PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING **February 28, 2013**

PRESENT: Beth Relich, Steve Daniels, Pat Hickey, Lisa Van Donsel, Marvin Rucker, Larry Epstein, Barbara Robinson, Bill Clancy

EXCUSED: Tom Diedrick, Melanie Maczka, Keith Pamperin, Donajane Brasch, Joan Swigert

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers, Laurie Ropson, Sandy Groeschel, Ron Kamke, Tina Whetung, Steve Hansen, Aaron Schuette

8:30 a.m.: At this time there was not a quorum and it was decided to proceed with agenda item #9 that did not require board action.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: Introductions were made by ADRC board members, ADRC Staff, Tina Whetung & Steve Hansen with Red Cross, and Aaron Schuette with the Brown County Planning Commission.

COMMENTS FROM THE PUBLIC: None

TRUE NORTH AND REVIEW OF AGENCY GOALS AND OBJECTIVES/COMMITTEES:
Ms. Christianson presented the True North concept and how it relates to agency structure. She reported that this handout could be shared during presentations as it helps the audience understand the complex programs and services the ADRC provides and it helps the staff and board see how our teams/committees relate to our agency goals, our programs, and our mission. The True North document and goals and objectives were presented to staff as they engaged in a planning morning this past week. The staff is encouraged to participate in planning, budget recommendations and annual goals.

8:46 a.m.: A quorum had now been met. The regular meeting was called to order by Secretary Hickey.

ADOPTION OF THE AGENDA WITH CHANGE: Ms. Christianson requested moving agenda item #7 to #15 and #15 to #7 to cover the agenda items needing board action at the beginning of the meeting should any board member need to leave early. Mr. Daniels/Ms. Relich moved to adopt the agenda with the above noted changes. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 31, 2013:
Mr. Daniels/Ms. Robinson moved to approve the minutes of the regular meeting of January 31, 2013. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

A. **REVIEW AND APPROVAL OF FINANCE REPORT – JANUARY 31, 2013:** Ms. Bowers reviewed the January, 2013 Finance Report.

   Sup. Clancy/Ms. Robinson moved to approve the January, 2013 Finance Report. **MOTION CARRIED.**

B. **REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** There were no Restricted Donations in January, 2013.

C. **PRELIMINARY NET ASSET REPORT YEAR END:** Ms. Bowers reviewed the Preliminary Designated/Undesignated Net Asset Report and proposed increasing the Undesignated Net Asset Target to 20 to 25% of the prior year's operating expenses. Ms. Bowers reviewed the previous historical target of 10-15% and the ADRC's current need to have working capital to cover expenses. The state and federal revenue sources are not received on a monthly basis so the ADRC is required to meet expenses prior to them being received. Ms. Bowers also reviewed the one time increases to the ADRC Net Assets at the end of 2012 that are not anticipated to be repeated in 2013. It was estimated that a range of assets allowing the ADRC to cover expenses for 4-6 months would help the agency stay financially sound and viable.

Mr. Rucker/Sup. Clancy moved to approve increasing the Undesignated Net Asset Target to 20 to 25%. **MOTION CARRIED.**

ELECTION OF OFFICERS: NOMINATIONS COMMITTEE REPORT: Ms. Christianson reported that the Nomination Committee met on February 18, 2013 to review the current committee structure of the ADRC Board and to prepare a slate of officers to be presented to the full board. The Nominations Committee recommended combining the responsibilities of the current committee structure into the HR & Nominating Committee and the Executive & Finance Committee. This would reduce the number of committees to a manageable number for the busy board members. Ad-Hoc Committees would be assembled as needed. For the restructure to occur, the Bylaws would need to be amended. The Chairperson and current Nominating Committee member, Tom Diedrick, will review changes and bring proposed amendments to the Bylaws before the full board in March.

Ms. Relich/Ms. Robinson moved to restructure the committees into the HR & Nominating Committee and the Executive & Finance Committee with Ad-Hoc Committees, appointed by the ADRC Board Chair as needed. **MOTION CARRIED.**

Ms. Christianson presented to the full board Mr. Diedrick for Chairperson, Mr. Pamperin for Vice-Chairperson, Ms. Hickey for Secretary, and Ms. Brasch for Treasurer as the recommended slate of officers created by the Nominating Committee.

Mr. Rucker/Ms. Relich moved to accept the slate of officers recommended by the Nominating Committee. **MOTION CARRIED.**

Mr. Rucker conducted the election of officers:

A. Mr. Rucker opened the meeting for nominees for Chairperson. He presented Mr. Diedrick as the nominee for the Chairperson and asked 3 times if there were any other nominations from the floor. There were no other nominations. Ms. Robinson/Mr. Daniels closed the nominations. Ms. Relich/Ms. Robinson moved to elect Mr. Diedrick as Chairperson. **MOTION CARRIED.**

B. Mr. Rucker opened the meeting for nominees for Vice-Chairperson. He presented Mr. Pamperin as the nominee for Vice-Chairperson and asked 3 times if there were any other nominations from the floor. There were no other nominations. Mr. Rucker/Ms. Robinson closed the nominations. Ms. Hickey/Ms. Robinson moved to elect Mr. Pamperin as Vice-Chairperson. **MOTION CARRIED.**

C. Mr. Rucker opened the meeting for nominees for Secretary. He presented Ms. Hickey as the nominee for Secretary and asked 3 times if there were any other nominations from the floor. There were no other nominations. Mr. Rucker/Sup. Clancy closed the nominations. Ms. Robinson/Mr. Rucker moved to elect Ms. Hickey as Secretary. **MOTION CARRIED.**

D. Mr. Rucker opened the meeting for nominees for Treasurer. He presented Ms. Brasch as the nominee for Treasurer and asked 3 times if there were any other nominations from the floor. There were no other nominations. Ms. Relich/Ms. Robinson moved to close the nominations. Sup. Clancy/Ms. Robinson moved to elect Ms. Brasch as Treasurer. **MOTION CARRIED.**

Ms. Christianson noted that Ms. Robinson has volunteered to serve on the Executive & Finance Committee as the board member at large and Ms. Relich, Ms. Swigert, Mr Pamperin and Ms. Van Donsel have volunteered to serve on the HR & Nominating Committee.

Ms. Relich/Mr. Epstein moved to approve Ms. Robinson for the Executive & Finance Committee. **MOTION CARRIED.**

Mr. Epstein/Sup. Clancy moved to approve Ms. Relich, Ms. Swigert, and Ms. Van Donsel for the HR & Nominating Committee. **MOTION CARRIED.**

CONTINGENCY PLANNING: Ms. Christianson referred board members to the Contingency Planning handout for agenda item #10 included in the board packet. She explained the purpose of the Contingency Plan is to assure that critical services to older adults and adults with disabilities during a sudden loss of unit leadership continue without interruption. Ms Christianson reported that the Contingency Plan supplements the additional plans required of the ADRC: Succession Plan, Emergency Preparedness Plan, and Crisis Management Plans.

Mr. Daniels asked if the ADRC has a sign posted on its doors stating that we do not allow guns or weapons on our property. Ms. Christianson responded by stating that we do not and the decision on this was made before her tenure as ADRC Director. To the best of her recall we do not have signs posted because after consulting with Corp Counsel we were advised not to and we would follow County policy. Ms. Christianson will follow-up on this issue with Corp. Council once again for clarity.

LETTER OF SUPPORT: TOWN OF HOLLAND MEAL SITE REQUEST: Mr. Aaron Scheutte, from the Brown County Planning Commission, provided a handout to support his preparing a Community Development Block Grant grant to secure funds to assist with building a Community Center for the Town of Holland which would also serve the towns of Morrison, Rockland and Wrightown. The Town of Holland has identified the need for nutrition and socialization programs for their growing senior population; and, Mr. Clancy noted that they have several families with needs that they have been challenged to meet. They have many community volunteers who have stepped forward to support this initiative and the ADRC is being approached to envision creative ways in which we could meet the needs of these rural low income older adults, adults with disabilities and their caregivers. Ms. Robinson asked if these surrounding towns would also be providing written support for the grant. Although they had not yet been asked, Mr. Scheutte felt this was an excellent suggestion and he would pursue it. Ms. Christianson noted that identified in our 3-Year Aging Plan is the expansion/outreach of services to the rural areas, sees this as an opportunity, and therefore, recommends supporting their effort.

Ms. Relich/Ms. Robinson moved to approve a letter of support. **MOTION CARRIED.**

WELLNESS STUDIO PROJECT: Ms. Christianson provided an estimate for the creation of the Wellness Studio and requested approval of funds not to exceed $35,000. Ms. Christianson described the process that will follow ADRC board approval. The ADRC will work with Brown County purchasing department and follow the required process for bids. The studio will be used for prevention programming serving seniors and adults with disabilities. Ms. Christianson described room 135b (the room slated for renovation), our increasing responsibility and desire to reach individuals earlier and the Wellness Studio as an opportunity to bring new consumers to our building. This project has been identified in the agencies 3-Year Aging Plan.

Sup. Clancy/Ms. Robinson approved the Wellness Studio with a budget not to exceed $35,000. **MOTION CARRIED.**

SELF-ASSESSMENT GWAAR REPORT: Ms. Christianson referred board members to the 2012 Aging Unit Self-Assessment included in the board packet. She explained that each year the ADRC is required to review and report on our performance on the goals set within our 3-Year Aging Plan, obtain board approval, and return the assessment to GWAAR (Greater Wisconsin Agency on Aging Resources, Inc.). No additions were recommended.

Ms. Robinson/Mr. Epstein moved to approve the 2012 Aging Unit Self-Assessment for GWAAR. **MOTION CARRIED.**

FAMILY CARE UPDATES: Ms. Christianson explained that the expansion of Family Care was not included in the Governor's Budget. Mr. Rolf Hansen will be holding a Board Meeting on March 6th at the Advanced Business Center with a Round Table discussion to follow beginning at 10:15 a.m. and has invited ADRC Board Members to attend. The purpose is to strategize around the concern that Family Care has not come to Brown County and the necessity to continue to advocate.
Ms. Christianson asked any interested board members to let her know if they are available to attend.

DIRECTOR'S REPORT:

A. **211/CRISIS CENTER/ADRC YEAR END REPORT:** Ms. Christianson presented the Collaborative Community Report for Year End 2012 and gave a brief overview of the areas of unmet needs that exist in the Brown County Community.

B. **SCHOOL VOUCHER HANDOUT:** The School Voucher Handout was provided for informational purposes by Ms. Swigert.

RED CROSS OVERVIEW AND UPDATE: Mr. Steve Hansen, Director, depicted changes in the National Red Cross structure as well as changes within the Lakeland Chapter. Ms. Tina Whetung, Transportation Director, reported on their increase in ridership from 2011 and 2012, the 2 new vans they will receive next year (1 for N.E.W. Curative and 1 for Red Cross), and Ms. Whetung's continuing education through UWM to become a certified trainer for their volunteer drivers.

LEGISLATIVE UPDATES: None

ANNOUNCEMENTS:

- Ms. Groeschel updated board members on issues with quality, timeliness, and consistency as a result of staff turnover at Aramark. She assured the board that these issues are continuing to be monitored to avoid consumer impact.

- Save the Date: The 2013 ADRC Conference will be held in Green Bay on May 13th, 14th and 15th, at the KI Convention Center. An ADRC Governing Board and Director Seminar will take place on May 13th from 1:00-4:00 p.m. and Ms. Christianson invited board members to attend.

NEXT MEETING – March 28, 2013: The next meeting will be held on Thursday, March 28, 2013 at the ADRC.

ADJOURN: Ms. Relich/Ms. Robinson moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:15 a.m.

Respectfully submitted,

Arlene Westphal, Secretary