

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER EXECUTIVE/
FINANCE COMMITTEE MEETING**

June 26, 2014

PRESENT: Barbara Robinson, Keith Pamperin, Pat Hickey, Beth Relich, Corrie Campbell, Tom Diedrick (present by phone).

ABSENT: None

ALSO PRESENT: Devon Christianson, Christel Giesen, Kinsey Black, Debra Bowers, Jessie Demro, Pachia Moua, Laurie Ropson, Tina Whetung, Guadalupe Mercado, Diana Brown.

The meeting was called to order by Barbara Robinson at 8:35 a.m.

PLEDGE OF ALLEGIANCE.

ADOPTION OF THE AGENDA: Ms. Robinson/ Ms. Relich moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF MEETING OF June 27, 2013:

Ms. Campbell/ Mr. Pamperin moved to approve the minutes of the regular meeting of June 27, 2013. **MOTION CARRIED.**

FINANCE 101 EDUCATIONAL SESSION:

A. OVERVIEW OF REVENUE STREAMS AND ALLOCATIONS:

Ms. Christianson began the Finance 101 Educational Session by explaining the different funding streams in which the ADRC of Brown County receives revenue. The different funding streams are the Older Americans Act, ADRC State/ Federal funds, 85.21 State Transportation, County Levy, and private donations. Ms. Christianson referred to the PowerPoint presentation for the breakdown of each stream. The percentages of funds in the ADRCs budget are: Older Americans Act 17%, ADRC 50%, State Transportation 9%, Brown County Tax Levy 13.5%, private donations 10.5%, and Special Grants that are still being calculated. All of the funds received are required to be spent according to state and federal policy.

Ms. Christianson explained how each revenue stream is interdependent yet most revenues are not able particularly flexible. Federal funds have been flat or decreasing, county levy has decreased each year, but ADRC revenue, including Medical Assistance Administrative funds, have the most significant area of growth. Even through there has been growth, the ADRC funds are not able to be used in the Older American's Act programs where funds have been flat. The overarching goal of the ADRC is to assure consumers do not feel the impact of the siloed funding streams but are served in the best, most effective way possible.

Each program area has core service responsibilities. For example, the ADRC revenue requires the ADRC to have Information & Assistance Specialist, Options Counseling, Disability Benefit Specialist, Dementia Care Specialist, and Community Living Specialist. Ms. Christianson explained that these are now fully funded positions. Anytime the ADRC would use its ADRC revenues for additional programs they must assure that core services areas are robust and meeting the need.

Ms. Christianson continued through the PowerPoint to the 85.21 State Transportation Grant. This grant is awarded to Brown County and administered by the ADRC. The ADRC participates in a planning process and coordinates the programs following review and approval of the Brown County Planning Department's Coordinated Transportation Committee. ADRC contracts with

Oneida, Red Cross, NEW Curative, Salvation Army, and Human Services and provides additional services to Brown County rural communities through the ADRC Rural Driver Escort program.

The presentation continued regarding the Brown County General Property Tax Levy. Ms. Christianson explained that this source is the only flexible revenue source received as an allocation to the agency. The Brown County Tax Levy helps the ADRC fund the nutrition program and Add Life. The ADRC is required to return about 50% of its levy to the county in the form of "charge backs" which covers administrative charges, IT, health insurance administration for our staff, and use of our building. A 20% match is required of the 85.21 State Transportation Grant and another proportion goes to Day Care services through NEW curative. The ADRC would be unable to support individuals under 60 in our meal programs or run the socialization/educational programs we do without the levy support of Brown County.

The final funding stream reviewed was private donations. This source is very important and continues to grow. This revenue is used for different services including outreach, prevention, and other special projects.

B. REVIEW OF LOGOS MONTHLY FINANCIAL REPORT:

Ms. Bowers referred to the ADRC Summary report packet to explain the different budget dollar amounts throughout Ms. Christianson's presentation. Ms. Bowers also referred to the summary report to show all the different contracts the ADRC has and how they are broken down and highlighted the revenue year to date totals.

PRELIMINARY BUDGET REVIEW AND APPROVAL:

A. DRAFT BUDGET:

Mr. Diedrick was called in to join the committee at this point of the meeting.

Ms. Christianson went on to describe the three main visions and initiatives that the ADRC will be focusing on this upcoming year.

- Managed Care Expansion: Family Care and IRIS are coming to Brown County and the transition it will bring for both the staff and the consumers.
- ADRC's modernization initiative of our meal site and AddLife Center into a café. Ms. Christianson referred to the Budget Transfer Request: Information Only Draft Handout to show the breakdown of what the different aspects modernization will cost. There are certain aspects of the modernization which are still outstanding because the final cost is not settled yet. Those include a hearing loop which requires a sound system to be able to benefit the consumers with hearing aids, a kiosk-café counter-Vollarath, and signage for the interior and exterior of the building.
- Building a dementia capable community. This will include working with our café remodel to potentially include a memory café. The ADRC is working hard to challenge our community to reduce stigma, increase inclusion opportunities and provide support to dementia consumers and their families.

Ms. Christianson explained the draft budget by referring to the ADRC Position Changes and Request 2015 handout. There are two positions that are being discontinued which are Prevention, due to Dr. Dave Donarski's retirement, and Caregiver Support Position. These two positions will then shift into the position of Prevention Assistant, which will see an increase of five hours weekly to support the Information & Assistance Specialists coordinating Powerful Tools for Caregivers and Lighten Up. The ADRC's Nutrition Assistant will also see an increase in five hours/weekly to support our current Nutrition Coordinator. The ADRC is also adding two Senior Aides that will work for Pulaski and Denmark to help support their current challenges with current workload. A 1% increase in cost of living and a 1% merit potential will be budgeted. Ms.

Christianson expressed she feels strongly about being able to support our staff in any way that we can as an agency as they have had flat salaries and increasing health care costs for several years.

Ms. Christianson referred to the Contract Request Increases (decreases) handout to be able to show the increases and decreases requested by our different contracts. Ms. Bowers made references to the 2015 Preliminary Budget to show the different increases and decreases. Ms. Christianson proposed that the contract receive the increases requested in the program areas where funds exist. Those programs that require County Levy to support the increases should proportionately have a reduced allocation once the County Levy Target (minus the chargebacks) is awarded at the end of June. These numbers will be presented to the full board at the July 10th, 2014 meeting.

In summary Ms. Christianson noted that this is a draft budget and a final budget will be presented July 10, 2014.

APPROVAL OF THE DRAFT BUDGET

Mr. Pamperin/Ms. Relich moved to approve the Draft Budget including the recommendation for Levy expenditures. **MOTION CARRIED.**

SUCH OTHER MATTERS AS ARE ALLOWED BY LAW: None.

ANNOUNCEMENTS: Mr. Pamperin announced that he participated in one of the ADRC programs to a Brewer's game and had a great time and noted that the staff did a great job.

ADJOURN: Ms. Hickey/Ms. Relich moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:34 a.m.

Respectfully submitted,

Guadalupe Mercado, Office Assistant