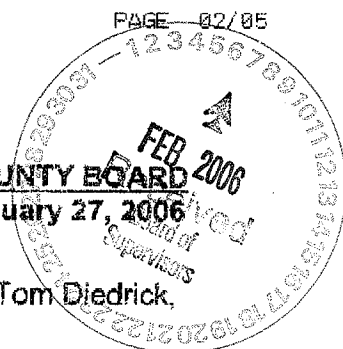


PROCEEDINGS OF THE AGING RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

January 27, 2006



PRESENT: David Donarski, Barb Wescott, Judy Watermolen, Helen Bie, Tom Diedrick, Joe Van Deurzen, Judy Parrish, Ron Antonneau

EXCUSED: Ethel Macaux, Jean Kiefer, Pat Cochran

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Debra Bowers, John Holzer, Devon Christianson, Diana Brown, Amie Bastian, Alice Byrnes

Chairperson Donarski called the meeting to order at 8:36 a.m and proceeded with introductions.

ADOPTION OF AGENDA: Dr. Donarski requested a motion to adopt the agenda for the January 27, 2006 meeting. Ms. Archambault requested to move agenda item No. 6 to follow Agenda Item No. 3 as Ms. Christianson had a prior meeting commitment. A motion was made by Sup. Van Deurzen and seconded by Ms. Bie to adopt the agenda as amended. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 9, 2005: Dr. Donarski asked for any additions, corrections, or deletions to the minutes of the regular meeting of December 9, 2005. Dr. Donarski noted that line 2 of page 2 should read "reviewed the anonymous restricted donation of \$665.42 for agency use (not us).

Sup. Van Deurzen moved and Ms. Wescott seconded to approve the minutes of the regular meeting of December 9, 2005 with the above mentioned correction. **MOTION CARRIED.**

UPDATE ON ADRC – TIME REPORTING REQUIREMENTS: Ms. Christianson introduced herself as the Access & Volunteer Coordinator for the Brown County Human Services Department. Her diverse responsibilities include supervising the social worker component here at the ADRC as well as the Access Department at Human Services overseeing Functional Screenings and the Volunteer Program. One positive part of her job is having the opportunity to pull the staff together from each department to share information and work together in a cohesive manner. Ms. Christianson went on to explain that typically grant dollars are used to develop an ADRC; however, the State and Federal Government is now giving us the opportunity to capture additional revenue through the implementation of a Medicaid Time Reporting Procedure. Each I&A Worker or Benefit Specialist will be accountable for every 15 minutes of their work day. Reimbursement dollars will be based on the time spent discussing a client's eligibility for Medicaid as well as the time spent on service coordination of Medicaid. Ms. Christianson also included a packet of information outlining the reporting guidelines for the MA Time Reporting Procedure for board members to peruse.

FINANCIAL REPORT:

- **A. REVIEW & APPROVAL OF PRELIMINARY DECEMBER 2005 REPORT:** Ms. Archambault announced that more detailed information on the ADRC Grant would be available next month. The preliminary report reflects \$62,000 balances in Salaries and Fringe Benefits; however, adjustments still need to be made in these categories. The budget will also reflect carryover dollars since a lack of office space did not allow for the hiring of additional staff and office equipment. Building renovations will begin on March 1, 2006 with a completion date in June 2006. Lines 1 through 5 of the Revenue Report reflect additional allocated dollars which we will receive in January. We will also receive

76

approximately \$88,000 of additional ADRC Grant dollars. Nutrition Project Income and COP HDM Income revenues have come in and we appear to be on target there. Ms. Archambault expressed concern with the Curative Day Care Revenue. We will be looking at a negative balance and we will need to meet with Curative for further discussion.

A motion was made by Mr. Antonneau and seconded by Sup. Van Deurzen to receive and place on file the preliminary December 2005 Finance Report. **MOTION CARRIED.**

- **B. REVIEW & APPROVAL OF RESTRICTED DONATIONS:** Board members reviewed the anonymous restricted donation of \$1,000 for agency use, the Walmart Volunteer Award Donation of \$250 for the Denmark Senior Center, the donation of \$250 in memory of Mary M. Willems for the Resource Room, and the \$300 donation in memory of Paul Stevens for the Home-Delivered Meal Program.

A motion was made by Mr. Antonneau and seconded by Sup. Van Deurzen to approve the Restricted Donations. **MOTION CARRIED.**

UPDATE ON STAFF CHANGES: Ms. Archambault informed board members that the ADRC has undergone several staff changes over the last few months as follows:

- Our In Home Worker Position job description changed creating a Worker Registry Coordinator Position. Ms. Vivian Sneller, who held the In Home Worker Position, left the agency and Ms. Holly Lorenz, our current Nutrition Program Associate, assumed the duties of the Worker Registry Coordinator.
- With Ms. Lorenz moving into the Worker Registry Coordinator Position, Jeremy Siusarek, our part-time Payroll Clerk, will assume the part-time duties of the Nutrition Program Associate along with his present part-time position.
- The Falis Prevention Grant came to an end; and therefore, Ms. Carole Machek and Ms. Pam Mason are no longer with the agency.
- Ms. Mary Beth Fumelle, our Senior Program Coordinator, has accepted employment elsewhere and Ms. Gloria Zuidmulder, our current Home Delivered Meals Coordinator, will become our new Senior Program Coordinator.

Ms. Archambault informed board members that next month we will be looking at the following:

- Recommendations for improved management of the Home Delivered Meal Program.
- Changing the part-time Disability Benefit Specialist Position to a full-time position due work volume.
- Changing the part-time receptionist position to full-time due to the increased volume of phone calls.

MAINTENANCE WORKER INCENTIVE: Mr. John Holzer, Maintenance Manager & Placement Coordinator, explained that the ADRC Maintenance Department is a training site and relies on employment programs such as Senior Aides, the WISE Program, the community Corrections Employment Program and the Division of Vocational Rehabilitation. These workers are paid minimum wage and have no benefits such as paid holidays, insurances, sick leave, vacation, etc. They are generally coming off periods of unemployment having limited or no sources for food or transportation. Mr. Holzer is requesting board approval of the following proposal:

71

Proposal: Within the existing maintenance budget and funded from donations in lieu of community service, make allowance to spend \$800 per year (\$50 average per month) on maintenance worker incentives. These incentives would include bus passes/tokens, pre-paid grocery cards, etc. They would be awarded to recognize performance/attendance and help with crisis issues such as loss of transportation, no food, etc. The money would be accounted for like a standard petty cash fund and open for review by our accountant and auditor.

The benefits to the ADRC of such a proposal would be to have motivated workers with tangibly reinforced good performance yielding more eager/better customer service, a cleaner facility, better retention, better attendance and a consistently good attitude from maintenance workers.

A motion was made by Mr. Antonneau and seconded by Sup. Van Deurzen to accept the proposal with the stipulation that Mr. Holzer implement a system of benchmarks and periodically report back to the board on the impact of the program. **MOTION CARRIED.**

APPROVAL OF BID FOR BUILDING RENOVATION: Ms. Archambault reported that bids were opened on January 18, 2006 for renovation of the interior of the ADRC Building. She distributed a handout of all contractor bids and explained that Base Bid #1 reflected renovating the office area only, Alternate Bid 1-1 reflected the construction of a wall through the middle of the existing Day Care area, and Alternate Bid 1-2 reflected the remodeling of the current bathroom in the Day Care area into 2 handicapped bathrooms. She added that these bids do not include architect fees or the fee for wiring and phones to be done by the County. The County is currently reviewing bids to make sure everything is included in each bid.

Ms. Archambault requested board approval to submit the bids to the Human Services Committee and the County Board for approval.

A motion was made by Mr. Antonneau and seconded by Sup. Van Deurzen to submit the bids to the Human Services Committee and the County Board. **MOTION CARRIED.**

UPDATE ON STATE INITIATIVES: Ms. Archambault referred board members to the handouts for agenda item #9 included in the board packet.

A. MEDICAL ASSISTANCE TRANSPORTATION: Ms. Archambault reported that the Department of Health and Family Services is announcing the Medicaid Transportation Management Initiative through which the Wisconsin Medicaid and BadgerCare programs are pursuing competitive bids for the management of non-emergency transportation for clients. It is the state's belief that contracting with regional managers of transportation services will ensure that the goals of coordination, efficiency, accessibility, quality and consistency will be met resulting in a savings to the Medicaid and BadgerCare programs. The Request for Proposals will be in early 2006 with implementation in September of 2006.

B. PLANNING GRANT FOR ACUTE/LONG TERM CARE MANAGED CARE MODEL: Ms. Archambault briefly reviewed the Department of Health and Family Services request for proposals from those with provision for providing acute and long term care components. The purpose is to identify potential partners and/or ideas to help the State plan and implement a more integrated and better managed system of long-term care on a statewide basis. Brown County is interested in participating and has submitted a proposal in conjunction with 16 other counties and three tribes.

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

- The Federal Budget received a 1% across the board cut. Until we receive an official announcement we will not know how this will impact us.
- Ms. Archambault distributed the 2005 White House Conference on Aging Resolution Vote Tally (a prioritization of issues to be worked on). She noted that issue #2 (Develop a Coordinated, Comprehensive Long-Term Care Strategy by Supporting Public and Private Sector Initiatives that Address Financing, Choice, Quality, Service Delivery, and the Paid and Unpaid Workforce) is exactly what Wisconsin is in the process of doing.
- Ms. Diana Brown of N.E.W. Curative updated the board on the status of the Day Care Unit. They have leased an 8,000 square foot facility at 1538 Western Avenue which appears to be a very desirable location. The N.E.W. Curative Board has approved \$200,000 for renovations but an additional \$50,000 may be needed. At this time they are hoping to be relocated by the end of February.

BAY AREA AGENCY ON AGING REPORT: Ms. Byrnes reported the following:

- Assessments of the various county agencies have been completed as well as the revisions to the 3 year plan.
- She has read the Aging & Disability Transportation Grants and there were no problems with Brown County's.
- A new staff member has come on board and there are many changes happening.
- Additional trainings are being looked at.

Dr. Donarski informed new board members that he is the representative for the Aging & Disability Resource Center to the Bay Area Agency on Aging. He stated he had attended training sessions on the Wisconsin Open Meetings Law, Public Records Law and Selected Public Integrity Statutes.

ELECTION OF OFFICERS: Dr. Donarski reported that the Executive Committee had discussed election of officers and were nominating for re-election, Dr. Donarski for Chairperson, Ms. Macaux for Vice-Chairperson, Ms. Watermolen for Secretary and Mr. Antonneau for Treasurer. He opened the floor to other nominations. There were none.

Sup. Van Deurzen moved and Ms. Wescott seconded to adopt the nominees. The board cast a unanimous vote to elect the officers as stated above. **MOTION CARRIED.**

COMMITTEE APPOINTMENTS: Dr. Donarski noted that he will be requesting volunteers to sit on the By-Laws Committee. If there are no volunteers, he will make appointments.

ANNOUNCEMENTS: Dr. Donarski announced that the ADRC Board of Director's Meeting are held the 4th Friday of each month and the next scheduled meeting would be at 8:30 a.m. on February 24, 2006 at the Aging & Disability Resource Center of Brown County.

Dr. Donarski also announced that he and Ms. Archambault would be attending the upcoming meeting of the Continued Leadership Council.

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

Respectfully submitted, *WA*

Ariene Westphal

Ariene Westphal, Secretary