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**AGING AND DISABILITY RESOURCE CENTER
BOARD MEETING
Tribal Clinic Health Conference Room
Hertel, WI
August 30, 2012
9:00AM**

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

Pledge of Allegiance

Approval of Agenda

Approval of Minutes from June 7, 2012

Public comments

Recognition of Judy Brusletten, EBD - retirement

Dispatch Software presentation and action

Director's Report

Budget presentation and action

Committee comments

Future Agenda items

Future meeting dates and locations

**Larry Jepsen, Chair
Laura Neve, Director**

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AGING AND DISABILITIES RESOURCE CENTER

Board Meeting
August 30, 2012
Hertel, WI

Present: Chrystal Peterson, Dorothy Richard, Joyce Bergstrand, Dick Klawitter, Gladys Beers, Pat Schmidt, Nora Brihn and Larry Jepsen

Absent: Duane Emery Dave McGrane, Tom Magnafici, Lynne Schauls and Bert Lund

Also present: Laura Neve, Deb Miller, Dawn Sargent, Marsha Stroebel, and Judy Brusletten

Meeting called to order by 9:00 am by Chairman Larry Jepsen

Motion was made to approve Agenda by Dorothy Richard, Second by Dick Klawitter. Director Neve would like to add Introduction of New Staff after public comments. Ms. Richard states Motion is to include requested change. Motion carried/unanimous

Pledge of Allegiance

Motion was made to approve the Minutes of June 7, 2012 made by Pat Schmidt, Second by Gladys Beers. Motion carried/ unanimous

Public Comments: none

Introduction of new staff: Director Neve introduced the new Aging Supervisor Marsha Stroebel. Ms Neve explained Marsha is housed in the Burnett office. Ms. Stroebel explained the position and what her responsibilities are.

Dave McGrane came in at 9:08 am

Director Neve introduced Dawn Sargent as the Program Coordinator. Dawn is also housed in the Burnett office. Dawn explained her job responsibilities and what she has been working on.

Director Neve recognized retiring staff member, Judy Brusletten. Judy has been with the county over 30 years and she will be greatly missed. Laura presented Judy with an engraved Jewelry box.

Dispatch Software presentation: Director Neve indicated they have decided on the new dispatch software and would like action on it, this meeting. Ms Sargent presented the Engraph plan, explaining what it provides to both Burnett and Polk counties and the convenience for all. Hipaa violations were discussed. Pat Schmidt asked about notification issues. Dawn explained verification of rides will be changing in Polk County. The rides are supposed to be verified as soon as they are made. The billing in Polk will be changing as well in the near future. Reports will automatically be printed for all people. Question was asked by Gladys Beers, what if the driver does not have a computer? Dawn explained that it will look a bit different but basically they will turn in their paperwork same as before. Dawn explained it will take several months before this will be implemented. Gladys Beers asked about a waiver form, how do clients get it? Dawn/Laura explained the waiver is income based and it will be on an individual basis. Dawn explained we need to be getting more donations in for this program to be sustained. Director Neve explained it is going to be more of a co-payment basis and have the expectation that they will be paying instead it is a free ride and not you pay what you can. Dorothy Richard suggested, a lot of these people you are driving for are elderly, can you file claims in the estates to get some of the money back and the claim to file is \$3.00 with the Register in Probate. It may help people down the road gets rides.

Pat Schmidt asked if there was any explanation as to the volunteer time. Time is time and is there cost other than volunteer time, associated with this? Pat suggested it would be helpful to state this as the clients change all the time. Even if there is a bold box placed on the back of the bill so with the message so it is clear. Pat stated this maybe helpful to clients.

Joyce Bergstrand asked if it would be possible to get a copy of the bill so the Board could see it. Director Neve states she can bring a copy of a bill in so the Board is able to see it.

Software: Dawn stated the Board now knows the reasons that the software is being looked at. What this program has to offer compared to the others do not, is the ability to upgrade. The other programs we looked at did not have upgrade features. The higher cost is something we would eventually want to pursue, as the vans would then have the GPS system. The volunteers generally have one or two drives a day and the vans can change constantly throughout the day. Laura stated it would also help with the paperwork. The struggle we have with the vans is so detailed that we need to get that information to the person who needs the reports. This program would save on the trips and down time with the vans when they are not transporting clients. The drivers would have to sign in and out. We are finding there are some needless trips being made, for picking up slips, some drivers drive to a nursing home to get a fax. This program allows the drivers to touch a screen and get that information.

What we are looking at right now is the smaller bid which would do the dispatching and generate the reports for the billing. We will still need to do some of the paperwork at this level. There is a smaller upgrade cost and eventually we would have the cost of the boxes/touch pads to get up to the more expensive one. The Transportation Corporation and the vans, their status is in limbo right now as to whether they can purchase gas at the county. We don't know what is happening to them in the near future, Dawn stated. The smaller step would get us accustomed to the system and then when we know what is happening with the vans then would want to upgrade. Ms. Sargent stressed we need the system for both counties so they are both in the same system.

The question was asked if they had talked to any other agencies that have used this system? Yes, Laura stated Tonya Eichelt the Transportation supervisor has called the list of references that was provided. Joyce Bergstrand asked about the number of years the other agencies had used the system and if there were any problems they had with the system. There were about 8 locations that were called that used it and no complaints received.

Pat Schmidt asked if the program is compatible with our IT and if those departments in both counties have looked at it. The only complication that could arise would be when we would get into the GPS system. Director Neve explained which would be more cost effective and hopefully the GPS the sheriff's office has and we could possibly incorporate that. Laura explained that when we eventually talk about expanding, we will look at doing more research to see what is best for cost effectiveness.

Chair Larry Jepsen explained that smaller bid is A larger bid is B, just to clarify for voting purposes.

Motion made by Dorothy Richard to accept bid A seconded by Pat Schmidt.

Dave McGrane asked about the bid. What includes the vans and what doesn't he sees there was a little increase in the software but most of the cost was for the actual boxes in the vans. Dave asked about the support plan of \$4900, does that have to be paid every year. Laura states she has talked to the Transportation Corp about the sharing of the cost of the program, they really couldn't do a vote on it but they are supportive of the program.

Larry Jepsen asked if it is in the budget. Laura states it is via the DOT grant. The cost is out of that grant not the GWAAR or ADRC money. There is money there and this will not affect the ADRC program.

Dorothy Richard asked if it will bill out. Laura stated yes, it will generate the billing and we would need to send it out.

Chair Jepsen reminded the Board there is a Motion on floor.

Motion was made to approve plan A. Motion carried/unanimous

Director's Report:

The agency has finished off a successful year of Fairs. The Final Affairs date has been set and Diane Voltz, Barb Engelhart, Jaime Weness and Angie Joy have been working diligently and in cooperation with Gail Peve from the Extension Office. They arranged the speakers, the venue, the food, etc. The Caregivers Conference is coming up and Gerry Morgan is taking part with that conference which takes place in New Richmond. The Caregiver's Conference is a coordination effort between St Croix, Barron and ADRC of NW WI. We are also looking for more ideas for our staff to get involved in so we can get our name and information out there.

Pat Schmidt asked if the Final Affairs information has been given to the Health Departments. Laura will pass that suggestion onto the staff.

Director Neve states we have officially merged. The Supervisors are working on the programming efforts to try to get those coordinated with the different factions. We are really in working deep with the administering of coordination of the merge. Laura is also working with Administration/fiscal for the budget portion of the merge as well. The budget is a little more complicated this year with pulling all of the budgets together. The budget that will be presented is not what she would like, but to get through it this year and with the timelines set forth, this is what is presented this year.

Laura stated that with Judy's retirement and for her position, we had 78 applications. We had it narrowed down to seven and now is narrowed it down to two and the second interviews have been completed. We have made an offer and we have not heard if the applicant has accepted it or not.

We have a meal site manager retiring at the Milltown site. We will be interviewing five individuals for that position. We will also be looking at some sub coverage in the meal sites as we need more subs.

We hopefully will be fully staffed for a little while after these new hires.

Joyce Bergstrand asked who will be filling in for Judy during the 30 days prior to the start of the new person. Laura explained that Wanda Washkuhn and Connie Crosby will be filling in as well as Jaime Weness, the DBS, who can answer general questions.

Nutrition and meal sites: Clear Lake, we have been talking about how we want that meal site to progress. Temporarily we have switched those home delivered meals to the Amery site. Each County has a Nutrition Council and each has their own nutrition council meetings. These Councils will be the beginning of the decision making process. Although the ADRC Board, as a group, has the ultimate decision. Clear Lake meal site started with the Amery meal site person. The Amery meal site person felt the need still exists to continue in Clear Lake. She has volunteered to help get the site in Clear Lake jump started again. We are looking at doing a one week of re-introduction to the Clear Lake nutrition site. We would open it back up in the same

location and do one week of free meals. Let them try the meals to see if they like them. Prior to A'viands, the new provider for the meals, there was a company called Airmark and the meals were not very good. The food with the new company is more enjoyable. Marsha stated during our marketing we would be please if the Board would come and try our new meal provider. A week of free meals will be offered at each meal site but will be starting in Clear Lake. We are trying to get in a routine with the meal sites, so we can get this done before winter starts. The plan is give this a try in October to see if we can't get the meals jump started at that site. We feel each of the meal sites could use a boost at this point. This approach hasn't been before but we are thinking at the other sites to possibly do a couple of days of free meals to get people attending again.

The National Conference is coming up in a couple of weeks in Arlington VA. Director Neve and Tonya Eichelt will be going. There will be a very full conference Monday through Thursday and will be very informative. Laura and Tonya will be speaking at the conference.

There will be an intern starting next week. Troy will be shadowing different positions and will be getting projects done like working on the directory book. He will be working for us for the semester which will end in December.

Director Neve received a call from Bert Lund. Mr. Lund states he is not going to be able to serve on ADRC board due to a family emergency. Laura has emailed Donny Taylor and Wanda Hinrichs to see if they can identify anyone else to serve.

Pat Schmidt indicated that Tom Magnafici has missed three meetings. We do have an attendance requirement on the books and he has made a commitment to serve, in fact, he specifically requested this committee. The Chairman, Larry Jepsen will discuss the issue with him. Laura stated she can call him, as well. She has communicated with him via email but no calls. Dave McGrane suggested we should take action not just flush over it. If we just over look this then we might as well not have a policy at all. Discussion.

Motion was made to take action on the absence of meeting attendance according to board policy made by Dave McGrane. Second was made by Joyce Bergstrand. Motion carried – unanimous

Proposed Plan for Older People 2013 – 2015 was distributed. We were originally looking at a public hearing so we are pushing this back a bit as we also need one for transportation. A hearing will be held at each Government Center during the day and then having one for an evening presentation. GWAAR requests that we do a plan every three years. You will see in the plan that each county will have different goals. We are one agency but that does not mean each county does not have different goals. We will be looking at doing public hearings; we will be going through this at the Aging Advisory Committee meetings and eventually we will need to have a final vote on the document before it gets sent into the state at the end of the year. That will be after it has gone through the public hearings and committees. Under each of the areas in section four the State requires a goal for each section of the plan for each year of the plan. We do not anticipate that it will not take three years to get to these goals. There is a self assessment at the end of each year. If we have met the goals we just come up with new ones.

Meeting broke at 10:15am

Meeting called back to order at 10:28am

Budget presentation: ADRC/Aging handouts – discussion

Budget worksheet report and ADRC - (single sheet Polk county budget – both Aging and ADRC) The line shaded box is the connection to the Burnett County budget. Laura explained the budget sheet. On page three on the Burnett budgets you will see a lot more revenue lines.

What would make it easier would be to have all the revenue go through Polk, that would be the easiest, but Director Neve doesn't see that happening. Burnett will not be contributing county dollars to Polk nor Polk to Burnett and the program income will put that back in at the county it is received.

Dorothy Richard asked if there is and what is the difference between Property tax between the two counties. Laura will get that information.

Motion to approve the budget as presented with the understanding any adjustments will be made using the advertising portion of the budget made by Pat Schmidt Seconded by Dave McGrane
Motion carried: unanimous

Committee Comments:

Dorothy Richard believes it would behoove us to get the salaries to be a little more cohesive. Dorothy feels the Board should look at the discrepancy in wages between the two counties. Laura will bring the salaries from each county to the next meeting.

Dick Klawitter states he likes the paperwork. He feels it is excellent information and it is deeply appreciated. He states it gives the Board more insight as to the work and what the agency has done.

Dorothy Richard states also that she feels Laura's raise should be raised and the work involved is tremendous. Dorothy thinks the Board should do what they can to follow through on this.

Gladys Beers states Barb Engelhart and Marsha spoke at the Senior Center meeting and she heard nothing but good comments about them.

Larry Jepsen states the GWAAR conference is coming up. If anyone wanted to see the scope of an organization and where we are such a resource and shows why the Board members are sitting where we are.

Laura stated we are starting to see the Logisticare recognizing that they have a problem. It has been hit on from all over the state. The meeting that was held at Red Cliff helped and they are apparently going to work with northern agencies to get a contract, wherein the agencies will be the volunteer portion of that program. They have really simplified the requirements for the volunteer drivers and picking up the cost of that program. Laura spoke with the main state Logisticare person who was in Red Cliff. Laura discussed the possibility of our agency contracting with them to do the volunteer driving system. He did say something about a high need of drivers in our area and they are pretty flexible in our area. Laura can do an addendum to the contract and our issue is if we are doing the contracting and taking responsibility of it we will need control of the dispatching. We would have a hard time doing a shared one and having it not successful on their end having it come back to reflect on us. He seemed open to that. You will see that is identified in our plan, within the transportation section, contracting with Logisticare is part of that plan. Gladys Beers states she has seen Northwest Transportation across from the Burnett Government Center. Gladys states she has not been able to contact them. Laura states she will try to contact them. Larry Jepsen states Polk County is trying to define the vans in the Transportation Corp.

Dick Klawitter asked if we have a definitive mission statement that should be published.

Dave McGrane stated Lynne Schauls really heightened awareness in Hayward and continued to bring that back out. Dave states Lynne is quite a spokesperson for that cause.

Dorothy Richard stated she talked to one person at Northern bridges. The staff person she spoke to said, "You know, people can't expect to have all of those services." She stated the person was quite rude. Dave McGrane stated the board will be seeing that there is a class action suit against Northern Bridges brought by the assisted living homes.

Future Agenda items:

County to County salary report

Getting more of the disability focus back into the meetings – Gerry Morgan will come and speak at the next meeting – transitions for the younger disabled kids coming out of school and transitioning into adulthood.

Future meeting date & location: Laura will need approval of the DOT grant and the Aging plan before submission at the end of the year.

Future meeting will be October 25 at 9am – Polk County. December will be a tentative meeting date of December 13 in Siren at 9am.

Dick Klawitter stated with the concerns with Northern Bridges is there a need for a person on our board to be represented on their board? Larry stated each county has representation on their board. Larry Main is the Burnett Board person and Dave Merkert is the one in Polk. It was requested that the Board be advised the date of the next Northern Bridges board meeting in Hayward. It is at the hotel in Hayward. Laura will get that information out to the Board.

Gladys Beers states when she says ADRC to other people they think we are associated WITH Northern Bridges. They are giving us a bad name. Dorothy Richard stated that any time you privatize you start cutting services to the people. Privatization is necessarily a good thing.

Pat Schmidt commented we don't spend much time talking about the tribal needs. We want to make sure the needs of the tribe have been met. Crystal Peterson assured the committee that they are happy with the services and needs. Crystal stated they have now finally made office space available at the center that the ADRC can use. She is working with Barb Engelhart to setup a time for her to come out. There are a lot of calls coming in for the ADRC and we are trying to get her physically located here for at least a day a week.

Motion to adjourn meeting was made by Dorothy Richard Seconded by Dave McGrane Motion carried – unanimous.

Meeting adjourned at 11:24am.

Respectfully submitted by Deb Miller