



Aging & Disability Resource Center
Serving Adams, Green Lake, Marquette & Waushara Counties
1-877-883-5378

ADRC Governing Board Minutes
April 12, 2012
Location: Marquette County

I. Certification of Open Meeting Law

II. Call to Order – Chairman Warren Brewer called the meeting to order at 1:00 pm.

III. Roll Call –

Adams:

Green Lake:

Marquette:

Waushara:

Suzi Giesen
Jack Meyers

Shirley Floeter
Dan Klawitter
Dave Benson

Warren Brewer
Donna Kalata
Bernadette Krentz

Absent: Dan Priske, Donna Hyames

Waushara Staff Present: Fran Geier

Green Lake Staff Present: Donna Richards

IV. Adoption of the Agenda: *Motion was made to adopt the agenda by Jack Meyers, seconded by Dan Klawitter, motion carried.*

V. Approval of Minutes of the Previous Meeting: *Motion to approve the minutes of February 9, 2012, was made by Bernadette Krentz,, seconded by Donna Kalata , motion carried.* Donna Kalata commented that there was no mention of Earl Ewert leaving the ADRC Governing Board.

VI. Public Comment (3 minutes/person, maximum of 15 minutes): None

VII. Reports (Donna Richards):

A. ADRC Local Activities: With Adams County being initiated into the ADRC on January 1, 2012, two Resource Specialists being hired. One was an Adams County employee whose position was being eliminated; the other was a new hire. They are currently being trained in Marquette and Waushara counties. Green Lake County has hired an LTE as part of their I&A staff. This person's position will be reviewed at the end of the year to determine if we keep them on or change the position. Marie Lehman did a great job putting together resource manuals for all four counties. The Governing Board is invited to meet all the staff on May 16 at 9 am in Adams County.

B. ADRC State Activities: Donna Richards has been assigned an NIATx Project. She is creating a Change Team to address the issue of inadequate documentation. The wait list for Family Care was lifted and the only applicants still waiting are those that are not yet eligible (over the asset limit, waiting for paperwork, etc.). Caps were removed on April 3, 2012.

C. Customer Satisfaction: The new procedure is to have Fran Geier mail out the surveys for all counties. The responses are primarily for Waushara County as it appears they send out the most. This will be addressed in the upcoming ADRC Meeting. Most responses were very good. There has been some negative comments about follow-up. This will be addressed in the upcoming ADRC meeting.

- D. Adams County Update:** They are struggling to finish the construction. The desks and computers are set up. The staff are going through training and will be shadowing staff and appear to be doing well. Will be looking at hiring a DBS in June.

VIII. Old Business

- A. State-wide Meeting for Governing Boards:** Warren noted that the meeting to be held in Wisconsin Dells on April 19 will actually be a SW Regional Meeting. According to Suzi Giesen, there will be several regional meetings taking place throughout the State. Warren, Suzi, and Donna Kalata will be attending and will make a report at the June ADRC Governing Board meeting.
- B. Call-in Policy:** Warren announced that he had talked to Debbie Paavola of Waushara County regarding that her policy of having employees call her at home if they were going to be absent. She explained that it was necessary for the Nutrition and Transportation Programs, but agreed to follow the ADRC's call in policy for the ADRC staff in Waushara County. ***Donna Kalata motioned to approve the ADRC call in policy, Dave Benson seconded, and the motion carried.***
- C. New Hires:** The two new staff for Adams County (Lauren and Kris) are degreed. Lauren is working on her certification in SW. Julie Johannes and Marie Lehman took the Functional Screen Course and are now certified, but because neither are degreed, they are unable to complete a functional screen at this time.
- D. Governing Board members:** Donna Richards reported Jeremy Kral informed her that Donna Hyames resigned her place on the board due to personal choice. Jack Myers reported Dan Piske has also resigned. It is unclear who will be on our Governing Board as board chairs are changing. Both Donna Kalata and Jack Meyers are running for county chairs in their respective counties. Shirley Floeter and Dan Klawitter have indicated they would like to stay on the board and do not think their appointments will change. We will know better after next week. Adams have nominated one county board member and one citizen to our board. We will meet them after they have been appointed, again after next week.

IX. New Business

- A. Governing Board Goals:** Warren Brewer asked the Board for input on goals. Discussion took place with no action items.
- Warren also discussed that he wanted a policy stating that a member of this board be involved with hiring of new staff in the ADRC. He related he had been invited to help Adams County interview candidates and make recommendations. Suzi Giesen commented that past precedent had members of the ADRC Committee involved with the initial screening of candidates. Each county would still have the final say on which candidate to hire. Warren asked Donna Richards to draft a policy which would require the Management Team to have an ADRC Governing Board member present during interviews for ADRC positions to be reviewed at the June meeting.
- B. Other:** Donna Richards reported that Donna Hyames resigned from the ADRC Governing Board as a Community at Large member. Warren announced that Fred Kaiser has agreed to be a Community at Large member of the ADRC Governing Board. Fred is the former director of the Waushara-Wautoma Senior Center, Veterans Affairs officer, and served six years on the Waushara County Commission on Aging. Dave Benson stated that he planned to spend a day with Marie Lehman to learn about the ADRC's function. Donna Richards said that she would have an updated staff list for the next meeting. Also, there is a new brochure available for Veterans Affairs offices to hand out.
- Suzi Giesen made a motion to have Certificates of Appreciation made up for those members who have left the ADRC Governing Board this year. She also motioned to have letters sent to both those members leaving the Board as well as new members joining the Board inviting them and their spouses to the next meeting in June. Donna Kalata seconded the motion, and the motion carried.***

- X. Meeting Date & Location / Suggestions for Future Agenda Items:** Next meeting is scheduled for Thursday, June 14, 2012, at 1:00 pm in Marquette County.
- A.** Report on SW Regional Meeting (Wisconsin Dells on April 19, 2012)
 - B.** Draft policy requiring ADRC Governing Board member be present at interviews of potential ADRC staff.
 - C.** Certificates of Appreciation and letters of invitation to past and future Board members.
- XI. Adjournment:** *Motion to adjourn the meeting at 2:10 p.m. was made by Shirley Floeter, seconded by Donna Kalata, motion carried.*

Respectfully Submitted,

Fran Geier, ADRC Resource Assistant