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**ADRC Governing Board Minutes
November 14, 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	Russell Heise
	Cindy Skipchak	Dan Klawitter	Fred Kaiser
			Linda Manske
			Bernadette Krentz

Absent: Bobbie Jo Anderson, Beverly Ward (Adams)

Guest(s):

Green Lake County Staff Present: LeRoy Dissing, Phillip Robinson

Marquette County Staff Present: Mandy Stanley

Waushara County Staff Present:

ADRC Staff: Jennifer Dille, Fran Geier

- VI. **Adoption of the Agenda:** *Motion was made to adopt the agenda by Heidi Roekle, seconded by Dave Benson, motion carried.*
- VII. **Approval of Minutes of the Previous Meeting:** *Motion by Linda Manske, to approve the minutes of September 12, 2013, seconded by Shirley Floeter, motion carried.*
- VIII. **Public Comment (3 minutes/person, maximum of 15 minutes):** None

IX. **Reports**

A. ADRC Local Activities (Jennifer):

- 1. **Outreach Activities:** Shannon Myers does the majority of outreach for the ADRC. Among her most recent activities: Waushara County Health Fair in October and Women's Health Fairs in Green Lake and Adams Counties. Fred Kaiser participated in the Diabetic Health Fair in Berlin.
- 2. **Marketing Plan:** The State is working on a 2-year marketing plan. There are five to seven 15-second public service announcements produced that should be available for download sometime in the future. The logo is being used statewide. Our ADRC is continuing to place brochures in clinics and hospitals. Fred Kaiser commented that at the Berlin diabetes health fair, 90% of participants did not know about the ADRC. Mandy Stanley mentioned two new clinics – Moundview Clinic in Westfield and Crossroads Clinic. Jennifer will get brochures out to them.
- 3. **Satisfaction Surveys:** After tallying up the responses, Green Lake and Waushara got the most replies. Adams County had only one survey. Jennifer will send out another e-mail reminder to keep sending out surveys. Rachel Heinzman consistently gets very positive responses. Most were very positive, with only one negative. The signature was illegible so Jennifer could not contact the person to follow up.

B. State Activity:

- 1. **ADRC Directors Meeting Updates (Jennifer):** There were four main areas of discussion:
 - 1) The State's marketing plan.
 - 2) The I-Pads can be used to communicate with the deaf and hard of hearing by hitting the Face/Time button which will connect directly to the State Office for the Deaf and Hearing Impaired;

- 3) The IRIS Program has grown dramatically – originally expected to serve 500 participants, but now have 3,000. Clients can go online to select providers, but not all have access to computers.
- 4) Alzheimer’s report – Some ADRCs have dementia specialists paid for through grants. Might be a good idea to train our ADRC staff in dementia testing and offer at health fairs.

LeRoy Dissing commented that the courts have ruled that dementia is not a mental illness subject to emergency detention. At the State summit in October, the consensus was more training was needed and finding other placements. There will be a report at the end of the year.

X. Old Business None

XI. New Business:

- A. 2014 Contract:** The Management Team was given a copy at the last Management Team meeting. It is available online if other Governing Board Members wish to obtain a copy. Jennifer will send the link to all Governing Board members. Warren noted that there were no big changes except there is no section this time on starting up a new ADRC. There are no term limits for Governing Board members. Quarterly staff meetings are encouraged, but not required. Warren urged the Board members to review pages 41-43 which cover the responsibilities of Governing Board members.
- B. 2014 Budget:** Two versions of the tentative budget were distributed. Version 1A used 37% as the MA match amount. Version 1B used 38% as the MA match amount. The State requires a minimum of 28%, but the ADRC has consistently billed out at around 42%. However, Jennifer cautioned not to place the ADRC budget in jeopardy by setting the MA match amount too high. Warren noted that the Management Team decided that adding a fourth DBS was not necessary at this time nor was hiring an assistant. Jennifer will balance out the caseload more evenly among the three DBS. Jack Meyers noticed a discrepancy in the Outreach/Marketing category of Version 1B budget which was less than Version 1A. A correction will be made. Fred Kaiser asked what the term AMSO meant and Mandy explained that AMSO covered costs for space, utilities, etc. Warren stated that Shannon does the majority of outreach for the ADRC and recommended increasing Shannon Myers’ FTE from .3 to .4 for 2014. Suzi and Mandy explained that much of Shannon’s salary is covered by various grants and cautioned about overlapping her grants. Warren pointed out that the Governing Board has the authority to change an FTE allocation. Jennifer said she would ask Shannon to prepare a summary of all her outreach and classes. Warren stated that the budget needs to be approved by December 10, but not all of the counties have approved their budgets yet, so everything is still tentative. Warren created a subcommittee to meet on Thursday, December 5, at 1:30 pm at Waushara County to review and approve the budget. The following persons will serve on this subcommittee: Warren Brewer, Heidi Roekle, Shirley Floeter, Fred Kaiser, Suzi Giesen, Brenda Ruby, and Jennifer Dille. Warren noted that the Governing Board can always approve budget revisions if necessary.

XII. Other: None

- XIII. Adjournment:** *Motion to adjourn the meeting at 1:45 pm was made by Heidi Roekle , seconded by Jack Meyers , motion carried.* The next meeting is scheduled for Thursday, January 9, 2014, at 1:00 p.m. in Montello.

Respectfully Submitted

Fran Geier, ADRC Resource Assistant