

**AGING AND DISABILITIES RESOURCE CENTER
BOARD MEETING
ST CROIX TRIBAL CENTER
HERTEL, WI
May 6, 2010**

10:30 AM ** (NOTE CHANGE IN MEETING TIME)

Public is welcome.

AGENDA

Approval of Agenda

Approval of minutes from March 4, 2010

Public comments

Pledge of Allegiance vote

Staff presentation – John Hale to give case presentation.

Director's report

Budget review

Voucher approval

Discussion and vote for Adult Protective Services Supervision

2009 Annual Report

Furniture Discussion and approval

Discussion and approval of Bylaws, change of Annual meeting to May

Review new board membership guidelines

Director's goals

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
May 6, 2010 – 10:00am
Hertel, WI**

Present: Eldon Freese, Dick Klawitter, Ardyce Knauber, Crystal Peterson, Mary Poretti, Shirley Sandquist, Lynne Schauls, Pat Schmidt, Diane Stoneking

Absent: Maxine Holmes – excused, Larry Jepsen – excused, Mary Martin - excused

Also present: Laura Neve, John Hale, Deb Miller, and Chuck Awe

Meeting called to order by Eldon Freese at 10:45 am

Approval of Agenda – Ms Schmidt made motion to approve Agenda, Seconded by Ms. Stoneking. Motion carried.

Approval of minutes from March 4, 2010 – Ms Poretti indicated that Lynn Schauls was at the meeting and she was missed on the list, Deb said she was just advised of this & a correction will be made. Motion to approve the minutes from March 4, 2010, as amended made by Ms. Poretti second by Ms. Stoneking. Motion carried.

Roll call – Mr. Jepsen, Ms. Holmes and Ms. Martin absent but all excused.

Public comments – Mr. Klawitter asked if there is a specific date/time for these meetings like the third Thursday or something like that. Ms. Neve indicated no, we would have normally had the meeting in June; however, the Annual Report had to be approved at a May meeting to be approved by the Polk board in June, thus the reason for the change of meeting date and time.

Ms Schauls indicated she appreciates the board having the meetings on Thursdays.

Vote on Pledge of Allegiance: Discussion as to why Mr. Freese feels it should be said and others voiced their opinions. Ms Peterson made motion to say the Pledge before each board meeting. Seconded by Mr. Klawitter. Voice vote taken 6 favor, 3 objections. Motion carried.

Staff presentation: John Hale- I & A/DBS gave staff presentation on case issues. Ms. Schmidt asked if there couldn't be training on the NB/Iris/CBRF's, etc for the board members to make it easier for them to understand. Laura said she will work on that & was a good idea.

Director's report:

Laura read a letter that she received from, Kate Peterson, Director of Burnett County Health & Human Services. The letter was sent to Kate by a client. The party wanted to personally thank Wanda ES worker and Barb Engelhart ADRC. Various comments on how nice it was.

Laura handed out one of the placemats showing our new advertising. Board member Crystal Peterson mentioned she heard our advertising on the radio. We have our

application in for a booth at the fair. Ms. Sandquist mentioned that the Senior Building at the fair probably has room for another booth and it would be free. Interfaith always has a booth there. Pat indicated that we would only be addressing seniors and need to do more possibly. Laura suggested that we possibly could do two booths one out in another building and one in senior building.

Laura asked the board members to keep us in mind, if they hear of any fairs or events they think we might be interested in.

Ms. Peterson indicated that on May 20 in Danbury 11am – 2pm there is a clinic health fair and again on May 27 from 10am – 2pm here in Hertel. Laura will give Ms Peterson a call to get a booth for both fairs. Ms Poretti asked if we were signed up for the Burnett county fair. Ms Poretti said she would volunteer to man the booths if we needed them. UW Extension for Burnett possibly is who we would talk to. The one in Webster is coming up in 6 weeks. The Grantsburg one will be later. (Burnett has two fairs)

Mr. Klawitter asked if it was possible that an ad or poster made to place up at the senior centers. Laura indicated that was a very good idea.

Laura talked to Barron County and a Wellness Expo is being held at the Turtle Lake Casino. The two counties have made plans to share a booth at the Expo. We also have a Director's group with five county ADRC of North, Douglas, Barron, ADRC NW WI & State-wide conferences have ADRC booths as well and the group will share coverage and split costs for those booths and get the word out there.

Laura wrote an article for the Senior Voices that summarizes our first year. Laura stated the exact same article was in the Sentinel, in Burnett.

Mr. Klawitter asked which radio stations are we advertising on. Laura stated the two located Amery, one in Siren and one in Pine City. It was suggested to possibly advertise on the Tribal station in Hayward. Ms Peterson said she would check into it.

Laura reported on the Open Houses. It was busier in the Balsam Lake location then in the Siren location. We had a lot of staff in the building attend which is good as we got the information out for referring agencies. In Balsam Lake we had several outside entities. The new Polk County Board Chair, William Johnson, came to see what the new agency was about and Laura was able to talk to him a little bit.

Annual Report: Laura received a letter from Kathy Solberg, Regional ADRC Quality Specialist. She read the letter for the board. The current board membership does not meet the new State regulations. Laura sent to the State our goals and unmet needs. She got an email from the state with regard to the quality assurance portion. Although it is a requirement and needs to be submitted, the quality assurance template is in final revision and it is not required until it is completed/passed.

Kathy Solberg did tell Laura (and she does not have in writing) her report was the best of all that she had reviewed.

Laura went over the presentation that was given at the Caregiver's Conference named Five Wishes. We did purchase 200 of them and have several left. This program goes across state lines. A member suggested possibly classes held at the various churches.

We are having meetings, more of a regional venue with Northern Bridges, Burnett and Polk Economic Support Specialists, all together to go through enrollment and disenrollment processes. Laura has a meeting with specifically Polk Economic Support and NB tomorrow.

Veteran's office has officially moved into the Siren ADRC location. Laura stressed the agencies have not combined, they are only co-located within same area. The current Veterans support staff will be retiring May 21. Mr. Freese went over the move.

Mr. Freese talked on ethics.

Ms Poretti gave her opinion on the secretarial position in Siren. She feels that the position should be one person and not two part-time.

Budget report:

Laura reviewed the budget report with the board. The copier in Siren and the laptop we needed to get those, those two expenses are carryover that has already been paid out.

Revenue report: The State check showing in February & March are advancements in the State contract. (Those payments were not based on expenses incurred) We did receive payment in May which was for January and February expenses.

The next page is combined ADRC NW WI expenditures. The subsequent pages are the specific Balsam Lake/Siren offices.

There is a line, the third line down under expenses on the Balsam Lake report which is for the Siren office expenses. If you add the details for each office they will not match. The Siren office expenses are paid via the Balsam Lake office. It was asked if we pay rent in either location. Laura stated neither office is paying rent. Ms. Schmidt indicated that Human Services does not pay rent anymore.

Voucher approval:

Laura indicated the groceries you see as paid for \$17.05 were not paid. Laura went over the difficulty with the vouchers and getting things paid. Ms. Stoneking indicated that we are state funded not county dollars and we have specific needs that must be met and that the fiscal department is not correct. If we have any further trouble, we are to let her know and she will talk to them and the finance board. Polk is just the fiscal agent for ADRC NW WI and cannot make that determination. Ms Schmidt concurred with Ms. Stoneking and is also willing to speak to whomever if we have any further trouble. Laura states we are waiting for the new Administrator and hopefully that help, although the auditor did speak to Maggie and it was indicated to us that Maggie stated, to the auditor, that Polk rules supersede any others. Ms. Stoneking stated again, that is incorrect and if it does not get better, to let them know. Laura indicated if that does not do it, we may need to transfer to Burnett and have Burnett the fiscal agent. Board concurred.

Motion to approve the voucher report was made by Ms. Schmidt. Seconded by Ms. Peterson. Motion carried.

Motion by Ms Poretti to have each board member; pay Laura \$2.00 each, for the purchase of the refreshments at the last board meeting. Eldon will not accept the motion and he will pay for it as he had indicated for Laura to get them.

Adult Protection: Laura met with Sherry about supervising the APS Unit. Laura stated it is a good match for the Balsam Lake office. If you recall our last discussion, Laura wanted to move the supervision back until June, after we got the year end reporting done. She met with Sherry and if it is approved at this board meeting, she would begin supervision as of June 1. Laura and Sherry did not get it totally concrete as to how it would be done, but have a call into Andrea Jerrick to get it in the works. We would continue the Adult Protection staff as Human Services employees but Laura indicated to Sherry that she wants them to be treated as ADRC employees. She does not want separate rules for the two factions that she is supervising and Sherry agreed. It was asked if this was Polk and Burnett offices. Laura indicated it would only be Polk County at this time. She has had contact with Kate in Burnett County as the Burnett County worker got wind of it and was hoping to get pulled into the Siren office as well. It is open discussion in Siren at this point.

Ms. Schmidt asked about the State's opinion on this. Laura indicated Kathy Solberg is very excited about it. Ms Schmidt asked about Laura's time and would she be able to handle it. Laura feels that she can in June. When meeting with Sherry, how she and Laura are viewing it right now, we would do a Letter of Agreement that would be flexible. We would be looking at some of the duties and delegating some of them to a lead worker. We are currently working with APS on issues but it will take a little bit to figure out the best routine. Deb is doing some things for them as well. We cannot figure everything out until we start doing it. The reimbursement part will be the tricky part.

Laura has checked with the State to see if they would take away money if she is not doing ADRC time. They will not, is the answer she received; however, it may affect us on the MA pull down, but otherwise would be supplement to the budget. Ms. Schmidt stated to make sure that any ma pull down loss was covered in the contract. Ms. Schmidt asked if we can back out at any time without repercussions. Laura read the last paragraph of the agreement wherein either party can back out with a thirty day's notice.

Ms Schmidt asked about secretarial support, will they be using Deb as their secretary? Laura states, Deb is the gray area now as she is doing some of the services for Adult Protection now. Time will tell on Deb's involvement but we are able to back out at any time.

Ms. Schmidt made a motion to go into a Letter of Agreement for management and supervision of the Adult Protection staff/unit. Seconded by Diane Stoneking. 8 in favor one objection.

Annual Budget Report: Laura went over the 2009 Annual Report. Ms. Schmidt suggested Laura add names on the chart of employees and board members. Motion by Ms. Stoneking to approve the Annual Report with the name additions. Seconded by Ms. Poretti. Motion carried.

Furniture: Discussion on the furniture purchases. Motion by Ms. Schauls to let the furniture decisions be decided by the Personnel/Finance committees of the ADRC. Seconded by Ms. Peterson. Motion carried.

Make up of Board/meeting: Discussion on the bylaws and moving the annual meeting to May commencing in 2011. Motion by Ms. Poretti to move the Annual Meeting to May commencing in 2011. Seconded by Ms. Stoneking. Motion carried.

Laura went over the new board membership guidelines she received from the State and they have been revised from what we have now.

Laura went over the board make up as it stands now: 3 elder population, 1 physically disabled and 2 developmentally disabled. Laura needs clarification on Ms Schauls, whether or not she is under contract with Northern Bridges. Ms. Schauls stated she is no longer under contract with NB. There are two board members from Burnett County and three from Polk and one from the tribe.

The positions currently held are:

3 Elderly – Shirley Sandquist, Ardyce Knauber, and Mary Martin

1 Physically disabled – Maxine Holmes

2 Developmental disability – Lynne Schauls and Dick Klawitter

We do need to let the Counties know that we need the current board member appointments that are currently up for renewal, reappointed. Currently the terms are as follows:

One year term: Pat Schmidt, Maxine Holmes, Lynne Schauls & Diane Stoneking

Two year term: Ardyce Knauber, Crysal Peterson, Mary Martin & Mary Poretti

Three year term: Eldon Freese, Shirley Sandquist, Dick Klawitter, Larry Jepsen

Once renewed, will be renewed for three year terms and those terms will then be staggered.

Laura received new guidelines from the state as to the board make up and right now as it stands, we are out of compliance. The new guidelines are: 4 elderly, 1 physically disabled, and 2 developmentally disabled. There is no real time line to come into compliance; however, Laura would like direction from the board as to a new appointment.

The board suggested they try to get an additional elderly appointment through the tribe. There is no timeline and we would like to have an elder tribe member. Ms. Peterson will attempt to find some members that would be willing to apply for the new elderly board position.

Director's goals: Laura went over the director's goals:

1. Present to the board on a consistent basis as to the number of contacts and types. Discussion on what this presentation should include and not include. Mr. Klawitter feels it should just be given as part of the Director's Report. Ms. Schauls feels the paper is not necessary. Ms. Poretti felt she likes seeing the numbers. Mr. Klawitter agrees with Ms. Schauls there is way more paperwork then the board needs to use for guidance.

2. Collaborate with county & outside agencies. Develop working relationship with all.
3. Have staff take more of a lead role in community outreach.

Board Member comments:

Mr. Klawitter asked if it would not be a good idea to apply to Walmart for some funding. Walmart gives to certain organizations and he is wondering if this is something we could be looking at. Laura stated that maybe if we had a specific community project, but probably not for general funding. Mr. Klawitter asked if we have any involvement with DSI in supporting, counseling and/or working with them. Laura stated we do not directly work with them and we can make referrals to them; however, they really needed that State funding to come through them to support the employment. Our part would be more on assisting people for the funding.

One board member asked if we couldn't put tables together so board members are not looking at backs of other members. So noted.

Future agenda items

New elderly board member applications
Adult Protection Update

Future meeting dates and locations

July 1, 2010 - Siren, WI

9:00am- Personnel & Finance meeting

10:00am – Total board meeting

**Adjournment: Motion to adjourn made by Ms. Stoneking. Seconded Ms. Peterson
Motion carried. 1:30pm**

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LAURA NEVE, DIRECTOR**

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Minutes by Deb Miller