



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, October 13, 2023 | 10:00 a.m.
Portage County ADRC and
Microsoft Teams Video Conference Call*

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

Members excused: *Mary Wolf, Dave Hoberg*

Others Present: *John Schnabl, Executive Director; Patrick Metz, Fiscal Manager; Nick Musson, OAA Consultant -Transportation Specialist; Christine Huberty, Lead Benefit Specialist Supervising Attorney—Northern Region; Sky Van Rossum, Special Projects Manager; Sara Koenig, Elder Nutrition Program Manager, Program and Policy Analyst-Bureau of Aging and Disability Resources, DHS; Rosanna Mazzara, Operations Coordinator*

Call to Order

The meeting was called to order at 10:03 a.m.

Review and Approval of October 13, 2023 Agenda

Motion by Rob Wilkinson, seconded by Dave Ostness, to approve October 13, 2023 agenda. Motion unanimously carried.

Review and Approval of August 11, 2023 Draft Meeting Minutes

Motion by Wes Martin, seconded Rob Wilkinson, to approve August 11, 2023 draft meeting minutes. Motion unanimously carried.



Public Comment **None**

Comments from Chair

Dave Ostness:

- I sit on two different committees for national community association groups and 99% of the time GWAAR comes up and how great the staff is and all the wonderful things you are doing. I just want to pass along this information to John. GWAAR is recognized in such a positive way on a state and national level. Great work!
- Beth Esser commented on how GWAAR's different newsletters are outstanding, have valuable information and are very well done.
- John Helling concurred, he's proud to be a board member of an organization that is so well respected in the community.

Directors Report

John Schnabl:

- Janet is on a well-deserved vacation this week. Because of this, I had the opportunity to testify on behalf of GWAAR in front of a state committee in support of an assembly bill that supports a change in Senior Care prescription distribution, to allow for 100 days' worth of medication instead of 34 days.
- The preliminary allocations that are going to the counties and tribes for Title III services are going to be using previous year's allocation totals as ACL's new allocations are still unknown. For now, the state is using conservative numbers until the final numbers are revealed by ACL.
- GWAAR had a virtual ACE (A Commitment to Excellence) meeting on October 11th Sam Margelofsky, from the Bureau, talked about her survey of our websites within the network, and how easy it is to access volunteer information. Nick also did a preview of his volunteer driver survey, which was extremely helpful and provided a lot of information regarding the challenges facing volunteer drivers. Rosanna will be sending a link of the recorded meeting within the next few days.



January 10th will be our next meeting and it will be virtual again. May 8, 2024 will be our next in-person ACE meeting and it will be held at the Holiday Inn Convention Center in Stevens Point. The focus will be on the development of 2025-2027 Aging Plans.

- We are recruiting for Advisory Council Members as a couple have stepped down. We have received some really great applications, and looking forward to getting some new members on board.
- GWAAR is spending the last of its ARPA funding and many counties have already spent their remaining amounts. GWAAR and the aging units will have until the end of September to spend it.
- Great Lakes Inter-Tribal Council had hired a second staff person, in addition to Kassy to administer its contract with GWAAR, however after a couple of months they returned to their previous position. The search continues to rehire for the position.

Finance Committee Report

John Schnabl & Beth Esser:

- Balance sheet and income statements were discussed by the board.

Motion by Rob Wilkinson, seconded by Wes Marin, to place on file financial statements as presented. Motion unanimously carried.

- A draft budget preview was reviewed and discussed. Numbers can still change, but this at least gives the board a feeling where things are at. A good portion of the budget is salary, fringe, and retirement. The final budget will be presented to the Finance Committee in December and then the Finance Committee will bring a budget recommendation to the board for a vote.
- GWAAR's Older Workers Program (Title V) is a job training program for low income, adults over 55. The goal is to give them training/job skills so they can be placed in non-profits or other government agencies. Unfortunately, there has been a lack of funding each year for GWAAR. We have not signed the current

contract for 2023-2024, but we're looking at a deficit from anywhere from anywhere from \$125,000 to \$150,000. The main area of deficit will be the enrollee wages and fringe that the participants get paid, and unfortunately this is not sustainable for GWAAR. The Finance Committee has brought forth a recommendation to not renew our contract effective July 1, 2024. This gives our two employees and enrollees, an extended notice. This would also allow the state some time to find another partner who could facilitate this program.

Motion by John Helling, seconded by Rob Wilkinson, to sign the contract for this year and inform the state that we will no longer administer the program beyond this last contract period ending June 30, 2024, unless sufficient funds were to be provided. Motion unanimously carried.

- An RFP to search for a possible change in payroll and human resources went out and two mediocre responses were received. Additional questions were added along with a quest for additional possible vendors. Of all the information received from other possible vendors, nothing stood out as a great cost savings. After much discussion, the Finance Committee ultimately made the recommendation to continue going with Tandem, but to ask them not only to put a contract together for 2024, but to outline the full scope of services that they can provide to us as a partner, so that we fully understand based upon the RFP answers what we get and what's eligible to us as a client of theirs. The Finance Committee recommends excepting QTI Tandem's proposal for 2024, with an updated contract of all possible services available.

Motion by Rob Wilkinson, seconded by John Helling, to accept QTI Tandem's proposal for 2024 with an updated contract outlining all services available. Motion unanimously carried.

- Wes Martin asked that the board consider honorariums be paid to board members for their time and service at the last board meeting. His request went to the Finance Committee for consideration, but more information on what Wes is looking for is needed. John Schnabl will also do an informal poll to see what honorariums look like at other organizations. Until all information is obtained, this board item will be postponed.

Motion by Beth Esser, seconded by Bob Borremans, to postpone honorariums until more information is gathered. Motion unanimously carried.



- GWAAR's audit is in the home stretch and will be finalized soon.

Executive Committee Report

Dave Ostness:

- There was group discussion to decide on how much GWAAR would contribute to the employee cost of health insurance premiums for 2024 due to current insurance cost increases proposed by QTI. The cost increase for 2024 will be 3.7%
- GWAAR's recommendation to the Finance Committee is to go with a 2% increase in the employee premium percentage. This would help cut agency costs and would encourage more staff to choose the high deductible plan of \$2000/\$4000 . The \$2000/\$4000 plan could save premium costs for GWAAR and the employees.
- After much discussion and a review of charts that calculate total costs for all options, Dave Hoberg made a recommendation to increase the employee portion of the premium by 4% for all staff in the HMO and POS plans and 2% for staff in the PPO plan. This could produce a savings of approximately \$20,000 in GWAAR premium costs for 2024. This recommendation was brought forward to the board, was discussed, and recommendation accepted.

Motion by Wes Martin, seconded by John Helling, to accept Executive Committee recommendation for GWAAR's payment contribution portion for employees' medical insurance: HMO 83%, POS 84%, PPO 90%. Motion unanimously carried.

Affirmative Action Report

Christine Huberty:

- Christine provided an overview of GWAAR's affirmative action and equal opportunity employer objectives. Per GWAAR's goals for their affirmative action plan, Christine needs to provide annual updates to the board, and the board needs to review our affirmative action plan and approve it. Christine gave a PowerPoint presentation; discussion took place, and the board approved the goals and objectives, and report as required each year.



Motion by Beth Esser, seconded by Bob Borremans, to accept Affirmative Action Plan as presented. Motion unanimously carried.

Advisory Council Update

Beth Esser & Nick Musson:

- The Advisory Council's last meeting was virtual, and took place on Friday, September 22nd at 10:00 AM.
- The Council welcomed a new member, Diane Cox, from Richland County. Diane worked as a nursing home social worker and has an adult protective service background along, with many board appointments. We are excited to have her on the council.
- We have three members whose terms are up that are stepping down, which include Judith Atkinson, Nancy Gagnon and Cynthia Welch. Thank you all for your service. We are continuing to look for more members, so if you know of anyone that might be a good fit, please pass them my way.
- The Advisory Council voted on and approved their new by-laws. This was a great goal and accomplishment.
- GWAAR's 2022-2024 Aging Plan goal updates were reviewed.
- Janet discussed her Advocacy Report.
- The next virtual meeting is scheduled for Friday, November 3rd at 10:00 a.m.

Advocacy and Public Policy

Janet Zander: (On Vacation)

- See written report.

Bureau on Aging and Disability Resources

Sarah Koenig:



- The state is already starting to plan for 2025-2027 aging plan cycle. Neal is in consultation with Nick Musson to discuss county/tribal aging unit plans and the planning process timeline.
- AAA Aging Plans will be due to BADR by the end of calendar year 2024.
- We are waiting for some guidance from the Administration for Community Living related to the content of the state aging plan. They usually give us some updated guidance for every plan cycle, but this year we are anxiously awaiting due to some changes that they're proposing in their federal regulations that might change the way we structure some of our aging plans. Their changes will influence what we expect from area plans as well as those county and tribal aging unit plans. We hope to hear more in the spring.
- On the topic of Older Americans Act regulations: There were some proposed regulations that were released over the summer for which GWAAR, many of our network partners, and the state made comments. ACL has recently informed us that they are still working on compiling the comments they've received. They will in turn, send a summary of those comments to the federal level. They anticipate the new regulations might be in place or implemented early 2024. Next year will be a year of exciting changes.

Adjournment

Next Meeting Date: December 8, 2023

Meeting Dates for 2024

February 9, 2024

April 12, 2024

June 7, 2023

August 9, 2024

October 11, 2024

December 6, 2023

Rosanna Mazzara, Operations Coordinator; Recorder