



**AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN BOARD MEETING
ADRC-CW, 2600 Stewart Avenue, Suite 25, Wausau, WI.**

Thursday, March 9th, 2023

Mission: The Aging and Disability Resource of Central Wisconsin promotes choice and independence through personalized education, advocacy, and access to services that prevent, delay, and lessen the impacts of aging and disabilities in the lives of adults.

MINUTES DRAFT

1. Call to Order:
 - a. Meeting called to order by Ann Lemmer at 9:30 am.
2. Roll Call Attendance:
 - a. Board members present: Norbert Ashbeck, Robert Benishek, Bill Clendenning, Chris Dickinson, Adam Fischer, Jim Hampton, Will Hascall, Ann Lemmer, John Medo, Kathy Meyer, Greta Rusch, and Dona Schwichtenberg
 - b. Board members excused: Mike Feirer and Tony Omernik
 - c. Staff present: Kit Ruesch, Mike Rhea, Jennifer Clark, Steve Prell, Ronda James, Barb Hartwig, Peggy Kurth, Traci Zernicke, and Angela Hansen
 - d. Others present: Lance Leonhard, Chris Holman Dora Gorski, Jim Torgerson
3. Public Comments:
 - a. Mike Rhea touched base on the ADRC-CW presence at Alzheimer's Advocacy Day in Madison.
4. Approval of Minutes – 2/9/23
 - a. Motion to approve minutes by Norbert Ashbeck, seconded by Greta Rusch.
 - b. Motion approved, minutes approved.
5. Discussion/possible action: Wausau Office relocation proposal
 - a. Supporting documents for space footprint and lease costs for three different options included in the board packet.
 - b. Mike Rhea, Chris Holman, and Lance Leonhard provide updates on the potential relocation for the Wausau office to the Lakeview Campus site.
 - c. Chris Holman and Lance Leonhard field questions from the board.
 - d. Lance Leonhard provides the financial impact of the potential move. The lease would include utilities, cleaning, and general maintenance.
 - e. Norbert Ashbeck opens up the question of the ADRC-CW taking on APS in the new space. The topic is not in discussion under the current leadership of either organization.
 - i. Motion to allow Marathon County to proceed with developing the space for the ADRC-CW Wausau office by John Medo, seconded by Norbert Ashbeck.

- ii. Motion carries as amended.
- f. Jim Torgerson, advisory committee member, comments directly on the difficulty accessing the current space from an individual with mobility disabilities perspective.
- g. Several comments clarifying the role of the board to direct the ADRC-CW and not Marathon County.
 - i. Motion to amend the previous motion to focus the direction to explore Option B as a ceiling for the ADRC-CW planning, seconded by Bill Clendenning.
 - ii. Motion carried by majority agreement.
- 6. Discussion/possible action: Finance report
 - a. Finance reports provided in the board packet.
 - b. Steve Prell presents the new reports generated by Workday. New format pulls the information directly.
 - i. Motion to accept the financial report by, seconded by Greta Rusch.
 - ii. Motion carries, report accepted.
- 7. Discussion/possible action-Review of office lease expiration dates and next steps
 - a. All offices and nutrition sites lease costs and terms provided in the board packet.
 - b. Leases up for renewal for Marshfield, Merrill, Wausau, and Wisconsin Rapids offices.
 - c. Mike Rhea asks if the board would like him to explore other county spaces for potential offices for the ADRC-CW.
 - i. Mike Rhea will explore options as well as discuss leases with the landlords and bring the information back to the board.
 - d. Questions about the Wood county offices in Wisconsin Rapids and Marshfield.
 - i. There is an opportunity to reduce the footprint of the Marshfield office.
 - e. Steve Prell asks if the board has an opinion about the ADRC-CW being in a county or city owned building rather than a privately owned building.
- 8. Discussion/possible action: Strategic Goals proposal/Ends Statements
 - a. Mike Rhea presents a draft to the board. Asks for direction from the board.
 - b. Bill Clendenning suggests the document be reviewed by the executive committee.
 - c. No action taken.
- 9. Discussion/possible action: 4th quarter Quality report-Kit
 - a. Complete report in the board packet.
 - b. Kit Ruesch presents the 4th quarter report which will essentially be the annual report numbers.
 - i. Dementia Care Specialist data included in the report upon request from the board.
 - ii. Resource Specialist call types now include customer demographic groups upon request from the board.
 - c. Ann Lemmer asks for specific data on customers over 80 years of age for next time.
 - d. Board driven requests for specific data measures are welcomed.
 - e. No action taken
- 10. Discussion/possible action: Board Policy draft review-Closed session meeting policy, policy review committee
 - a. Policy draft in the board packet.
 - i. Jim Hampton provides some comments: Sub-committees should be included in the policy. How documents should be handled after the closed sessions. Protocol for



guests being allowed in closed sessions. After the closed session, is there a report out needed?

ii. Bill Clendenning states the policy is more about who isn't allowed and what is done in a closed session should be decided prior to the closed session.

b. Policy was reviewed by the Marathon and Wood County Corporation Council.

c. No action taken

11. Discussion/possible action: Board member application- Maria Pregler

a. Applicant's resume in the board packet.

b. Motion to approve application by Bill Clendenning, seconded by Norbert Ashbeck.

c. Motion carried, application approved.

i. Minutes and application forwarded to the member county boards for approval.

12. Education: Community Health Education-Jen Clark

a. Item tabled in the interest of time.

13. Operations Report

a. Full report in the board packet.

b. Mike Rhea highlights a few things in the operations report.

i. Volunteer Coordinator position developed from a Community Health Educator position.

ii. The Community Resource Manager position is not being filled. Tasks were distributed among the other members of the leadership team.

1. Dona Schwichtenberg asks where the tasks of the Community Resource Manager position and Aging Director are.

14. Future Agenda Items

a. Health Educator presentation

b. Unaudited finance report

c. Lifelines, process of getting a device

15. Adjournment

a. Meeting adjourned at 11:58 am