

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

March 26, 2009

PRESENT: Donajane Brasch, Tom Diedrick, Patricia Finder-Stone, Warren Skenadore, Keith Pamperin, Grace Aanonsen, Bill Clancy, Pat Cochran, Libbie Miller, Judy Parrish,

EXCUSED: Steve Daniels

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Debra Bowers, Denise Misovec, Diana Brown, Jennifer Nelson

PLEDGE OF ALLEGIANCE.

Chairperson Diedrick called the meeting to order at 8:30 a.m.

ADOPTION OF AGENDA: A motion was made by Ms. Miller and seconded by Ms. Parrish to adopt the March 26, 2009 agenda. **MOTION CARRIED.**

INTRODUCTIONS were made.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 26, 2009:

Ms Finder-Stone moved and Ms. Miller seconded to approve the minutes of the regular meeting of February 26, 2009. **MOTION CARRIED.**

FINANCIAL REPORT:

A. REVIEW AND APPROVAL OF THE JANUARY, 2009 REPORT: Ms. Archambault reported that at the end of January 2009 everything appears to be on target. She noted that we do not receive revenues from the new Area Agency on Aging in advance as we have in the past; however, those revenues will be forthcoming.

Sup. Clancy moved and Ms. Brasch seconded to approve the January 2009 Financial Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: There were none.

EXECUTIVE COMMITTEE REPORT: Ms. Archambault explained that the County Plan requires board member job descriptions to include support of ADRC Staff that perform one-to-one advocacy and for the development of a board recruitment procedure. The Executive Committee met on March 20, 2009 and is making the following recommendations.

A. REVIEW OF BOARD JOB DESCRIPTION: The Committee recommends that under the Powers and Duties of the current Board Member Position Description, the first power and duty listed should read (changes in bold) as follows:

1. Serve as an effective and visible advocate for people who are older and adults with disabilities **and support the advocacy efforts of the staff an agency as stated in the mission of the Aging & Disability Resource Center of Brown County.**

B. DISCUSSION OF BOARD RECRUITMENT PROCEDURE: The Committee reviewed a proposed timeline for recruiting as well as the County Executive's Board Appointee Information Sheet. Mr. Pamperin suggested that a "Purpose Statement" be developed

and included as part of the recruitment process. Mr. Diedrick suggested that candidates be asked to respond to the following three questions:

What strengths do you have that will help facilitate the success of the agency's mission?

Do you understand the agency's purpose and philosophy?

Why are you interested?

It is recommended that recruitment take place in August with a decision being made in September and submitted to the County Executive after the September Board Meeting. This would give the County Executive more time to make appointments. If an existing board members wishes to serve a second term we would not recruit. Ms. Archambault will draft a new recruitment form to include a purpose statement and timeline, as well as an information sheet the board will use for reviewing potential candidates. There was also discussion on having the Executive or Personnel Committee review the candidate information first and then forwarding their recommendations to the Board.

It was decided that the Executive Committee will have to meet once more for clarification purposes.

C. REVIEW OF BY-LAWS: The Executive Committee reviewed Article II-Board Membership, Section V of the by-laws and is recommending the following change;

Section 5. Conflict of Interest – In order to avoid a conflict of interest, or the appearance or a conflict of interest, members of the Board ~~may not be employees,~~ **who are agents or board members of an organization or agency that receives funds from the Aging & Disability Resource Center shall disclose the relationship and shall not participate in any vote taken in respect to any transaction related to this affiliation.**

The Executive Committee also reviewed term limits for membership and the difficulty this can create when board vacancies are not filled in a timely manner. The Committee is recommending that **Article II – Board Membership; Section 2. Terms of Office** of the bylaws "Board members shall not serve more than six (6) consecutive years" be amended to:

"Board members shall not serve more than six (6) consecutive years. However, members shall serve until replacements are duly appointed."

Ms. Archambault noted that these recommendations will be placed on the April Board Agenda for consideration to meet the five (5) days written notice requirement for amending by-laws.

OVERVIEW OF OLDER AMERICANS ACT AND ADRC PROGRAMS & BUDGET:

Ms. Archambault referred board members to the Older Americans Act Fact Sheet included in the board packet for review. She stated that as an Aging & Disability Resource Center we still have the same responsibilities to serve the older population as when we were an Aging Resource Center.

Ms. Archambault explained that the Older American Act (OAA) was created on July 14, 1965. The OAA is divided into "Titles" which detail its purpose and responsibilities.

Title I: Declaration of Objections and Definitions which provides the nation's commitment to serving older persons.

Title II: Administration on Aging whose duties and functions are to serve as an effective and visible advocate for older individuals, disseminate information related to problems of the aged, administer grants, conduct evaluation of programs, provide technical assistance and consultation to states, and stimulate more effective use of existing resources.

Title III: Grants for State and Community Program which lays out the responsibilities and requirements for State and Area Agencies on Aging. It is through the programs established by this title that most of the money is authorized and most of the legislative detail is found. To enhance services at the local level, the State Unit on Aging (SUA) is responsible to divide the state into distinct planning and service areas (PSAs) and designating an Area Agency on Aging (AAA) for each of them. Currently we have three AAAs in Wisconsin.

Ms. Archambault also reviewed Title IV: Training, Research, and Discretionary Projects & Programs, Title V: Community Service employment for Older Americans and Title VII: Allotments for Vulnerable Elder Rights Protection Activities.

Ms. Archambault continued by reviewing the State and Federal Title III Grant dollars and their allocations as they pertain to ADRC programs. She also reviewed an excerpt from the Wisconsin Elders Act included in the board packet and distributed a brief summary of the performance, policies, staffing and financial operations of the Brown County Aging & Disability Resource Center for board members to peruse.

PROGRAM REPORTS 2008: Diana Brown, Vice President for Program Services with N.E.W. Curative Rehabilitation, Inc., reported on the 4 Older Americans Programs they have in operation in Brown County.

The In-House Adult Day Program is a Medical Model serving those persons needing assistance in personal cares due to an illness or disability in a large group setting stimulated by activity and socialization. This program is located within Curative, serves 60 clients per day and is in operation from 7:00 a.m. to 5:30 p.m. with a staff ratio of 6/1.

The Insiders & Insiders II Day Program is a Dementia Care Model serving those who are confused, have loss of memory and diagnosed with any type of Dementia, including Alzheimer's, losses associated with a stroke, Parkinson's, or related dementias. These programs are also located within Curative and operate from 7:00 a.m. to 5:30 p.m. with a staff ratio of 6/1. The Insiders Program has a capacity of 30 while the Insider II Program has a capacity of 12.

The Alzheimer's Adult Day Program is also a Dementia Care Model. This program is located at the Coud Family Care Center, serves 30 clients a day, and operates between 7:00 a.m. and 5:30 p.m. with a staff ratio of 6/1.

Ms. Brown made reference to Adult Day Care Program Funding noting that COP/CIP (Community Options Program/Community Integration Program) client dollars are down right now creating a funding issue that they will be looking at over the next few months.

Jennifer Nelson, Director of Transportation with American Red Cross, gave a brief report on ridership. Ms. Nelson noted that Red Cross Transportation is funded through s.85.21 Grant Dollars. In December, 2008, with the help of the ADRC, Red Cross was able to purchase

Route Match Software enabling them to schedule rides more efficiently. She compared fiscal year ridership numbers with 66,635 rides being provided in 2007 and 67,827 rides provided in 2008. Not only has the Route Match Software enabled Red Cross to provide more rides, but at a greater fuel savings. In January, 2008, 3,818 rides were provided in Brown County using 2,981 gallons of fuel in comparison to 4,775 rides provided in January, 2009, using 2,980 gallons of fuel. Red Cross continues to serve more clients needing transportation to medical appointments. These rides account for 60% of their trip purposes. Ms. Nelson reported that they have recruited 10 additional drivers and currently have 150 volunteer drivers in Brown and Doo Counties.

Ms. FINDER-STONE, who serves on the Brown County Transportation Coordinating Committee, noted that a huge issue for hospitals is the difficulty for patients to get rides home due to the length of medical appointments. She indicated that a pilot program is being established with St. Mary's Hospital to try to resolve some of these transportation glitches.

UPDATE: ON LEGISLATION RELATING TO ADRC CONSUMERS: Ms. Archambault referred board members to the correspondence she received from Governor Doyle regarding the programs included in his 2009-2011 State Budget Proposal that relate to ADRC consumers. She noted that his proposed budget preserves SeniorCare, keeps and improves the homestead tax credit and provides increased transportation aids to ensure that the elderly and persons with disabilities are not stranded in their homes.

Mr. Diedrick drew board members to the handout on "Independent Living-A Great Investment for Wisconsin" included in the board packet. He noted that Independent Living Center's (ILCs) need to make major cuts in their budgets, and this will become a big issue when working with legislators. Governor Doyle is proposing a reduction, not a lapse, in dollars going to ILCs which means these dollars will not be coming back to the ILCs in the future.

Ms. Archambault added that Governor Doyle did not increase funding for existing Aging & Disability Resource Centers but does allow dollars for new ADRCs in 13 counties. The Coalition of Wisconsin Aging Groups and the Survival Coalition of Wisconsin Disability Organizations propose a 10% increase in ADRC funding to begin in Year 2 of the biennium. The cost of this 10% increase is estimated to be \$3.5 million GPR in Year 2 only.

Ms. Archambault distributed information on the CWAG Guardianship Support Center noting that the ADRC utilizes their services frequently. She added that CWAG is asking for support to reinstate funding for the CWAG Guardianship Support Center.

Ms. FINDER-STONE, a board member of the Coalition of Wisconsin Aging Groups (CWAG), stated that in addition to membership groups, CWAG has 125,000 individual members. She especially made note of the Senior Statesmen's Program and urged everyone to become a member of CWAG. She mentioned that CWAG's convention will be held at the Radisson Hotel in Green Bay in July. They will also be holding their district meeting on April 26th at the SC Grand.

Ms. FINDER-STONE is also on the board of the Board on Aging and Long Term Care (BOALTC). She explained that the BOALTC Board is supporting a non-budget issue that would provide the Ombudsman with more authority to serve consumers living in Residential Care Apartment Complexes (RCACs). The Ombudsman act as a mediator and provide advocacy for persons in long term care facilities. However, they are currently limited in their authority to enter RCACs and are asking for our support to change state statutes to correct this.

Mr. Diedrick stated that the Joint Committee on Finance will be at Lawrence University in Appleton from 10:00 a.m. – 4:00 p.m. on April 1, 2009. They will be taking written or verbal comments on issues and this would be a good time to voice your thoughts on the current budget. He added that Senator Finegold will be at the Ashwaubenon Village Town Hall on Saturday from 12:30 p.m. – 1:30 p.m.

After discussion, a motion was made by Ms. Finder-Stone and seconded by Ms. Miller to have Ms. Archambault write a letter on behalf of the ADRC Board of Directors to Senator Hansen and Representative Montgomery in support of:

- A 1 increase in funding for ADRCs
- A lapse if necessary, not a reduction, in dollars for Independent Living Centers
- A reinstatement of funding for the CWAG Guardianship Support Center
- Statutory authority for the Ombudsman in RCACs.

MOTION CARRIED.

DIRECTOR'S REPORT: Ms. Archambault reported on the following:

- Ms. Archambault informed board members that Sup. Rich Langan has taken on the issue of awareness of "Pharming", when teenagers get high by raiding their family's medicine cabinets. The latest statistics show that 60% of teenagers report they have access to controlled substances (prescription and over-the-counter drugs) in and around their homes. Ms. Archambault distributed a flier on "**Pharming**" – **What Grandparents Need to know** that was created and will be distributed throughout Brown County for awareness.
- The ADRC will be interviewing today and tomorrow for the open Clerk Typist Position.
- Interviews for the Information & Assistance Position will be held next week.
- Interviews for the Pulaski Senior Program Coordinator's Position will occur in early April
- Ms. Archambault reviewed the ADRC committees. Chairperson Diedrick asked members to volunteer to fill these vacancies and to let him know if there is a specific committee they wish to serve on.
- Now that we have a full board, elections will take place at the April Meeting.

ANNOUNCEMENTS: Announcements were as follows:

- Sup. Clancy suggested we look into using e-mail or faxing as methods of reminding board members of upcoming meetings.

NEXT MEETING DATE – APRIL 23, 2009: The next ADRC Board of Director's Meeting will be held on Friday, April 23, 2009 with the location to be determined.

ADJOURN: Sup. Clancy moved to adjourn and Ms. Parrish seconded. **MOTION CARRIED.** The meeting adjourned at 10:04 a.m.

Respectfully submitted,



Arlene Westphal, Secretary