

**AGING AND DISABILITY RESOURCE CENTER  
BOARD MEETING  
Tribal Center - Clinic Conference Room  
Hertel, WI  
Thursday, November 3, 2011  
9:00AM  
\*\*AMENDED: OCTOBER 24, 2011**

Public is welcome.

**AMENDED AGENDA**

Call to Order

Roll Call

Approval of Agenda

Pledge of Allegiance

Approval of Minutes from September 1, 2011, Board Meeting

Public comments

Approval of new Board members

Introduction of Siren Staff

ADRC/Aging (Polk County) merger discussion and action

Renovation of Balsam Lake Offices discussion and action

Director's report

Amended 2012 Budget request discussion and action

Budget Report

Future purchase items discussion and action

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 DISABILITIES RESOURCE CENTER

### Board Meeting November 3, 2011 Hertel, WI

Present: Eldon Freese, Dorothy Richard, Pat Schmidt, Larry Jepsen, Lynne Schauls, Crystal Peterson, Gladys Beers, Duane Emery and Dave McGrane

Absent: Dick Klawitter-excused, Nora Brihn- excused, George Stroeble-unexcused

Also present: Laura Neve, Dana Fry, Deb Miller, Wanda Washkuhn, Angie Heyer

Meeting called to order by 9:02 am by Chair Eldon Freese

Amended Agenda: **Motion** to approve Amended Agenda made by Dorothy Richard second Dave McGrane. Motion carried.

Pledge of Allegiance

Minutes for September 1, 2011: **Motion** to approve the September minutes was made by Pat Schmidt, Second Dave McGrane. Motion carried.

Public Comments: none New Board members: Ms. Neve explained that Nora Brihn and Duane Emery have accepted the board positions. Pastor Steve Ward has indicated he will not be able to accept which leaves a community aging member still needed.

**Motion** to approve the new board members Duane Emery and Nora Brihn was made by Larry Jepsen, Second by Dave McGrane. Motion carried.

Introduction of Siren staff by Director Neve: Angie Heyer secretarial support/bookkeeper and Wanda Washkuhn the new DBS/Resource Specialist were introduced to the board. Barb Engelhart is out sick today, however, Ms. Engelhart will be able to come to the next meeting when the Polk County staff is introduced.

ADRC/Merger discussion: The Aging director in Polk County left her position in May. The state has stepped in and is looking at these opportunities to combine Aging with the ADRC offices. Any new ADRC applications are not being accepted without the Aging/ADRC offices combined. We have taken some initial steps which have gone before the Aging committee; and passed by that committee. The merger now needs to be approved by the ADRC board. It will then proceed to GWAAR for state approval and finally to the full Polk County Board. Pat Schmidt asked if this can be accomplished before January as the Aging Dept really needs a director.

**Motion** to support the Polk County Aging/ADRC merger was made by Eldon Freese, Second by Larry Jepsen.

More discussion, Ms. Schmidt has questions: what are the chances of bringing the Burnett Aging and the tribe Aging offices on board? Crystal Peterson and Laura have had a meeting and it has been discussed. The consensus was it will be tough for the tribe to join the ADRC, as their funding sources are so very different and location is very important based on those funding sources. Crystal Peterson states the tribal committee has discussed it and there would be no bad feelings if tribal aging is not

included. Laura has also met with the Burnett County folks and the understanding of the State position is there; however, we are focusing now on the Polk County Aging office. Dave McGrane questioned the transportation for the seniors, referring to Logisticare, and there was discussion on those issues.

Duane Emery entered meeting at 9:25am.

Laura explained she is well aware of the differences in county workings and values these differences as to the needs of each county. IF Burnett County was to follow suit, she does not expect to make the services the same, but to look at efficiencies as to what can be coordinated.

Dana Fry, Administrator for Polk County, stated they looked into the finances of the Aging Department and has made the recommendation to move the office into a larger agency. The fall back plan if this does not work with the ADRC would be to merge with the Human Services. We are looking for substantial savings. We are looking at physical location to house the offices in the merger and believe we have found a location.

**Motion** re-read: **Motion** to support the Polk County Aging/ADRC merger made by Eldon Freese, Second by Larry Jepsen: Ms. Schmidt requested a Roll call vote: vote was unanimously passed.

Renovation of Balsam Lake Offices: Discussion: Laura went over the move to the new office space with a map/layout of the new area. She has gone ahead and gotten a quote for a remodel with changing main door, putting in a window, removing a doorway between two of the offices and possibly adding two security doors within the hallways. The quote received was \$3700 to \$4000. That is one piece of the renovation. Ms Neve wants them to know we do have funding to put towards the renovations requested. At the last location meeting we did negotiate down two rooms. The elderly & disability benefit specialists will be in two rooms close to the new entry. The renovation request also includes interview style furniture and dual monitors for both rooms. Furniture cost would be approximately \$2500 each.

**Motion** to approve the renovations and furniture requested for the merger made by Larry Jepsen, Seconded by Dave McGrane. Motion carried.

Director's report: Everything Ms. Neve has been working on has been or will be discussed in the next several agenda items. Ms. Neve would like to skip this section and jump down to the Amended 2012 Budget with board's approval.

Amended 2012 Budget: With a merger of the two offices in Polk Ms. Neve has had to revise the 2012 budget. Laura went over the changes to the budget with discussion of personnel costs. If we get a supervisor position for the ADRC piece as well as Aging Supervisor; funding will be available to do that. What she is looking at this point is hiring an ADRC supervisor for the Aging programs in Polk. The Burnett office on Aging looks like their supervisor will be retiring next year. We need to look at that piece even though it may not go through. If the Burnett office combines Ms. Neve would like an Aging Supervisor in the Burnett office and I & A supervisor in the Polk office. At this point we would not need to vote on a second supervisor position until we see if/when Burnett comes on board; however, we want it budgeted for 2012 just in case. If the merger in Burnett does not happen then we can look at line item transfer in budget. We are in the position to change the budget at this time before the final approval. Ms Neve would like to request that you take that into consideration/discussion and vote to amend the 2012 budget.

Mr. Jepsen asked for qualifications from Polk County Administrator Dana Fry with regard to the Aging budget and in parallel what that budget is funding. Administrator Fry stated it is funding a supervisor, elderly benefit specialist and bookkeeper.

**Motion** to approve the Amended Budget Requested by Director Neve made by Larry Jepsen, Seconded by Lynne Schauls. Motion carried.

Director Fry left the meeting at 10:20am

Future purchase items: Laura explained the 2011 budget worst case scenario she is at \$655,000 plus the \$10,000 we receive in a grant. That is with no more MA pulldown for the rest of the year. If average MA is included, it is \$735,000. All of our expenses are projected to total approximately \$590,000 so we are looking at a balance left at the end of the year of \$150,000 plus over what we have for expenses.

We have the \$4000.00 renovations and the \$4000 -5,000 of furniture already approved. Ms. Neve explained we are looking at spending some on nice display boards that we have seen at different shows. The boards are very nice and are placed BEHIND the staff vs. what we have now that is placed in front of the staff and the staff is not seen. She is requesting two of those and with printing it could go over the \$2000 limit a little bit so she wants approval for those free standing boards so that the staff is more visible. She would like to get shirts for the new staff coming on she doubts this will go over the \$2000 limit but wants the board aware she is planning on getting these things. The last request is to get another car for Polk County. Mr. Freese asked how often we use the cars we have now. Ms. Miller states she gets an additional car constantly for the staff as the van is being used. Ms. Neve interjected that with Aging merging with us, that will increase the need for an additional vehicle. Mr. Jepsen asked if Aging has a vehicle. Ms. Schmidt stated the Aging Dept has no vehicle.

Ms Neve would like to get display boards approval up to \$3500, shirts and the vehicle (approx. \$25000). It was questioned whether or not the Aging staff would have furniture coming with them. Per discussion it was determined to purchase two additional sets of furniture for two more staff with the merger (\$2500 each) so that all staff is the same, as funding allows.

**Motion** to approve the above-listed purchases was made by Larry Jepsen, Seconded by Gladys Beers. Motion carried.

**Motion** to approve Vouchers was made by Crystal Peterson, Seconded by Dorothy Richard. Motion carried.

Chairman Freese read a report on the progress in the Polk County Aging Department he received from GWAAR. The letter discussed the positives as well as the negatives. There was no transportation meeting in all of 2010, Caregiver conference was held in September in New Richmond. Carrie Porter from GWAAR suggested that she attend a meeting. There were no goals listed for the Aging Department in 2011 as no goals were entered into the survey. Transportation is an issue, as we well know. Chairman Freese requested Ms. Miller send a copy of the letter to all the ADRC Board members.

Future Board meeting: December 1, Polk County 9:00AM.

A question was asked as to the number of members on the Aging board. Pat Schmidt answered that she believes they have seven in Polk County.

Send out future agenda items indicate post by statute 19.8 at the top of the agenda instead of at the bottom. Please post Agenda on the door before the meetings.

Future Agenda items: merger results, Tour of the new facility whereabouts, car bids, staff introductions from Polk, Approve Laura's new Job description changes.

**Motion** to adjourn was made by Dorothy Richard, Seconded Dave McGrane.  
Motion carried.

Meeting adjourned at 11:05am.

Minutes taken by: Deb Miller