



**ADRC Coordinating Committee Minutes**  
**August 11, 2011**  
**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** –
- | <u>Green Lake:</u> | <u>Marquette:</u> | <u>Waushara:</u>  |
|--------------------|-------------------|-------------------|
| Suzi Geisen        | Shirley Floeter   | Warren Brewer     |
| Jack Meyers        | Donna Hymes       | Bernadette Krentz |
| Dan Priske         |                   |                   |
- Absent:** Ed Hendrickson (Green Lake), Earl Ewert, Dan Klawitter (Marquette)  
Donna Kalata, Beverly Monson (Waush)
- Waushara Staff Present:** Fran Geier
- Green Lake Staff Present:** Donna Richards, Betty Bradley
- Marquette County Staff Present:** None
- IV. **Adoption of the Agenda:** Motion was made to adopt the agenda by Dan Priske, seconded by Jack Meyers, motion carried.
- V. **Approval of Minutes of the Previous Meeting:** Motion to approve the minutes of June 16, 2011, was made by Bernadette Krentz, seconded by Donna Hyames, motion carried.
- VI. **Public Comment (3 minutes/person, maximum of 15 minutes):** None
- VII. **Reports (Donna Richards):**
- A. **ADRC Local Activities:**
- 1) Preventative health programs** – Shannon Rhode has 9 trained volunteers to help with the classes and is looking to offer classes on weekends. She will focus more on marketing (flyers, newspapers, etc.) and visit all the county fairs. Warren Brewer noted that Shannon is the face of the ADRC.
  - 2) Staff allocation requirements** – The staff from all three counties now meet every other month in person. Policies are being updated, things are going better – more consistent, learning from each other, etc. Options counselors are now crossing county lines to provide service. The disability benefits specialists (Matt and Rachel) are constantly communicating. Both have heavy caseloads with scheduling going into January of 2012.
  - 3) Data** – Phone contacts were way up at all sites in June (683), but walk-ins were down a bit. Documentation has been improved with help from Carl Nelson at the State. The wait list for Family Care or IRIS is at 32.
  - 4) Case example** – None presented.
- B. **ADRC State Activities:**
- 1) Warren Brewer** – None of the 72 counties are currently participating with the State MA Transportation program. There have been problems with late rides, no shows, rescheduling appointments. Local providers cannot get reimbursed without a contract w/Logisticare.

Waushara is looking into becoming a provider, but Marquette is not interested. Betty Bradley noted that Green Lake is meeting with Logisticare next week. Mileage reimbursements are still available.

**2) Donna Richards** – She received a letter from the State about the work percentages of the staff. She has addressed the problem and it will be reflected in the 2012 budget. She will now use a minimum of 50%. She is meeting with Rhonda Lechner from the State on Monday, August 15.

**3) Donna Richards** – The number of allocations for Family Care is still unknown. First-come, first-served is the procedure for the waiting list, but the staff is not waiting until the clients are financially eligible since the wait could be up to 18 months. Transitioning children on Medical Assistance will go into long-term care without the wait list until age 22, then go on the wait list. Urgent Care clients take the first slot on the wait list when eligible. Donna is now in charge of the wait list for all three counties with the majority being from Green Lake County. Warren Brewer heard that Governor Walker may rethink this program. Betty Bradley felt that the waiting list would probably continue for 2011.

**C. Marketing/Outreach Updates:** Donna stated that she has already visited the Green Lake and Marquette County fairs and will be going to the Waushara County fair in August. She has also been going to senior picnics and facilities promoting the ADRC.

**1) Resource Guide** – Donna distributed the new ADRC brochure. The brochure is now printed in Marquette County where it will be easy to track costs and make changes as needed. Regarding the Resource Guide, Donna reported that the current guide is very out of date. In 2009, 30-35,000 copies were printed and there are still a lot left. Advertising pays for the printing costs, but the ADRC is charged for the bulk postage which could run to \$5,000-\$6,000. Policy requires a resource directory, but she asked the following questions?

- a. Do we continue to mail them out or just distribute to key locations?
- b. Should we run fewer copies?
- c. Should we reduce the size (number of pages)?

Donna will meet with Mary of the Waushara Argus to discuss options and check with other ADRCs to see what they do. She will have more information for the October meeting since a decision will have to be made soon.

**D. Customer Satisfaction:** Donna handed out some completed surveys for the Committee members to review. The surveys are given out to everyone on home visits. She noted that most were very good, while some offered constructive criticism (better follow-up, shorter waits at the counter).

**E. Adams County:** In preparation for the addition of Adams County to the ADRC, copies of the following were distributed to the Committee members for review:

- 1) Notice of Intent to Submit an Application
- 2) Aging and Disability Resource Center Application Form
- 3) Attachment C (Memo of Understanding)
- 4) Coordinating Committee Bylaws. Changes/corrections suggested by Committee members:
  - a. Section 2.0 Membership - Change membership from 15 to 12 (3 from each county); 1 County Board member instead of 2.
  - b. Section 2.1 Terms - Change terms to unlimited (may not apply to County Board members since they must be elected). Attendance at 75% of the meetings required. Note: Add the word "personal" to attendance – suggested by Jack Meyers.
  - d. Section 3.0 Meetings - All meetings shall be held at Marquette County. Add..."Special meetings may be called".
  - e. Section 3.2 Per Diems – Insert "non-County Board Members" in front of Coordinating Committee members and correct "requirements" typo.

**Jack Meyers made a motion to approve the amended Bylaws, Dan Piske seconded, and the motion carried.** Corrected copies will be sent with the next meeting notice since they must accompany the Adams County application.

**VIII. Old Business**

**A. Recruitment of new members:** Donna will check with Human Services for potential members under Family Care or IRIS. The State requires citizen members on the Committee. The candidates need to be approved initially by the Committee, then by their County Boards. Future meetings should consistently be held on the 2<sup>nd</sup> Thursday of every other month.

**IX. New Business**

**A. Change in Management Meeting Structure:** Meetings will include only the Department Directors who agree not to attend the ADRC Coordinating Committee meetings unless invited.

**B. Other:** Warren Brewer mentioned that the union contracts with Waushara and Marquette end December 2011 and Green Lake ends December 2012. He stated that he would still like to see Donna's position be changed from Coordinator to Director and become non-union, but she may have to wait another year. Suzi Geisen suggested waiting until Adams County joins in January 2012, and then try again. Green Lake would have to apply for a change in her title. Donna stated that she would want some change of duties.

**X. Meeting Date & Location / Suggestions for Future Agenda Items:** Next meeting is scheduled for October 13, 2011, at 1:00 pm in Marquette County. The budget for 2012 will be due.

**XI. Adjournment – Motion to adjourn the meeting at 2:30 pm was made by Jack Meyers, seconded by Bernadette Krentz, motion carried.**

Respectfully Submitted,

Fran Geier, ADRC Resource Assistant