

**AGING AND DISABILITY RESOURCE CENTER
BOARD MEETING**

**Hertel, WI
June 30, 2011
9:00AM**

Public is welcome.

AGENDA

Call to Order

Roll Call

Pledge of Allegiance

Approval of Agenda

Approval of Minutes from May 5, 2011, Board Meeting

Public comments

Staff presentation

Board Training

Director's report

Review and Approval of Board member applicants

Budget Report

Purchase Approval

Approval of Vouchers

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
June 30, 2011

Present: Lynne Schauls, Larry Jepsen, Pat Schmidt, Dorothy Richard, Dave McGrane, and Chrystal Peterson

Others: Barb Engelhart, Deb Miller, Laura Neve

Call to Order: Meeting called to order by Vice Chair Larry Jepsen - 9:05AM

Roll call

Pledge of Allegiance

Agenda: Director Neve stated she has a small change, with the new board members coming on, she would like to postpone the training portion until they are able to be there. Motion to Approve Agenda with training change made by Dave McGrane second by Dorothy Richard. All in favor. Motion carried.

Minutes: Motion to approve Minutes from May 5 meeting made by Dave McGrane second by Lynne Schauls. All in favor. Motion carried.

Public comments – none

Staff Presentation: Barb Engelhart gave staff presentation on how staff pulled together these last months to successfully complete the filling of the vacant slots. Barb praised the separate agencies assisting with the arduous task as well as her co-workers. Barb voiced her concerns about those that would be placed on the wait list. Laura interjected that in a phone conference she had yesterday, the state is holding the financial equivalent of 400 slots to be used in an emergency situation like this. Those put in one of the 400 slots would move off as soon as an attrition slot opens.

Director report: Laura went over the slot positions, attrition and how well the staff worked towards filling those slots. Director Neve praised her staff for all the hard work, especially Diane Voltz for her exceptional work ethic.

We are still in a learning process with the urgent slots and the process they are intending to stick with. We will have to do spread sheets and the state will probably do changes, etc. We are all looking forward to a whole new way of doing business.

Grievance: Director Neve presented a grievance she received from a client. It had to do with client's delayed treatment and the Osceola Medical clinic. The Client states she had been dealing with staff from another agency with no results.

Ms. Neve indicated that she contacted the client and there were no problems with ADRC staff. Director Neve asked the client if she wished to have her forward the grievance to the proper supervisor of the other agency. It has nothing to do with our staff so no further action will be done on Director Neve's part.

New Positions – Dave McGrane presented the new position to the Burnett County Administrative Committee in Director Neve's absence. It has been approved by the committee.

Laura spoke with Candace and it was decided that it will be posted and advertised in the paper at the same time. The position does not require a social work degree but does require experience with marketing. The advertisement will be in the paper next week and a couple weeks of advertising and pulling it together. Laura was also contacted by the state trainers; they are going to wait and have training right after they are hired.

Elderly Benefit Specialist: Everyone seems to be in agreement that it is an excellent fit for our agency. However, GWARR states that in the contract with the state that the funding has to flow thru the Aging office. We would need a contract between the two agencies. A couple weeks ago they heard back from GWARR stating that two county agencies within the same county cannot have a contract. Dana is still working on it.

Options counseling grant – The state standards work group Director Neve is on has submitted the draft standards and the National Administration on Aging is pleased with what they have come up with. The pilot ADRC's (which we are a part of) will soon be trained to perform with the new standards. The State of Oregon has contacted the state on how they can develop a multi county agency. The State has contacted Laura and asked her to contact Oregon to help them through the process.

Fair season – Staff is gearing up for the fair season. We have coverage of staff to do all of the fairs but board member are invited to join the staff at any time to sit at a booth and schmooze with the people.

Review of applications and board positions that are open:

Applicants for two individuals: **Duane Emery** the request for that slot was the new elderly one due to new state guidelines. Duane has a Siren address and he works for the tribe. Discussion. **Nora Brihn**: lives in Centuria she is a retired nurse and wishes to help citizens of Polk County. Discussion.

Polk county position that was vacated by Diane Stoneking would be filled with whoever takes Diane's position.

Larry suggested talking to various ministers about the Board, possibly a mailing to the various parishes might help find someone who would be willing to serve on our board.

Dave suggested Pastor Steve Ward. Pastor Ward is retired but doing interim work. The Board asked that Dave invite Pastor Ward to the next meeting. Dave is willing to contact Pastor Ward and see if this is something he would be interested in. We will let the new board applicants decide if it is something they wish to do, stressing the need for attendance.

Pat Schmidt suggested we have a policy on how many meetings a board member can miss. It was suggested they have a Policy review committee. The Board thought that was a good idea and the committee would consist of Dave McGrane, Dorothy Richard, Crystal Peterson & Larry Jepsen. Director Neve will do a rough draft of a policy on attendance and send it to the committee ahead of time.

Budget report: Director Neve went over the Budget report, first are combined expenses and then next pages are broken down by office. We are currently running under budget gearing up for the expense of the new position.

Purchase Approval: In Polk County the Director has authority to make purchases up to \$2000. In Burnett County if capital purchase over \$500 Ms Neve needs approval. Ms. Neve is seeking approval for a purchase of a storage cabinet. The storage cabinet is located in the Burnett County office. The price of the locked cabinet is \$1,019.95. Motion made by Dorothy Richard to approve the purchase of the Storage cabinet for Burnett County. Second by Dave McGrane All in favor. Motion carried.

New furniture: Ms Neve indicated that for the new person, she will need furniture for the Burnett county office. Laura indicated she has been working with HS director along with the Veterans office to secure an office. With the transportation position ending as of today that office is opening up. It is conveniently located next to Barb's office. In addition because the office Laura is in is so small, she would like a small desk and some shelving because they have no storage in her office. We are looking at getting the furniture for new desk L shaped with organizing hutch – approximately \$1,240.00 for that and another storage cabinet that would be \$1,020 and the shelving in the closet would be \$1200.00. Those are the listed catalog prices through Tri-state Business on which there will be a discount. Motion made by Dorothy Richard to approve purchase of items requested for furniture up to \$3000.00. Second Pat Schmidt. All in favor. Motion carried.

Vouchers: Vouchers were reviewed and discussed. Motion made by Dave McGrane to approve vouchers as presented. Seconded by Pat Schmidt. All in favor. Motion carried.

Committee Comments: Pat Schmidt suggested that someone speak to the county boards about the ADRC Board meetings. The committee chairs, in Polk County, gives a report on interesting things that are happening in the department. Pat feels an ADRC report should be given. This would give us a little bit more recognition on what is going. Pat Schmidt & Larry Jepsen will talk to William Johnson about getting the report started in Polk and Dorothy Richard will talk to Chair Taylor to see if can get on agenda for Burnett.

Larry Jepsen would like to find out if there is a way to get a dedicated support person that is consistently working on the family care in economic support.

Lynne Schauls and Dorothy Richard discussed Northern Bridges changes.

Future agenda: policy attendance, member training, new members

Next meeting: September 1 in Siren: 9:00am

Motion to adjourn made by Dave McGrane Second by Dorothy Richard. All in favor. Motion carried

Meeting adjourned at 10:55 Am.

Minutes taken by Deb Miller.