

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

May 27, 2010

PRESENT: Libbie Miller, Keith Pamperin, Donajane Brasch, Pat Finder-Stone, Bill Clancy, Steve Daniels, Grace Aanonsen, Tom Diedrick

EXCUSED: Pat Cochran, Judy Parrish

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Debra Bowers, John Holzer, Diana Brown,

PLEDGE OF ALLEGIANCE.

INTRODUCTION: No introductions were needed.

ADOPTION OF AGENDA: A motion was made by Sup. Clancy and seconded by Ms. Miller to adopt the May 27, 2010 agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 22, 2010: Mr. Pamperin moved and Ms. Miller seconded to approve the minutes of the regular meeting of April 22, 2010.

FINANCIAL REPORT:

A. APPROVAL OF THE APRIL 2010 FINANCE REPORT: Ms. Archambault reported that we appear to be on target. Under revenues we are receiving substantially more Medical Assistance claiming than budgeted. However, this amount is based on 100% time reporting for I&A and Benefits Specialist staff. In the future, reimbursement will be based using an overall state percentage. History indicates that when this change takes place we may lose 30% of our MA claiming dollars- a change that would obviously impact our budget. We have no information about when this will occur.

Ms. Miller moved and Mr. Daniels seconded to approve the April 2010 Finance Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: There were no restricted donations.

C. UPDATE ON SOLAR WATER AND ELECTRIC OPTIONS: Mr. Holzer, ADRC Facilities-Placement Coordinator, gave a brief update on the atrium window film project. He reported that Green Bay Glass, Inc. will be replacing one window which has a broken gas seal for \$552 so that the film will adhere to it. The Fox Valley Window Tinters' bid of \$2,828.75 was selected; the window film work is scheduled for June 9th and 10th.

Mr. Holzer reported that before the recent energy savings measures the ADRC spent \$18,448 for electricity and \$10,581 for natural gas annually. The board requested exploration of solar options; and commercial-certified site assessor, Adam Gusse with H&H Solar Energy Services of Madison was contracted with for \$623. After reviewing the full solar assessment report for both solar electric and solar hot water and conferring with Brown County Facilities staff, the ADRC is encouraged to advance energy conservation as the best opportunity to save money. Facilities feels that by investing in solar electricity generation the ADRC would get twice the capacity for the same price and cut the cost recovery rate in half. This system would generate approximately 20% of our electrical energy need. The county would like to see a 20 kilowatt Roof System for approximately \$60,000 which could be partially funded by a block grant received by the county.

A motion was made by Ms. Finder-Stone and seconded by Mr. Pamperin to authorize the ADRC to proceed with obtaining more information and firm bids for the purpose of purchasing and installing a 20 kilowatt solar electric system. **MOTION CARRIED.**

D. APPROVAL TO PROCEED WITH DIGITAL HVAC CONTROLS: Mr. Holzer reminded board members that at its meeting in September 2009 the board had approved \$62,060 to convert the old pneumatic heating/ventilation/air conditioning system to a digital system. This would allow us to program heat and air according to the use of the building. At this time Mr. Holzer requested approval to move forward with hiring an HVAC architectural engineer to provide stamped plans for state approval, bid out the project and purchase/install a digital HVAC system.

Mr. Parr perin moved and Ms. Brasch seconded to authorize Mr. Holzer to spend up to \$62,060 to proceed with digital HVAC Controls. **MOTION CARRIED.**

APPROVAL OF CHANGE TO ORGANIZATIONAL CHART: Ms. Archambault noted that the budget for 2010 included adding 3 positions: 2 Information & Assistant Specialists (I&A) and a Benefit Assistant position. However, as we now have more experience with administering Long Term Care Functional Screens, we believe that we would have more flexibility and would be more efficient if we added 3 I&A positions and eliminate the Benefits Specialist position at this time. The ADRC contract requires that Functional Screeners must have a 4-year degree. The Benefits Assistant position only requires 2-years. Because it takes at least a year to train an I&A Specialist, it makes most sense to hire this person now to be better prepared to meet contract requirements once Family Care is available in Brown County.

Ms. Finder-Stone moved and Ms. Aanonsen seconded to approve the above requested change to the ADRC Organizational Chart. **MOTION CARRIED.**

REPORT FROM AMERICAN RED CROSS-SPECIALIZED TRANSPORTATION SERVICE: No report.

REPORT FROM N.E.W. CURATIVE – ADULT DAY CARE: Ms. Diana Brown, Vice President for N.E. W. Curative's Program Services, gave a brief summary of their 5 Older Americans Act Adult Day Care Programs. The Shawano Older American's Club offers a social model at the Shawano Civic Center. This model serves a capacity of 16, does not provide personal cares, and is a fee for service model with an hourly rate.

The In-House Adult Day Program offered at the William Nystrom Center is a medical model generic adult day care. This program has an R.N. on staff and serves a capacity of 60. The Insiders & Insiders II Adult Day Programs offered at the William Nystrom Center, and the Alzheimers Adult Day Program offered at the Cloud Family Care Center, are dementia care models. Each serves a capacity of 30 and works on a 6-1 staff/client ratio. The goal of these four models is to maintain people in their own home with the dementia care models being the largest growing programs over the past 15 years.

All of the programs operate on a donation basis due to the tremendous support from the ADRC, Brown County Human Services, and the United Way of Brown County. A \$20 a day donation is requested which generates \$180,000 a year. As we move to Family Care these programs will become "fee for service" programs. Transportation is currently provided through collaboration with the American Red Cross with Red Cross providing 5 vehicles and Curative providing the insurance and drivers at \$4 per round trip. Meals are provided in collaboration with the ADRC on a donation basis. Ms. Brown noted that the day care programs have shown a strong utilization and growth with a 5.9% increase in hours of service and an 8.7% increase in people served in 2009. 96% of the day care participants were able to maintain their independent living situation with a 100% satisfaction reported from clients and caregivers.

Ms. Brown summarized her report by emphasizing the continued growth in the adult day services. She noted that N.E.W. Curative has lost their revenue with COP and CIP; however, new revenues from the Veterans Administration have helped to pick up the loss.

UPDATE ON BUILDING REMODEL AND POTENTIAL PURCHASE: Mr. Holzer reported that the 2010 laws for building improvements on government-owned buildings have changed so our earlier

plans for our remodel & update project were rejected by the city. This necessitated hiring an architect to complete stamped plans for city-state approval, as well as approval for the electrical and ventilation plans. In addition, the contract must comply with meeting prevailing union wage scale.

The increased volume of phone calls and walk-in customers at the reception desk has also been reviewed. The assessment indicates the need to re-design the reception area to protect confidentiality, handle volume increases, provide a third workstation for our senior service worker and reduce over-talking by others when on the phone. This part of the remodel project will be a secondary bid that can be deleted if necessary.

Mr. Holzer noted that we published the notice in the newspaper, conducted a contractor walk-through and will open bids on June 7th. After careful examination, the lowest qualifying bid will be verified by County Purchasing and Facilities Management. Mr. Holzer requested board approval to formally accept that bid.

A motion was made by Mr. Pamperin and seconded by Ms. Finder-Stone to authorize the ADRC to award the project to the lowest qualified bidder. **MOTION CARRIED.**

Ms. Archambault informed board members that she had proceeded with Corporate Counsel's recommendation to contact an attorney with expertise in the purchase of commercial property with regard to the purchase of condominium space at the Quality Inn. After discussing the matter with Atty. Timothy Polack, several red flags were raised. These concerns are the unknown liabilities, the 51% ownership/control held by the Quality Inn, the variable monthly fees, the lack of a reserve account set aside for major repairs, and parking issues. Ms. Archambault also added that the county is looking into the possibility of purchasing the old White Store Building on Broadway St. If this occurs, there may be space we could use for the homebound meal program. All of this is very preliminary – we haven't even looked at the space that would be available.

The board, by consensus, authorized Ms. Archambault to follow-up by informing the Quality Inn of our concerns.

REVIEW OF SWOT FOR 2011 COUNTY BUDGET: Ms. Archambault explained that each year as part of the budget process, departments are asked to complete a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis identifying the top three priorities in each category, describe how best to capitalize on them and outlining action steps required in each area. The ADRC Staff brainstormed the priorities and Team Forward compiled the following information:

Strengths:

1. ADRC leadership provides vision and support to staff to maintain commitment to its mission and values.
2. Collaborations maximize our ability to serve our consumers and community.
3. Consumers consistently report high satisfaction with ADRC services

Weaknesses:

1. At times, staff are stretched in their capacity to serve all consumers in a manner that meets our vision, mission and values.
2. The facility is crowded and cannot provide more office, meeting, or program space; lack of parking is a major consumer complaint.
3. Contract requirements for maintaining and retrieving consumer information is fragmented, time-consuming, and ineffective.

Opportunities:

1. Capitalize on the statewide franchising of ADRCs to effectively bridge transition to Family Care.
2. The Baby Boomers will change the future of aging and aging programs.
3. New legislation on Health Care Reform.

Threats:

1. The economy and its impact on national, state, and county services for older consumers and other adults with disabilities.
2. The pressures resulting from state contract requirements, regulations, and funding restraints make it difficult to maintain the fidelity of our vision, mission and values.
3. The demographics of aging impact our ability to maintain services.

Ms. Archambault noted that the SWOT forms are due to the County on Tuesday, June 1st and asked if board members had any further thoughts to contact her before then.

LEGISLATIVE UPDATE: Ms. Finder-Stone reported that she had attended the following legislative meeting::

1. A meeting of the DHS and the Commission of Insurance regarding Health Care Reform. She informed those present of the latest website: www.healthcarereform.wi.gov
2. A meeting at the DHS with regard to the continuation of the Senior Care Program.
3. A hearing on pharmaceutical marketing and evidence based drugs.
4. Ms. Finder-Stone reported that Gov. Doyle line item vetoed the Payday Lending Bill.

DIRECTOR'S REPORT: Ms. Archambault announced that the Greater Wisconsin Agency on Aging Resources, Inc. (GWAar) is recruiting new board members. She distributed a draft outlining the selection criteria as well as the application/interview process and noted that the deadline for applications is June 1st

Ms. Archambault noted that the Older Americans Act is up for re-authorization this year and GWAar will be hosting a regional meeting on June 8th in Antigo. She distributed a cover letter which included issues the 2011 OAA Reauthorization will address.

ANNOUNCEMENTS: The following announcements were made:

- Mr. Diedrick announced that July 26th will mark the 20th anniversary of the American Disabilities Act.
- Mr. Pamperin announced that Options will host a Wheel Chair Wash on September 25th at Options for Independent Living.

NEXT MEETING DATE – June 24, 2010: The next meeting will is scheduled for June 24, 2010 at the Aging & Disability Resource Center.

ADJOURN: Ms. Aanonsen moved to adjourn and Sup. Clancy seconded. **MOTION CARRIED.** The meeting adjourned at 10:47 a.m.

Respectfully submitted,


Arlene Westphal, Secretary