



Our mission is to deliver innovative support to lead aging agencies as we work together to promote, protect, and enhance the well-being of older people in Wisconsin.

Board Meeting Minutes

Friday, August 11, 2023 | 10:00 a.m.

GWAAR Madison Office and

Microsoft Teams Video Conference Call

Members present: *Beth Esser, David Hoberg, Bob Borremans, Cookie Lough, Rob Wilkinson, John Helling, Mary Wolf, Dave Ostness, Wes Martin,*

Members excused: *All present*

Others Present: *John Schnabl, Executive Director; Patrick Metz, Fiscal Manager; Nick Musson, OAA Consultant -Transportation Specialist; Jeannine Rowe, Professor of Social Work and Gerontology, University of Wisconsin-Whitewater; Rosanna Mazzara, Operations Coordinator*

Call to Order

The meeting was called to order at 10:05 a.m.

Review and Approval of August 11, 2023 Agenda

Motion by Rob Wilkinson, seconded by Cookie Lowe, to approve August 11, 2023 agenda. Motion unanimously carried.

Review and Approval of June 9, 2023 Draft Meeting Minutes

Motion by Wes Martin, seconded by John Helling, to approve June 9, 2023 draft meeting minutes. Motion unanimously carried.

Public Comment **None**



Comments from Chair

- During an Executive Committee working session, John Schnabl, GWAAR executive director was given his annual review prior to the board meeting.

Directors Report

John Schnabl:

- Great Lakes Inter Tribal Council added a much needed new person to their staff to help take some of work load off Kassy Heard. He is Scott Omernick, formerly of the Ho-Chunk Nation Elder Nutrition Program, and brings with him a wealth of knowledge. His new position, alongside Kassy, will focus on nutrition technical assistance, training and guidance.
- The next Aging Advocacy Day will be an in-person event and will take place on May 14, 2024. It will be very similar to this year's, however with some slight changes since many legislators may not be in session.
- We are putting together a written progressive improvement plan regarding what steps to take when there are contractual or policy issues with aging units/ADRCs. We have sent it out for comments to aging units and the state. When comments are evaluated and the plan is completed, we will make sure the board gets a copy of it.
- We are also in the process of putting a training curriculum together for new aging unit directors. This will provide them with a listing of topics and where they can find the proper training materials for their aging programs.
- We had our first in-person ACE Meeting, and it went really well. It was held at the Greenwood Hills Country Club in Wausau. There was a fiscal presentation and breakout sessions on numerous critical issues facing the aging network.
- Next year's ACE Meeting will be held the Holiday Inn Convention Center in Stevens Point. The focus of the meeting will be creation of aging plans 2025-2027.



Finance Committee Report

Dave Hoberg:

- Finance Committee met this past Monday and we had a lengthy discussion over the HR request for proposals and decided we needed additional information so there will be no action required on this agenda item.
- The 2022 audit continues. Due to fiscal not being fully staffed for quite a period of time, the audit may take a bit longer than usual.
- We have a travel policy proposed change that we need to vote on. It's a proposed policy change to the mileage rate and also how the meals and miscellaneous items will be paid out in the future. A date for this change has to be voted on today.

Patrick Metz, Fiscal Manager:

- Balance and Income Statements were shared and all things are going fairly well financially. We have plenty of cash through the ARPA funds.
- Fiscal will be fully staffed as of August 15th. Ciara Walentowski, will come on board as our new fiscal assistant and Billie Leach, VA Fiscal Assistant, who will dedicate a good amount of her time to VA program's fiscal.
- The 2022 audit is ongoing and may take a bit more time than previous years due to fiscal not being fully staffed.
- Fiscal hopes to have a draft copy of a policy and procedure manual completed soon.

John Schnabl:

- The HR Request for Proposal will not be an action item until the Finance Committee gets more information, in order to make an informed decision.

- The two other action items as Dave alluded to, are the potential mileage reimbursement rate change. Originally, we were informed that we had to follow the state mileage reimbursement rate, however after further clarification, it was found we could use the IRS rate for staff and board members, which is what we had been using since the inception of GWAAR. And then there was also a recommendation regarding meals and incidentals. Right now, we have an anywhere in the United States, \$35 daily allowance for meals and incidentals. And that's been the same since GWAAR started in 2009. Based on a recommendation at the previous Finance Committee meeting, they voted to use the GSA (General Services Administration), federal level of meals and incidentals rate calculator, which is online, that staff would now use. Please note GWAAR will reimburse actual amount spent provided by receipts and that the GSA per diem rate will be considered the maximum (up to) amount a person will be reimbursed. These were the two Finance Committee recommendations and thus the two action items.

Motion by Wes Martin, seconded by John Helling, to place on file, financial statements as presented. Motion unanimously carried.

Motion by Wes Martin, seconded by Cookie Lough, for GWAAR to adopt IRS mileage reimbursement rate effective Sept. 1, 2023. Motion unanimously carried.

Motion by Dave Hoberg, seconded by Wes Martin, to accept the GSA rate as the "up to" maximum amount GWAAR will use to reimburse meals and incidentals for employees, Board/Advisory Council members effective Sept. 1, 2023. Motion unanimously carried.

UW-Whitewater ITS Project

Jeannine M. Rowe, PhD, MSW
Professor of Social Work and Gerontology
University of Wisconsin-Whitewater

- Jeannine gave a PowerPoint Presentation explaining the new Intergenerational Technology Services Project by the University of Wisconsin Whitewater, which

begins Monday August 14, 2023. GWAAR contributed some of its ARPA funding to this project.

- It's a space at the UW-Whitewater Engagement Center where older adults (60 and older and reside in Walworth, Jefferson, Rock and Waukesha counties) can get their technology needs met. It offers technology classes, one on one support, and Telehealth visit support in English and in Spanish.
- Website: <https://www.uww.edu/igets>
Tanya Mordecai: 262.472.1836 MordecaiTM24@uww.edu

Advisory Council Update

Nick Musson, OAA Consultant- Transportation Specialist & Advisory Council Liaison:

- The last Advisory Council meeting took place on Friday, July 14th at 10:00 a.m. Two new members were welcomed, Mark Weisensel from Winnebago County and Doris Bakker from Clark County. Mark worked for Winnebago County Human Services as the program supervisor for Aging and Disability for 36 years. Doris has been a registered nurse for over 50 years. She also serves on the Board of Health, Transportation, Law Enforcement at the ADRC.
- This was the second meeting where we continued to discuss draft bylaws. The hope is now that at the next meeting we will do one final quick review and be able to approve them.
- Since we had two new faces on the board, I thought it would be an opportune time to do a presentation on the purpose of the council and then do a little bit of an introduction on the aging plan process, to get everybody on the board and up to speed. I reviewed the council roles and responsibilities, and then I went over the Older American Act and how the aging plan fits into it. I gave an overview of all components of an aging plan, and then I went through the aging plan cycle. We then had a discussion about goals and how we're going to track those goals.
- We hope to approve the draft by-laws at the next meeting which will be taking place virtually on Friday, September 22nd at 10:00 a.m.



Bureau on Aging and Disability Resources

- Neal nor Sara was able to attend.

Advocacy and Public Policy

[Janet Zander: Please see written report.](#)

Annual Election of Officers and Board Member Election

Motion by Wes Martin, seconded by John Helling, to reappoint current board member officers and to affirm Dave Hoberg's continuation into his second term. Motion unanimously carried.

Miscellaneous

- Wes would like to request an agenda item for the next finance or board meeting.
 - A motion or action item to give board members / advisory council members an honorarium for their time and work expended.
 - Patrick indicated the request would be reviewed and placed as an agenda item at the next Finance Committee meeting.

Adjournment:

Next Meeting Date: October 13, 2023.

Meeting Dates for 2023:

April 14, 2023
June 9, 223
August 11, 2023
October 13, 2023



December 8, 2023

Rosanna Mazzara, Operations Coordinator; Recorder