

**ADRC COMMITTEE MEETING  
MINUTES  
December 29, 2021**

**COMMITTEE MEMBERS PRESENT:** Chairperson Mr. Steven Schreier, Ms. Nancy Watry, Ms. Joan Hauer, Mr. Russ Fisher

**COMMITTEE MEMBERS PRESENT VIA ZOOM:** Mr. Robert Thome, Jr., Mr. James Unger, Mr. Ted Cushing

**COMMITTEE MEMBERS EXCUSED ABSENT:** Ms. Rita Mahner, Ms. Monica Pritchard

**STAFF PRESENT:** Mr. Joel Gottsacker, Ms. Jeri Driscoll

**STAFF PRESENT VIA ZOOM:** Ms. Mary Rideout

**OTHERS PRESENT:** Ms. Barb Newman, Northwoods Transit Connection, Ms. Kelly Holm, Lakeland Times, Ms. Terri Kolb, UW Extension

**OTHERS PRESENT VIA ZOOM:** None

---

**1. Call to order:**

Chairperson Mr. Steven Schreier called the meeting to order at 9:00 a.m. on the second floor of the Oneida County Courthouse- County Board Room, 1 S. Oneida Ave, Rhinelander, WI and via Zoom. The meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and the facility is handicap accessible.

**2. Approval of agenda:**

Motion by Ms. Nancy Watry, seconded by Ms. Joan Hauer to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

**3. Minutes of November 17, 2021:**

Motion by Mr. Ted Cushing, seconded by Ms. Joan Hauer to approve the November 17, 2021 ADRC Committee minutes. All ayes; motion carried.

**4. Public comment/communications:**

None

**5. 2022 Meeting Date/time/location of next meetings:**

The committee meetings for 2022 will continue to be held on the 4<sup>th</sup> Wednesday of each month at 9:00 a.m. on the second floor, Oneida County Board Room-Oneida County Courthouse, 1 S. Oneida Ave, Rhinelander, WI 2<sup>nd</sup> floor and via Zoom. The next meeting will be January 26, 2022 at 9:00 a.m. in the Oneida County Board Room.

**6. Northwoods Transit Connections Update:**

Ms. Barbara Newman gave an update. The last meeting was cancelled due to the weather; they will be viewing the potential new building on January 4, 2022. In the month of November, they were up 290 rides due to the Ski Team. They are still currently having a driver shortage. It was suggested to possibly post in the ADRC Newsletter. Ms. Newman will speak with Mr. Joel Gottsacker. The committee also requested that we get the Ridership Report. Ms. Newman will get to Joel to distribute and will be presented at each monthly committee meeting.

**7. Recommendation for 2021 unspent \$85.21 funds:**

Any unspent \$85.51 funds are usually returned to the county and moved to the trust. The State verbally informed us that the Northwoods Transit Connections could retain the funds in their own trust. The Administrative Rule does not allow for that and staff reported being uncomfortable with only a verbal approval. The committee recommended that the money be returned to the county and placed in the trust. Motion by Ms. Nancy Watry, seconded by Mr. Robert Thome, Jr. to return the funds to the ADRC to put in trust. All ayes, motion carried.

**8. ADRC – UW Extension Collaboration: Terri Kolb:**

Ms. Terri Kolb gave an overview of the evidenced based programming that she is providing both at the ADRC and in Oneida County. Thirty percent of her time will be spent with the ADRC. She will be offering programming in Rhinelander as well as other areas in Oneida County. She will be establishing a calendar of services offered throughout the year, which will include all programs not just programs at the ADRC. Informational only, no action needed.

**9. Home Delivered Meal and Congregate Nutrition recommended contributions by participant:**

Mr. Joel Gottsacker explained the cost of meals and provided information on costs over time. Because of inflation and the rising cost of providing the service, staff is recommending that the recommended contribution asked of participants would go from \$3.50 to \$3.75 for Congregate Meals and from \$4.25 to \$4.50 for Home Delivered Meals. The last increase to meals was in 2016. Motion by Ms. Nancy Watry to increase the cost by 25-cents effective in July 2022. Mr. Ted Cushing recommended that the 25-cent increase be effective March 1<sup>st</sup> or sooner if needed. Ms. Nancy Watry amended her motion to say a 25-cent increase effective March 1, 2022, seconded by Mr. Ted Cushing. All ayes; motion carried.

**10. 2022 Nutrition Contract with Lynn's Catering rate increase request:**

Reviewed the request from Lynn's Catering for a 5% increase in the cost per meal. This is approximately a \$11,276.11 increase in the contract based on current meal counts. Anything above a 3% increase needs committee approval, as Lynn's Catering is in a 3-year contract. Motion by Mr. Ted Cushing, seconded by Mr. Robert Thome, Jr. to increase Lynn's Catering Meal Increase of 5%. All ayes; motion carried.

**11. ADRC Center Utilization:**

Mr. Joel Gottsacker distributed the ADRC Space Utilization by Days for 2021 to the committee for review. This is informational only, no action required.

**12. ADRC Website Update:**

Currently the website is not ADA compliant. Continuing to work with ITS to get this ADA compliant as well as the county website. Hopefully this will be completed in early 2022. This may need to be contracted out. If so, it will be determined how to bill per department for the county website.

**13. 2022 Purchase Orders:**

Mr. Joel Gottsacker explained that the Purchase Orders are things that are already in the budget but are items that need to be paid routinely. He is requesting approval of the Purchase Orders so bills are paid on time. Motion by Mr. Russ Fisher, seconded by Ms. Joan Hauer to approve the 2022 Purchase Orders. All ayes; motion carried.

**14. Closed Session:** It is anticipated that the committee will go into closed session pursuant to section 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved. Topic: Complaint regarding ADRC staff and potential EEOC complaint and approval of October 27<sup>th</sup> closed session minutes.

Motion by Mr. Ted Cushing, seconded by Mr. Robert Thome, Jr., to move to closed session, roll call vote Mr. Ted Cushing, yes; Mr. James Unger, yes; Mr. Robert Thome, Jr., yes; Ms. Nancy Watry, yes; Ms. Joan Hauer, yes, Mr. Russ Fisher, yes; Mr. Steven Schreier, yes; to move into closed session at 10:00 a.m.

**15. Return to Open Session:**

Motion by Mr. Ted Cushing, seconded by Mr. Robert Thome, Jr., to return to open session at 10:18 am, roll call vote Mr. Ted Cushing, yes; Mr. James Unger, yes; Mr. Robert Thome, Jr., yes; Ms. Nancy Watry, yes; Ms. Joan Hauer, yes, Mr. Russ Fisher, yes; Mr. Steven Schreier, yes; to return to open session.

Chairman Schreier announced that no action was taken during the closed session.

**16. Vouchers, Purchase Orders, and Line Item Transfers:**

Mr. Joel Gottsacker presented vouchers, purchase orders and line item transfers to the committee. Motion made by Ms. Nancy Watry, seconded by Ms. Joan Hauer to approve the vouchers, purchase orders and line item transfers as presented. All ayes; motion carried. Mr. Joel Gottsacker reported that they have \$347.93 in uncollected funds from 2020, which was for mileage fee for the volunteer escort program. Would like to forgive these funds. Motion by Ms. Joan Hauer, seconded by Mr. Russ Fisher to forgive the \$347.93. All ayes; motion carried.

**17. Monthly Reports:**

Monthly report reviewed. No questions or concerns by the committee. Informational only, no action taken.

**18. Future Agenda topics:**

- Update on the website.
- Northwoods Transit – Ridership Report.
- Usual Agenda Items.

**19. Public comment/communications:**

No public comments.

**20. Adjournment: 10:23 a.m.**

---

Committee Chairman

Committee Secretary