

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

**October 23, 2014**

**PRESENT:** Tom Diedrick, Lisa Van Donsel, Lori Rasmussen, Keith Pamperin, Steve Daniels, Marvin Rucker, Barbara Robinson, Beth Relich, Supervisor Corrie Campbell, Pat Hickey, Melanie Maczka.

**EXCUSED:** Joan Swigert, Larry Epstein.

**ALSO PRESENT:** Devon Christianson, Christel Giesen, Debra Bowers, Guadalupe Mercado, Amy Payne, Tina Brunner, Laurie Ropson, Denise Misovec, Tina Whetung, Dick Sieg, Susan Natzke-Ingram, Amy Payne.

The meeting was called to order by Chairperson Diedrick at 8:33 a.m.

**PLEDGE OF ALLEGIANCE.**

**INTRODUCTIONS:** None.

**ADOPTION OF AGENDA:** Ms. Campbell/ Ms. Hickey moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 25, 2014:** Mr. Pamperin/ Ms. Hickey moved to approve the minutes of the regular meeting of September 25, 2014. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF FINANCE REPORT:**

Ms. Bowers referred to the September 2014 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of September.

Ms. Maczka/ Mr. Daniels moved to approve and place on file the September 2014 Financial Report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:**

There was a total of \$635 of restricted donations for the month of September. Home Delivered Meals received \$400 and \$235 identified as a donation for the modernization of the ADRC.

Mr. Pamperin/ Mr. Daniels moved to approve the Restricted Donations received in September 2014. **MOTION CARRIED.**

**C. / D. MANAGEMENT COMMUNICATIONS FROM 2013 AUDIT/ GENERAL JOURNAL ENTRY REVIEW POLICY**

Ms. Bowers presented the recommendation from the Auditors to implement another level of approval for journal entries into Logos. Ms. Christianson has consulted the Brown County Finance Department for advice on how to go about implementing this. There are already

many layers of security but this would focus specifically on the general journal entries. Ms. Bowers referred to the General Journal Entry Review Policy to show that Ms. Giesen, the Assistant Director, would now take on approving the general journal entries and in her absence it would be Ms. Ropson, the Quality Assurance and Outreach Coordinator.

Mr. Pamperin/ Ms. Campbell moved to approve receiving the management communication regarding the audit and placing it on file and in addition approving the New General Journal Policy. **MOTION CARRIED.**

**AMY PAYNE MENTAL HEALTH PRESENTATION: NAMI, PEER SPECIALIST, DBSA:**

Ms. Payne is a volunteer for NAMI, certified Peer Specialist, and DBSA. Ms. Payne gave a very informative presentation on her personal experiences dealing with a mental health condition. As a Certified Peer Specialist she is able to relate to experiences of individuals with mental conditions and refers them to community resources. DBSA Support Group is a group of people that meet regularly to share experiences and strategies for living with a mental illness. Ms. Payne gave a PowerPoint presentation on NAMI, the National Alliance on Mental Illness, and the services they provide to individuals with mental illness and their caretakers.

Ms. Payne offered some recommendations to the ADRC around its services to individuals with mental illness:

- Separate our website subpages into 2-mental health and AODA
- Create more frequent AddLife articles around issues of mental health
- Engage in additional outreach to community mental health counselors on ADRC services that would be specific to serving individuals with mental illness. It was recommended that personal contacts with clinics may be the most effective strategy
- Have local mental health organizations come in and do educational programs
- Hire a Certified Peer Specialist

**NOMINATIONS & HUMAN RESOURCE COMMITTEE REPORT:**

**A. EXECUTIVE DIRECTOR EVALUATION:**

The Nominations & Human Resource Committee met on Friday October 17 to discuss Ms. Christianson's evaluation. Ms. Christianson put together a series of goals and objectives she would like to accomplish. The Committee felt as though Ms. Christianson is doing a great job and that she is an asset to the ADRC.

Mr. Pamperin/ Ms. Van Donsel moved to adopt the recommendation of the Nominations and Human Resource Committee as presented. **MOTION CARRIED.**

**B. CANDIDATES FOR BOARD OF DIRECTORS-2015:**

Mr. Diedrick reviewed the nominations for the open positions in the board for 60 years and older and Physical disabilities. The officials Slate of Officers were reviewed by referring to the "Slate of Officers" handout. Mr. Diedrick reported some additional information and commitment from some candidates are needed before moving forward. The final slate and applicants will be acted upon at the December ADRC Board meeting.

**DIRECTOR'S REPORT:**

**A. FUND BALANCE PLAN UPDATE:**

Ms. Christianson has a draft Fund Balance Plan that she would like to go over with the Auditors and the Brown County Finance Department before presenting it to the full board.

Ms. Christianson assures she will bring it in for review and approval from the board as soon as she has it ready.

**B. FAMILY CARE UPDATE:**

Brown County is currently waiting on the final approval to expand Family Care in our community. Expansion cannot occur until the Joint Committee on Finance meets, does an active review of proposed managed care organizations and approves the expansion. The Committee was supposed to meet earlier this month but cancelled the meeting due to scheduling issues. They are planning to meet sometime in November but have not set a date yet. The employees that were hired to help with the enrollment for Brown County have not started and will not start until further notice. We are unable to move forward with the Family Care Expansion until further notice. Mr. Diedrick reviewed advocacy efforts he and others have taken to continue to request the expansion occur.

**C. HUMAN SERVICES COMMITTEE PRESENTATION ON THE 2015 BUDGET:**

Ms. Christianson reported she presented the ADRC budget to the Brown County Human Services Committee October 21<sup>st</sup>, 2014 at ASPIRO. The greatest issue of debate was the use of ADRC reserves to fund NEW Curative's Adult Day Program. Supervisor Campbell reported on her efforts to assure that Adult Day Care services are supported but also that the ADRC fund balance not be used routinely to cover for the reduction in Brown County Levy given in 2015. The Human Services committee did vote (3:2) to return Levy to the ADRC to cover Day Care expenses and fully fund the De Pere Nutrition Program. The final budget is voted on November 6<sup>th</sup>, 2014. Supervisor Campbell requested an additional fact sheet on the funds and the way they can be used due to restrictions.

**D. 85.21 COLLABORATION MEETING:**

The Red Cross will be transitioning away from their transportation services by June of 2015. The ADRC is working with the Red Cross to begin the transition process to another provider/service for the consumers that are currently using the Red Cross. Both agencies want to make sure the transition is as smooth as possible for consumers and do not want any disruption in service. State Department of Transportation, Brown County Planning, Greater Wisconsin Agency on Aging Resources, and the local providers currently offering this service are involved in the planning. The local Brown County Transportation Coordinating Committee will also be involved as a plan is developed.

**E. MODERNIZATION- COLOR BOARD**

Ms. Christianson demonstrated the final floor plan and the color board. The colors and new accessibility features were chosen carefully to accommodate all individuals with disabilities. Ms. Christianson demonstrated how the final colors and textures will flow together throughout the building. The ADRC is planning to have a ribbon cutting open house on January 15, 2015 from 1:00 p.m. – 3:00 p.m.

**F. BUDGET TRANSFER REQUEST- MODERNIZATION PROJECT**

Ms. Christianson referred to the Budget Transfer Request. The handout demonstrated the range that is being requested and what products it would cover.

Mr. Pamperin/ Mr. Rucker moved to approve budget transfer as presented. **MOTION CARRIED.**

**G. MIPPA GRANT APPLICATION APPROVAL:**

Ms. Brunner presented the opportunity to apply for a MIPPA grant. The MIPPA grant would be used for outreach and education for Medicare part D to rural sites. It would also be used to hire a limited term MIPPA employee to assist the Benefit Specialist team and do data entry. This would allow the current Benefit Specialist to go to rural sites and do outreach. If the grant is approved then it will go to the Nominations and HR Committee to approve addition and MIPPA Assistant.

Mr. Daniels/ Ms. Hickey moved to approve the submission of the MIPPA grant. **MOTION CARRIED.**

**LEGISLATIVE UPDATE:** none.

**ANNOUNCEMENT:** none.

**NEXT MEETING** – December 9, 2014 at Tundra Lodge.

**ADJOURN: Ms. Van Donsel/ Ms. Hickey moved to adjourn. MOTION CARRIED.** The meeting adjourned at 11:10 a.m.

Respectfully submitted,

Guadalupe Mercado, Office Assistant