

**AGING AND DISABILITY RESOURCE CENTER
BOARD MEETING**

***Polk County Government Center
Lower Level Conference Room
Balsam Lake, WI 54810**

December 1, 2011

9:00AM

****SECOND AMENDED AGENDA – November 29, 2011**

Notice is hereby given to the press and public that a meeting of the ADRC Board will be held at the above listed date, time, and location to transact business indicated on the agenda below. (Agenda not necessarily presented in this order) 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.

Public is welcome.

AGENDA

Call to Order

Roll Call

Approval of Agenda

Pledge of Allegiance

Approval of Minutes from November 3, 2011, Board Meeting

Public comments

Staff introduction

****Discussion and Action on ADRC/Aging (Polk County), including Resolution on Merger of Aging Unit of Polk County, involving establishment, composition and appointment of advisory committee, Subcommittee on Aging-Polk County; proposed organizational structure and approval of establishment and position description of ADRC/Aging Supervisor.**

Approval of ADRC Director job description

* Relocation renovation cost discussion and approval

Car bids Review and Action

Furniture bids Review and Action

Director's report -* Update on Polk Co. Aging merger

Budget Report

Approval of Vouchers

Committee comments

Future Agenda items

Future meeting dates and locations

Adjourn/Tour of new location

Eldon Freese, Chair
Laura Neve, Director

**Aging and Disability Resource Center of NW WI
Polk County Government Center, Lower Level Conference Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810
Thursday, December 1, 2011
9:00 a.m.
Open Session**

Meeting was called to order by Chair Eldon Freese at 9:08AM.

Present: Eldon Freese, Patricia Schmidt, Larry Jepsen, Dick Klawitter, Gladys Beers, Crystal Peterson, Lynne Schauls, and Dave McGrane

Also present: William Johnson, Laura Neve, Deb Miller, Joyce Bergstrand, Rick Gates, Dana Frey, Jeff Fuge, Diane Voltz, Gerry Morgan, Barb Engelhart, Angie Joy, and Les Larsen

Larry Jepsen introduced Polk County Board Supervisor, William Johnson & Veterans Service Officer, Rick Gates. Director Neve introduced Joyce Bergstrand, potential board member.

Motion made by Larry Jepsen to approve the Agenda with an amendment to include a vote on Joyce Bergstrand as a new board member; Seconded Dick Klawitter. Motion carried: Unanimous

Pledge of Allegiance

Minutes from November 3, 2011 meeting is postponed till next meeting.

Public Comments – none

Introduction was made of the potential new Board member, Joyce Bergstrand. Ms Bergstrand explained her reasons for wanting to be on the ADRC Board and her numerous community activities. Eldon Freese spoke highly of Ms. Bergstrand as he has worked with her on other Committees.

Motion to approve Joyce Bergstrand as a board member made by Eldon Freese; Second by Pat Schmidt. Motion carried: Unanimous

Director Neve, introduced her staff that work in Polk County.

Discussion and Action on the merger handouts: Resolution, flow chart, and job descriptions for ADRC supervisor/Aging supervisor. Laura went through the organizational chart. She indicated the purple boxes are Burnett County Employees primarily housed in the Siren office.

Mr. Klawitter asked if the organizational chart is strictly a Polk county agency and asks if the disability part of the ADRC is still there. Ms Neve answered the question the structure of the agency would be the same; however, the aging portion would have their own committees. It was asked how it would work if Burnett County decided to merge with the ADRC as well. Ms Neve stated that they will stay the same and she would look at the efficiencies in both agencies and see how to improve and capitalize on the strengths in each county.

The question was stated that there is no reference to the Polk County Transportation Program on the organizational chart. Ms. Neve pointed out it is listed under the supervisor to be hired and stated that the person would conduct the Transportation programs in both counties. This is assuming of course, that Burnett Aging would merge with the ADRC.

Chair Freese asked Dana if he and Candace can get together and discuss this. Dana believes that Candace is on board and they need to look closely at this as far as structure is concerned.

Mr. Jepsen had question on number 4 of the Resolution. He states he thinks the language is a little fuzzy and it seems that it should not read as if there is a name change to the Agency. Jeff Fuge explains number 4. He stated that maybe it could also contain a phrase stating the ADRC board accepts the Aging responsibility.

Discussion on Resolution number 4.

Attorney Fuge suggested changes in the wording of the Resolution:

Modify paragraph twelve (12): Be it further resolved that if and when the Burnett County Board of Supervisors authorizes the consolidation of the Burnett County Aging to move to the ADRC NW WI the ADRC board will consider that consolidation as appropriate.

Modify paragraph nine (9): NOW THEREFORE be it further resolved that the ADRC Board does, on behalf of the ADRC, accept the responsibility of providing the Older American Act Program for Polk County.

Modify paragraph eight (8): WHEREAS, recognizing where the Burnett County Board is looking to possibly consolidate with the Aging and Disability Resource Center of NW WI the board that Burnett County Board is considering designating the ADRC NWWI to provide the provision of Older American Act for Burnett County.

Modify paragraph One (1): By Intergovernmental Agreement by Burnett County, Polk County and the St Croix Chippewa Indians of WI.

Motion made by Dave McGrane to accept the Resolution as amended. Mr. McGrane withdrew his Motion.

Break – 10:15 - reconvene at 10:45am

Car bids were distributed to the Board. Discussion. The Board wants to remain local, if possible.

Motion made by Larry Jepsen to purchase the 2012 Ford Fusion from Cifaldi Motors; Seconded by Dave McGrane. Motion carried: Unanimous.

**Back to Resolution: A modified version was developed, based on recommendations of Corp. Counsel, during the break and was distributed. Discussion held.

Motion made to accept the Resolution 01-2011 made by Crystal Peterson; Seconded Larry Jepsen. Motion carried: Unanimous.

Relocation renovation costs: Laura explained the changes in the move. She does not need any approvals on that item at this time.

We have had to hold up the purchase of furniture. We will be getting 3 bids. We are getting costs for the furniture from the company we purchased the other furniture from, so she can get the cost carry over from the State. We will then put out for the bids. No action on that today.

**Motion to approve vouchers was made by Dave McGrane; Seconded Crystal Peterson.
Motion carried: Unanimous.**

What do you want on the next meeting agenda:

Introduction of the new supervisor
Discussion on supervisor
ADRC Job description for Director
Furniture

Next Board meeting will be held in Siren at 9:00 am January 17, 2012.

Motion made to adjourn the Board Meeting made by Dave McGrane; Second Dick Klawitter. Motion carried: Unanimous.

Meeting adjourned at 11:30 A.M.

Minutes taken by: Deb Miller