



Serving Adams, Green Lake, Marquette & Waushara Counties
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**ADRC Governing Board Minutes
November 10, 2016**

- I. **Certification of Open Meeting Law**
- II. **Pledge of Allegiance**
- III. **Call to Order** – Chairman Warren Brewer called the meeting to order at 1:00pm.
- IV. **Introduction of New Members, if applicable.**
- V. **Roll Call/Mileage –**

<u>Adams:</u> Marge Edwards	<u>Green Lake:</u> John Gende Suzi Giesen Joy Waterbury	<u>Marquette:</u> Jan Banicki Dave Benson Mike Raddatz	<u>Waushara:</u> Warren Brewer Russell Heise Bernadette Krentz Linda Manske
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- Absent:** Lori Djumadi
Guest(s): Dawn Buchholz
ADRC Staff: Jennifer Dille, & Kim Rachel
- VI. **Adoption of the Agenda:** *Motion was made to adopt the agenda by Mike Raddatz, seconded by Dave Benson. Motion carried.*
- VII. **Approval of Minutes of the Previous Meeting:** *Motion by Dave Benson to approve the minutes of August 11, 2016, seconded by Mike Raddatz. Motion carried.*
- VIII. **Public Comment (3 minutes/person, maximum of 15 minutes):** None
- IX. **REPORTS:**
 - A. **ADRC Local Activities (Jennifer Dille):**
 1. **Staffing Updates:** Jennifer informed the members that starting next week, after new hire Erin Klemetson in Adams starts, all four counties will be fully staffed. However, sometime in December Amanda Kutcher, Health Promotions Coordinator, will be on maternity leave. Jennifer also read a few survey comments.
 - B. **State Activity (Jennifer Dille):**
 1. **ADRC Directors Meeting Updates:** Jennifer reported that the discussions at the directors meeting were about next year's contract and state wide marketing and branding ideas. They plan to improve the state website by making it more user friendly and having local links included. Plus, creating and adding a new state-wide brochure, not just having local brochures. In addition the state talked about web based training versus in-person training.
 2. **2016 ADRC Contract Compliance Updates:** Jennifer reported that this is a non-issue at this time and that the contract has changed. However, the Adams public accessibility to bathrooms is still an issue and she will be attending a meeting next week to find out more.

3. 2017 ADRC Contract Changes: Jennifer reported on a few changes such as 1) the original requirement of “warm and welcoming” entrances is now a goal, not a requirement 2) no longer require separate and distinct waiting areas 3) no longer required to track calls and purchase a new phone system 3) the logo no longer is required to be in blue and white 5) home visits are now required to be completed within 10 days, not 5 days and 6) the new focus for next year is “accessibility”. All bathrooms will need to be publically accessible.

In addition, Jennifer reviewed some results and comparisons between local surveys versus state averages. Overall 95% of clients would recommend our services to others.

X. OLD BUSINESS: None.

XI. NEW BUSINESS:

A. **2017 ADRC Budget Discussion/Approval:** Warren reported that the management team met in October. They reviewed the budget and final approval was completed. Jennifer distributed a handout of the 2017 Annual Budget for review. The Governing Board approved the request in the budget for additional staff one to be hired by March of 2017 the other if needed by July 2017. ***Linda Manske made a motion to approve the budget as presented. Suzi Geisen seconded and the motion carried.***

B. **Discussion/Possible Action Governing Board By-Laws Regarding Mileage Reimbursement:** Warren commented that citizens on the Commission on Aging Governing Board receive mileage reimbursement, not a set per diem. Discussions regarding county board members receiving per diem for citizen county members took place. It was agreed upon that it is up to the individual counties as to whether or not they want to pay citizen members per diem.

XII. OTHER:

XIII. MEETING DATE & LOCATION/SUGGESTIONS FOR FUTURE AGENDA ITEMS: The next meeting will be on February 9, 2017 in Montello, WI at 1:00pm.

XIV. ADJORNMENT: ***Motion to adjourn the meeting at 1:50pm was made by Jan Banicki, seconded by Dave Benson, and the motion carried.***

Respectfully Submitted

Kim Rachel, ADRC Resource Assistant