

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

**August 27, 2009**

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

**ALSO PRESENT:** Sunny Archambault, Arlene Westphal, Devon Christianson,  
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. Aanonsen to adopt the August 27, 2009 agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 15, 2009:**

Ms Fincer-Stone moved and Ms. Cochran seconded to approve the minutes of the regular meeting of July 15, 2009. **MOTION CARRIED.**

**FINANCIAL REPORT:**

**A. APPROVAL OF JULY FINANCE REPORT:** Ms Archambault reported that, while it appears that we are overspending the Benefit Specialist Part D grant, this is not the case. We are spending this grant first so that we can capture MA revenue with other funding sources. Building Improvements are over budget as a new foundation was needed on the parking lot project. This year we have \$109,000 in Fall Prevention which we will not have next year. Next years budget includes \$22,899 to continue these services on a limited basis.

Under revenues, Ms. Archambault noted that although we are currently under in nutrition program donations and COP revenue for homebound meals, we are also under in food cost expenses.

Ms. Finder-Stone moved and Ms. Cochran seconded to approve the July, 2009 Financial Report. **MOTION CARRIED.**

**B. APPROVAL OF RESTRICTED FUNDS:** Board Members reviewed the restricted donations of \$20 from Jean & Ken Mickle, \$25 from Thomas & Susan Prust, \$100 from Lowell & Virginia Corwin, and \$50 from Streu's Pharmacy all in memory of Margaret Leicht for agency use. The also reviewed the restricted donation of \$100 from Sandra DeRuyter in memory of Doris DeRuyter for agency use.

Ms. Miller moved and Ms. Aanonsen seconded to approve the Restricted Donations. **MOTION CARRIED.**

**C. DISCUSSION OF PURCHASES FOR NUTRITION PROGRAM USING RESTRICTED FUNDS:** Ms. Archambault reported that for years the Home Bound Meal Program has been using steel cases requiring the use of sterno to keep food warm. These cases are very old and parts to repair them are not being made anymore. We have recently tested the use of electric thermal bags. These thermal bags are much lighter to transport and keep the food warm by plugging them into the driver's car

cigarette lighter. Ms. Archambault requested board approval to purchase 20 electric thermal bags at \$300 each using the dollars saved by not having to purchase sterno and dollars in the Restricted Nutrition Fund.

Mr. Daniels moved and Ms. Miller seconded to purchase 20 electric thermal bags using \$6,000 from the sterno savings and restricted nutrition funds. **MOTION CARRIED.**

**D. APPROVAL OF 2008 AUDIT:** Ms. Archambault referred board members to the 2008 Audit included in the board packet. She reported that the 2008 Audit was completed by Schenck, Certified Public Accountants, and the only issue to arise was that of a "control deficiency" which has been addressed in past years. This issue comes up each year because we do not have a Certified Public Accountant on staff. Our response to this is that management believes the cost for additional staff time in training to prepare year end financial reports outweighs the benefits. The summary of the auditors' results indicated that the ADRC of Brown County qualifies as a low-risk auditee.

Ms. Findler-Stone requested copies of the county financial policy to review.

Ms. Cochran moved and Mr. Daniels seconded to approve the 2008 audit. **MOTION CARRIED.**

**REVIEW AND APPROVAL OF DRAFT 2010-2012 AGING/ADRC PLAN:** Ms. Archambault reviewed the 2010-2012 County/Tribal Plan on Aging. She noted that "Section 2 – Context" included projected growth statistics of persons age 60 and above. From 2000 to 2030, the total population of Brown County is expected to increase by 29% while the population of persons 60 years of age and older increase by 117%. She reviewed other information including gender, disability, diversity, and income.

In developing this plan, she stated that we surveyed older adults participating in our Add LIFE centers and the congregate and homebound meal program and asked them to tell us the top 4 tissues they felt impacted their lives. The same survey was distributed to professionals and staff. The concerns most frequently identified were health care, financial concerns, long-term care and transportation.

The plan also includes a description of our role in the Long-Term Care System. The plan details our responsibilities as an Aging & Disability Resource Center in a non-Family Care county.

The section on "Critical Issues, Trends, Future Implications, Challenges and Resources" was developed by using information taken from our SWOT (Strengths, Weaknesses, Opportunities & Threats) exercise completed at the May board meeting. Ms. Archambault noted that our greatest challenge is to maintain our mission in light of the economic conditions we face today.

The goal statements and major activities were reviewed for the focus areas of: Emergency Preparedness Plans, Transportation Coordination and Family Caregiver Support. Ms. Archambault distributed the "Prepare Now" emergency planning guide that was developed for distribution to our clients in an effort to encourage them to plan ahead so they are prepared in the event of an emergency. The locally determined areas included advocacy and prevention programs.

The public hearing for this plan is scheduled for Friday, October 16 at 2:30 p.m. at the ADRC. Board members were encouraged to attend the hearing and to bring any comments or suggestions to the September and October board meetings. Ms. Finder-Stone share that the plan was very well written.

Ms. Miller moved and Ms. Finder-Stone seconded to approve the 2010-2012 Aging/ADRC Plan. **MOTION CARRIED.**

**BUDGET 2010 UPDATE:** Ms. Archambault stated that she, along with Tom Diedrick, Devon Christianson, and Debra Bowers, met with the County Executive to review our 2010 Budget, as well as our request for 3 new positions - 2 I&A Specialists and 1 Benefit Specialist Assistant. Ms. Archambault felt the meeting went very well and Executive Hinz was very supportive of the work we do at the ADRC.

**DISCUSSION OF OFFICE AND PROGRAM SPACE NEEDS:** Ms. Archambault reported that we are currently investigating the possibility of purchasing another building just down the street. We need additional office space and we would like to move our homebound meal program closer to our office. She explained that this building is adjacent to the county parking lot and would be convenient for the county to provide snow removal on this property. We will be working with county facilities as we proceed to determine the feasibility of remodeling and/or purchasing. Ms. Archambault stressed that this is in the very preliminary stage.

**I&A UPDATE:** Ms. Christianson, Assistant Director of the Aging & Disability Resource Center, gave a brief I&A update. She reported that ORCD (Office for Resource Center Development) is the state office responsible for quality assurance and development in ADRCs. In April ORCD came to Brown County to share results of a statewide quality assessment that had been completed. From this information, ADRCs were asked to prepare a Quality Plan to address any issues that had been identified. For our ADRC, the area that needed improvement was access/ease in finding our phone number. We had to ask ourselves how do we know for sure that other professionals really know how to direct consumers to us? We accomplished our project by putting together strategies to provide data and measurements showing how we have improved on this.

Ms. Christianson also shared that she had recently gone to New Hampshire to speak with professionals from that state and Vermont on how to develop an ADRC. She was amazed to find out that all ADRCs face similar issues and was struck by how progressive the Wisconsin ADRCs are in comparison. She noticed the tension between agencies and saw how fortunate we are to have built the relationships we have with Independent Living Centers and 211. Ms. Christianson noted that in October staff from Vermont will be coming to visit us to observe the inner-workings of our ADRC.

Ms. Christianson also shared a client case that demonstrated the difficulty of meeting the state's recommended cost savings measure of providing no more than 30 days of short-term case management services to clients instead of 90 days. The case included: a debilitating stroke for spouse in her 50's resulting in 24-hour care; caregiver spouse loses job and health insurance; potential home foreclosure; inability to get in and out of home because of disability; inability to obtain help in getting ramp for home due to possible foreclosure; no income; no access to home health care. These very real and fragile situations can not be solved in a 30 day window. The resources available to the I&A worker include trying to work with informal supports, building trust with family, and linking caregiver to support groups. The Crisis Center may need to play a larger role in the outcome.

**LEGISLATIVE UPDATE:** Ms. Archambault distributed an e-mail she received from Tom Frazier with the Coalition of Wisconsin Aging Groups regarding Federal Care Reform. The article addresses the process, the overall approach, Medicare reform and several of the more controversial issues.

**DIRECTOR'S REPORT:** Ms. Archambault announced the Aging & Disability Resource Center Conference "Building Bridges" will be held on September 21-22 at the Stevens Point Holiday Inn & Convention Center. There is a seminar free for board members on the governance of ADRCs on the first day. She encouraged board members to attend and to contact her if they were interested.

**GREATER WISCONSIN AGENCY ON AGING RESOURCES (GWAar) NETWORK NOTES:** Ms. Archambault distributed the minutes of the July 13, 2009 Greater Wisconsin Agency on Aging Board of Director's Meeting as well as the agenda for the August 31, 2009 meeting for board members to peruse.

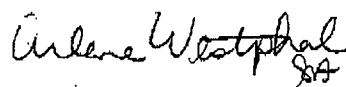
**ANNOUNCEMENTS:** The following announcements were made:

- Ms. Finder-Stone announced the Coalition of Wisconsin Aging District 4 Fall Meeting that will be held at the KC Grand Banquet & Convention Center in De Pere on September 14, 2009. She distributed the agenda and registration form and encouraged board members to attend.
- Mr. Daniels reported that the seminar on Crimes Against the Elderly is temporarily on hold at this time.
- Mr. Diedrick announced a Wheelchair Wash & Safety Check that will take place on September 26, 2009 from 10:00 a.m. – 1:00 p.m. at Options for Independent Living in Green Bay. You will also be able to tour the Options/David L. hall Showcase Home and Office Complex. This Wheelchair Wash & Safety Check is being sponsored by Options for Independent Living, the Green Bay Knights of Columbus, Council #617, the Aging and Disability Resource Center of Brown County, and Green Bay Home Medical Equipment.
- Ms. Brown from N.E.W. Curative reported that they have received a grant to start an Early Memory Loss Program for those newly diagnosed with memory loss. The program will run 2 days a week and will begin in February at N.E.W. Curative.
- Ms. Finder-Stone distributed a brochure and registration form for the Mind, Body & Spirit of Aging Conference held at the Radisson Hotel Conference Center in Green Bay on October 2<sup>nd</sup>. This conference is sponsored by Public Service, Home Instead Senior Care, the Sovereign Oneida Nation of Wisconsin and the Volunteer Center.

**NEXT MEETING DATE – SEPTEMBER 24, 2009:** The next ADRC Board of Director's Meeting will be held on Thursday, September 24, 2009.

**ADJOURN:** Ms. Miller moved to adjourn and Ms. Parrish seconded. **MOTION CARRIED.** The meeting adjourned at 9:56 a.m.

Respectfully submitted,



Arlene Westphal, Secretary