

AGING AND DISABILITY RESOURCE CENTER
ANNUAL BOARD MEETING
Polk County Government Center
Lower Level Conference Room
Balsam Lake, WI
May 5, 2011
9:00AM

Public is welcome.

AGENDA

Call to Order

Approval of Agenda

Pledge of Allegiance

Approval of Minutes from March 21, 2011, Board Meeting

Public comments

Election of officers

Board Training/training binders

Director's report

Budget Report

Approval of Vouchers

Discussion and Approval of Annual Report

Discussion and action on the Burnett County position

Conference report

Report on Senior Center Luncheons

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
ANNUAL BOARD MEETING
May 5, 2011

Present: Eldon Freese, Lynne Schauls, Gladys Beers, Larry Jepsen,
Dorothy Richard, Diane Stoneking, Pat Schmidt, Dave McGrane, Crystal Peterson

Absent: Dick Klawitter

Others: Laura Neve, Deb Miller, and Dana Frey

Meeting called to order by Chairman Eldon Freese at 9:05 AM

Motion to approve the Agenda made by Crystal Peterson

Second by Dave McGrane – **Motion Carried**

Motion to approve Minutes from March 21, 2011 made by Larry Jepsen

Second by Pat Schmidt – **Motion Carried**

Chairman Freese introduced Dana Frey, Administrator for Polk County.

Ardyce Knauber has submitted her resignation due to health issues.

Shirley Sandquist has passed away and her position on the board will need to be filled.

Nomination of officers:

Lynne Schauls took over the meeting due to the nomination of officers.

Call for Chair nominations:

Larry Jepsen nominated Eldon Freese with second by Dave McGrane.

Request for nominations was asked three times with no other nominations given.

Motion to close nominations and cast a unanimous vote for Mr. Freese by Larry Jepsen. Second by Dave McGrane

Motion passed

Eldon Freese will be the Chairman of the Board for ADRC for 2011-2012.

Nominations for Vice President

Nomination for Vice President by Diane Stoneking for Larry Jepsen. Second by Dave McGrane

Ms. Schauls called for nominations three times with no other parties nominated.

Motion that nominations be closed and cast a unanimous vote for Mr. Jepsen
made by Pat Schmidt. Second by Eldon Freese.

Motion Carried.

Larry Jepsen has been voted as the Vice Chairman for the ADRC Board.

Chairman Eldon Freese resumed running the meeting.

Nominations for Secretary:

Nomination for Lynne Schauls for secretary made by Eldon Freese. Second Dave McGrane.

Nominations for Secretary called three times by Chairman Freese, with no further nominations.

Motion that nominations close and cast a unanimous vote for Ms. Schauls made by Larry Jepsen. **Second** Dave McGrane
Motion Carried.

Lynne Schauls is the Secretary for the ADRC Board.

New Board officers for 2011 - 2012:

Chairman: Eldon Freese
Vice Chair: Larry Jepsen
Secretary: Lynne Schauls

BOARD TRAINING MANUAL

Director Neve explained the purpose of the training manual is for all new board members; however, we will be having a training of all members to go over information for the board with a power point. Director Neve asked if the training could put off till we have filled the three vacant spots and all new members are on board. Hopefully training will be at the next meeting and Laura will go back to basics for all Board members as a refresher.

DIRECTOR'S REPORT:

Thanks: Director Neve thanked the board for the flowers and kind words she received from them upon the death of her mother last week.

Filling in client slots: The staff is very busy filling the client slots. We have now determined how many slots are available and have a friendly competition going among the staff. We found out that we can also add July slots in that slot allocation. Our staff will be working extremely hard between now and then. We have Burnett County staff also helping in Polk County. We have to deal also with ongoing as well as new referrals that come in and the Polk County staff are getting those enrollments done as well. Our sustainability relies on our staff getting these slots filled. As of July, we will maintain one waiting list for the whole service area. It would be merged together as of date that the clients were put on the waiting list. We do not want to keep people waiting and when on the list get them moved off as soon as possible.

Chairman Freese asked if the tribe was involved in this also. Crystal Peterson answered yes the tribe is involved. Director Neve answered that we have no problems there.

Lynne Schauls asked when an individual goes on the waiting list that are transition kids, do they wait till they graduate and if they wait till then, some would be 18 and others 21 so what do they do. Director Neve explained they can go on waiting list at 17 yrs and 6 months if eligible as an adult but then stay in Children's waiver until 22.

One other issue is whether the nursing home relocation will not count towards those slots. Right now if they go out of nursing home and relocate to a home service, it does not count towards a slot.

Caregiver Conference – Siren – Barb Englehart helped with the planning along with board member, Crystal Peterson. Gladys Beers wanted to thank the planners as it was a great conference.

Transition Conference: Dave Moore took part in a youth transition conference in Osceola. Dave took part in a panel discussion on transitioning out of school.

Planning Caregiver Conference: We are involved in planning a larger Caregiver Conference in New Richmond along with the Polk Co. Aging Dept and St Croix County ADRC.

Round Lake Health Care Days: is coming up in July and we will be involved in that again this year.

FAIRS: We have all the Registrations now for all three fairs – Polk, Webster and Grantsburg fairs and will have booths at all of them.

Collaboration: There is collaboration with Aging Office, Interfaith Caregivers, ADRC and the Extension Office. This is to illustrate what is coming up with the baby boomers in the coming years. Will we have the services for the number of people that will need them? The first meeting is May 18 for County Board members and churches. UW Extension is putting it on statewide and we are leading in discussion and some group activities. They will assess what the communities have and what they need, do they have enough, if not, what do they need to get it up and running?

Laura encourages all of the Board members to attend this meeting.

Aging Dept news: In Polk County, some of you have heard Kari Flom, Aging Director, has turned in her resignation. Her resignation could mean a change to our agency as well. One thing Laura has mentioned to Dana Frey is to pull the Elderly Benefit Specialist into our agency.

If the Elderly Benefit Specialist from Aging is housed in our agency we would be able to bring in more ma pull down, however; in order to do that, the position may need to give up some title three dollars and a decision has to be made as to whether it would be beneficial to all parties.

Chairman Freese asked, outside of the financial aspect what about our people. Director Neve states having the EBS in our agency would be a big benefit to our people. It is known at the state level that this is a good match. In our staff meeting and ES/NB meeting Ms. Neve was very surprised at the response she had from all parties, wanting

the position in our office. The hang-up would be the state contract with GWARR as the funding for that program needs to flow through the Aging Programs Office.

Dana Frey stated that the issue is the Aging Director is responsible for that position. The potential however, is that we get some ma funding and we get the same service for less money. For the near term it would require coordination with the Polk county board as well as the ADRC Board. It sounds good but he states he is not in position to make any recommendations to this board right now. He will have to coordinate that with the Polk County Board and this board.

Gladys Beers asked if the Aging Specialist in Burnett County is Connie Crosby. Ms Beers states Connie seems to fit right into our program.

Board members needed: Ms. Neve states with Shirley Sandquist passing away a few weeks ago and Ardyce Knauber submitting her resignation, we need new board members. The preference would be the new members be Polk County residents as those are the ones that have left. Laura did contact Kari Flom so that we can get it in the next distribution of the Aging Newsletter. Please let Laura or Deb know if you have any ideas as to potential members. We need to get those positions covered. Chairman Freese states Frederic can be either Polk or Burnett.

Administrator Frey handed a report to Laura and asked her to pass it out. The ADRC budget was passed out which covers the whole agency. Larry Jepsen states this is the consistent reporting we will see in every committee and it will come out quarterly.

BUDGET REPORT:

Budgets are in your packets. The first page is the combined expenses of both offices put together. The subsequent pages show the break down of the separate offices. Pat Schmidt asked about the vouchers line for board members. The new members have not turned in a voucher and some members have donated their time.

Gladys Beers asked why January's professional line so much less then February is. Ms. Neve explained payroll thirteen and end of year versus first of year.

Laura pointed out 1167.58% is not an error it is the car that was approved with carry over from 2010.

Gladys Beers asked if liability would go down also. Ms. Neve explained that is a one time payment.

Voucher Reports:

Chairman Freese asked about the Polk County Hwy Dept. charges. He states Burnett County's is under "mileage" if we have any expenses for transportation/mileage. Ms. Neve explained is same just under different line descriptions in the different counties.

Diane Stoneking asked about the office guest chairs and the Sew Creative. Diane was looking at an old voucher report; however, Ms. Neve explained the charges.

Gladys Beers asked the other professional services in Burnett County being charged to Polk County, could you explain what those are please. Ms. Neve explained.

Motion to approve vouchers made by Larry Jepsen. **Seconded** Diane Stoneking.
Motion carried

Chairman Freese called for a 15 minute break.

Diane Stoneking left the meeting at 10:14am

BREAK – 10:14am –
Reconvened: 10:31am

Annual Report: Discussion and review of Annual Report. Chairman Freese states Ms. Neve has done a very good job keeping us all informed. It was asked if Ms. Neve in the second sentence could spell out “ma/federal”.

Larry Jepsen states that Iris is another one of those things that some new members would not understand.

Motion to accept Annual Report made by Dorothy Richard. **Second** Dave McGrane
Motion carried.

Burnett County position: the assigned group met together to pull together some type of direction for the job description for the new Burnett County position. The committee consisted of Larry Jepsen, Dave McGrane, Dorothy Richard and Laura Neve. Laura stated when she first went into the meeting; her thoughts were the position would be a DBS position that would have some Resource Specialist duties. The more the committee discussed it; they felt the actual focus should be on the Resource Specialist, who would also fill in the shoes of the DBS.

Chairman Freese stated you are answering one opportunity; however, the other alternative needs to be looked at for the future. Ms Neve stated there is the possibility that the DBS position could grow and therefore, out grow what we have available. Dave, Larry & Dorothy explained how they came up with their idea of the position and their thoughts as to why decisions were made.

Chair Eldon Freese complimented the committee and asked Laura if she has talked to the people in Burnett to get the ground work done. Ms. Neve states she has made contact with Candace Fitzgerald.

Motion to approve the position in Burnett County made by Larry Jepsen. **Second** Crystal Peterson.
Motion Carried.

Ms Neve requested clarification of the qualifications for the new position. The Board discussed the qualifications. Ms. Neve stated she would like permission to hire a person with experience that seems to be a fit, even if they do not have a degree. We would like to use the waiver requirement if the right person comes along.

Motion to allow Ms. Neve to use her discretion and that a waiver may be used if it seems appropriate for a person who qualifies but does not have a degree made by Dorothy Richard. **Second** Dave McGrane. Discussion -

Lynne Schauls asked if a degree in human services maybe is not necessarily the correct degree for this position. She was thinking we need to look at waiving the human services degree and open it up to other degrees – not specify the type of degree. More Discussion on degree qualifications and waiver usage.

Secretary was asked to re-read motion as stated. Read

Motion to allow Ms. Neve to use her discretion and that a waiver may be used if it seems appropriate for a person who qualifies but does not have a degree made by Dorothy Richard. **Second** Dave McGrane.

Vote: Yes: 6 – Nay: 2

Motion carried.

CONFERENCE REPORT: Ms Neve appreciated those who were able to attend the conference. Laura was asked about quality improvement project. It is the use of follow-up, calling people after we have served them. Ms Neve showed the display that was used at the conference to the board.

Larry Jepsen commented as to the changes that needed to be made now. People are in nursing homes, they go to the hospital and get better and 3 wks later they go back in the hospital. There is an element of prevention here; however, we are also trying to get these people the services that they need so they are not in the hospital as often. He felt the board session at the conference was a good one and very informative.

SENIOR LUNCHESES – Gladys Beers reported that Webster Center served 1,083 meals in 17 days and that average was about 61meals per day. We never have the same amount Ms. Beers stated; however, we have a lot of home delivered meals. Our people who do the home delivery, they check on the people and they do many things they do not need to do. Ms. Beers stated she didn't know if the board wanted to know about the Center or just interested in the meals. Chairman Freese stated he is interested in finding out what is available for seniors at the centers. Ms. Beers states they have cards, Wii, a recognition dinner, pool tournaments, pancake breakfast, silent auctions, yard sales there is almost anything you can think of. There are volunteers that do garbage, some decorating, wash/dry dishes, wipe down tables and general cleaning.

Dorothy Richard is on the Human Service Committee in Burnett and states they are looking at cutting back on home delivered meals.

Ms. Beers states that if that happens some volunteers will quit and the centers will not have the drivers available. The drivers were talking about cutting it to 3 days and taking frozen meals they are delivering the same amount of meals as if the one meal. If they take away that service doesn't it take away the whole philosophy, Ms. Beers asked. Ms. Beers states we have found people deceased, found them when they have fallen and it just pays to check on these people, sometimes we are the only ones they talk to. There is also the money crunch and you have to look at it both ways, states Gladys.

Larry Jepsen stated his mom would get four meals and make it last 4 to 6 days. Getting her to eat that whole meal was difficult because she wanted it to last the week; however, there was food sitting in the freezer but she would forget it was there.

Dave McGrane stated we need to put priorities towards that area not change or cut in those areas. These elderly and disabled folks are proud people and may not ask for help and you just cannot lose sight of those people. The ones he volunteers for have family, but they are so busy trying to make a living they don't have time to do things for their parents or relatives. You lose sight of the original goal or lose sight of those that are trying to make it on their own. You have to give them credit that they are not drawing tax dollars via a nursing homes, etc. He will talk to anyone the board feels he should to advocate for these people. Chairman Freese stated the next step is speaking out at your county boards, don't be a shrinking violet get up there and tell them how you feel and why.

COMMITTEE COMMENTS:

Pat Schmidt states she appreciates conversation with Burnett County Board people as it helps for our committee work together!

Larry Jepsen commented on being proactive and we all can do the emails and the phone calls to our legislatures but here he is not sure of the specifics. What would be our real focal point on contacting them with our issues?

Lynne Schauls asked if GWARR doesn't have an advocacy aspect that communicates to its interested folks that this is what you tell your congressman.

Pat Schmidt states that CWAG has the advocacy for this group.

Dorothy Richard states you need to be concerned about cuts to the elderly. By centralizing Economic Support, it costs more money to centralize and the people need their local people to go to. Just because you contract does not mean you are saving money.

Dave McGrane states that he would make personal calls to legislators. We are stooping over to pick up a penny but throwing out many dollars for that one penny.

FUTURE AGENDA ITEMS:

New Position

Training

Update on the budget bill

Update on transition teams to deal with the new budget impacts

NEXT MEETING: June 30, 9:00am, in Hertel.

Chairman Freese stated he will be meeting with Crystal and Laura today after our meeting, to start on her review process.

Motion to adjourn made by Pat Schmidt. **Second:** Dave McGrane
Motion carried.

Meeting adjourned at 12:04pm.

Minutes taken by Deb Miller.