PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER BOARD OF DIRECTOR'S MEETING **AUGUST 25, 2016**

PRESENT: Marvin Rucker, Beth Relich, Barbara Robinson, Pat Finder-Stone, Larry Epstein, Corrie Campbell, Jessica Nell, Melanie Maczka, Bev Bartlett, Pat Hickey

EXCUSED: Lisa Van Donsel, Lori Rasmussen

ABSENT:

ALSO PRESENT: Debra Bowers, Kristin Willems, Devon Christianson, Christel Giesen, Laurie Ropson, Jeremy Slusarek, Stephanie Thomson-Hughes, Diana Brown, Tina Whetung, Robin Cannedy,

The meeting was called to order by Chairperson Rucker at 8:36 a.m.

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA:
Mr. Epstein/Ms. Finder-Stone moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF MEETING OF JULY 14, 2016:
Ms. Finder-Stone/Ms. Hickey moved to approve the minutes of the regular meeting of July 14, 2016. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

A. REVIEW AND APPROVAL OF JUNE, 2016 FINANCE REPORT:
Ms. Bowers reviewed the June 2016 Finance Report.

Ms. Relich/Ms. Bartlett moved to approve the June 2016 finance report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:
Ms. Bowers shared that in June 2016, the ADRC received a restricted donation of $500.00 from Mayor Schmitt to be used for Caregiver Support.

Ms. Hickey/Ms. Maczka moved to approve the restricted donations for June 2016. **MOTION CARRIED.**

REVIEW AND APPROVAL OF 2015 AUDIT:
Ms. Bowers gave an overview of the 2015 Audit by Schenck and highlighted the 2015 Statement of Financial Position.

Ms. Bowers also reviewed the 2015 Statement of Cash Flows stating the ADRC's cash standing is positive and noted the decrease in net assets was due to depreciation.

Ms. Bowers then referred to the 2015 Statement of Activity which compares the budget to actual activity. The summarized result: more revenue and more expense in 2015.

Ms. Bowers referred to the 2015 Auditors letter to the ADRC Board of Directors and summarized the audit. Each year the Auditors focus on an specific area of function, control, and process. This year they focused particularly on internal controls and Medicaid. The auditors indicated they did not identify any deficiencies in internal control that they consider to be material weaknesses.

Ms. Bowers referred to the 2015 Management Representation Letter and highlighted three comments to include suggestions for changes in process for 1) unclaimed property, 2) a recommendation to have monthly bank reconciliations by the Director and Accountant and 3) a ledger account applied on every invoice. Ms. Bowers indicated the immediate adjustments made to process based off the audit recommendations and is planning an in depth review of Policy and Procedures to determine what additional changes should be made.

The Board commended Ms. Bowers on a successful audit.

Ms. Relich/Mr. Epstein moved to approve the 2015 Audited Net Asset Report and form 990. **MOTION CARRIED.**

STAFF REPORTADDLIFE PROGRAM REPORT:
Mr. Slusarek introduced himself and added he has been with the ADRC for more than 18 years. He has been in his current position of AddLife Program Coordinator for the past 1.5 years. Mr. Slusarek highlighted the many categories of programs that are offered at the ADRC and the Pulaski and Denmark outreach locations, adding that many ideas and suggestions for programs come from consumers themselves. He also acknowledged the dedicated volunteers without whom the events that are offered would not be possible. He highlighted some very successful, larger events within the past year, including musical performances by Copper Box, Athas, Matt Bednarsky and Daddy D Productions. Mr. Slusarek also shared a focus on more intergenerational programming and is working often with staff and students from the YWCA, Aldo Leopold School, and UWGB. Mr. Slusarek shared one of the most rewarding and humbling programs was the cookie decorating event last December where 10,000 cookies were decorated with over 250 volunteers of all ages and backgrounds coming to participate. The cookies were donated to shelters and pantries in the area for those in need. Mr. Slusarek also communicated that with the increase in programs, the decision has been made to reduce weekly Friday Bingo to bi-weekly and keeping weekly Monday Bingo as scheduled.

Mr. Slusarek shared additional updates about the Denmark and Pulaski outreach locations.

Mr. Slusarek also shared that about 1 year ago he took additional responsibility for the ADRC Support Team. He acknowledged the team's talent and teaming culture and highlighted accomplishments within the past few months from each member of the team.

Mr. Slusarek then introduced Ms. Thomson-Hughes who is an Office Assistant with the ADRC and is responsible for creating the AddLife Newsletter each month.

Ms. Thomson-Hughes referred to a PowerPoint handout and shared the newsletter's 40 year history and changes throughout the years. Ms. Thomson-Hughes shared the process for putting together the newsletter every month as well pointing out the increase in distribution from 2015 to present. She also shared some of the positive feedback she has received for her efforts.

The Board thanked Ms. Thomson-Hughes for her outstanding contribution to the agency each month.

CURATIVE CONNECTIONS-AGENCY AND TRANSPORTATION UPDATE:
Ms. Brown and Ms. Whetung from Curative Connections gave an update on the Specialized Transportation Program.

Ms. Brown referred to a handout and discussed the background of the program and the transition from Red Cross to Curative Connections. Ms. Brown discussed the increase in riders and rides, the fleet of vehicles and increase in dollars collected from 2015 to 2016. She also highlighted the 85 volunteers that are essential to the success of the program. Ms. Brown introduced Robin Cannedy to the Board. Ms. Cannedy started with Curative Connections in June and will be recruiting volunteers for the

transportation program. Discussion ensued regarding the connection/relationships of the riders and the volunteer drivers and the training they receive.

Ms. Whetung shared how the program works including the transportation hours, advanced scheduling guidelines for medical/employment/nutritional and social trips.

Ms. Brown added that they do have limited ability to waive fees for riders that can demonstrate to Curative they do not have resources to pay for the ride.

Ms. Brown highlighted results from a satisfaction survey that was sent in July.

Ms. Brown referred to the service area and referred to Transportation Service Area map to show the current service area. Ms. Christianson explained that the final draft of the rural transportation study will be presented in September and will outline "hot spots" of need for transportation in rural areas. More detail will be coming next month with potential recommendations to expand the service area. Ms. Christianson added that beginning in January 2017, Curative Connections will begin to manage all transportation requests from Pulaski and Denmark which are currently being managed by ADRC employees. Planning for this transition is currently underway.

Discussion ensued regarding the volunteers, their recruitment, how important this program is to this community and how unique it is. Additional discussion and ideas were discussed to find ways to highlight this program's success with the city, county and community.

RETIREMENT PLAN AMENDMENT RESOLUTION:
Ms. Christianson referred to the Amendment Resolution to the ADRC retirement plan. Effective September 1, 2016, all new ADRC employees will be auto-enrolled into the retirement program with a 1% contribution of their salary to the plan. Employees will have the option to opt-out. Also, effective on September 1, 2016 all new ADRC employees will have a 3 year vesting schedule for the 8% ADRC contribution to employees retirement account. Employees will be 33% vested after one year, 66% after 2 years and 100% after 3 years.

Supervisor Campbell/Ms. Robinson moved to approve the amendment resolution to the ADRC Employee retirement plan. **MOTION CARRIED**

DIRECTORS REPORT:

A. FINAL 211 REPORT- NEW LOOK:
Ms. Christianson referred to the handout of the final version of the updated 211report, highlighting the top reasons people call 211, the ADRC and the Crisis Center. The report highlight call volume, populations served, referrals given and unmet needs.. Ms. Christianson pointed out that the report shows there is a service gap with transportation. Ms. Christianson also highlighted the growth in the number of contacts the ADRC receives via 211.

B. BUDGET MEETING-COUNTY EXECUTIVE:
Ms. Christianson referred to the handout highlighting the 3-5 Year Long View initiatives handout and communicated that she and Mr. Rucker, met with County Executive Streckenbach, and others to review the 2017 ADRC proposed budget. Because a balanced 2017 ADRC budget was submitted to the County Executive there was not much financial discussion. Mr. Streckenbach shared that he recently discovered that the county currently will have a budget deficit and is looking for ways to find additional resources to offset this. Ms. Christianson shared that based on assurance from Mr. Streckenbach that she does not anticipate a reduction in county levy dollars for 2017. Ms. Christianson also shared with Mr. Streckenbach potential financial challenges that may be realized in 2017 that have not been built into the 2017 ADRC budget. These challenges include 1) the reallocation of Older Americans Act dollars may potentially decrease these funds in 2017. 2) Proposed changes to MA Claiming process may

not capture revenue that the ADRC currently realizes. 3) The loss of funding for the Dementia Care Specialist position and the loss of the additional revenue that the ADRC currently generates to fund other positions as well. This would represent $131,000.00 loss to the agency. If this happens the ADRC cannot absorb the loss into the 2017 budget.
Discussion ensued regarding ideas and challenges with the direction given to the ARDC to raise funds through business acumen and sales and also balancing possible perception of conflicts of interest and additionally for being restricted for fund raising and lobbying because the ADRC receives federal dollars.

C. 3-5 YEAR STRATEGIC OBJECTIVES:
Ms. Christianson communicated that she shared the 3-5 year long view initiatives with the County Executive and underscored that these initiatives are consistent with the ADRC staff updates that are presented at the ADRC Board of Directors meetings each month. These topics include health and wellness, socialization, prevention, information and assistance and options counseling. Ms. Christianson communicated how special the ADRC Board of Directors is and that Brown County recognizes that the board has the ability to make decisions and how unique and valuable that is.

FAMILY CARE UPDATE:
2017 and into 2018 will be completely covered by family care and changes will happen, but later than initially anticipated.

LEGISLATIVE UPDATES: NONE

ANNOUNCEMENTS: NONE

NEXT MEETING – The next meeting will be September 22nd, 2016 at 8:30 a.m. at Curative Connections-2900 Curry Ln. Green Bay, WI 54311.

ADJOURN:
Supervisor Campbell/Mr. Epstein moved to adjourn the meeting. **MOTION CARRIED.**
The meeting adjourned at 10:58 a.m.

Respectfully submitted,

Kristin Willems, Administrative Specialist