

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

April 26, 2012

PRESENT: Keith Pamperin, Pat Hickey, Beth Relich, Joan Swigert, Pat Finder-Stone, Bill Clancy, Barb Robinson, Marvin Rucker, Donajane Brasch

EXCUSED: Steve Daniels, Lisa Van Donsel, Tom Diedrick, Libbie Miller

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers, Laurie Ropson, Mary Schlautman, Merrie Haskins, Sheri Mealy, Rachel Thomas, Tina Whetung, Diana Brown

PLEDGE OF ALLEGIANCE.

Vice-Chairperson Pamperin announced that Chairperson Diedrick would be off the next several weeks and he would be filling in during that time. Vice-Chairperson Pamperin called the meeting to order at 8:30 a.m.

ADOPTION OF AGENDA: Mr. Pamperin noted that agenda item 13a. "NEW Curative discussion of Day Care planning" would be moved to become agenda item 10a. under agenda item 10. "Red Cross discussion of rider fees". A motion was made by Ms. Finder-Stone and seconded by Ms. Hickey to adopt the April 26, 2012 Agenda. **MOTION CARRIED.**

INTRODUCTIONS: Introductions were made by those present.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 22, 2012. Mr. Rucker noted that he should have been listed as excused as he had informed the Director that he would not be in attendance and Ms. Robinson noted that she had been absent from that meeting and was not listed.

Ms. Swigert moved and Ms. Brasch seconded to approve the minutes of the regular meeting of March 22, 2012 with the above noted corrections. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

- A. **REVIEW AND APPROVAL OF THE MARCH 2012 FINANCE REPORT:** Ms. Bowers presented the March 2012 Financials as they will appear using our new accounting software. She explained that for months she has been attending trainings to transition to the same accounting software being used by Brown County which is tied directly to our End-of-Year Audit.

Ms. Bowers reviewed the ADRC Summary Report explaining that the first 2 pages detail our revenue income. She clarified each column noting that the Budget Amendments will include all up-to-date amendments approved by the board. The last 3 1/2 pages of this report itemizes expenses and county chargebacks. The last page also shows grand total revenues and expenses indicating that in the first quarter we took in \$11,483.25 more in revenue than we had in expenses.

The Trial Balance Listing Report demonstrates the amount of cash we have in the bank as well as our accounts receivable or what we will be receiving throughout the year. Ms. Bowers also included the Designated/Undesignated Net Asset Report which indicated \$39,464 in Accrued Wages Payable or the balance of staff accrued vacation from 2011.

Ms. Finder-Stone moved and Ms. Relich seconded to approve the March 2012 Finance Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Board Members reviewed the Restricted Donations of \$1,500 from the Cliff Wall Sales Promotion Program for Home-delivered Meals, and \$80 in memory of Lynn Komisarek for agency use.

Sup. Clancy moved and Ms. Swigert seconded to approve the Restricted Donations. **MOTION CARRIED.**

Ms. Bowers shared with the Board her gratitude to Brown County for their support in this software conversion stating that she could not have accomplished this on her own. Ms. Christianson added that Ms. Bowers had put in an enormous amount of hours on this project as it was a complete transition from an old set of books to a totally new system. She recommended that a thank you note be sent to the county for their assistance in this undertaking.

Ms. Finder-Stone moved and Ms. Robinson seconded that a letter be sent to the County Executive thanking the County for the support they provided in the transition of our accounting software and reports. **MOTION CARRIED.**

AGING UNIT PLAN AND LISTENING SESSIONS FOR 2013-2015: Ms. Christianson informed board members that this year we will be charged with developing a 3 Year Aging Unit Plan demonstrating how we wish to shape our services. GWaar (the Greater Wisconsin Agency on Aging Resources, Inc.) will require that we report in the plan preparation activities, that our Board of Directors are instrumental in the approval and creation of the plan, and that we include community input through public hearings. The context of the plan will convey a clear understanding of the current and future service and support needs of older residents, and the issues, challenges and opportunities facing the county aging unit. This will be carried out through an environment scan, Smart Goals and focus areas. In order to make this appear seamless, we will need to get out and hear from the people regarding issues, trends, challenges and resources. We will attempt to find out from folks what works and what doesn't work through surveys, focus groups, needs assessments and peer to peer interviews/discussions. We are planning listening sessions as a starting point. These listening sessions will take place at different locations on May 9, 16, 23 and 30th. Mr. David Sinkula, a volunteer with the ADRC whose background is in marketing, has agreed to facilitate these conversations. Ms. Christianson stated that it is our goal to have at least 1 board member attend each session and circulated a sign-up sheet. The suggestion was also made that the questions included at Listening Sessions be distributed at retirement group functions and surveys be sent out to housing units so written responses could be gathered as well.

County plans must include at least one goal for each year of the plan in the areas of Home & Community Based Services, Older Americans Act Programs, Alzheimer's Disease and Related Disorders, Emergency Preparedness, Evidence-Based Prevention programming and Family Caregiver Support.

Ms. Christianson summarized by noting that the environmental scan and draft plan would be completed and submitted to the ADRC Board in July, public hearings would be held on the draft plan in August, and the final plan would be submitted to GWaar in September 2012.

REVIEW OF BOARD INPUT FOR REGIONAL ADVISORY LONG TERM CARE COMMITTEE:

Ms. Christianson recapped that at an earlier meeting each ADRC governing/advisory board was asked to appoint representatives from its membership to a Regional Long Term Care Advisory Committee to provide feedback and make recommendations to the Department of Health Services regarding the performance of the state's long term care programs, including managed care organizations, IRIS (Include, Respect and Self Direct), Aging and Disability Resource Centers, and the adequacy of services, living arrangements and community resources need by older persons and persons with physical or developmental disabilities. Ms. Finder-Stone, Ms. Hickey, and Ms. Van Donsel volunteered to represent Brown County on the ADRC Regional Long Term Care Advisory Committee; and, Ms. Finder-Stone, agreed to chair the regional meeting. Ms. Christianson reported that they will be keeping the meetings controlled with a very structured agenda.

Ms. Christianson referred board members to the handouts for agenda item #8 (Review of board input for Regional Advisory Long Term Care Committee included in the board packet) which listed the needs compiled from staff and the public through interviews and public forums. A file with this information, along with the Long Term Care Sustainability Policies, the 2011 Year End Collaborative Community Report, and the Listening Sessions Flyer were given to the three representatives in preparation for the committee meetings. The agenda for the May 17th meeting will be sent directly to the representatives.

WEBSITE ORIENTATION: Ms. Ropson, ADRC Quality Assurance and Outreach Coordinator, gave board members and those present an introduction to the ADRC Website. Through a hands-on presentation she navigated through each page explaining how consumer friendly the website is in finding whatever information you are looking for regarding our menu, activities, transportation or a link to services.

RED CROSS DISCUSSION OF RIDER FEES: Ms. Whetung, with Red Cross, began by stating that increasing gasoline prices have created a shortfall budget for Red Cross. Red Cross currently charges \$2 a ride and is considering raising that to \$3 a ride which would be consistent with Para-transit. Red Cross has not changed their rider fee in the past 10 years and feel they need this increase this fee to sustain the program and be able to update vehicles. Ms. Whetung stated that they will be presenting this to the Brown County Transportation Coordinating Committee on June 11th and will then be approaching the ADRC Board.

Mr. Pamperin stated that the ADRC Board looks forward to Ms. Whetung's report after the June 11th meeting.

NEW CURATIVE DISCUSSION OF DAY CARE PLANNING: Ms. Brown began by announcing that Curative just awarded Red Cross with the Community Achievement Award for their excellent community service at Curative's Recognition Banquet. Those present acknowledged Red Cross.

Ms. Brown went on to explain that N.E.W. Curative is currently operating their Adult Day Care Programs on a \$25 a day donation basis; however, they are looking at moving to a fee for service model in an attempt to alleviate some of their budget issues. They are serving 112-115 people a day in their programs and only about 40% are giving the \$25 a day as a donation. The past 2 years the ADRC Information & Assistance and Ben Specs Departments have diligently worked at MA Claiming and we have transferred the III-B dollars to Curative to support that program. Going to a fee for service model will definitely create funding challenges. Ms. Christianson is exploring other funding sources; however, III-C1&2 Funding is for Congregate and Home Delivered Meals and III-D Funding is now required to be used for Evidenced Based Prevention Programs. Over the next few months Curative will be reviewing the income levels of all their clients.

It was Ms. Brown's purpose today to inform the ADRC Board of the possibility of changing over to a fee for service model. If this does come about, it would not be implemented until January 1, 2013.

ARAMARK UPDATE: Ms. Christian reported that we are still experiencing some difficult days with Aramark and we will continue to work on quality, consistency and improvement.

FAMILY CARE UPDATE: Ms. Christianson elaborated on information from AARP regarding Family Care that she had recently received from Ms. Finder-Stone. Previously the state had granted a waiver from CMS (Centers for Medicare & Medicaid) to provide Family Care Services. The caps were lifted with an extension of the waivers thru May 14th; however, the expansion was not addressed. At this time, CMS is requiring DHS to investigate what the cost has been for consumers who were waiting for services when the caps were in place. DHS is charged with developing a plan to reimburse consumers for costs accrued during that period of time.

DIRECTOR'S REPORT: Ms. Christianson distributed an updated staff roster to board members and asked our 3 newest staff joining our Information & Assistance Department to introduce themselves. Sheri Mealy comes to the ADRC from Family Services working in a parent educating/healthy families program, Rachel Thomas from a managed care organization, Care Wisconsin, focusing on the elderly

and transitioning students; and, Merrie Haskin's background is in mental health crisis work and case management. We are pleased to have them on our staff.

LEGISLATIVE UPDATE: Mr. Pamperin inquired about a possible conflict between the Coalition of Wisconsin Aging Groups (CWAG) and GWAAR (Greater Wisconsin Agency on Aging Resources, Inc.). Ms. Christianson noted that for a period of about a month GWAAR had dissolved the contract with CWAG for attorney support. They had hired many of the program attorney's at GWAAR, but they were not able to act as EBS back up until additional supervising attorney support was secured. Our Benefit Specialists work closely with these attorneys so during that time we were left with no attorney backup. Things have been straightened out and as we move forward we will be looking to GWAAR for direction.

ANNOUNCEMENTS:

- Mr. Clancy announced that there are still open seats on the bus trip the Greenleaf & Wrightstown Optimist Club is planning to hear the McDowell Chorus.
- Mr. Clancy also complimented the ADRC, especially the I&A Department, on how he was treated as a first time caller. He was calling in to help a friend and was quite impressed with how politely and efficiently his call was handled.

NEXT MEETING DATE – MAY 24, 2012: The next Board of Director's Meeting is scheduled for Thursday, May 24, 2012.

ADJOURN: Mr. Clancy moved and Mr. Rucker seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:30 a.m.

Respectfully submitted,

Arlene Westphal, Secretary