

Board Meeting Minutes

Aging & Disability Resource Center of Central Wisconsin

Location: Antigo ADRC-CW Conference Room, 1225 Langlade Road, Antigo,
Wisconsin

September 14, 2017

Board members present: Chairman – Doug Machon, Jim Hampton, Vern Cahak, Mike Feirer, Larry Lebal, Will Hascall, Danielle Yuska, Tim Buttke, Bob Reichelt, Julie Webb, Kirby Crosby, and Jean Doty.

Board members excused: Sharon Rybacki

Board members absent: Joel Lewis

Others present: Linda Weitz, Steve Prell, Billy Littlejohn, Mike Rhea, Hannah Larkin, and Angela Hansen.

1. Call to order:
 - a. Meeting was called to order by Chairman Doug Machon, at 9:32am.
2. Public comments:
 - a. Introduction of the Hannah Larkin, new Clerical Assistant and Billy Littlejohn, Dietary Intern.
3. Approval of minutes:
 - a. July 13, 2017 and August 10, 2017
 - b. Motion to approve both minutes by Tim Buttke, second by Mike Feirer. Motion carried, minutes approved.
4. Discussion/possible action – Decision on three strategic issues for strategic plan:
 - a. Supporting document in board packet.
 - b. Motion to approve ADRC-CW identified strategies by Danielle Yuska, second by Will Hascall. Motion carried, strategies approved.
5. Discussion/possible action – Board minutes defining “absent” and “excused” board members:
 - a. Motion to include the terms “absent” and “excused” as part of the attendance listed on the board minutes as of today by Danielle Yuska, seconded by Kirby Crosby. Motion carried, attendance will now reflect “absent” and “excused.”
 - b. Motion to refer the drafting of a policy regarding board member attendance to the Executive Committee by Danielle Yuska, seconded by Will Hascall. Motion carried, Executive Committee will draft an attendance expectation policy for board members.
6. Discussion/possible action – report from the Finance Committee:
 - a. Report presented by Larry Lebal.
 - b. Motion to accept the report by Tim Buttke, seconded by Bob Reichelt. Motion carried, report accepted.
7. Discussion/possible action – Budget adjustments:

- a. Budget adjustments presented by Steve Prell.
 - b. Motion to accept the budget adjustments by Larry Lebal, seconded by Tim Buttker. Motion carried, adjustments accepted.
- 8. Discussion/possible action – Placing final 2016 audit on file:
 - a. Audit draft was included in the August board packet. No changes were made to the final audit.
 - b. Motion to file the 2016 audit by Mike Feirer, seconded by Kirby Crosby. Motion carried, 2016 audit filed.
- 9. Discussion/possible action – 2018 Budget summary and overview:
 - a. Budgeting explanations and education, no action needed.
- 10. Discussion/possible action – Preliminary nutrition survey results-program review:
 - a. Nutrition survey data presented for information in board packet. No action needed.
- 11. Executive Director's report:
 - a. Full report in the board packet.
 - b. Linda Weitz highlights the recruitment for a resource specialist in the Antigo office and the dementia friendly training.
- 12. Future agenda items and location:
 - a. 9:30 am, October 12, 2017.
 - b. Lincoln County services building, 801 N. Sales Street, room 247/248 Merrill, Wisconsin.
- 13. Adjournment
 - a. Meeting adjourned by Chairman Doug Machon at 10:47am