

## **ADRC of Florence County Governing Board – Meeting Minutes**

Wednesday, August 24, 2022

### **Call to Order & Roll Call**

The meeting was called to order by the Chair.

Present: Barb Chiamulera, Ann-Marie Frankini, Janice Gehlhoff, Chad Hedmark, Richard Holmstrom, Holly Stratton, Susan Theer, Rich Wolosyn

Absent: Warren Soderberg

Also attending: Tiffany White – ADRC Director

### **Approval of Agenda**

Motion to approve the agenda, Stratton/Chiamulera. Carried.

### **Approval of Minutes of July 27, 2022 meeting**

Motion to approve minutes of the July 27, 2022 meeting, Stratton/Gehlhoff. Carried.

### **Approval of Bills**

Motion to approve bills from August, Hedmark/Wolosyn. Carried.

### **Approval of Out of Town Travel**

White presented upcoming training/conferences that are occurring out of town. Motion to approve upcoming out of town travel, Hedmark/Holmstrom. Carried.

### **Advocacy and Comments from the Public**

None.

### **Review Letters of Interest for the At-Large Community Member vacancy**

White reviewed the 2 letters of interest that were received. Motion to recommend the Florence County Board of Supervisors appoint Lisa Brouillette to the at-large community member vacancy, Wolosyn/Hedmark. Carried.

### **ADRC Trip Policy**

White presented a draft trip policy to have in place for the upcoming Wisconsin Timber Rattlers game and any future trips that the ADRC may plan. Motion to approve ADRC Trip Policy and send it to other committees for approval, if needed, Wolosyn/Stratton. Carried.

### **2023 Budget**

White reviewed the 2023 budget documents. Motion to approve budget and move it along to Audit and Budget, Wolosyn/Holmstrom. Carried.

### **Transportation**

#### **Vehicle Bid Opening & Selection**

White had received sealed bids from two vendors which were opened and reviewed. Motion to move forward with the purchase of two vehicles from Florence Motor Sales, Wolosyn/Stratton. Carried.

### **ADRC/OAA Program Staffing**

#### **Letter of Resignation – Part-Time I&A Specialist**

White explained that a letter of resignation was received from Barb, the Part-Time I&A Specialist with a planned last day of August, 26, 2022. Motion to accept the resignation, Chiamulera/Frankini. Carried.

#### **ADRC I&A Specialist/Dementia Care Specialist combined position**

##### **Review of Job Descriptions**

Motion to approve the I&A Specialist and Dementia Care Specialist job descriptions as revised and proceed to Personnel for approval, Holmstrom/Gehlhoff. Carried.

##### **Approval to advertise/hire for I&A/DCS combined position**

Motion to proceed to Personnel Committee to advertise and hire for the I&A/DCS combined position, Hedmark/Stratton. Carried.

#### **Review ADRC Director's Job Description**

Motion to approve the ADRC Director job description as revised and proceed to Personnel for approval of revision and wage increase, Stratton/Chiamulera. Carried.

### **Director's Report**

White provided the following updates:

- Aging Plan Review was done for the year and a letter of approval went out to White and Board Chair Theer.
- Performance Improvement Plan update: there is no further action needed.
- Upcoming events the ADRC is hosting.
- ADRC Expenditure Report for 2021 and Meal Cost Tool for 2021 were completed and submitted to the state.

### **Board Member Comments and/or Identification of Future Agenda Items**

None.

### **Next Meeting Date/Time**

The next ADRC Governing Board meeting was set for October 26, 2022 at 5:30 p.m.

### **Adjournment**

The meeting was adjourned by the Chair.

Respectfully Submitted,

Tiffany White, Director