

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

August 28, 2008

PRESENT: Sup. Bill Clancy, Donajane Brasch, Tom Diedrick, Patricia Finder-Stone,
Judy Parrish, Libbie Miller

EXCUSED: Ethel Macaux, Pat Cochran, Jean Kiefer

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Devon Christianson,
Debra Bowers, Jennifer Nelson, Amie Bastian, Diana Brown

PLEDGE OF ALLEGIANCE.

Chairperson Diedrick called the meeting to order at 8:33 a.m.

ADOPTION OF AGENDA: Mr. Diedrick requested a motion to adopt the agenda for the August 28, 2008 meeting.

A motion was made by Ms. Miller and seconded by Ms. Parrish to adopt the August 28, 2008 Agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF July 10, 2008:

Mr. Diedrick asked for any additions, corrections, or deletions to the minutes of the regular meeting of July 10, 2008.

Sup. Clancy moved and Ms. Finder-Stone seconded to approve the minutes of the regular meeting of July 10, 2008. **MOTION CARRIED.**

FINANCIAL REPORT:

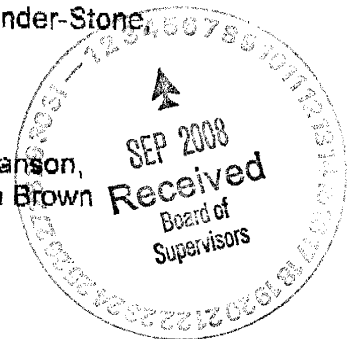
- A. REVIEW AND APPROVAL OF THE JULY 2008 REPORT:** Ms Archambault reported nothing outstanding and the budget appeared to be on target. She noted that we will be receiving all grant dollars by the end of the year and there are no major issues regarding projected revenues.

Ms. Miller moved and Ms. Brasch seconded to approve the July 2008 Financial Report. **MOTION CARRIED.**

- B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** Board Members reviewed and approved the restricted donations of \$50 from Michael Hermans and \$200 from James & Geraldine Christoph for Home-Delivered Meals.

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

- C. REVIEW AND APPROVAL OF 2007 AUDIT:** Ms. Archambault reported that the 2007 Audit was completed by Schenck, Certified Public Accountants, and the only issue addressed was the same as on last year's audit. In accordance with *Government Auditing Standards*, Schenck noted the ADRC not having an internal auditor on staff a "significant deficiency". In response, the ADRC management believes the cost of additional staff time and training to prepare year end financial reports out weighs the benefits. Although this is looked upon as a "significant deficiency" the Summary of Auditor's Results indicates this identified deficiency is not considered to be a material weakness.



Ms. Miller moved and Ms. Finder-Stone seconded to approve the 2007 audit. **MOTION CARRIED.**

D. REVIEW AND APPROVAL OF OUTSTANDING CHECKS WRITE-OFF: Ms. Archambault referred board members to the listing of ADRC Outstanding Checks and our Outstanding Check Policy. The ADRC's Policy states that outstanding checks under \$50 not being cashed after 2 years will be written off the books as a general journal entry. Letters will be sent to payees for any outstanding checks greater than \$50 requesting a response within 60 days. A list of payees with outstanding checks greater than \$50 who have not responded to the letters will be forwarded to the County's Treasurer's Office to be included with the County's/State's public notice of unclaimed funds.

Ms. Finder-Stone moved and Ms. Parrish seconded to approve the outstanding checks write-off. **MOTION CARRIED.**

E. RED CROSS REQUEST FOR \$20,000 FROM TRANSPORTATION RESTRICTED FUNDS: Ms. Archambault noted that at the July meeting the Board agreed to give Red Cross \$20,000 for the purchase of "Route Match" specialized transportation software. Ms. Archambault included in the board packet the official request from Red Cross for these dollars and requested formal approval.

Ms. Finder-Stone moved and Sup. Clancy seconded to approve the Red Cross request for \$20,000 from Transportation Restricted Funds for the purpose of the specialized transportation software. **MOTION CARRIED.**

REVIEW AND APPROVAL OF 2009 ADRC PLAN AMENDMENTS: Ms. Archambault reported that in the midst of all the modernization activities this year we are only required to submit an addendum to our Aging Unit Plan. She referred board members to the handout included in the board packet which listed the following two goals as additions to our present plan and requested board approval.

- Describe how and when the aging unit will develop job descriptions for members of any boards, committees, and councils that identifies advocacy as a basic responsibility for all members. This will include support for aging unit staff who perform one-to-one advocacy. This activity must be completed no later than December 31, 2009.
- Describe how and when the aging unit will include in its policy manual or by-laws, standards for recruiting board and advisory members to assure that these organizations have enough experience to promote advocacy consistent with the intent of the Older Americans Act. This activity must be completed no later than December 31, 2009.

Ms. Miller moved and Ms. Brasch seconded to approve the two additions to our present Aging Unit Plan as noted above. **MOTION CARRIED.**

RESOLUTION FOR THE SEPARATION OF ADRC AND HSD ACTIVITIES: Ms. Archambault distributed a draft resolution supporting the Aging & Disability Resource Center of Brown County to contract with the State of Wisconsin to provide Resource Center activities for seniors and adults with disabilities. She explained that a fiscal dollar amount will need to be attached to this draft and it will also need to be approved by the Human Services Committee and the County Board. Ms. Archambault requested board approval of the draft resolution for the separation of ADRC and HSD activities.

Ms. Parrish moved and Ms. Finder-Stone seconded to accept the draft resolution as presented. **MOTION CARRIED.**

ADRC UPDATE: Ms. Christianson reported on an upcoming change in the function of the ADRC, the Pre-Admission Consultation (PAC) process. Implementation of the PAC on September 8th will mark the movement toward Family Care between the County and the State.

In counties where Family Care is available, Nursing Homes, RCACs and CBRFs are required to provide information developed by the state to prospective residents that informs them of the availability of PAC through the ADRC. When an ADRC receives a referral from one of these facilities, the ADRC is to attempt to contact the individual within 5 business days of receiving the referral. If contact is made, the ADRC offers a PAC to the individual. If the ADRC is unable to make contact within 5 business days, the ADRC must send a letter to the individual with an offer for PAC. If the individual accepts the offer, the ADRC has 10 days to complete the PAC. The timeline can be extended if the individual requests a delay or has an unstable medical condition. This process will also require tracking referrals and assuring we are responding within the specific timeframes. Effective September 8, non-Family Care ADRCs will also be required to provide PAC.

The main goal of this process is to try to catch people before they make long term care decisions to assure they understand their care options and the cost of these options with the purpose of maximizing private funds. Brown County has a high number of facilities which may result in referrals for the same individual from more than one facility. To keep track of and provide PAC services and to assure we meet the required timeframes will be time intensive. Our challenge will be to find a balance between meeting this requirement and maintaining our ability to continue providing quality information and assistance to the other consumers and their families who call.

Ms. Christianson also reported that the State has backed off on requiring all Information & Assistance Staff to be AIRS (Alliance of Information & Referral Systems) certified. In Brown County, we will have 2 staff members taking their certification exam in September and 2 in October. All other I&A staff have already received their certification.

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

- Several ADRC Staff met with folks from the Ashwaubenon Senior Center who are interested in partnering with the ADRC to provide senior services. It is questionable as to whether or not we could provide a Nutrition Program for them at this time because it is not in our budget. However, if there is an increase in the Older Americans Act funding, we would look at this again. Other options discussed included the availability of volunteers as well as possibly working with a school in the area. It was a very positive meeting and we are looking forward to working with them in the future.
- One of our ADRC Staff, Vue Lor, recently passed her citizenship exam and has become a United States Citizen. Congressman Kagen was at the ADRC on Wednesday holding a Town-Hall Meeting with AARP on senior issues and presented the certificate to Ms. Lor.
- Ms. Archambault reminded board members that last year we had put aside \$35,000 to repave and repair our parking lot. Due to other county priorities/commitments, there was not enough time to proceed with the project until now. While we do not have firm numbers, we have been told that the cost could range from \$80,000 to \$150,000. These new figures do include more extensive work than the original estimate. Bids will

be opened on September 9th and Ms. Archambault requested direction from the board as how they wanted to proceed. Board approval would be needed before its September meeting to move this forward through the county process. We need to move quickly before cold weather delays the project another year.

- Ms. Finder-Stone moved and Ms. Miller seconded to approve Mr. Archambault's acceptance of the lowest bid and to proceed with the parking lot project. **MOTION CARRIED.**
- Ms. Archambault and Ms. Brown will be signing a Memorandum of Understanding at the Cloud Family Care Center regarding the transition of our Home Bound Meal Site to the west side.

BAY AREA AGENCY ON AGING REPORT: Ms. Finder-Stone reported the following:

- The Bay Area Agency on Aging is moving ahead with changing their name to the Greater Wisconsin Agency on Aging Resources. The name change will take place on September 5, 2008.
- The board will develop a recommended severance pay for those staff who lose their jobs as a result of the reorganization.
- Ms. Finder-Stone reminded the ADRC to make sure to get their bid in for caregiver dollars early.
- Ms. Finder-Stone noted there is some concern regarding the location of the new headquarters. The current recommendation is Madison.
- The BAAA is concerned that things are not moving along as fast as predicted. A Fiscal Manager is scheduled to be hired by Sept. 8th, and Aging Manager by October 8th, a Quality Assurance Manager in December, and an Information Manager by December 5th. This leaves many members unsure about their continued employment with the new agency.

ANNOUNCEMENTS: Mr. Diedrick reported on Long-Term Care Issues.

- Mr. Diedrick will be working with Fond du Lac, Winnebago and Manitowoc Counties. With the approval of all of the County Executives and County Boards, these counties are in the process of developing a Long-Term Care District Model. He will be serving on the Stakeholders Committee of this group and will be meeting every other Friday for the next 5 months.
- Calumet, Outagamie and Waupaca Counties will contract with Community Care Services to provide Family Care service in their counties.
- There are still some counties such as Brown, Kewaunee, Door, Oconto, Marinette and Shawano who are still out there and undecided as to what direction they will be taking.
- All of the counties have gotten together and have conducted interviews with the State Contracted Agencies to obtain feedback for reporting purposes.

Sup. Clancy has gasoline certificates available for St. Patrick's Church Booyah, Raffle and Auction.

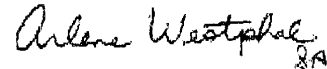
Sup. Clancy expressed concern about where the dollars should go when the Packer Tax ends. His thoughts were that these dollars should go to the County for services that will eventually be lost without raising taxes. A referendum to continue the tax would be needed in order for this to happen. It is also important that the public understands all the services the county provides.

Ms. Archambault announced that the ADRC will have 7 staff members presenting at the ADRC Conference in Appleton in October.

NEXT MEETING DATE – September 25, 2008.

ADJOURN: Ms. Miller moved to adjourn and Ms. Parrish seconded. **MOTION CARRIED.** The meeting adjourned at 10:00 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Arlene Westphal".

Arlene Westphal, Secretary