

**AGING AND DISABILITY RESOURCE CENTER  
Personnel/Finance Committee Meeting  
St Croix Tribal Center  
Hertel, WI  
May 6, 2010  
9:30 AM (\*\*note change in time)**

Public is welcome.

**AGENDA**

Call to Order

Approval of Agenda

Approval of Minutes from March 4, 2010

Public comments

Discussion of Adult Protective Services

Furniture discussion and approval

Clarification of rolls and responsibilities of committees

Polk County fiscal issues

Committee comments

Future Agenda items

Future meeting dates and locations

Adjourn

**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**  
**Personnel/Finance Committee Meeting**  
**Tribal Center – Hertel, WI**  
**May 6, 2010**

**Members Present:** Diane Stoenking, Mary Poretti, Pat Schmidt, Crystal Peterson & Eldon Freese

**Absent:** Larry Jepsen - excused

**Others Present:** Laura Neve, Deb Miller, Chuck Awe

**Meeting Called to Order by Chairman Eldon Freese at 9:45AM**

**Approval of Agenda** – Motion to approve agenda by Ms. Stoneking.  
Seconded by Ms. Poretti. Motion carried.

**Approval of Minutes:** Motion to approve minutes made by Ms. Poretti.  
Seconded by Ms. Schmidt. Motion carried.

**Public comments:** Chuck Awe, Chairman of the Infrastructure Committee in Burnett County, spoke on a project for Burnett County Government Center, to cut down the curb for a handicap ramp at the Government Center. The Infrastructure Committee knows that the ADRC made a request to put in a separate entrance in and they are wondering if the money for that project would still be available for this project? Laura spoke on the question. Laura stated we do have approval with carry over money for a separate entrance; however, it has to be used for the purpose indicated. That doesn't mean she cannot go to the state and ask to change the request, IF that is what the ADRC board wants. Ms. Poretti stated we can discuss it; however, wonders if the other entrance is totally a dead issue. Ms. Schmidt asked from the chair if the board can question Mr Awe. Mr. Freese agreed to let the board question the visitor. Ms. Schmidt asked if they walk into the front entrance is it a long walk back to the ADRC? Yes, was the answer. A long walk is difficult if you are using crutches, a cane or walker, Ms Schmidt stated. Ms Poretti states that the other proposed entrance does have a ramp into that door and is a short walk to the ADRC offices. Mr. Awe states that he would like the committee to consider transferring the funds to the new project. The board will take it under advisement.

**Director's Report:** We are closer to moving the supervision/management of the Adult Protection Staff in Polk County under Laura. Sherry has met with Laura and they have referred it to Andrea Jerrick for details at this time. Right now, they are looking at just the supervision/management portion not to include the support staff; however, Deb does do some of their things now. This would include bringing 3 more staff members to be supervised. Those three would still be Human Services employees but we would want them totally with ADRC rules. Laura does not want two sets of staff with two different sets of rules she wants them all the same. The board agreed two sets of rules would be difficult to supervise. The board will hold their questioning until the regular board meeting.

A discussion was held regarding the Veteran's move to the ADRC in Burnett. The Veteran's office is not under the ADRC they are housed in the same office is the only connection. Ms Schmidt asked if Polk has any trouble with their Veteran Service Officer. Laura stated no, in fact, they walk or assist people down to our office regularly.

Furniture discussion and approval: Ms. Stoneking asked if the ADRC could use any of the new chairs or tables that Polk is selling. Laura indicated that the only thing that we could possibly use would be three chairs. We did go up and look at all of it, but the chairs have wheels on them and not conducive to our clients needs. Laura could put three chairs in her office as only staff would sit in them and rollers would not make a difference.

What we are looking at needing is to get the office desks, computer tables, conference tables and storage units. The furniture we have in Polk now is all borrowed from Human Services and they need them back. They are holding off moving some of their employees (Human Services) as they do not have desks for them and waiting for us to get our furniture. We have purchased the ADRC furniture in Siren last December, so their furniture is not an issue, only Polk. Laura states her hesitation is that we have the verbal approval for funding from the state, but nothing in writing yet. What Laura would like to do at this time is complete the area up front. She would order Deb's office, conference room and the interview room furniture now. Those are the offices that the public uses the most. The cost for the furniture for those three rooms is approximately \$3,468.00. Laura states she feels we could make that work if the approval for the carry over falls through. Ms. Schmidt asked what the other offices involve? Laura explained would be two chairs for each office plus furniture. She would like to do those three rooms now and get them done right away then do the other ones pending the formal acceptance from the State. The three rooms take two bids and we have one now from Staples. Ms. Stoneking stated that make sure they can take it back before we order it. Laura stated she talked to Paul, and the reason the other was not able to be returned was it was special order. Our furniture will not be special order and we do not see a problem with our order. We do want to get this done quickly as Human Services is waiting for the furniture and they have been good enough to lend it to us now. Ms Stoneking again stated to check on the return policy. Ms Stoneking asked again if we could not use any of the tables. Laura indicated we are looking at a conference table and those are training tables and way too narrow for our purposes.

We need the Finance and full board approval. If we are to proceed we will need to also state, in the minutes, where the money is coming from, which is from our state funding.

Motion was made by Ms. Poretti to proceed with the smaller furniture purchase at this time & to proceed with gathering bids on the larger furniture purchase. Seconded Ms. Peterson. Motion carried.

Multi-county issues: Both counties have new county boards. Laura was hoping to address the two county boards. In Polk, we were listed as an affiliated agency and therefore, not given the opportunity to speak. She was able to speak to William Johnson, the new county chairman at our open house.

Laura would like to know how the board feels, are we an agency or an affiliated agency in the different counties? The board discussed the issue and felt we are not affiliated but part of the county offices. We have employees that are county employees and therefore would be county based. Ms Schmidt felt speaking to the board is good review for old county board members and informational to the new board members.

**Fiscal issues:** We are having some issues in Polk wherein they will not pay for some purchases, including the board meals and refreshments at the annual meeting. The board was surprised that some of the things mentioned were not paid for. Laura has asked about refreshments for community education, we have a line item for that specifically. The State dictates what we can use the money for and all that we have submitted has been approved by the State. Laura stated that the auditor has talked to fiscal about the fact there are no county levy dollars for ADRC and that their policies are not correct. Fiscal has indicated that Polk County policy supersedes anything else. Ms Stoneking indicated that is not correct that Polk is ONLY the fiscal agent for the ADRC and does not dictate expenditures, Ms. Schmidt concurred.

Ms. Stoneking indicated the new County Administrator starts June 7 and hopefully that will fix our issues. Ms. Stoneking indicated that if it does not fix it, to let the committee know and they will go talk to Fiscal/Administrator and let them know that we make our own budgets and are not bound by Polk County Section 4.

Laura indicated that she also wanted to lay some ground work here, if things do not get better, she would like to consider the possibility of transferring the administering fiscal agent to Burnett County. Laura states she is hoping that with the new administrator, things will get better. The board agreed that we need to give the new administrator some time, but if continues would definitely consider the transferring of funds to Burnett. Ms. Stoneking indicated if we run into more issues to let them know right away and they will call a joint meeting with Maggie.

**Committee comments:** None made.

**Future agenda items:**

Ramp request from Burnett County  
Furniture

**Future meeting dates and locations:**

*Personnel/finance committee meeting:* Same day and location as the full board meeting only at 9:00AM

**Adjourn:**

Motion to adjourn made by Ms. Stoneking at 10:30am. Seconded by Ms. Schmidt.  
Motion carried.

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

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Minutes taken by: Deb Miller