

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY EXEC & FINANCE COMMITTEE MEETING**  
**July 14, 2022**

**PRESENT:** Randy Johnson, Robert Johnson, Amy Bushman, Jessica Nell, Dennis Rader, Megan Borchardt

**PRESENT VIRTUALLY:** Deb Lundberg, Amy Barhite, Michael Conley-Kuhagen, Teresa (Terri) Gulyas

**EXCUSED:**

**ABSENT:**

**ALSO PRESENT:** Devon Christianson, Christel Giesen, Heather Bawyn, Jennifer Fogarty

The meeting was called to order by Chairperson Johnson at 9:30 AM

**PLEDGE OF ALLEGIANCE:**

**INTRODUCTIONS:** Director Christianson introduced Heather Bawyn, the new Finance Coordinator. Board introductions were made around the room in-person and virtually.

Board Member Jess Nell Arrived at 9:34 AM

**ADOPTION OF AGENDA:**

Mr. Conley-Kuhagen/Mr. Johnson moved to approve the minutes for the Executive & Finance Committee meeting of June 24, 2021.

**MOTION CARRIED with no negative vote.**

**COMMENTS FROM THE PUBLIC:** None

**FINANCE 101 REVIEW OF FUNDING AND INITIATIVES:**

Director Christianson presented ADRC Finance 101: 2022-2023 ADRC Budgets, Funding, and Allocations.

Ms. Christianson reviewed ADRC core programs, funding sources (and their requirements) and shared future planning 2023 – 2028 long view and beyond.

ADRC Core Programs – Aging/ADRC Primary Functions

- Information & Assistance
- Benefit Counseling
- Prevention & Outreach
- Nutrition Programs
- Programming & Grounded Café (Socialization)

How We Serve

- Two main funding streams
  - o Older Americans Act (federal dollars)
  - o ADRC - became an ADRC in 2005 – came out on our own in 2009.

Deb Lundberg and Teresa (Terri) Gulyas joined virtually at 9:52 AM

Vice-Chair Johnson inquired about ADRC 501(c)(3) status. ADRC was built and derived as a 501(c)(3).

We are a hybrid entity, but when push comes to shove, we are a non-profit organization.

Vice-Chair Johnson also asked if we are a contracted partner to the county and what authority the county has over ADRC?

We are not a contracted partner. There is a dotted line between the county and ADRC.

The county agrees to provide services and funding to ADRC and ADRC's responsibility is to maintain that relationship to maximize those benefits. County levy allows us some flexibility. Without it, we wouldn't be able to serve those that fall outside of parameters. As an example, without county levy, a 59-year-old person who has had a stroke, becomes homebound and desperately needs meals, would go unserved.

Director Christianson presented Title III parts and their allowable services/activities.

#### Older Americans Act 1965 (Federal)

- Title III-B – Supportive Services: Administration, ADRC Centers
- Title III-C-1 – Congregate Nutrition: Dining Sites
- Title III-C-2 – Home Delivered Nutrition
- Title III-D – Health Promotion: Evidence Based Programs
- Title III-E - Caregivers: Respite, Powerful Tools, Support Groups, Programs (NFCSP)

#### Title III-C-1/C-2

Megan Borchardt asked if we can move congregate dining dollars to home based delivery. Yes, but we must ask, and approval isn't guaranteed. If approved, we can transfer up to 50% from congregate to home-delivered meals with restrictions.

Director Christianson explained that when funds are limited, we need to prioritize those with lowest income and highest nutritional risk. These allocations (C1/C2) have never kept pace with the increase in the demographics.

Chair Johnson pointed out that of all eligible seniors (not all will want/need meals) current funding only allows for \$10 per person, per year.

#### Title III-D

Evidence based programming (III-D) is very expensive to run. It includes books, trained professionals and participation is restricted to 12 people. We know this type of programming works however, so it is important, but funding is limited.

Vice Chair Johnson asked if we track outcomes. We are required to track. It's very data intensive.

#### Title III-E – Caregivers: Respite, Powerful Tools, Support Groups, Programs (NFCSP)

This is for caregivers of any age caring for someone who is 60+, who may need assistance with daily living support and includes:

- Anyone who is caring for someone with Alzheimer's Disease
- Parents and relatives 55+ who are caring for adults with disabilities age 19-59
- Grandparents/relatives 55+ who are the primary caregivers for their grandchildren under the age of 18.

Funds are limited and are limited to \$1,000 per family. Recipients track expenses and submit for reimbursement.

#### AFCSP – Alzheimer's Family and Caregiver Support Program (state-based)

Funds are limited and rationed to \$1,000 per family. Income criteria set by the state. ADRC is only allowed 10% for administrative costs.

Chairperson Johnson asked about the cost of in-home support. Home care can range from \$18-\$26 per hour. You can also send your loved one to an adult daycare, which costs approximately \$14 per hour. NFCSP and AFCSP are merely a slice of the total pie. It's a little help.

#### ADRC – Established in 2005

- Federal
  - o 100% Medicaid administrative funds - through time reporting draw as approximately 38%.
- State
  - o State funds ADRCs primarily through GPR to meet the core contract.

Chairperson Johnson asked about ADRC volunteer hours and how those are handled? We don't draw anything through Medicaid. All the Title III programs have match requirements. We can match with volunteer time. If we don't have volunteer time, we need to match with cash. That's another place we'd be using county levy, or anything else we can to match it, otherwise we don't get that federal allocation. Board volunteer time is hugely important to us to have those in-kind dollars to match against III-B and other programs where we struggle to have enough volunteer time.

We will review a "how-to log volunteer hours" at the next board meeting.

#### Potential 2023 ARPA Dollars

One time contribution. We use ARPA dollars to help fill in the blanks. We plan to use some ARPA dollars to fund a Project Manager to move the Central Kitchen project forward. It is not directly included in the budget.

Director Christianson reviewed ADRC required core services including Marketing, Information & Assistance, Elder Benefits Counseling, and much more.

ADRC Dementia Care Specialist – required services that we must provide

- Evidence-based programs
  - o DICE – Moving to REACH
  - o Powerful Tools for Caregivers
- Options for outreach and awareness
  - o Dementia Friendly Coalition
  - o Purple Angel
  - o Dementia Friends

Sales, Charges & Fees (Revenue)

- Grounded Café
- Nutrition Family Care Meals (full cost)
- Programming/Classes

Brown County Tax Levy Only Flexible Pot – Fills Gaps

- Nutrition
  - o Meals for those under 60 yrs. old, who may not meet criteria
  - o Unfunded meal costs
- ADRC Programs
  - o Allows for additional Medicaid draw down when the contract is expended
  - o Socialization programming
- Administrative Charge Backs
  - o Human Resources
  - o Technology
  - o Maintenance
  - o Corporation Counsel
- Day Care
  - o Curative Connections Adult Day Service Contract

Private Donations and Contributions

- Nutrition
  - o Participants
- ADRC Centers
  - o Community Garden
  - o Service Clubs
  - o Private Individuals
- Restricted
  - o Grants or Special Request
  - o Rural Outreach
  - o Grounded Café

Vice-Chair Johnson asked how difficult is it to include in the budget where levy is spent? We don't include it in the budget, but the county requires us to document how much levy is going into each program.

Chair Johnson shared that at a high level this looks great, but it all adds up to only \$1/month or \$0.03/day per senior in Brown county.

Megan Borchardt shared that ADRC is not a mandated service for the county. Mandated services take precedence. And we have mandated services in the county that are hitting crisis levels.

Long View and Beyond 2023-2028

What are we going to do with the money? What are the priorities?

- Reinvent Nutrition-Central Kitchen
- Dementia Friendly Community
- Focus on Quality Improvement: Technology

- Leadership Development
- Volunteers
- Outreach/Marketing
- Futuring: Legacy/Generosity
- Business Acumen: Grounded and More
- Prevention Building and Coalition
- Tackling Ageism and isolation and loneliness
- Caregiver Support
- Diversity/Equity and Inclusion

**ADRC 2023 Budget Reflects Change**

- No longer manage a loan closet
- No additional staff added in this budget
- Resource database future is uncertain
- Food truck launch cost estimated
- Nutrition program reorganization – not included (unknown)
- Prioritize donation/fund development

**Questions?**

- Terri Gulyas asked about Mind Movers class at Curative and if ADRC provides funding to that specific program. ADRC supports Curative so that their adult day programs survive, and they are affordable to families.

**ADRC DRAFT 2023 BUDGET REVIEW:**

Director Christianson reviewed the 2023 ADRC draft budget.

Budget review focused on areas with a \$5,000+ differential from 2022 to 2023.

**RECOMMENDATION TO APPROVE:**

Ms. Borchardt/Mr. Rader moved to approve the recommendation of ADRC Draft 2023 Budget to the full Board of Directors.

**MOTION CARRIED** with no negative vote.

**NEXT MEETING** – The next meeting is scheduled for July 28, 2022 at 8:30 AM at the ADRC of Brown County, 300 South Adams Street, Green Bay, WI 54301.

**ADJOURN:**

Ms. Borchardt/Mr. Rader moved to adjourn the meeting.

**MOTION CARRIED with no negative vote.**

The meeting adjourned at 11:02 AM

Respectfully Submitted,  
 Jennifer Fogarty  
 Admin & Communication Coordinator