

**AGING AND DISABILITIES RESOURCE CENTER
BOARD MEETING
Government Center, Balsam Lake
LOWER LEVEL CONFERENCE ROOM
MARCH 4, 2010
10:00AM**

Public is welcome.

AMENDED AGENDA

Approval of Agenda
Approval of minutes from January 15, 2010
Public comments
Staff presentation
Director's report
Budget review
Voucher approval
Policies review and approval

Annual Performance Evaluation for Department Head

Closed Session: Pursuant to Wisconsin Statute Section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The Governing Committee will reconvene to Open Session to consider or act upon any matter noticed on this agenda.

Future agenda items

Future meeting dates and locations

Adjournment

**ELDON FREESE, CHAIR
LAURA NEVE, DIRECTOR**

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Meeting called to order by Chairperson Eldon Freese at 10:07 am

Approval of Amended Agenda:

Motion to approve the agenda, as amended, made by Mr. Jepsen, seconded by Ms Poretti. All in favor. Motion carried.

Approval of January 15, 2010 Meeting Minutes:

Motion to approve the January 15, 2010 Meeting Minutes made by Ms. Knauber, seconded by Ms. Sandquist. All in favor. Motion carried.

Public comments:

No comments offered.

Staff presentation:

Dave Moore gave staff presentation on DBS issues and cases.

- Chairman Freese requested, if possible, prior knowledge of what the presentation would be about.

Director's report

Laura has submitted the carry over request with the State and it has been approved in its' entirety. The amount of \$54,577.00 and that includes furniture, laptop (that we were not able to make end of year cut off), copy machine in Burnett, signage in the two counties, advertising and postage as well as possible door project in Siren.

The copy machine that was authorized for Siren office will be in next week.

Furniture: we have sent what we have decided on into Staples for the final cost estimates.

Laptops we ordered are in and ready to use. We are having different levels of enthusiasm by staff, as to the laptop use. Many of the State sites are web based which allows staff to determine right then and there if the clients are eligible. The database is web based and it has all the resources in there and when you go out into a home you really don't know what is needed. We do have portable printers and a scanner for documents. The applications for social security can be done right in their homes as well.

Regular meetings are being held with Northern Bridges, Economic Support and Adult Protective Services. Laura states we have just started up a Regional Directors meeting, with Laura, the Douglas County Director, the Barron Director as well as the coordinator of the five county ADRC in Northern Wisconsin. We have looked as a group into sharing marketing issues and possibly setting up a combined booth, manned by staff from each county.

Ms Schmidt asked about a family care audit. She has heard they have been instructed by the state to decrease the cost of cases. Burnett County Community Services Committee received an update on Northern Bridges and were informed that all case plans will be reviewed with instructions to decrease the individual service plans to get it under control. They will also be working with the providers to bundle services instead of individual cases. They are also looking at equalizing price across the board to equalize the daily payments. Ms Schauls states all of this is getting refined by the State.

Motion by Ms Martin to call the person down from Personnel, seconded by Ms Schauls. All in favor. Motion carried.

11:00am Darlene Kusmirek joined the meeting

11:03am Motion to go into closed session to review employee's performance was made by Ms Schmidt, seconded by Ms Martin. All in favor. Motion carried.

12:08pm Motion to reconvene in open session made by Ms Martin, seconded by Ms Stoneking. All in favor. Motion carried .

Director's report continued

Laura states that the staff is trying to come up with something for the first year anniversary of service. We are looking at some ideas to acknowledge that milestone. We would perhaps have an open house with a thank you in paper, etc.

Budget review

Ms Schauls had a question for clarification. In the past there has always been a Human Services line. Is there an ADRC line? Laura states it shows, but it will show wherein ADRC is strictly state/federal money and therefore will show 0 county levy.

Human Services was the only one paying rent as they, Human Services were collecting from the State; however, they are no longer paying rent.

Laura explained even though there are no county dollars involved in our funding, she did go before both counties Finance Departments and went through the budget process.

Chair Freese asked if we would be better served to have Burnett instead of Siren or Polk in place of Balsam Lake. Laura stated we are trying to keep the identity of ADRC as one, unified in both counties. Therefore we refer to them as the Siren office & Balsam Lake office expenses, rather than Burnett/Polk expenses.

Ms Poretti asked about the combined payroll. January was \$21,000 and December is \$38,000, why the difference? Laura explained that January is the only one that will look different then the other months. Every other month it is what is actually paid out in that month. Laura explained that for auditing purposes in Polk County, all of the first check that was paid in January was 2009 expenses and even part of the second check in January, was for 2009. If you look at the Siren office expense in 2009 for professionals, the prior months have been \$3900 and then December was \$6700 they are pulling those expenses back into 2009. The Balsam Lake office expenses, beside the December expense, there is also the period thirteen and that is also getting pulled back into 2009.

Director Neve states, there is one adjustment that needs to be made in the 2010 expenditures. Originally the Burnett payment of \$17,000 should have been a 2009 expense, but it was posted to 2010. That sum has not been pulled out of her report yet and is actually a 2009 expense. The \$17,000 shows up in pay period 13 on the Balsam Lake expense. Director Neve states we just wanted to advise you so you didn't think we paid it twice.

One other clarification, looking at 2010 if you go to the budget report which is the last one and you look at the very last column where there is the % of payment, the reason for the high percentage in certain areas is that the carryover has not been included in budgeted amount available. That money includes what was designated as carryover purchases. The laptop, which was \$1,346.00 shows up as an expense, but if you look at the budgeted line before that the carryover money is not included in the \$37025.00. We have money designated for that purchase. We will put that carry over money into the budget amount so the report looks a bit cleaner.

Director Neve, states all of the revenue has been coming in as planned. That is one thing nice about this system it is dollar for dollar and it keeps it cleaner.

Ms Stoneking, mentioned to please check with the furniture company to see if things can be returned if we do not need them.

Voucher questions were answered.

Motion to approve all vouchers as presented was made by Ms. Schmidt, seconded Ms. Stoneking. All in favor. Motion carried.

Chairman Freese signed voucher approval.

Policies review and approval:

Goals for Effective Marketing

Unmet Needs in the Community, Laura will resubmit to the state along with the other two items.

Discussion as to where in the policy book these should be placed. Deb will get a goal divider for all books for next council meeting.

The state is not expecting the Quality Assurance goal by a certain time. Kathy Solberg wanted us to use a specific template. Laura will try to have that ready at the next Board meeting.

Laura explained Beacon does track some of the issues they are asking for, as well as a Customer Satisfaction Survey that is being sent out by the State.

The goal is how did you hear about us? Goal three would determine the success of various marketing ploys. The goal of the marketing is to bring people in. The only struggle is to have the concrete numbers and how to word it. If you do percentages in one 20% then the others are 25% then do you want to redo the one lacking?

There was much discussion on wording of Goals for Effective Marketing.

Director Neve states adjustments will be made according to collected data. Chair Freese asked if possibly a change from “will” to “can” would be more appropriate for our intentions. Discussion ensued and Laura is to use can. Laura will bring the revised version to the next meeting.

Motion to approve the Goals for Effective Marketing as amended in paragraph 3 and correction of two typos made by Ms Martin, seconded Ms Stoneking. All in favor. Motion carried.

Committee member comments:

Ms Schauls asked about Northern Bridges. Laura stated she did talk to Kathy Solberg, at the State and passed on Lynn's concern. Ms Schauls states she did talk to NB again and they did some resubmitting and there was confusion on how Community Homestead bills for service. There was confusion on what services to bill for what. Ms. Schauls states the lag has been caught up and everyone has been paid.

Ms Martin, in reading minutes wanted to clarify that the swing bed is not just for terminally ill, it is for other purposes as well.

Ms Sandquist states she enjoyed Dave's presentation and will we continue to do this on a regular basis. Director Neve stated yes, it is a standard agenda item.

Future agenda items:

Chairman Freese would like to start the meetings with the Pledge of Allegiance. Chairman Freese stated, "I think it is only right to pledge to the country that we live in." He asked that the Board think about it and we can vote at next meeting. Put on agenda and put for a vote next meeting.

Future meeting dates and locations Siren is the meeting place. June 3rd is next meeting in Siren – Thursday. Times to be announced.

Motion to adjourn Ms Stoneking , seconded by Ms Schmidt. All in favor. Motion carried.

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