

ADRC of Florence County Governing Board – Meeting Minutes

Wednesday, September 11th, 2024

Call to Order & Roll Call

The meeting was called to order by the Chair Tom Brandt.

Present: Lisa Brouillette (phone), Ann-Marie Frankini (phone), Linda Opsahl, Amanda Yoder, Tom Brandt, Holly Stratton, and Dwaine Drewa

Excused: Karen Thompson

Absent: Rich Holmstrom

Also attending: Mason Balicki – ADRC Director

Approval of Agenda

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

Approval of Minutes of the August 15th, 2024 meeting.

Motion to approve minutes of the June 4th, 2024 ADRC Board meeting, Opsahl/Frankini. Carried.

Thank you to Prior Board Members

The Board took a moment to recognize Chad Headmark and Janice Gehloff for their time serving on the ADRC Board.

Approval of Bills

Motion to approve August bills, Drewa/Stratton. Carried.

ADRC/OAA Program Staffing Updates

- Balicki informed the board of the previous days Hiring Committee decision to recommend candidate 1 to Personnel for approval in the EBS/DBS position.
- Balicki informed the Board of pending staff changes at the Florence meal-site.
- Balicki informed the Board of his difficulty attracting qualified candidates who meet the education requirements at the current rate of pay.

Adjourn to Closed Session pursuant to;

- WI State Stat. §§ 19.85(1)(c) and (e) Considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. The purpose of the meeting is to discuss wage increases for ADRC employees.

Motion to adjourn to closed session, Opsahl/Yoder carried.

Reconvene to Open Session to take action, if appropriate, on matter discussed in Closed Session

Motion to reconvene to open session, Drewa/Opsahl carried.

Motion to recommend wage increases as discussed to Personnel, Opsahl/Yoder carried.

Request for Standing Approval to Recruit New Board Members When a Position is Vacated

Motion to give ADRC Director Balicki standing approval to begin recruiting for new Board members when vacancies occur, Drewa/Stratton. Carried.

Discuss 2025 ADRC/Aging Budget

- Balicki presented the budget to the ADRC Board.
- Balicki emphasized that although this year's levy request decreased, actual costs to operate increased. The reason for this discrepancy is the result of carryover funds reducing the levy cost, an occurrence that if fully staffed will not be applicable next year.
- Frankini suggested not including carryover funds in the budget.
 - Balicki pointed out the he is using 50% of available carryover funds in the 2025 budget, as to find an amenable intersection between a potentially inaccurate levy request and what may or may not occur in 2025 related to grant expenditures and staffing.
- Opsahl Questioned the reduced C1 costs in the 2025 budget, even though food costs have traditionally risen year-over year.
 - Balicki stated that changes in staff, including many new nutrition staff, have resulted in changes in payroll costs allocated to Title III C1. Balicki additionally matched some of the smaller costs with a realistic 5 year average. Balicki budgeted for the exact amount of facility rent and not the estimated amount. Balicki was able to obtain small cost savings in several areas such as supplies and phone costs

Approval to proceed with 2025 ADRC/Aging Budget as presented

Motion recommend the 2025 ADRC Budget as presented to Audit and Budget for Approval, Opsahl/Yoder. Carried.

Advocacy and Comments from the Public

There were no comments from the public.

Director's Report

Balicki mentioned that Representative Mursau had reached out to him and would like to schedule a time to visit the ADRC and see what they do.

Board Member Comments and/or Identification of Future Agenda Items

- Brouillette reminded the Board of the importance of following procedure for open meetings. Brouillette informed the Board that communication outside of Board meetings, Personal or electronic, if done incorrectly could result in a walking quorum and a violation of the open meetings laws.

- Balicki reiterated the importance following procedure and seeking guidance where guidance is needed. He informed the Board of the following from Chapter 5 of the Wisconsin Open Meetings Law.
 - “A member of a governmental body who knowingly attends a meeting of the body held in violation of the Open Meetings Law, or who violates the law by some other act or omission, is subject to a nonreimbursable forfeiture of not less than \$25 nor more than \$300 for each violation. [s. 19.96, Stats.]”
- Balicki informed the Board that when in conflict, Wisconsin Statutes supersede Roberts Rules of Order, and that meetings must be conducted and agendas must be available as outlined in Chapter 19 of WI Statutes.
- Drewa asked that additional C1 Meals for the town of Tipler be added as a future Agenda item for discussion.

Next Meeting Date/Time

To be announced

Adjournment

The meeting was adjourned by the Chair.

Respectfully Submitted,



Mason Balicki, Director