

**ADRC COMMITTEE MEETING
MINUTES
March 13, 2019**

COMMITTEE MEMBERS PRESENT: Chairperson Tom Kelly, Steven Schreier, Ed Hammer, Bob Metropulos, Barbara Young, Carol Pederson, Dr. Walt Gager

COMMITTEE MEMBERS ABSENT:

COMMITTEE MEMBERS EXCUSED ABSENT: Jim Winkler, Marge Saari

STAFF PRESENT: Dianne Jacobson and Joel Gottsacker

OTHERS PRESENT: Roger Youngren, Transit Manager; Nancy Watry, candidate for citizen member committee assignment

Call to order: Chair Kelly called the meeting to order at 9:00 a.m. on the first floor of the Health & ADRC Building, 100 W. Keenan Street, Rhinelander, WI. The meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and the facility is handicap accessible.

Approval of agenda: Motion by Schreier/Hammer to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

Public comment/communications: Nancy Watry introduced herself as candidate for the citizen committee member opening to be filled in April 2019. Nancy is currently the Human Resources Director at the paper mill, but will be retiring in early April. She is seeking opportunities for volunteerism and believes the ADRC committee is a place where she can make a difference. Nancy related that she has used her current position to assist retirees and she has a passion for helping the elderly. She would like to see the community be more aware of the ADRC and all the services it provides.

Jacobson reviewed the process for filling a vacancy to the committee. The committee will make a decision at the April meeting and seek county board approval at that body's April meeting.

Minutes of February 12, 2019: Motion by Pedersen/Metropolous to approve the February 12, 2019 ADRC Committee minutes as presented. All ayes; motion carried.

Date/time/location of next meeting:

The next meeting will be Wednesday, April 10, 2019 at 9 a.m. on the first floor of the Health & ADRC building.

Northwoods Transit Connections: Roger Youngren, Transit Manager presented rider statistics for January and February 2019. Ridership in February show a decline which can be attributed to two closure days and the increased number of days with inclement weather. The inter-community routes are slow to attract riders, but the service is still new, and the hope is that word will get out and ridership will increase. Roger clarified

that while there are no specific stops in towns of Newbold and Lake Tomahawk, the bus will pick up a rider if Transit is notified, or even if a person flags the bus from the road. Youngren reported that the Howard Young Foundation has pledged \$10,000 in local share. Jacobson noted the importance of local share in the operations of Transit. Information only, no action taken.

2018 Budget Close: Jacobson reviewed end-of-year budget numbers for 2018. Of note are transfers of unspent program income to Prior Year Carry Forward account, unspent Transportation grant funds that are placed in a trust fund, and donations. It was also noted that the County increased the amount of levy in the budget to cover obligations of the county to pay for vacation pay out to an employee who retired. However, the Department did still return approximately \$12,000 of County levy. Information only, no action taken.

Building Security and Signage:

Building Security – The Facilities committee has taken no action on cameras for the building. Buildings & Grounds did approach the ADRC and Health Departments to ask if there are funds available to pay for cameras. Jacobson reported that 1) No, there are no funds in either department; and 2) Security for the Health & ADRC building is the responsibility of the County just as it is for the courthouse. Information only, no action taken.

Building Signage – Jacobson presented the final draft for the new building signage which will change the word “Aging” to “ADRC.” The Facilities committee has approved the change. The cost of just less than \$1,000 will be paid through the ADRC grant. Information only, no action taken.

ADRC Committee Citizen Member Recruitment: Jacobson reviewed the status of committee member recruitment. The ADRC committee will review all applications at the April 10, 2019 meeting and make a recommendation to the County Board at their April 16, 2019 meeting. Information only, no action taken.

Greater Wisconsin Agency on Aging Resources (GWAAR):

- a. **Aging Plan Self-Assessment-** Jacobson reviewed the Three Year Aging Plan Self-assessment that will be submitted to GWAAR. The Plan for 2016-2018 was amended as necessary to reflect contingencies. Motion by Hammer/Scheier to approve and submit the Self-Assessment. All ayes, motion carried.
- b. **Prior-Year Program Income Policy-** Jacobson reported that the State has clarified guidance on use of program income or contributions from participants. In the past, the State has permitted programs to carry forward program income into the new year as long as it was spent within a reasonably short time-frame. Some agencies were also given permission to create a trust for special projects in the subsequent year. The guidance now states that program income must be spent in the year it is generated and must be spent first. Unused grant funds will not carry forward into a following year. Information only, no action taken.

Vouchers, purchase orders and line item transfers: Jacobson presented a voucher to pay Northwoods Transit Connections from the 85.21 trust funds to pay for repairs. This is an allowable use of the funds. Motions by Scheier/Hammer to approve. All ayes, motion carried. Jacobson presented invoices for review. Motion by Scheier/Hammer to approve invoices. All ayes, motion carried. Jacobson presented line item transfers for approval. Motion made by Scheier/Metropolous. All ayes, motions carried.

Monthly Reports: Staff and program reports: Jacobson presented the monthly staff and program reports. Informational only, no action taken.

Legislative Update: Jacobson presented a handout on legislative issues of interest to the Committee. Discussion only, no action taken.

Agenda items for next meeting: Northwoods Transit Connections, Nutrition Advisory Council Report, Citizen Member Nomination.

Public comment/communications: None

Adjournment: 10:01 AM

Joel Gottsacker

Committee Chairman

Committee Secretary