

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING**

September 28, 2023

**PRESENT IN-PERSON:** Robert Johnson, Terri Gulyas, Eileen Littig, Jim Pecard, Marvin Rucker, Dennis Rader, Amy Bushman

**PRESENT VIRTUALLY:** Amy Barhite, Michael Conley-Kuhagen

**EXCUSED:** Jessica Nell, Jose Garcia Chevrest, Eric Seubert

**ABSENT:** Patrick Hopkins

**ALSO PRESENT:** Devon Christianson, Heather Bawyn, Christel Giesen, Jeremy Slusarek, Ker Vang (virtually)

The meeting was called to order by Chair Johnson at 8:30AM

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

**ADOPTION OF AGENDA**

Chair Johnson reviewed the agenda.

Ms. Littig/Mr. Rader moved to accept the agenda as presented. **MOTION CARRIED with no negative vote.**

**APPROVAL OF MINUTES OF REGULAR MEETING OF AUGUST 24, 2023**

Ms. Littig/ Mr. Conley-Kuhagen moved to approve the minutes for the August 24, 2023, meeting as presented.

**MOTION CARRIED with no negative vote.**

**COMMENTS FROM THE PUBLIC:** None

**FINANCE REPORT UPDATE AND REVIEW**

Review of the August 2023 Finance Report

Heather Bawyn, Finance Coordinator, reviewed the August 2023 Finance Report highlighting the following:

- 101,989 meals served year to date in the senior nutrition program with 15.76% for congregate dining and 84.24% home delivered meals
- Grounded sales are \$10,000 under 2022 in part due to the six-week closure while working with Sustainable Kitchens to revamp the menu and operations. She encouraged board members to support, share information about and bring friends to the café.
- A review of the difference between program revenue vs donations and order of spend with program revenues.
- Expense highlights include salary and fringe is under budget in part due to turnover; Grounded cost of goods sold is at 43% with a target of 30-35% which the team is working toward; contracted services are under budget due to delays with central kitchen.

Chair Johnson inquired if there are concerns about the proportion of congregate dining vs home delivered meals.

Ms. Bawyn stated that the team is continually working to assure older adults are aware of and can participate in community dining and shift the proportions. Director Christianson stated that our local experience is like that of the rest of the state and the nation and though we continue efforts to expand community dining with ADRC on the Go, future culturally specific dining sites and greater control over menu offerings through the central kitchen, a significant issue is that the Older Americans Act policies need updating to reflect what citizens over 60 years of age are seeking.

Ms. Bushman/Ms. Gulyas moved to receive the August 2023 Finance Report and place it on file. **MOTION CARRIED with no negative vote.**

Review of Donor Directed Donation

Ms. Bawyn reviewed the Donor Directed Donations Report stating that no donor directed donations were received in August. ADRC utilized funds for volunteer lanyards, refreshments for the all-agency meeting and art supplies for prevention programs.

Ms. Littig /Mr. Rader moved to receive the August Donor Directed Donation Report and place it on file. **MOTION CARRIED with no negative vote.**

### **ADRC BOARD MEMBER FUTURING/FORESIGHT REVIEW: EILEEN LITTIG**

Ms. Littig presented *The Caregiver Dilemma* highlighting her personal experience with certified nursing assistants and other direct care professionals who were kind, helpful, empathetic, supportive, and key to her recovery and that of many in similar situations. She shared that for some the profession is a steppingstone on a career path and for others it is their passion and profession. In both cases, the work is demanding and underpaid resulting in staffing shortages, limited access to care and respite for family caregivers.

A discussion ensued related to the need to support both professional and family caregivers the percentage of older adults increase and that the solution to this dilemma requires system and governmental support.

*Ker Vang joined the meeting virtually at 8:51am*

### **ADRC DIRECTOR'S UPDATE**

#### ADRC Central Kitchen Update

Director Christianson referenced her handout and provided an update on the central kitchen progress. Brown County has purchased property at North Monroe and Pine for the central kitchen and parking for both the ADRC and the Central Library. A Request for Information has been published seeking plans to develop the space and the goal is to serve the first meal in approximately 18 months.

#### Director Evaluation Process and Next Steps

The Human Resources and Nominations Committee meets in November to complete the director's evaluation.

Director Christianson will send a form soliciting feedback with responses sent directly to Chair Johnson in advance of the meeting. She encouraged members to take time to respond.

### **UNIT REVIEW: PROGRAMING AND GROUNDED CAFÉ-JEREMY SLUSAREK**

Mr. Slusarek welcomed and invited introductions from the Grounded team of staff, trainees, and volunteers and described Grounded as an opportunity to support *Life Dreams*. He shared that Grounded recently reopened after being closed for six weeks working with SK on a new menu, processes, layout, and training. Mr. Slusarek reported that there have been eleven Grounded On the Go food trailer events so far including the inaugural event with the food trailer donors. Upcoming events for Grounded On the Go and be found on the ADRC website at

<https://groundedcafegb.org/grounded-on-the-go/>

In the area of programming, Mr. Slusarek stated that programs related to art and music, exercise, and dinner and music shows, as well as opportunities for Veterans in collaboration with the Veteran's Service Officer and the Neville have been held in 2023. He stated that Story Corp was a wonderful success and hope that they will return in the future. Mr. Slusarek encouraged board members to share suggestions for future programming.

### **ADVOCACY OPPORTUNITIES / ANNOUNCEMENTS / EMERGENCY MANAGEMENT DRILL REPORT**

- Mr. Conley-Kuhagen shared that he participated in the Emergency Management Drill for emergency preparedness and reported on the experience and feedback provided to assure the needs of individuals with disabilities are incorporated into plans so they can be accommodated at the time of an emergency.
- Save the Date for Aging Advocacy Day on May 14, 2023 at the Capitol in Madison.

### **NEXT MEETING**

The next **ADRC Board Meeting** is **Thursday, October 26, 2023, at 8:30AM** at ADRC of Brown County, 300 South Adams Street, Green Bay WI 54301.

Mr. Littig/ Ms. Gulyas moved to adjourn the meeting. **MOTION CARRIED with no negative vote.**

The meeting adjourned at 10:35AM.

Respectfully Submitted,  
Christel Giesen  
Assistant Director