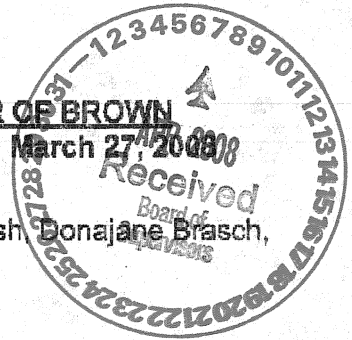


PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING



PRESENT: Pat Cochran, Libbie Miller, Sup. Tom De Wane, Judy Parrish, Donajane Brasch, Tom Diedrick, Pat Finder-Stone

EXCUSED: Jean Kiefer, Sup. Bill Clancy, Ethyl Macaux

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Debra Bowers, Devon Christianson, Diana Brown, Jennifer Nelson, Kelly Long, Janelle Walton

PLEDGE OF ALLEGIANCE.

Ms. Macaux, our Vice Chairperson, was not in attendance and; therefore, Ms. Archambault called the meeting to order at 8:34 a.m.

INTRODUCTIONS: Ms. Archambault took a moment to introduce Donajane Brasch, President of NAMI (the National Alliance for Mental Illness) as our newest board member. Sup. De Wane was also introduced as the County Board Member sitting in for Sup. Clancy who was unable to attend this month.

ADOPTION OF AGENDA: Ms. Archambault requested a motion to adopt the agenda for the March 27, 2008 meeting. She requested that agenda item #10 (Election of Officers) be moved up to become agenda item 1-A and agenda item #7 (Benefits specialist Program Update) be moved up to become agenda item 1-B.

A motion was made by Ms. Miller and seconded by Ms. Parrish to adopt the agenda as amended. **MOTION CARRIED.**

ELECTION OF OFFICERS: Ms. Parrish, Chairperson of the Ad-Hoc Nominating Committee presented the following slate of nominees: Mr. Diedrick for Chairperson, Ms. Macaux for Vice-Chairperson, Ms. Cochran for Treasurer, and Ms. Parrish for Secretary. Ms. Archambault asked for any additional names to be placed in nomination from the floor. There were no additional names placed in nomination.

Ms. Cochran moved and Ms. Miller seconded to adopt the nominees slated by the Nominating Committee. **MOTION CARRIED.**

BENEFITS SPECIALIST PROGRAM UPDATE: Ms. Janelle Walton and Ms. Kelly Long introduced themselves as our newest additions to the Disability Benefits Specialist Staff. Ms. Walton came to the ADRC on March 26, 2007. Her background includes 5 years of experience in the Economic Support Division at Brown County Human Services. Ms. Long joined the ADRC Disability Benefits Staff in August of 2007. Her background includes volunteering with the Disability Program at the Volunteer Center, the Citizen's Advocacy Program at ASPIRO and working with the elderly and disabled in the Economic Support Division at Brown County Human Services. Ms. Walton explained that the ADRC Disability Benefits Department also includes Mr. Ron Niesing who has been with the agency for 2 years. Mr. Niesing comes to the ADRC from the Social Security Administration bringing with him 30+ years of experience dealing with Social Security Issues. Along with their own knowledge, the Disability Benefit Specialists are supervised by the Disability Rights Program in Madison which

provides legal back-up. There are only 23 counties that currently operate the Disability Benefits Specialist Program.

Ms. Walton reviewed several case scenarios with Board Members. The first case was about two gentlemen, one in his 50's and one in his 30's, who were in the reconsideration stages of disability. She worked with both of them on updating their information helping them to become eligible for Social Security benefits.

The gentleman in his early 30's was a person with a developmental disability and \$30,000+ in hospital/clinic debt. He did not understand the benefits available to him or how to follow through with them. Ms. Walton is working with him and at present has \$20,000 of his medical expenses written off.

Ms. Walton's third case was a lady who presented needing help to understand her benefits. She explained each benefit and followed up to make sure these benefits were not closing out on the client.

Ms. Walton's final example included helping a woman who had already been determined disabled by Social Security. However, she was also receiving Cobra health insurance, but the fact that she had been found eligible for Social Security Disability was not clearly stated on the application for this insurance. Her 18-month Cobra coverage would not be enough time to get her through the 24-month waiting period to receive Medicare benefits and she did not have other feasible options for insurance coverage. After writing a letter on the client's behalf to the Cobra Plan, Ms. Walton was able to obtain an 11-month extension to bridge the gap until she could receive Medicare coverage.

Ms. Long's first case was a woman who was waiting for her Medicare to start. She was over the asset limit for Medicaid, yet she had to pay \$400 a month for medications. Ms. Long assisted her client with the prescription assistance application necessary to obtain prescriptions at a lower cost. The medications are now costing the consumer \$6 a month.

Ms. Long's second case was a blind woman who presented with 2 suitcases filled with papers regarding insurance coverage. The woman was unaware that she would be eligible for assistance once she met the deductible for her health care and prescriptions expenses. Ms. Long met with the client and spent hours going over paperwork and contacting physicians and pharmacies to have copies of bills printed. At this time the client only needs one more bill to meet her deductible.

Ms. Walton went on to explain that they see a variety of cases from clients brought in by family members, to the homeless, as well as those with mental health issues. Many consumers are basically overwhelmed with the abundance of information they receive. The time spent on a case can vary from a simple 10-30 minute phone call to a year or more of sifting through paperwork. At present, a Social Security Application can take up to 3-years to address denials and assist with the appeals process.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF February 28, 2008:
Chairperson Diedrick asked for any additions, corrections, or deletions to the minutes of the regular meeting of February 28, 2008.

Ms. Miller moved and Mr. De Wane seconded to approve the minutes of the regular meeting of February 28, 2008. **MOTION CARRIED.**

FINANCIAL REPORT:

- A. REVIEW & APPROVAL OF THE PRELIMINARY FEBRUARY 2008 REPORT:** Ms. Archambault noted that on line item #27, Restricted Purchases, the YTD Actual and YTD Balance figures should read "0". She also reported that that we appear to be over in Office Supplies; and, this is due to bulk purchasing early in the year.

Ms. Macaux moved and Ms. Miller seconded to receive and place on file the Preliminary January 2008 Financial Report. **MOTION CARRIED.**

- B. REVIEW & APPROVAL OF RESTRICTED DONATIONS:** There were no Restricted Donations.
- c. REVIEW AND APPROVAL OF RED CROSS REQUEST FOR s.85.21 CARRY OVER FUNDS:** Ms. Archambault referred board members to the correspondence from Jennifer Nelson of American Red Cross included in the board packet. Ms Archambault stated that the s.85.21 Transportation grant only pays for expenses incurred during a calendar year and the Red Cross needed to return \$1,731.64 of their 2007 grant to the ADRC. These unspent funds must be restricted for transportation purposes. The Red Cross is requesting that these funds be added to their 2008 contract to pay for the unbudgeted cost of \$1731.64 to repair the transmission of a 1999 Dodge Wagon.

Ms. Finder-Stone moved and Mr. Diedrick seconded to approve the request made by Red Cross for \$1,731.64 in carry-over funds. **MOTION CARRIED.**

REVIEW AND APPROVAL OF 2008 ADRC BUDGET AMENDMENTS: Ms. Archambault distributed a revised copy of the 2008 ADRC Budget Amendments. The revision included costs to purchase two office chairs with an offsetting decrease under "filing system". She explained that in December of 2007, we received notice of our final 2008 ADRC contract amount which was \$120,690 more than we had projected in the 2008 County budget. This revised budget details how we will expend the additional revenues. Ms Archambault reviewed all of the revisions with board members and requested approval.

Ms. Miller moved and Ms. Parrish seconded to approve the 2008 ADRC Budget Amendments as presented. **MOTION CARRIED.**

REVIEW OF 2008 GOALS AND OBJECTIVES: Ms. Archambault reviewed the 2008 ADRC Goals and Objectives included in the board packet. For this year, staff will focus their efforts in the following areas:

- Plan for the Bifurcation of the ADRC from the Human Services Department
- Develop an efficient and effective financial and consumer reporting system
- Provide opportunities for consumer and providers to ensure they have a voice in the development and expansion of the ADRC
- Assure quality programs are provided that meet the contract requirement of the Aging & Disability Resource Center, the Older Americans Act, and other state and federal programs

Ms. Archambault stated that these Goals & Objectives have been submitted to the Human Services Committee and the County Board for approval.

DISCUSSION OF REQUEST TO EXPAND HOMEBOUND MEAL PROGRAM: Ms. Archambault reported she had met with staff from St. Mary's Hospital to discuss the possibility of the ADRC providing meals to persons now served by their hospital. St. Mary's serves

approximately 38 persons through their home delivered meal program. She informed them that due to staffing, space issues, as well as a lack of volunteers to deliver the meals, we could not guarantee that we would have the capacity to provide meals for all of their consumers. However, she added, we would do our best to serve those consumers who meet our eligibility criteria. This effort would impact our ability to serve new consumers for the rest of this year. We already have a waiting list on specific homebound meal routes. St. Mary's will take this information back to their Committee.

Ms. Archambault discussed other issues facing our Homebound Meal Program. At present, our site at Resurrection Church is small and cramped and does not have the capacity for us to add more meals at that location. The long-range plan will be to look for a more centrally located space that is not in a high traffic area with an adequate amount of parking. This is something we will be looking at this year.

DIRECTOR'S REPORT: Ms. Archambault stated that the deadline to apply for the full-time receptionist position was yesterday and we have approximately 130 applications to consider.

BAY AREA AGENCY ON AGING REPORT: Ms. FINDER-STONE reported that the AAA is discussing the "Modernization of the Aging Network". She will bring more information on this topic to our next meeting.

ANNOUNCEMENTS: Ms. Archambault explained that Steve Meyer with The Karma Group had volunteered to meet with our staff to lead them through an exercise on how we feel our vision and values are exemplified through our work. She distributed a handout of the outcome of the session Mr. Meyer had prepared. Ms. Archambault stated that this was a very rewarding experience for everyone. It was especially encouraging that even with all the changes, new staff and more responsibility that everyone remains positive and committed to our work.

Sup. De Wane thanked the Board Members for allowing him to sit in for Sup. Clancy. He felt the opportunity was very informative and rewarding and commended the ADRC Board and Staff Members for the work being done.

Mr. Diedrick thanked the Board Members for having the confidence in him to Chair the Board. He stated that his past years on the board have been a learning process; and, over the next couple of years the role of each Board Member will expand to a leadership role with Long-Term Care coming to the area.

The next regularly scheduled Board of Director's Meeting will be held on April 24, 2008 at 8:30 a.m.

ADJOURN: Ms. Parrish moved to adjourn and Ms. Cochran seconded. **MOTION CARRIED.** The meeting adjourned at 9:45 a.m.

Respectfully submitted, *JA*

Arlene Westphal

Arlene Westphal, Secretary