will Hascall, Norbert Ashbeck, Vern Cahak, and Dick Hurlbert

Others present: Jonette Arms, Pa Thao, Mike Rhea, Steve Prell, Jennifer Cummings, Ronda James, and Angela Hansen.

1. Call to order:
  - a. Meeting was called to order by Chair Tim Buttke, at 9:32 am.
2. Public comments:
  - a. Norbert Ashbeck asked what the ADRC-CW was doing to prepare for COVID-19.
    - i. Jonette Arms stated the ADRC-CW has met with the health departments and is providing the Center for Disease Control and Prevention (CDC) guidelines to staff.
    - ii. A communication plan is being worked on to provide customers, volunteers, and staff information.
    - iii. Norbert Ashbeck thanked the ADRC-CW staff for being proactive.
  - b. Sandi Cihlar discussed a phishing email she received that appeared to look like it came from our staff. Also, to consider changing the domain to .gov.
  - c. Sharon Rybacki provided the board information on a customer encounter she experienced. A customer came to her for assistance and understanding regarding a recent appointment with the ADRC-CW staff.
    - i. Mike Rhea responds asking that these encounters be brought to the ADRC-CW leadership attention for review and training.
  - d. Dora Gorski asked if it would be okay to make contact with the ADRC-CW on behalf of individuals.
    - i. The customer needs to be okay with the ADRC-CW calling back on these contacts.
3. Discussion/possible action – Approval of Minutes:
  - a. February 13, 2020
    - i. No corrections.
    - ii. Motion to approve February 13, 2020 minutes by Dora Gorski, seconded by Will Hascall. Motion carried, minutes approved.
4. Discussion/possible action – Report from the Finance Committee:
  - a. Steve Prell presents the report.
    - i. Full report in the packet.
  - b. The 2019 Year End Report will be ready for the Board next month.
  - c. Budget Policy reviewed and revised, will present to the Board next month.

- d. Motion to approve the Finance Committee Report by Sandi Cihlar, seconded by Daniele Yuska. Motion carried, report approved.
- 5. Discussion/possible action – Ad Hoc Committee Policy Review
  - a. Grant and Gift Application Policy discussed.
    - i. Discussion led by Dona Schwichtenberg.
  - b. Motion to approve strike paragraph #3 from the policy by Doug Machon, seconded by Norbert Ashbeck. Motion carried, paragraph stricken from the policy.
- 6. Motion/possible action – Landline Infrastructure Decline
  - a. Sandi Cihlar, Erin Wells, and Angela Hansen attended the March 5 Marathon County Infrastructure Committee meeting.
    - i. Angela Hansen reports on the attendees that spoke and the impact on the community members, Frontier Communication representative response, and the limitations facing the County.
      - 1. Landline infrastructure is deteriorating and since Act 22, the communication companies are no longer compelled to maintain serviceable lines.
      - 2. Rural areas do not have cell service, landline telephones or broadband access. Leaving no way for residents to call 911 in cases of emergencies.
    - ii. Suggestion to have a letter of support drafted on behalf of the ADRC-CW for a policy change in how landline infrastructure is maintained.
    - iii. Suggestion to email potential supporters and partner agencies to also support policy change.
  - b. No action taken.
- 7. Discussion/possible action – Updates re: WI Rapids regional office lease and communications between WI Rapids Mayor and Wood County Corporation Council on behalf of Lowell Center tenants.
  - a. Several emails and a letter from the mayor of WI Rapids referenced in the packet.
  - b. No clear defined roles and expectations for a maintenance schedule or project list.
  - c. ADRC-CW suggested a meeting with officials after the upcoming election.
  - d. No action taken.
- 8. Discussion/possible action – Update on APS acquisition process
  - a. Jonette Arms reports on meetings held and upcoming meetings with the four counties' retained authorities/corporation council.
  - b. Some clarifications regarding the origin of the investigation:
    - i. The APS issue originated as a request from North Central Health Care.
    - ii. Subsequent actions taken by the ADRC-CW leadership are in response to Board direction.
    - iii. Emergency placements by APS are the financial responsibility of the resident's county.

- c. Initial agreements are drafted based on approvals from Marathon and Lincoln counties.
    - i. Meetings with Langlade and Wood counties are scheduled.
  - d. Final report will most likely be before the ADRC-CW Board in June.
  - e. Motion to table any further discussion on APS by Will Hascall, seconded by Danielle Yuska. Motion carried, APS off the agenda until all four counties have made independent rulings.
- 9. Discussion/possible action - Executive Director's Report
  - a. Need to recruit new citizen members, application created, asking for Board feedback.
    - i. Dona Schwichtenberg refers to the Board Recruitment Policy regarding county or population representation.
    - ii. Note of preference to county and population representation needed indicated on the application.
    - iii. By consensus, Board approves application.
  - b. The issue of term limits for citizen board members should be discussed.
    - i. Will Hascall believed he, as a citizen member, had a term limit.
    - ii. Discussion should include the differences between county appointed members and citizen members.
  - c. Program service area reports will remain as summary narratives. Data reports will be available to the Board on a quarterly basis.
  - d. Advocacy day updates provided by Jennifer Cummings.
    - i. Events cancelled for public health reasons.
    - ii. Advocacy can be done in writing in lieu of meeting in Madison.
- 10. Future agenda items
  - a. COVID-19 preparedness plan updates.
  - b. Board program education
  - c. Landline infrastructure letter
  - d. WI Rapids office update
  - e. Policy Committee
- 11. Adjournment:
  - a. Motion to adjourn by Dick Hurlbert, seconded by Vern Cahak. Motion carried, meeting adjourned at 11:25 am.