



Aging & Disability Resource Center

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ADRC Coordinating Committee Minutes February 10, 2011 Location: Waushara 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 –

Green Lake:

Suzi Geisen
Jack Meyers

Marquette:

Earl Ewert
Donna Hyames
Dan Klawitter

Waushara:

Warren Brewer
Donna Kalata
Bernadette Krentz

Absent: Ed Hendrickson, Dan Priske, Shirley Floeter, Priscilla Starrine, Jennifer Addis, Beverly Monson

Others Present: Chuck Price, Director, Adams County Health and Human Services Dept.
Diane Osborne, Long Term Care Support Mgr, Adams County

Waushara Staff Present: Debbie Paavola, Glenn Johnson, Fran Geier

Green Lake Staff Present: Betty Bradley, Donna Richards

Marquette County Staff Present: Jeremy Kral

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

V. **Approval of Minutes of the Previous Meeting:** Motion to approve the minutes of October 14 and December 17, 2010, was made by Bernadette Krentz, seconded by Jack Meyers, motion carried.

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

VII. Reports (Donna Richards):

A. ADRC Local Activity: The focus has been on being one ADRC by holding weekly phone calls and quarterly staff meetings to get everyone on the same page. The toll-free number is going well and is being rotated among the three sites (primary, secondary, and local calls only) to give each site a chance to catch up on paperwork. Donna reviewed some of the statistical information (contacts, functional screens, options counseling, etc.) and noted that the MA percentage for 2010 was 36%. Earl Ewert asked how to increase the MA billing and Donna said the staff must obtain and document consistently, plus Julie Schroeder from the state will talk at the next ADRC staff meeting about proper billing. The budget requires on a minimum of 34%. She also mentioned that the migration from Beacon to SAMS-IR caused some problems due to different agencies being involved.

B. Family Care/Iris Updates: Entitlements (waiting lists) will be processed as follows: Waushara County – June; Marquette County – July; Green Lake County – August. To be eligible, candidates must complete a Medicaid application and have Economic Support and Options Counseling finished. Betty Bradley noted that there are 60-75 on the waiting list for Family Care/Iris.

C. Marketing/outreach update: The Resource Directory is being updated by Fran (Waushara County). Donna plans to devote 50% of her time to marketing the ADRC by doing presentations at dining centers, placing ads, and visiting CRBFs and nursing homes.

D. Customer Satisfaction: Fifteen surveys/month (5/county) are mailed out on a regular basis from a random sampling of calls/contacts. The responses have all been positive.

VIII. Old Business

A. Adams County possible merger with Tri-County ADRC: Chuck Price, Director of Adams County Health & Human Services, and Diane Osborne, Manager of Long Term Care Support, discussed the possibility of Adams County joining the Tri-County ADRC. Adams county committee to research possible mergers deemed the Tri-County ADRC was the best due to shared resources services and philosophies, demographics, and proximity. Both discussed the positives of Adams County indicating they are self sufficient and would not be a financial burden coming into the coalition. Adams County has approved funds to remodel a large space for an ADRC with its own entrance in the HHS building. An additional \$55,000 from the state has been allocated to defray costs of converting from a three-county to a four-county ADRC. \$200-250,000/year is what would be applied to the ADRC coalition with Adams coming aboard.

Mr. Price and Ms. Osborne were excused to allow the ADRC Coordinating Committee to discuss the merits of adding Adams County to the consortium. Jack Meyers asked Donna Richards if she had concerns about including another county into her work load. Donna replied she did not have a concern. She felt the staff of Adams County are well prepared. Betty Bradley remarked that much of the work could be handled over the phone or by computer. Debbie Paavola noted that grants that promote health prevention programs are very specific and would not apply to Adams. Warren Brewer noted that the Bylaws will need to be amended to include Adams and re-look at the terms. We would also need to add members to the Coordinating Committee. Discussion took place. Various Committee members voiced their opinions which were all favorable (i.e., could help budget, more bargaining power, already sharing services). ***Donna Kalata made a motion to move forward with making Adams County part of the ADRC, Donna Hyames seconded, and the motion carried unanimously.***

B. Committee Members' Term Commitment Dates: Warren Brewer the Committee members in attendance as to their terms of office. However, since some were absent and others were not sure when their terms expired, a discussion took place as to whether there should be term limits or not. Donna Richards will try to determine the terms of office another way. Also, noted that Green Lake is down one citizen as Bob Michaels has resigned. In Marquette, Priscilla Starrine, has not attended routinely. Donna R. will call to verify if she wishes to continue, if not, will need to look for another representative. The same is true regarding Jennifer Addis of Waushara County.

C. Review ADRC State Contract: Copies of the state contract were distributed to the Committee Members to review for the next meeting. For members absent, copies will be mailed to them.

D. Review Bylaws: Warren Brewer asked the Committee members to review their copies of the Bylaws for the next meeting.

E. Set Frequency of Coordinating Committee Meetings: Donna Richards indicated that if the committee needs to approve items, such as policies, it would be better to meet more often rather than call for special meeting. Both Warren B. and Earl Ewert agreed. ***Donna Kalata made a motion for the ADRC Coordinating Committee to meet every other month, Jack Meyers seconded, and the motion carried.***

IX. New Business

A. Presentation on Health Prevention Programs / Volunteer (Shannon Rhode):

Shannon gave a summary of the past year's health prevention programs and noted that the numbers were down from 2009 due to less staff and a lack of volunteers. She asked the Committee for ideas to recruit new volunteers: Donna Kalata - put up signs at area fitness centers; Betty Bradley - Volunteer Recognition events and technical/high schools; Glenn Johnson – visit large CBRFs and enlist family members. A new medication management program, MMIS, has started in 2011.

B. State Satisfaction Survey (Donna Richards): Donna distributed copies of the results of a survey that the State conducted with 100 people from the Beacon database. The ADRC scored 3 – 3.8 overall (4 being highest). The ADRC scored very well on follow-up with 99% recommending the agency. However, one area of concern was that the ADRC could not provide enough information on costs of services and sometimes bombarded the callers with too much information. It was noted there was some inconsistency with the state's overall recommendations. Overall, the results were very favorable.

C. Advocacy Request (Debbie Paavola): Debbie reminded the Committee that the State budget comes out on Feb. 22, 2011, and asked the Committee members to become actively involved in advocating for programs for the elderly by writing or calling our local government officials, Luther Olsen in particular. Warren Brewer suggested creating a letter for people to sign. Betty Bradley mentioned that the new administration is focused more on economic rather than social aspects and that we should stress the economic savings our programs produce.

D. Review of ADRC Policies (Donna): Donna handed out several policy drafts to be reviewed. Donna Kalata asked if the Committee could review a few at a time so it wouldn't be such a big project and everyone agreed to review the first three policies before the next meeting.

E. Evaluation of ADRC Coordinator: Donna Richards was excused from the meeting so the Committee could discuss her job evaluation. The Management Team had already conducted a formal review in January and concluded that Donna was doing a good job (organized, calm, good communicator) and was performing better than her predecessors at this early stage of employment. The consensus of the Committee was that Donna had passed her probation.

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

The next meeting is scheduled for **1:00 p.m. Thursday, April 21, 2011, at Green Lake County.** Suggested topics include;

- a. Roles and Responsibility of ADRC Personnel – Case Study
- b. Roles and Responsibility of Coordinating Committee
- c. Discussion of ADRC contract / Bylaws
- d. Resource Directory

XI. Adjournment – Motion to adjourn the meeting at 3:00 p.m. was made by Jack Meyers, seconded by Donna Kalata, motion carried.

Respectfully Submitted,

Fran Geier
ADRC Resource Assistant