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**ADRC Governing Board Minutes**

**March 14, 2013**

**Location: Marquette County**

- 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**
- V. **Roll Call –**

**Adams:**  
Heidi Roekle

**Green Lake:**  
Suzi Giesen  
Jack Meyers  
Cindy Skipchak

**Marquette:**  
Dave Benson  
Shirley Floeter  
Dan Klawitter

**Waushara:**  
Warren Brewer  
Robert Jones  
Fred Kaiser  
Linda Manske

**Absent:** Bobbie Jo Anderson (Adams), Beverly Ward (Adams)

**Guests:** Ken Ramminger, Don Riggs (Marquette County), Rhonda Lechner (Regional ADRC)

**Adams County Staff Present:** Donna Richards

**Green Lake County Staff Present:** LeRoy Dissing

**Marquette County Staff Present:** Jennifer Vote

**Waushara County Staff Present:** Glenn Johnson

**ADRC Staff:** Jennifer Dille, Fran Geier

- VI. **Adoption of the Agenda:** *Motion was made to adopt the agenda by Shirley Floeter, seconded by Dave Benson, motion carried.*
- VII. **Approval of Minutes of the Previous Meeting:** *Motion by Linda Manske to approve the minutes of January 10, 2013. Rhonda Lechner requested a minor correction on page two, Section XI (Change “Adams County will likely not be eligible for Family Care until at least 2015” to “Adams County may not be eligible ...”. Amended minutes seconded by Robert Jones, motion carried.*
- VIII. **Public Comment (3 minutes/person, maximum of 15 minutes):** None.
- IX. **Reports**

**A. ADRC Local Activities:**

- 1. **Introduction of Jennifer Dille, ADRC Director:** Chairman Brewer asked everyone present to introduce themselves to Jennifer. After all the introductions, Jennifer stated that she has only been in this position for three weeks, lives in Fond du Lac, worked for Solutions Center the last ten years, is married and has two children.
- 2. **MOU for ADRC Director and ADRC Site Managers:** Jennifer Dille stated that there will be a meeting next Thursday to work on the Memo of Understanding.
- 3. **Staffing Updates (Waivers Requested, Adams Staffing):** Donna Richards reported that the goal of having all the ADRC staff under the same title of Resource Specialist has run into a snag in Marquette and Waushara County. Both Julie Johannes (Waushara) and Marie Lehman (Marquette) do not have degrees in Social Work, but were grandfathered in. Julie has only a high school degree and Marie has an Associate’s degree, but Kathleen Luebtke, trainer/certifier from the State, has denied the waiver request. Rhonda Lechner suggested contacting her superior, Gail Propsom, but Donna was reluctant to go over Kathleen’s head. LeRoy Dissing asked about the appeals process. Glenn Johnson suggested having the four directors personally call Kathleen (with Jennifer present) to remind her that the ADRC had initially been underfunded and did the best it could with staff and inform her that an appeal would be filed. Regarding the Adams County staff, functional screenings are done, but HHS Director Janet Wimmer will be leaving to become the Director at Dodge County, so Adams will be looking for a new Director.
- 4. **Budget Update:** Donna Richards met with Brenda Ruby of Waushara County who handles the payments for the ADRC. The 2012 budget is all spent. Donna has been helping Jennifer learn about MA billing and the grants that support the ADRC. Julie Schroeder from Appleton will be

training Jennifer about MA billing also. The IT-Team is re-evaluating the \$10,000 computer expense for the ADRC.

5. **Resource Specialist Job Description:** Jennifer asked that this item be tabled until the waiver issue is resolved which should be settled by the next meeting in May. The job description has been written, but may have to be split into two – Resource Specialist 1 (includes functional screening) and Resource Specialist 2 (does not include functional screening). Also, in Marquette County, Colleen Sengbusch left to take the Elder Benefits Specialist position, leaving only Marie Lehman in the ADRC.
6. **Compilation of Survey Results:** Donna Richards compiled the results from 50 returned surveys. read a few of the comments – generally very complementary, but follow-up is still an issue, although it is improving. There were comments about needing a better location (counties are color coded so the County can be determined), getting Julie (Waushara) some help so she is not constantly interrupted, etc. How did they hear about the ADRC? Family, friends, doctors, and hospitals topped the list, with phone books getting the lowest responses. Glenn Johnson commented that 5 of 23 surveys returned indicated that the ADRC reception area was not inviting and wondered which ADRC it was. Donna stated that she could find out by the color of the survey.

#### **B. State Activity:**

1. **NH Relocation Process (Community Living Specialist):** The State has already hired three Community Living Specialists (out of a planned five) with two that will serve this area. They will take ADRC referrals and may end up referring back to the ADRC if additional resources are needed. LeRoy Dissing commented that he was surprised that social workers employed by nursing homes would make referrals under Section Q. Rhonda acknowledged that there have been less and less referrals. The State's goal is still 2,100 relocations out of nursing homes (which can include moves to assisted living, adult family homes, and CBRFs, as well as home). The program will be starting soon once the specialists complete their training. Rhonda mentioned a new managed care organization (MCO) called the Southwest Family Care Alliance that will be coming this fall plus another one, Milwaukee County MCO, so Care Wisconsin will have some competition. Donna Richards stressed that the MCOs must work with the ADRC for a smooth transition, especially when dealing with APS and Crisis Management.

#### **X. Old Business**

**ADRC Governing Board Member Goals:** Warren reminded the Board that the primary goal right now was helping Jennifer Dille get up to speed. Donna Richards suggested a review of the Bylaws and the purpose of the Board would be helpful at the next meeting. Warren announced that he would like to form a personnel subcommittee at the next meeting. Dan Klawitter remarked that it would be a good idea to compile a list of services the ADRC provides which could reveal unmet needs. Warren commented that the biggest unmet needs are transportation and petcare. He said that Logisticare has decided not to re-bid for the State transportation contract. Glenn Johnson noted that two other agencies are in the bidding, but Logisticare must continue to provide service until the new agency takes over.

#### **XI. New Business**

Rhonda Lechner announced that the state ADRC conference at the KI Convention Center in Green Bay on May 13, 14, & 15, 2013. The governing boards are invited to attend the free session on Monday, May 13, at 1:00 pm. Each ADRC will have a table to display their quality assurance projects. Donna Richards commented that this ADRC's quality assurance project, "Documentation", may not be that exciting, but they would do their best to put up an interesting display. Rhonda did not know the exact costs, but estimated the fee as \$100/person plus \$70/night for the hotel room. Donna said that there is a line item for training which could be used. After some discussion, Dan Klawitter made a motion to reimburse mileage for any Board members who wished to attend the free Monday session, Linda Manske seconded the motion. Robert Jones asked why the ADRC couldn't pay for the admission and rooms, but Warren said the cost was too high. The original motion then carried. It was decided to table the rest of the discussion until the May meeting when actual costs will be known.

#### **XII. Other** Nothing

- XI. **Adjournment:** *Motion to adjourn the meeting at 2:05 p.m. was made by Robert Jones, seconded by Shirley Floeter, motion carried. The next meeting is scheduled for Thursday, May 9, 2013, at 1:00 p.m. in Montello.*

Respectfully Submitted

Fran Geier, ADRC Resource Assistant