

**AGING AND DISABILITY RESOURCE CENTER  
BOARD MEETING  
Burnett County Gov't Center  
Room 160  
Siren, WI  
September 1, 2011 – 9:00 AM**

Public is welcome.

**\* AMENDED AGENDA**

Call to Order

Roll Call

Approval of Agenda

Pledge of Allegiance

Approval of Minutes from June 30, 2011 and August 5, 2011, Board Meetings

Public comments

Welcome new board member: George Stroebel

\*ADRC Board Attendance Policy

Board Training/training binders

Director's report

Budget Report

Approval of Vouchers

Building/furniture request

ADRC/Aging organization Discussion

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  
Siren, WI  
September 1, 2011 - 9:00AM

Present: Pat Schmidt, Gladys Beers, Dick Klawitter, Dave McGrane, Lynne Schauls, Dorothy Richard & Crystal Peterson

Also Present: Laura Neve, Dana Frey, Deb Miller, Pastor Ward, Duane Emery, Nora Brihn and Lois Taylor

Absent: Eldon Freese and Larry Jepsen

**Meeting called to order** at 9:05am by Lynne Schauls

**Roll Call**

**Approval of Agenda** – move to top the merging of the Aging and ADRC as Dana Frey, Polk County Administrator needs to leave early. Also add introduction of new board members in the agenda.

**Motion to amend Agenda** – Dave McGrane: 2<sup>nd</sup> Dorothy Richard – Motion carried

**Pledge of Allegiance**

**Approval of Minutes** from June 30 and August 5, 2011 meetings

**Motion to Approve both sets of Minutes** as presented made by Pat Schmidt: 2<sup>nd</sup> Dave McGrane Motion Carried.

**Pubic Comments** - none

**ADRC merging with Aging** in Polk County: Director Neve explained why this is on the Agenda. Dana Frey, Polk County Administrator explained Polk County's position. Discussion. Dave McGrane suggested getting a work group together to study the figures and what is at stake for the ADRC and the Aging Units. There are several boards that would need to be consulted. Pat Schmidt asked to get a supervisor hired quickly for the Aging Unit. Mr Frey explained it is not that easy and things need to be somewhat finalized before we make that move.

Lois Taylor discussed the Elder act with regard to Burnett County.

Pat Schmidt requested that we get a document prepared of all staff duties and responsibilities along with figures on impact.

**Motion made that** the Directors get a document from everyone affected done within week to ten days so that a combined study group would have the information was made by Dorothy Richard. Dave McGrane seconded. Motion carried.

**Welcome new board member** George Stroeble. Mr. Stroeble was not at the meeting today so we are holding the welcome until the next meeting.

**Welcome to new potential board members:** Duane Emery, Pastor Steve Ward, and Nora Brihn.

**Board Attendance policy** was discussed. Ms. Neve went over the policy: Two unexcused absences in a row, Three excused absences (with 2 day notice), or missing one-third of the total board meetings will result in the chairman contacting you as to your intentions. Are you planning to stay on board? Pat Schmidt indicated that the last sentence should be membership. In the 2<sup>nd</sup> paragraph there is an option there do we want “shall” or “may” in that spot? Dorothy Richard stated “may”, if it doesn’t work then we can change it to “shall”. Dave McGrane stated that the board members need to also be proactive; to communicate and to let the board or the office know what is happening.

**Motion to approve** the Board Attendance Policy with the correction of “membership” in last sentence and underline “may” was made by Dave McGrane: Dick Klawitter seconded. Motion Carried.

**Training:** Ms. Neve did the orientation training for new and potential board members with a Power point.

**Director’s report** – Wanda Washkuhn was hired for the Siren position. Ms Neve will have the staff all come in and get re-introduced, since there are so many new members. An update was given on the Niatx project. Our new project will be working with the resource data base. We have discussed the assist guide and this allows the public access to the data base. We discovered it was not set up correctly and Deb will be working on that.

The 3 directors of Brown, Ozaukee County and our ADRC as well as one state person have been working on the State Standards for Options Counseling. Wisconsin is the leader in the nation with regard to options counseling. The Federal Government is reviewing that draft. There will be a lot of training in the future for our staff so remember when you look at the expense sheets you will see a lot more expenses for this reason.

**Budget reports:** Director explained the mailed reports. Dave McGrane asked if we can put the previous year or two years in the reports. Director suggested putting it on the ADRC budget report page. Put another column there for the previous years - dollar amounts and maybe the percentage as well. Only use 2010 at this point. Equipment purchase –state: approved carry over for the van, should go into the budget line, so percentage reflects accurate amounts. Ms Neve states she has boosted budget amount next year based on past MA pull down. The question was asked if the money goes back to the state if we do not spend it. Yes. Ms Neve states and if we do that on a repeated basis then the state may reduce the allocated amount.

**Motion to approve vouchers** made by Dave McGrane: Second Chrystal Peterson.  
Motion carried.

**Building and furniture request:** Ms. Neve states the request was in regards to a conference room to be shared with Human Services in Balsam Lake, but with a pending move of offices she is asking this be tabled until we know what is happening.

**Committee comments:** Lynne Schauls states if the ADRC and Aging merge, there definitely would not be enough room to be where we are and so there would a shift in location. Laura stated she had walked through with Deb Peterson looking at different locations to move all of the staff. To fit all of that on the first floor where Aging currently is located just will not work, without separating staff and that is not a good situation. Other option moving up one hall closer to the other door, into economic support area. 3<sup>rd</sup> option is potentially opening up the north entrance to the public and have that be the main entrance for Aging and ADRC. Everything is just preliminary discussion at this time.

**Future agenda items:**

Report on group discussion acceptance or not of consolidation

**Future meeting dates:** Hertel – November 3 at 9am. Thursday.

**Other Comments:**

Sept 10<sup>th</sup>: 11:00 - 2:00 pm celebration of life for Mary Poretti @ Sr ctr.

Motion to Adjourn by Dave McGrane Second by: Pat Schmidt  
Motion carried.

Meeting adjourned at 10:13am.

Minutes taken by Deb Miller