

**AGING AND DISABILITIES RESOURCE CENTER  
BOARD MEETING**

**Burnett County Government Center**

**Room 165**

**Siren, WI**

**August 13, 2010**

**2:30pm**

*\*AMENDED August 11 at 12:50 p.m.*

Public is welcome.

**AMENDED AGENDA**

Roll call

Pledge of Allegiance

Approval of Agenda

Approval of Minutes from July 1, 2010 and August 5, 2010

Public comments

Director's report

Budget review

Voucher approval

Discussion & Action on Burnett County Ramp

\*2011 Budget Discussion and Action

Meeting attendance

Furniture Discussion and Action

Statewide Location/Physical Plant Survey

Future agenda items

Future meeting dates and locations

**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  
Burnett County Government Center  
Room 165  
Siren, WI  
August 13, 2010**

Present: Eldon Freese, Crystal Peterson, Pat Schmidt, Diane Stoneking, Larry Jepsen,  
Mary Poretti, Dick Klawitter, and Shirley Sandquist

Also present: Laura Neve and Deb Miller

Chairman Freese called the meeting to order at: 2:31pm

Role call – quorum determined

Pledge of Allegiance

**Motion to approve amended agenda with the revision of the order of listed items made by Ms. Portetti. Second Ms. Stoneking Motion carried.**

Revision of Amended Agenda order:

**Ramp/budget-** discussion will run around \$1500.00. **Motion to fund the ramp for Burnett County up to the sum of \$1500.00 made by Ms. Stoneking Seconded Ms. Peterson motion carried.**

**Budget:** Discussion of the budget as presented. Ms. Neve went over changes made based upon the prior meeting. Burnett changes were gone over. Capital equipment, fiscal computer program for the county Ms Neve stated we have to come up with the cost and we are splitting the cost with the Veteran's Office. Access for the fiscal program, per diems and social security increased the request to \$122,947.00 which is carried over to the Polk county line, 219/other professional services. The difference was taken out of the advertising budget.

**Motion to approve the budget as outlined by Director Neve made by Mr. Jepsen Seconded by Mr. Klawitter - Motion carried.**

**Furniture:** Director Neve went over the furniture bids. Discussion.

**Motion to go with the Staples bid for furniture as long as the bid includes installation and delivery made by Ms. Poretti. Seconded by Ms. Schmidt. Ms Stoneking had further Discussion. Ms. Stoneking & Mr. Jepsen opposed. Motion carried.**

**Approval of Minutes** from July 1, 2010 and August 5, 2010

**Motion to approve minutes as typed for July 1, 2010 & August 5, 2010 made by Mr. Jepsen Second Ms. Stoneking. Motion carried.**

**Public comments** – None.

**Director's report:** Ms. Neve read note from a client complementing Barb Engelhart. Ms Schmidt suggested putting in Ms. Engelhart's personnel file. We have some kudos from the state, Ms Neve stated. We have gotten requests from Donna McDowell from Office of Long Term Care at the state. They are requesting that our ADRC participate in their program. They liked that we have the tribe involved as well as multi county participation. We also received a notice from the State on a different grant that they want our participation on. It is a Quality Improvement grant. They have hand picked 10 members to be on this committee which entails five state staff and five ADRC positions one being a Director. They have chosen Ms. Neve as the one director. She has a few meetings to talk about how to roll this whole thing out statewide and was asked to present it at the director's state meeting. State staff sent a thank you. The only issue is a time factor for the staff being out of the office. They will not cover salaries but any other costs would be covered by the State.

**APS** They have gotten approval from the Administrator, in Polk to move forward on the Adult Protective Services supervision. Ms. Gjonnes has stated they weren't going to pay Ms. Neve for the supervision. It is on hold as Ms. Gjonnes said she would talk to Dana Fry about it and Laura has not heard anything. Ms Neve states she would not feel horrible if she would not get it; however, no one is supervising the staff at this time. Discussion

**Voucher approval:** **Motion to approve the vouchers as presented made by Mr. Jepsen. Seconded by Ms. Peterson. Motion carried.**

**Budget review:** Ms Neve did get carry over money approval in writing from the State. The only line we are over in monthly percentage is the computer and that is a one time purchase. Ms. Neve stated that so far \$341,254.00 submitted has been approved and paid by the State. Question as to why April is blank made by Ms. Poretti. We get paid a few months out via the CARS report, as that is our billing to the State. She does make sure is the submitted amount sent to the State is paid as submitted. **Motion to approve budget made by Ms. Stoneking Second Ms. Schmidt. Motion carried.**

**Meeting attendance:** Ms Neve went over the Board's meeting attendance. Ms. Neve discussed the importance of attending Board meetings so that we have discussion, participation and are able to take action on matters of importance. Mr. Jepsen asked, "Is there something in the bi-laws that if you meet 3 meetings without an excuse you are gone?" Discussion. Mr. Jepsen suggested a letter of obligation. There is a lot of time preparing for a board meeting and if you know you cannot make it in advance, please call ADRC prior to the meeting date. Discussion on when a regular meeting could take place. It was decided the first Thursday every other month at 9:30am for the Personnel and Finance committees and 10:30am for the regular board meeting. This means the next meeting will be October 7<sup>th</sup>, 9:30am, Personnel/Finance and 10:30am General meeting. The next hosting location would be Hertel, unless no room available.

**Statewide Location/Physical Plant Survey:** Went over the surveys received for the Polk facility. Discussion on parking issue. Discussion on signage for outside of building. Ms. Neve suggested an ADRC logo with arrow to hang below the sign in the hall. Ms. Poretti suggested, maybe florescent sign would help. Discussion on bell when no one at front desk. Bottom line is we need signage after going through wood door into Human Services and signage on outside door. Siren facility surveys reviewed. Ms. Stoneking states she was not warmly greeted and felt the desk was high. Mr. Jepsen states he had the opposite experience as someone just jumped out of her chair to help, but did concur that the desk maybe too high. Ms. Neve will combine and submit the survey as stated and committee agreed.

**Future agenda items**

Full Budget Packet

**Future meeting dates and locations:** October 7 in Hertel, if room available, 9:30 am Personnel and Finance Committee 10:30am General Board meeting.

**Motion to adjourn: Ms. Stoneking**

**Seconded: Mr. Jepson**

**Motion carried.**

**Time: 4:11pm**

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Minutes taken by: Deb Miller