



Serving Adams, Green Lake, Marquette & Waushara Counties  
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ADRC Governing Board Minutes  
February 11, 2016

- I. Certification of Open Meeting Law
- II. Pledge of Allegiance
- III. Call to Order – Chairman Warren Brewer called the meeting to order at 1:00pm.
- IV. Introduction of New Members, if applicable.

V. Roll Call/Mileage –

Adams:  
Rocky Gilner

Green Lake:  
Suzi Giesen  
Joy Waterbury

Marquette:  
Jan Banicki  
Gerald Hebert II  
Dave Benson

Waushara:  
Warren Brewer  
Russell Heise  
Bernadette Krentz  
Linda Manske

**Absent:** Cindy Skipchak

**Guest(s):** Dawn Buchholz, Kelly Oleson & Donna Richards

**ADRC Staff:** Jennifer Dille, & Kim Rachel

- VI. Adoption of the Agenda: *Motion was made to adopt the agenda by Linda Manske, seconded by Dave Benson. Motion carried.*
- VII. Approval of Minutes of the Previous Meeting: *Motion by Jan Banicki to approve the minutes of November 12, 2015, seconded by Gerald Hebert II. Motion carried.*
- VIII. Public Comment (3 minutes/person, maximum of 15 minutes): None.
- IX. REPORTS:

Just before the Staff Updates, Warren Brewer briefly commented on the cancellation of the Management Team Meeting in January. Warren reminded the Board that there is not an Advisory Board within the four county consortia and that advisory boards make suggestions whereas Governing Boards have certain responsibilities such as having final approval of a budget, help with developing policies on how the ADRC operates, making sure the ADRC is in compliance with the State, and whom are, in essence, supervisors for the Director, among other responsibilities.

A. ADRC Local Activities (Jennifer Dille):

- 1. **Staffing Updates-Kris Bergh, Resource Specialist:** Jennifer introduced Kris Bergh who is the new Resource Specialist in Marquette County. Kris briefly spoke about himself and left the meeting. Jennifer continued to mention that Gretchen Malkowski, a Green Lake County Resource Specialist, has decided to go back to work in the Behavioral Health Unit in Green Lake County. Jennifer will soon be hiring for that position.

**B. State Activity (Jennifer Dille):**

**1. ADRC Directors Meeting Updates:** Jennifer distributed a “Checklist for the Evaluation and Compliance Plan Requirement in the 2016 Aging and Disability Resource Center Scope of Services” handout. She reported that this “tool” is to be used to see if the ADRC is in compliance with State requirements and is due March 1, 2016. She suggested that subcommittees be formed to visit each of the four counties to see what each location needs to change in order to be compliant. She also mentioned the business plan is due November 1, 2016 and training on the plan will be coming soon. She continued that the plan will require a price per client, per contract, for every county. In addition, she reported that more information regarding what recommendations have been made will be available after April 1, 2016 when Family Care and ADRC Economic Support complete their report.

**2. 2016 ADRC Contract-Changes/Requirements:** Jennifer gave examples of a few items that currently are out of compliance. 1) All signage must include the ADRC logo and be in blue and white. The ADRC sign outside of Adams County is brown and white. 2) All counties must have access to public restrooms. In Adams County, the restroom is located behind a door that is always locked. 3) Each office must have private and confidential rooms. In Adams County, 2 people share an office. Jennifer suggested to the Board that subcommittee’s visit each site to determine what it would cost to make the required changes. Joy Waterbury and Dave Benson agreed to visit each of the sites with Jennifer as the compliance plan needs to be submitted by March 1, 2016.

**X. OLD BUSINESS:** None.

**XI. NEW BUSINESS:** None.

**XII. OTHER:** None.

**XIII. MEETING DATE & LOCATION/SUGGESTIONS FOR FUTURE AGENDA ITEMS:** The next meeting will be on May 12, 2016 in Montello, Marquette County.

**XIV. ADJORNMENT:** *Motion to adjourn the meeting at 1:30 pm was made by Linda Manke, seconded by Dave Benson, and the motion carried.*

Respectfully Submitted

Kim Rachel, ADRC Resource Assistant