

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

January 24, 2008

PRESENT: Ethel Macaux, Dr. Donarski, Pat Cochran, Joe Van Deurzen, Libbie Miller, Pat Finder-Stone

EXCUSED: Jean Kiefer, Judy Parrish, Tom Diedrick, Helen Bie, Ron Antonneau

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

PLEDGE OF ALLEGIANCE.

Chairperson Donarski called the meeting to order at 8:35 a.m.

ADOPTION OF AGENDA: Chairperson Donarski requested a motion to adopt the agenda for the January 24, 2008 meeting. Ms. Archambault requested that agenda items 7 & 8 be moved to follow agenda item 3 as Sup. Van Deurzen would need to leave early to attend another previously scheduled meeting.

A motion was made by Sup. Van Deurzen and seconded by Ms. Miller to adopt the January 24, 2008 Agenda with the above noted changes. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 13, 2007:

Chairperson Donarski asked for any additions, corrections, or deletions to the minutes of the regular meeting of December 13, 2007. Dr. Donarski noted that on page 2 in the first line of the ADRC Update the word "remodel" should read "remodeling".

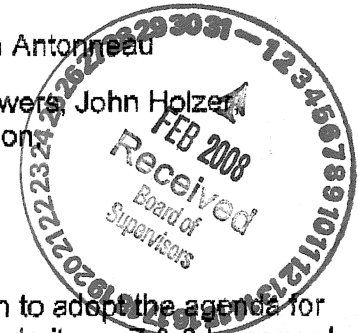
Sup. Van Deurzen moved and Ms. Cochran seconded to approve the minutes of the regular meeting of September 27, 2007 with the above noted change. **MOTION CARRIED.**

FINANCIAL REPORT:

- A. REVIEW & APPROVAL OF THE PRELIMINARY DECEMBER 2007 REPORT:** Ms. Archambault stated that the report demonstrated the ADRC to be in a good financial position and generally within budget. Expenditures for salary and fringe were under budget due to hiring mid-year. The report indicates we are under in Telephone Expenses; however, we are awaiting the December billing and that balance will change. Equipment Leases and the Equipment Non-Outlay expenses are slightly over while Utilities are slightly under budget. Our meal program projected serving 154,000 meals. While we actually served 163,062 meals which increased expenses, we received more revenues than projected leaving us with \$18.00 of revenues over expenses.

Under Revenues, MA Claiming took in \$9,882 more than projected. We are reimbursed from the county for Fiscal Agent Administration on a per client basis and the report shows revenues to be over by \$28,000. However, this is offset by the same increase in expenses. Ms. Archambault reviewed the Restricted Purchases noting that this page of the report needs to be updated to reflect the expenses that the Board had previously approved.

Sup. Van Deurzen moved and Ms. Macaux seconded to receive and place on file the Preliminary December 2007 Financial Report. **MOTION CARRIED.**



B. REVIEW & APPROVAL OF RESTRICTED DONATIONS: Board members reviewed the restricted donations of \$300 in memory of Howard for the Fishing Group, \$600 from Asera Care for Hospice Materials and \$100 from Ron Willems for Agency Use.

Sup. Van Deurzen moved and Ms. Cochran seconded to approve the Restricted Donations. **MOTION CARRIED.**

REVIEW AND APPROVAL OF RESOLUTION IN SUPPORT OF A TRANSPORTATION COORDINATING COMMITTEE: Ms. Archambault reviewed the sample resolution, included in the board packet, authorizing the creation of a Brown County Transportation Coordinating Committee (TCC). The state is recommending that each county form this committee to review and comment on issues related to specialized transportation services for seniors and persons with a disability. This would replace the sub-committee now meeting under the Transit Authority. Membership on the TCC would include a county board member and would report directly to the county board.

Sup. Van Deurzen moved and Ms. Cochran seconded to approve a resolution in support of a Transportation Coordinating Committee. **MOTION CARRIED.**

REVIEW AND APPROVAL OF 2008 S.85.21 TRANSPORTATION GRANT APPLICATION: Ms. Archambault reported that Brown County's s.85.21 Transportation Grant allocation included more money than we had originally projected during the county budget process. Twenty percent of the increase was added to administrative costs and the remainder was allocated to the Red Cross for the required match for a vehicle they would be receiving in 2008. Budgets for the other projects had already been approved during the regular budget process. The grant had also been approved by the Human Services Committee and by the County Board at their January meetings.

Sup. Van Deurzen moved and Ms. Macaux seconded to approve the 2008 s.85.21 Transportation Grant Application. **MOTION CARRIED.**

REPORT FROM FACILITIES/PLACEMENT COORDINATOR: John Holzer, Facilities/Placement Coordinator, gave a brief overview of his responsibilities at the Aging & Disability Resource Center. These include managing & supervising facility maintenance workers who provide custodial services and assist with room preparation to meet customer needs. He also coordinates the recruitment & placement of work experience programs' candidates at the ADRC and Home Bound Meals and coordinates the placement of court ordered Community Service for the county's Department of Corrections, Circuit Courts and Volunteers in Probation

Mr. Holzer reviewed the progress of programs and projects undertaken in 2007 as well as looking ahead at projects for 2008:

- **Maintenance Worker Incentive Fund:** The funding for this comes from donations in lieu of community service and is accounted for within the maintenance budget. The board previously approved \$100 per month from these funds to be used for an incentive program to help meet the financial crisis needs of our maintenance crew. These needs are created by such things as low pay, large garnishments, delays in paychecks, illness, lack/loss of transportation and the unexpected. Overall, 27 individuals received awards and 25 of the 27 improved or maintained their performance.

- **Loan Closet:** Our loan closet of adaptive aides is not specifically funded within the budget process and; therefore, is supported by items that are donated by the West Side Lion's Club and individuals as well as some cash donations. The Board designated the remaining 2006 excess donations in lieu of community service for the loan closet. Three-fourths of the funds were used in 2007 to purchase 155 needed items and to repair a scooter. The remaining funds will be restricted for use in 2008.
- **Remodeling/Refurnishing:** This included installing new exterior door openers, the addition of 3 new offices, the refurnishing of 17 offices and several consumer areas, the addition of a crisis response button system, a combination lock for the break room and its offices, the addition of audio-visual equipment, the replacement of many chairs for consumers, ergonomic improvements were made for staff, kitchen and coffee cart countertops were replaced, a storage room door was added and an ADA compliant sink and toilets were added.
- **Community Service:** The \$7,467.75 in fees and donations in lieu of community service for 2007 will benefit the ADRC, Home Bound Meals, the Pulaski Senior Center and the Curative West Adult Day Care by providing additional work hours at these facilities.
- **Employment Programs:** Participants of CCEP, WISE, Dept. of Vocational Rehabilitation, and the Senior Aide Programs are utilized by the ADRC Home Bound Meals Program, the ADRC kitchen and office areas and at the Pulaski and Denmark Senior Centers.
- **Parking Lots and Driveway:** This project has been moved into 2008. The County's Project Manager, Jeff Oudeans, will start the bid process in March, proceed with the Board approval process, and anticipates completion by the end of May or June.

Sup. Van Deurzen moved and Ms. Finder-Stone seconded to receive and place on file the Facilities/Placement Coordinator's Report. **MOTION CARRIED.**

REVIEW AND APPROVAL OF BY-LAWS AND JOB DESCRIPTION OF BOARD MEMBERS:

Ms. Archambault requested board review and discussion of the By-Laws included in the board packet. The issue of removing a board member from the board was discussed and decided by consensus that the board does not have the power to remove a board member but may recommend such removal to the County Executive.

After reviewing the current By-Laws the following language corrections were recommended to keep language consistent throughout the document.

- Page 1, Section 5: The word "principle" should be changed to "principal".
- Page 1, Section 5-b: Remove the words "three-year" from the sentence.
- Page 3, Section 2: In lines 2 and 3 the words "ad-hoc" and "nominating" should be capitalized to read "Ad-Hoc" and "Nominating".
- Language corrections will be made through the document to read "people who are older and adults with disabilities" to make the entire document consistent with the wording on page 1, section 4.

After reviewing the Board Member Job Description included in the board packet the following language corrections were recommended:

- Page 1, Power and Duties #3: Remove the words "three year comprehensive".

- Page 2, Expectations #1: Remove the words "to the extent possible".
- Page 2, Expectations #4: Remove the words "to the extent possible".

Sup. Van Deurzen moved and Ms. Macaux seconded to have Ms. Archambault draft the above mentioned changes in the By Laws and the Board Member Job Description Documents. Ms. Archambault will send out a five (5) day written notice with a copy of the proposed changes to the by-laws for approval at the February Board of Director's Meeting. **MOTION CARRIED.**

DISCUSSION OF BOARD APPOINTMENTS AND ELECTION OF OFFICERS: Discussion took place regarding Board Appointments. After reviewing the Board Member Position Description it was suggested that a copy be given to the County Executive at the time appointments are made to assure that appointees are aware of the expectations of a Board Member and/or Officer.

ADJOURN: Sup. Van Deurzen moved to adjourn and Ms. Macaux seconded. **MOTION CARRIED.** The meeting adjourned at 9:45 a.m.

Respectfully submitted,



Arlene Westphal, Secretary

Due to the lack of a quorum at this point in the meeting, the following are only discussion notes and are not to be viewed as part of the actual meeting minutes:

ADRC BUDGET AND PROGRAM UPDATE: Ms. Archambault presented board members with a revised ADRC Budget for 2008. The final ADRC grant included an additional \$120,690 in revenues over what was projected in the budget. Proposed expenses to offset these revenues include: the addition of \$22,500 for Information & Assistance; \$10,936 for Outreach; \$10,759 for a Resource Specialist; \$20,851 to increase our secretary's hours from part-time to full-time; \$21,594 to add a half-time clerk. Other increases include: \$2,000 for training; \$400 for travel; \$5,000 for marketing; \$3,000 for resource material; \$3,500 for a computer for the half-time clerk; and the remaining \$20,150 for a computerized scanning filing system.

Ms. Archambault reported that Devon and she had met with Mark Quam and Tom Eggebrecht to discuss the possibility of our agency contracting directly with the state to provide ADRC services. Because there needs to be a "firewall" between providing ADRC services and the Care Management Organization (CMO) in Family Care, this would be one step in Human Services pursuing CMO status when Family Care expands further throughout the state. We will be planning for this change during the 2009 budget process.

Ms. Christianson's Program Update will be postponed to the February meeting.

DISCUSSION OF LEGISLATIVE/POLICY ISSUES:

- A. MENTAL HEALTH PARITY ACTION DAY – FEBRUARY 20:** Ms. FINDER-STONE announced Mental Health Parity Action Day which will take place on February 20th in Madison as a day for employers and workers, for health care providers and advocates,

and for all citizens to make the case for mental health parity legislation in Wisconsin. This day will also encompass a salute to our Veterans.

- B. IMPACT OF HIGHER ENERGY PRICES ON HEATING COSTS:** Ms. Archambault shared with board members the information sheet by AARP on the impact of higher energy prices on winter heating costs and how it will affect consumers over age 65. Thirty-five percent of older households have total household incomes of less than \$20,000 and will experience the greatest energy burden. Fuel oil is projected to be 26% higher than last winter and natural gas and electricity are projected to be 11% and 3% higher, respectively. Ms. Archambault noted that revenues for fuel assistance have not been keeping up with these percentages.
- C. SUMMARY OF NURSING HOME REFORM ACT:** Ms. Archambault referred Board Members to the Executive Summary of the Nursing Home Reform Act taken from the Kaiser Family Foundation Website Ms. Finder-Stone mentioned at the last meeting.
- D. SUMMARY OF LONG-TERM SERVICES AND SUPPORTS: FUTURE ROLE AND CHALLENGES FOR MEDICAID:** Ms. Archambault encouraged Board Members to peruse the Executive Summary of Long Term Services and Supports: Future Role and Challenges for Medicaid included in the board packet.

DIRECTOR'S REPORT: No Report.

BAY AREA AGENCY ON AGING REPORT: No Report.

ANNOUNCEMENTS: No Announcements.