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**ADRC Governing Board Minutes
September 12, 2013**

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

<u>Adams:</u>	<u>Green Lake:</u>	<u>Marquette:</u>	<u>Waushara:</u>
Heidi Roekle	Suzi Giesen	Dave Benson	Warren Brewer
	Jack Meyers	Shirley Floeter	Fred Kaiser
		Dan Klawitter	Linda Manske
			Linda Manske

Absent: Bobbie Jo Anderson, Beverly Ward (Adams), Cindy Skipchak (Green Lake), Bernadette Krentz (Waushara)

Guest(s): Robert Manske

Adams County Staff Present: Mandy Stanley
Green Lake County Staff Present: LeRoy Dissing, Phillip Robinson
Marquette County Staff Present:
Waushara County Staff Present: Glen Johnson
ADRC Staff: Jennifer Dille, Fran Geier

- VI. **Adoption of the Agenda:** *Motion was made to adopt the agenda by Shirley Floeter, seconded by Heidi Roekle, motion carried.*
- VII. **Approval of Minutes of the Previous Meeting:** *Motion by Linda Manske to approve the minutes of July 11, 2013, seconded by Suzi Giesen, motion carried.*
- VIII. **Public Comment (3 minutes/person, maximum of 15 minutes):** None

IX. **Reports**

A. ADRC Local Activities (Jennifer):

1. **Staffing Updates:** Staff is at full strength. Options Counselor training will take place in Marquette County on Friday, September 13. The Adams County Options Counselor is receiving additional training to bring her up to the level of the other Options Counselors. Jennifer talked to Rachel Heinzman (DBS for Marquette & Waushara) about her workload. Rachel has 92 open cases, Matt Wecker (DBS Green Lake) has 87 open cases, and Sandy Reinke (DBS Adams) has 72 open cases. Rachel is not sure there is a need for another full-time DBS. Levels are ok at present, but Jennifer expects them to spike when open enrollment starts next month.
2. **Budget Update:** MA billing is coming in at 42% - 5% over the budgeted 37%. As of July, the ADRC budget is on target for the year.
3. **Change Project Update:** In July, Jennifer attended the Change Project Academy which showed her how to track referrals to closing by measuring how long from referral to close and doing better at assigning referrals.
4. **Outreach Activities:** ADRC staff was at the Adams, Green Lake, and Marquette County Fairs, but not Waushara County. They were also at senior picnics and health fairs. Suzi Giesen commented on the absence of an ADRC booth at the Waushara County Fair. Jennifer stated that the Waushara County Dept. of Aging (who usually shares a booth with the ADRC) decided not to have a booth this year and she was not given any information on the fair until it was too late. Warren Brewer mentioned that a health fair will be held at the Wautoma Senior Center on October 5. Jennifer thinks that Shannon Myers may have the details on that. She will follow up.

B. State Activity:

- 1. ADRC Directors Meeting Updates:** Jennifer reported that the main topic of discussion was the Affordable Healthcare Act. She stated that the ADRCs have been told to just give out the 800 number and website (www.healthcare.org) since this does affect their target population. Most of the clients are either under Medicare or Medicaid which is not affected. However, the Disability Benefit Specialists may have a gap for non-Medicaid disabled adults. LeRoy Dissing commented that this should only impact childless adults. Jennifer announced that the State is buying iPads for all the ADRCs and she has asked for 5 (1 for each county plus a spare) that will have Dataplan installed for the disability benefit specialists. Once the ADRC takes possession, it will be responsible for them. Glen Johnson cautioned that the IT staff should be notified right away to put them on their county's property depreciation rotation. Jennifer stated that the iPads could be used to photocopy documents in the field, saving a lot of time.
- 2. New MCO - ContinuUs:** Jennifer reported that although ContinuUs arrived on August 1, no referrals have been received yet. She did receive their marketing materials last week. Letters will be sent potential clients the end of September informing them of this new Managed Care Organization.

X. Old Business

A. ADRC Governing Board:

- 1. Personnel Subcommittee Update:** Following up on the July report, Suzi Giesen submitted copies of the revised "Performance Standards for the ADRC Director Position" for the Board's consideration. Suzi read the key elements in the new version which incorporated the suggestions offered at the July 11 meeting, namely defining the frequency (annual), authority (designated Governing Board Members, Management Teams, and self-review), and criteria needed to complete the review. A discussion ensued regarding communications between Board Members and the Management Teams. Warren Brewer stated that he attends the Management Team meetings. All agreed the Governing Board and Management Team must communicate back and forth. Glen Johnson asked if client surveys are being sent out on a regular basis. Jennifer conceded that Rachel Heinzman is doing a good job, but the other counties are not consistently sending them out. However, all the surveys received back have been positive. She will discuss this issue at the next Management Team meeting. ***Shirley Floeter motioned to approve the Performance Standards for the ADRC Director Position, Linda Manske seconded, and the motion carried.***

XI. New Business: Non

- XII. Other:** Suzi Giesen asked whether it would be possible for the Governing Board to meet in other counties besides Marquette. Warren Brewer explained that distance would be a problem, especially from Green Lake County to Adams County (58 miles). Shirley Floeter stated that meeting in another county once a year wouldn't be so hard. LeRoy Dissing agreed and suggested even two meetings a year. Warren said he would take this up next spring.
- XIII. Adjournment:** ***Motion to adjourn the meeting at 1:35 pm was made by Shirley Floeter, seconded by Linda Manske, motion carried.*** The next meeting is scheduled for Thursday, November 14, at 1:00 p.m. in Montello.

Respectfully Submitted

Fran Geier, ADRC Resource Assistant