



Aging & Disability Resource Center

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ADRC Coordinating Committee Minutes

April 21, 2011

Location: Waushara County

I. Certification of Open Meeting Law

II. **Call to Order** – Chairman Warren Brewer called the meeting to order at 1:05 pm.

III. Roll Call –

Green Lake:

Suzi Geisen
Jack Meyers
Dan Priske

Marquette:

Earl Ewert
Donna Hyames
Dan Klawitter
Shirley Floeter

Waushara:

Warren Brewer
Donna Kalata
Bernadette Krentz

Absent: Jennifer Addis, Ed Hendrickson, Beverly Monson, Priscilla Starrine,

Waushara Staff Present: Fran Geier

Green Lake Staff Present: Betty Bradley, Donna Richards

Marquette County Staff Present: Jeremy Kral

IV. **Adoption of the Agenda:** Donna Richards distributed an amended agenda to include Items IX, B and C. Motion was made to adopt the amended agenda by Dan Klawitter, seconded by Bernadette Krentz, motion carried.

V. **Approval of Minutes of the Previous Meeting:** Motion to approve the minutes of February 10, 2011, was made by Dan Klawitter, seconded by Jack Meyers, motion carried.

VI. **Public Comment (3 minutes/person, maximum of 15 minutes):** None. Chairman Brewer remarked he had made an executive decision not to invite the management teams from each county to attend unless there were specific questions for them since they already knew what was going on and he didn't want the Coordinating Committee influenced by their presence.

VII. Reports (Donna Richards):

A. ADRC Local Activity: In early April, the staff attended the 2-day state conference held in the Wisconsin Dells at a total cost of \$800 for registration/travel expenses. The rotating of telephone calls by county, rather than prefix, is working very well.

B. Long-Term Care Programs: The focus of the state conference was on entitlements for the Long-Term Care Program. Waushara County will receive entitlement for June and is busy enrolling as many eligible clients as possible. Green Lake and Marquette will receive no entitlements. The State will cap the LTC on July 1, 2011, and all new enrollees will go on the waiting list until someone comes off the program. Only Family Care and IRIS are available in this area. Donna noted one area of concern – disabled youths transitioning to disabled adults and letting them know what programs are available.

C. Marketing/Outreach Update: The goal is to achieve the look and feel of one ADRC, not three individual counties (or four when Adams County joins the consortium). The staff is doing a great job picking up the other counties' resources and helping each other. Weekly

staff meetings (by area of service) are being held. Because of the addition of Adams County to the consortium, Donna stated she does not want to spend money on gadgets and brochures. She intends to do more face-to-face presentations (senior centers, fairs, etc.) and mentioned that Shannon Rhode is doing a tremendous job promoting the ADRC and her 4 "Stepping On" classes are all filled. Earl Ewert commented that instead of the local agencies buying gadgets, the State should do something (TV ads, etc.). Jack Meyers stated that he was reluctant to have the State handle the marketing. Earl replied that the State already was in control.

D. Customer Satisfaction: Five surveys/month for each county were mailed out. In addition, some surveys were handed out in person. The results were very good overall, although some were looking for services outside the ADRC. A couple of questions were added regarding whether the ADRC was a "welcoming and friendly environment".

E. Adams County: Adams County was approved to be added to the ADRC at the last Coordinating Committee meeting in February of 2011.

VIII. Old Business

A. Policy Review:

Chairman Warren Brewer stated that because Adams County was approved to be added, the Bylaws need to be amended to reflect that change. He also recommended holding off on any policy revisions until Adams County is officially added. Warren stated that we could possibly become a self-entity as a consortium, but he will have to do more investigating. Donna Kalata suggested that the time to do it would be when Adams County is added. The State will provide \$40-50,000 to promote the addition of Adams County if they meet all the requirements by January of 2012. Betty Bradley said that the ADRCs are a state favorite and doesn't expect any funding cuts. Warren said that he hoped to have the necessary resolutions and application done. The management teams will meet on May 9 to discuss what needs to be done. Dan Klawitter asked if the policies will be done by June. Donna Richards said "No" and stated that the management teams will review them first and then present them to the Committee.

B. Review of ADRC Contract:

Copies of the contract were distributed for review at the last meeting in February. However, one major change concerned amending the job description of Program Coordinator Donna Richards to include the title "Director" to allow her to sign state documents, but her union title will remain "Coordinator". Warren Brewer noted that the policies have to reflect what was in the contract. Donna stated that coordinating staff shortages between sites has gone smoothly. The Committee members were asked to let Donna know if they had any questions or concerns.

C. Review of ADRC Coordinating Committee Roles/Bylaws:

Chairman Brewer noted that the Bylaws might change a bit. The Committee is short some members (Jennifer Addis and Beverly Monson from Waushara County have resigned and Marquette County has an open slot). Among the items discussed: 1) Jeremy Kral asked if it would still be fine without five representatives/county as long as all areas are covered. Warren said that the Committee needs a representative for the disabled. Jeremy stated he might know someone who could serve. Names of candidates should be given to Donna Richards to fill the vacancies. Betty Bradley added the reminder that candidates cannot be employers or owners of businesses who have a contract with or be a service provider for any of the counties. 2) Warren questioned changing the term limits. 3) Jack Meyers questioned the necessity of recording the agenda in all three counties. Warren replied that the public must be informed of these meetings. 4) Suzie Geisen asked whether the State has a minimum number of members for a consortium. 5) Warren asked whether it was necessary to have two county supervisors represent each county. Jack Meyers replied that maybe one would be required, but having two could be optional. Donna Kalata asked what the County Board Members' roles are. She asked if they communicate with other Board Members. Dan Piske stated that there are many communication breakdowns unless published in the papers. 6) Earl Ewert suggested that a Human Services representative from each county should be on the Coordinating Committee. 7) Jack Meyers noted that the Committee oversees the

budget and provides advocacy. He noted that the ADRC Coordinating Committee should write a letter of opposition to centralized "Income Maintenance" and volunteered to write a draft letter. ***Jack Meyers made a motion to coordinate with Donna Kalata and Warren Brewer to write a letter opposing the State's centralized "Income Maintenance" program on behalf of the ADRC Coordinating Committee, Earl Ewert seconded the motion, and the motion carried.***

D. Review of Roles and Responsibilities of ADRC Personnel:

Donna Richards provided a powerpoint presentation of all the ADRC staff from the three counties and explained their various duties and areas of responsibility to the Coordinating Committee.

IX. New Business

A. Resource Directory of 2012: Donna Richards recommended continuing to hand out the existing directory, printing fewer copies in the future and distributing to better sites. ***Suzi Geisen made a motion to wait until Adams County joins the ADRC before printing another directory, Bernadette Krentz seconded the motion, and the motion carried.***

B. Resignation of Jennifer Addis and Beverly Monroe:

Donna Richards had announced these resignations earlier in the meeting.

C. Recruitment of New Members:

The committee members were asked to send suggestions to Donna Richards. She stated she would be willing to meet with potential candidates and take them on tours of the ADRC sites if desired.

D. Other

1) Donna Richards suggested adding a standing agenda item – success stories or cases from the staff to be shared with the Committee. Jack Meyers agreed and suggested sharing these stories on the counties' and ADRC websites and newsletters.

2) Donna Richards asked if she should be setting the meeting agendas rather than the Committee.

X. Meeting Date & Location / Suggestions for Future Agenda Items:

Future agenda item: recruit new members. The next meeting will be at 1:00 pm on Thursday, June 9, 2011, at Marquette County.

XI. Adjournment – Motion to adjourn the meeting at 2:50 pm was made by Jack Meyers seconded by Earl Ewert, motion carried.

Respectfully Submitted,

Fran Geier
ADRC Resource Assistant