



Aging & Disability Resource Center

Serving Adams, Green Lake, Marquette & Waushara Counties

1-877-883-5378

ADRC Governing Board Minutes

October 25, 2012

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** –

<u>Adams:</u> Heidi Roekle	<u>Green Lake:</u> Shirley Giesen Jack Meyers Cindy Skipchak	<u>Marquette:</u> Dave Benson Shirley Floeter Dan Klawitter	<u>Waushara:</u> Warren Brewer Robert Jones Fred Kaiser Bernadette Krentz Linda Manske
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Absent: Bobbi Jo Anderson, Beverly Ward, Ashley Gnat (Adams), Donna Richards
Guests: Mike Raddatz (Marquette Cty Bd), Phillip Robinson (Green Lake Cty), Rhonda Lechner (Regional Office of Resource Development)
Green Lake County Staff Present: Betty Bradley
Marquette County Staff Present: Many Stanley
Waushara County Staff Present: Debbie Paavola, Shannon Myers, Fran Geier
- VI. **Adoption of the Agenda:** *Motion was made to adopt the agenda by Shirley Floeter, seconded by Jack Meyers, motion carried.*
- VII. **Approval of Minutes of the Previous Meeting:** Rhonda Lechner requested that two corrections be made to the August 5, 2012, minutes – Section IX. B. “The State wants the ADRC to contact 14 nursing home residents per month” should actually read, “...ADRC to relocate 14-21 residents per year”. Also, regarding the State wanting Options Counselors to initiate memory tests for Alzheimer’s sustainability, this is not mandated, but the State would provide training and grants. *Motion to approve the amended minutes of August 5, 2012, was made by Shirley Floeter, seconded by Robert Jones, motion carried.*
- VIII. **Public Comment (3 minutes/person, maximum of 15 minutes):** None.
- IX. **Reports (Donna Richards)**
 - A. **ADRC Local Activities**
 1. **Supervisor/Management Meetings structure:** Warren Brewer announced that Donna Richards has resigned as ADRC Coordinator and has accepted a position with Adams County. He also mentioned that Donna’s absence at today’s meeting was because she was attending her father’s funeral. Warren reported that the Directors from the four counties in the ADRC consortium as well as Rhonda Lechner from the State will meet on Thursday, November 15, to review and revise the job description of the ADRC Coordinator. Warren noted that the next Governing Board meeting is scheduled for December, but would like to postpone it until January 2013 to allow extra time to hire a replacement for Donna.

2. Health Promotion Programs: Shannon Myers presented a brief review of the health promotion programs she offers. There are three main categories: fall prevention programs (Stepping on, Tai Chi, etc), self-management programs (Living W/Chronic Conditions, etc.), and medication management (MMIS, MedWise). She is recruiting new volunteers (class leaders, activity aids) even though she has 8 volunteers now since only 4 can leave their resident county. Board members suggested trying the Lions Club, Chamber of Commerce, current volunteers, churches, retired teachers, etc. Debbie Paavola added that it may be possible to budget for mileage reimbursement. Shannon stated that she participated in a “Community Partnership” between GWAAR, the National Council on Aging, and eight other agencies with a report coming out soon. She distributed copies of a report of the various programs and sources of funding since the health promotion programs started in 2007. The report showed how various grants have been used to support the programs over the years. Counties can also buy programs. Both Shannon and Debbie Paavola stressed that the funding constantly changes. The programs cost \$50-\$55,000/year to run. Shannon is considered part-time under Health Promotions with the balance of her time budgeted under MIPPA.

3. Stats (Donna): Tabled due to Donna’s absence.

B. ADRC State Activities

1. Directors Meeting Update: Rhonda Lechner, filling in for Donna Richards, reported that Donna attended the regional directors meeting on October 3 and gave a presentation on quality improvement through documentation consistency. There is a lot of marketing of ADRCs going on (radio spots, etc.) The Office of Resource Development will be holding an ADRC conference on May 13-15 at the KI Convention Center in Green Bay – there is usually no fee. There will be updates from IRIS and the Community Living Initiative. Rhonda mentioned Sunnyview Nursing Home closed down and the ADRC helped eleven residents relocate to other nursing homes. The State plans to post 2-year positions for community living specialists to help with relocation from nursing homes either back to their families, assisted living facilities, or CBRFs. Jack Meyers mentioned that Wisconsin is limiting nursing homes to 50 beds in order to get State funding.

X. Old Business

A. ADRC Governing Board Member Goals: Tabled until the next meeting.

B. Review of New Survey to Include Unmet Needs Questions: Copies of the current survey were distributed to the board members. They were asked to review the questions and decide whether to include an “unmet needs” question. This issue will be revisited at a future meeting. Copies of the compilation summary from the Regional Long-Term Care Advisory Conference held earlier this year in Wisconsin Dells were distributed.

C. Policies: Tabled until the next meeting.

XI. New Business

A. 2013 Budget Discussion: Warren Brewer noted that the budget is in the preliminary stages only and salaries and benefits are not in yet. He remarked that each county knows their staffing needs. The budget is due on November 15. The Management Team will meet on November 8. Warren suggested creating an ad hoc budget review subcommittee to meet with the Management Committee on November 8 and tentatively approve the budget on November 15 with final approval at the January ADRC Governing Board meeting. ***Linda Manske motioned to name the following people to the ad hoc budget review subcommittee: Linda Manske, Bob Jones, Warren Brewer, Shirley Floeter, and Dan Klawitter. Jack Meyers seconded the motion, and the motion carried.*** This subcommittee will meet on November 8 at 1:00 pm in the Demonstration Room of the Waushara County Courthouse.

XII. **Other** None

XIII. **Adjournment:** *Motion to adjourn the meeting at 2:05 p.m. was made by Robert Jones, seconded by Fred Kaiser, motion carried. The next meeting is scheduled for Thursday, January 10, 2013, at 1:00 p.m. in Montello.*

Respectfully Submitted

Fran Geier, ADRC Resource Assistant