

**AGING AND DISABILITY RESOURCE CENTER
ANNUAL BOARD MEETING
St Croix Tribal Health Center
Hertel, WI
January 6, 2011
9:30AM**

Public is welcome.

AGENDA

Call to Order

Approval of Agenda

Approval of Minutes from November 4, 2010, Board Meeting

Public comments

Welcome new board members: Gladys Beers and David McGrane

Director's report

Budget Report

Review of Conference Costs

Approval of Vouchers

Self Evaluation Survey

Committee comments

Future Agenda items

Future meeting dates and locations

Adjourn

**Eldon Freese, Chair
Laura Neve, Director**

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

AGING AND DISABILITY RESOURCE CENTER
BOARD MEETING
HERTEL, WI

January 6, 2011

The Aging and Disability Resource Center Board met at the St Croix Tribal Center in Hertel, WI on January 6, 2011 at 9:30am.

Present: Lynne Schauls, Eldon Freese, Pat Schmidt, Dave Mc Grane, Gladys Beers and Crystal Peterson

Absent: Larry Jepsen, Dick Klawitter, Mary Poretti, Shirley Sandquist, Ardyce Knauber and Diane Stoneking

Also present: Laura Neve and Deb Miller

Call to Order: Chairman, Eldon Freese called the meeting to order at 9:32am.

Approval of Agenda: Motion by Pat Schmidt and second Gladys Beers to approve agenda.
Motion carried. All in favor.

Introductions: Dave McGrane and Gladys Beers were introduced as the new board members.

Approval of minutes: Pat Schmidt made a motion to approve the Minutes from the November 4, 2010 meeting and seconded by Lynne Schauls.
Motion carried. All in favor.

Director's report:

Director Neve read an email that she received from a client with such positive attributes for Intake & Assistance worker, Barb Engelhart.

Update on the web based computer program Assist guide. She reminded the Board that this computer program will link to our own website. We have set dollars aside and the office has received notice that the State is paying for this not the agency. The money we set aside will not be needed for this program.

Activities have begun for the National Options Counseling grant. You will notice an increase in traveling and lodging expenses during the budget review. The grant will cover these costs so it will not be taken out of our regular budget; however, the revenue will come back to us. We had a visitor in December, with regard to the grant, a National worker flew in from Maine and interviewed all of our staff and Laura to determine what the qualities are for our good options counseling. Laura is on the work group to help write the Standards for the State of Wisconsin. This is a national grant but there are about 10 different states included on this so she is doing national conference calls and gathering insight from other agencies and states. In February they will all get together and get more concrete on the work they have done so far. The goal is to come up with state standards and also national standards.

Gladys Beers suggested we do another article for other papers. Laura stated it would not hurt to do another one this year thanking others for their support.

Chairman Freese, board member Dick Klawitter and Director Neve met with two state staff on the Customer Satisfaction Survey and Sight Survey. The packet was handed out showing that the State was very happy with the outcomes of our reviews. Director Neve directed them to page 12 and stated that the State did not have accurate information in the narrative as they flipped the numbers so please ignore that

particular page. The Physical Plant Survey contains recommendations that have been setup by the board as well as States recommendations. Please note the additional parking for non-handicapped parties next to the door and the additional signage in Balsam Lake has already been completed.

Budget Report: Director Neve went over the budget sheets and fielded questions from board members. We are trying to get these reports sent out ahead of time for the boards review. We want you to have time to look at them and develop questions, if you have any. The payments that come in from the state are a couple of months behind the report. At the very end the state takes back the advancement out of the checks we get, so at the end of the year, our expenses should match exactly to the revenue. Looking at the worksheet budget in the first column are the amounts set aside in both offices. The budgeted money we set aside into the different categories. The percentage is how much of the budget had been used. We are at 83% of the year and we are sitting very fine. One thing that has transpired since last meeting is we did purchase the two vehicles with the board's approval, of course. The car we were able to get in 2010 but the van we will not get until 2011. The State has approved to roll the money for the van from 2010 budget into the 2011 budget.

Laura is looking at getting another staff person in Burnett County. Part of the difficulty she may run into is the hiring freeze in both counties. We are only 2 years into existence and maybe able to have some understanding there. Laura is still trying to figure out where the relief is needed the most, whether in I & A position or a DBS position.

The back page of the report shows the number of calls we receive. Laura has been pulling numbers from our data base system. The first half is our DBS workers, note half way through page it shows monetary impact. The numbers that are in there now do not accurately reflect the positive impact our DBS's are having with the clients; however, the specialists were recently trained extensively on this portion so should become more accurate. For the I & A workers we can see who we are getting the calls from.

Director Neve requested of the board if they have any questions or agenda items please feel free to let her know.

Conference Costs: We had five board members go to the last conference and we hope that next year we get just as good a turnout. The registration was \$100 each for full conference, with the room was \$70. We did have a couple that shared a room and brought it down to a \$56.00 average and the meals were \$26.00 average. There was some mileage on top of some of that and we could not pull that out to get a handle on that. So the average per board member was \$179 per person. The board felt it was very worth the expense.

Vouchers – will be approved at next meeting.

Self evaluation survey: was mailed out a head of time. Discussion of the survey took place. Chairman Freese asked about question number 8: He states we try to have it open so anyone can bring up any point, that's why we added committee comments to the agenda. Number 9: the board is involved in regular monitoring and the Chairman was not sure why they disagreed with that statement. One of the new board members states she probably should have left it blank but then she thought she should have marked something; however, she really has not been involved in many meetings yet. Continued discussion on survey was held.

Suggestion that a training manual be given to new members was suggested by Lynne Schauls.

Ms. Schauls also suggested that one board manual be brought to every meeting. The manuals are very heavy and that way not everyone had to bring their own.

A discussion on if the board needed to appoint a Pro tem Vice President to step in for Mary. Please put on agenda for next meeting.

Ms. Schauls questioned if we even need a secretary.

It was suggested that the board members who are aware of other board members illness (or if they themselves are ill or unable to get to a meeting), to please let Debbie know so she is able to let everyone know what is going on with the fellow board members.

Board member Crystal Peterson commented on the Caregiver Conference. Crystal stated that many good comments were received regarding the presentation given by I & A Specialist, Barb Engelhart. ADRC will have a booth at the new conference. There is an office at the Tribal Center now for an ADRC office. Crystal felt this is a good point to remember when approaching the county to get a new person hired in the Burnett office.

Finance and Personnel committees were discussed. Chairman Freese stated we are required to have these committees; however they do not have to meet every month. The Board has the only responsibility for hiring and firing. If the need arises, we need to have that responsible committee in place and functioning.

Future agenda items – draft of training manuals, bi-laws for review for back-up on Chair and Vice Chair (send out copies for review), Dana Fry Polk Co Administrator for Department Head Evaluation/County Administrator will consult with the governing board. Send out with a packet to read and review ahead of time so they are able to discuss.

Next meeting: March 25 at 8:30am** note time - in Siren (room 165?) hand out draft of training manual.
May 5 – (annual in Balsam Lake) 9:00am

Motion to adjourn Dave Mc Grane

Seconded: Lynne Shauls

Motion Carried

All in favor

Meeting adjourned: at 11:52am

Minutes recorded by Deb Miller