



**ADRC Coordinating Committee Minutes
October 13, 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 –

Green Lake:

Jack Meyers
Dan Priske

Marquette:

Earl Ewerr
Shirley Floeter
Donna Hymes
Dan Klawitter

Waushara:

Warren Brewer
Donna Kalata
Bernadette Krentz

Absent: Suzi Geisen, Ed Henderson (Green Lake)

Waushara Staff Present: Debbie Paavola, Shannon Rhode, Fran Geier

Green Lake Staff Present: Donna Richards, Leroy Dissing

Marquette County Staff Present: None

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

V. Approval of Minutes of the Previous Meeting: Shirley Floeter questioned Section 2.0 of the Bylaws limiting the number of County Board members per County allowed and the minimum attendance requirement. Warren Brewer explained that one or more County Board members may be on the Committee and the minimum attendance is for unexcused absences. He stated that new Bylaws will be adopted in January of 2012 to include Adams County. ***Motion to approve the minutes of August 11, 2011, was made by Jack Meyers, seconded by Bernadette Krentz , motion carried.***

VI. Public Comment (3 minutes/person, maximum of 15 minutes): Earl Ewert noted that while at the ADRC State Advisory Committee meeting last week there was an Alzheimer's specialist who did an outstanding presentation. He suggested that she do a presentation for this Committee at some future meeting. There was also a very good power point presentation on a handicapped-accessible home which would be available at no cost. Donna Richards mentioned that Lynne Wichmann wishes to join the ADRC Coordinating Committee.

VII. Reports (Donna Richards):

A. ADRC Local Activities: Options Counselors meet every other week (up to 4 hours) to share information on the waiting list, care coordination, and keeping functional screens consistent. I&A staff have also been communicating by telephone more often. All staff attended a meeting last week to review reporting and documentation consistency, marketing, and outreach. There has been a lot of training lately which has led to some staff shortages, but they are coping. Two staff members are currently at re-certification training. Irene Warwick is now on the IRIS Board. ADRC Directors are meeting monthly. The ADRC is looking to partner with United Way's "211 Program" which provides resources on a statewide and national basis.

- B. ADRC State Activities:** Per Donna, no allocation numbers from the State yet. The ADRC is moving forward with adding names to Family Care when vacancies occur. There is a lot of paperwork involved with the waiting list. There were 3 individuals added under the “urgent needs” but were provided an allocation slot before needing to process as an urgency need. A SAMS-IR audit took place and revealed that much more training is required on SAMS-IR, so Carl Nelson from the State has been invited to conduct training on November 3. Attendance is mandatory for all staff who uses SAM-IR.
- C. Marketing/Outreach Updates:** Shannon Rhode and Donna are meeting to put all community events on one calendar. Photos are being submitted from events and sent to the three local newspapers as articles (no cost). We are working with the “Bug” radio station in Wautoma to provide free public service ads. Articles are being written for Loose Ends and Senior Scene. A team participated in the Alzheimer’s walk in Berlin and took second place. Shannon and Donna attended the Wautoma Senior Center Health Fair and reached 71 potential clients.
- 1) Resource Guide –** Fran Geier handed out sample copies of the revised Resource Directory to the Committee members. Of the three possible covers, the Committee selected sample 3. There were some minor suggestions made (no longer use “Tri-County”, enlarge font on back page, etc.). Adams County resources are being compiled and will be added in November. The target date for publishing is spring of 2012. Fran will bring some examples of directories from other ADRCs to the next meeting in December. The printing cost will be covered by advertising which will be sold by the Wautoma Argus. Mailing the directories out to 30,000 could cost from \$3,000-\$5,000 or more depending on weight. If the directories are included as an insert in the paper, the cost would be \$65/1000. Donna Richards suggested hand delivering the directories to hospitals, clinics, senior centers, etc. Earl Ewert agreed, saying so many of them end up in the trash when sent out to everyone. The 2009 directories are now totally gone.
- D. Customer Satisfaction:** Surveys are now going directly to Donna, rather than the staff person who gave out the survey. Feedback has been good with 25 responses received last month. Donna remarked that follow-ups have been an issue. She plans to focus on that in the future. Marquette and Waushara have been covering for Green Lake a lot due to staff shortages, so everyone has been very busy. However, Donna still wants the staff to follow up more.
- E. Adams County Update:** The application has been sent in and Donna is working on the budget. Nine people from the State (7 via phone, 2 in person) will be conducting an interview with key ADRC management staff on Tuesday, October 18. Earl Ewert noted that the majority of the people from the State are in favor of Adams County joining the consortium and Adams wants to join this ADRC. In anticipation of Adams County joining the ADRC, Donna wrote a grant for phone/video conferencing equipment which would save travel time and cost.

VIII. Old Business

- A. Recruitment of new members:** Warren Brewer reiterated that the Bylaws will be reviewed when Adams County is added and the number of County Board members is addressed. Donna reported that she will be reviewing five potential candidates to discuss in the December meeting. Three are partially disabled, one is the mother of a disabled person, and one is developmentally disabled. She and Warren will meet with them ahead of time to explain the Bylaws and the time commitment required.

IX. New Business

- A. Per Diem for County Board Members (Marquette):** A lively discussion took place with Warren Brewer stating that County Board members on the ADRC Coordinating Committee should be paid by their County Boards, not the ADRC. He thought the agreement was that no per diem would be paid, just mileage. Green Lake and Waushara County Boards pay their members per diem plus mileage, but Marquette does not. Donna Richards will investigate the matter and report back at the December meeting.
- B. Shannon Rhode (Prevention Programs/Funding Sources):** Shannon distributed a breakdown of her various Health Promotion funding sources and what programs were covered by them. She pointed out that the breakdown did not include Adams County yet. The Committee commended Shannon for her work. Debbie Paavola suggested that any surplus grant monies should be directed into Shannon’s programs.
- C. 2012 Budget (with/without Adams County):** Donna Richards explained that the ADRC budget is grant-based from the State plus MA billing. The normal State matching rate is 28%

but the ADRC budget is projecting a 34% match rate since it is currently at 37%. There are some staffing issues in Green Lake County that must be resolved to finalize the budget. She expects a decision from the State next Tuesday, October 18. Donna will have the final budget ready for the next Committee meeting in December.

D. Waitlist Policy: Donna asked to defer this to the next meeting due to rules changes. The staff is working off the draft form at present.

X. Meeting Date & Location / Suggestions for Future Agenda Items: Next meeting is scheduled for Thursday, December 8, 2011, at 1:00 pm in Marquette County.

XI. Adjournment: *Motion to adjourn the meeting at 2:45 p.m. was made by Donna Kalata,, seconded by Jack Meyers, motion carried.*

Respectfully Submitted,

Fran Geier, ADRC Resource Assistant