

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

June 23, 2011

PRESENT: Libbie Miller, Barbara Robinson, Donajane Brash, Pat Finder-Stone, Marvin Rucker, Tom Diedrick, Keith Pamperin, Steve Daniels, Judy Parrish, Sup. Carole Andrews

EXCUSED: Grace Aanonsen, Lisa Van Donsel, Pat Hickey, Bill Clancy

ALSO PRESENT: Sunny Archambault, Devon Christianson, Arlene Westphal, Debra Bowers, Tina Whetung

PLEDGE OF ALLEGIANCE.

Chairperson Diedrick called the meeting to order at 8:30 a.m.

INTRODUCTIONS: Introductions were waived.

ADOPTION OF AGENDA: A motion was made by Ms. Parrish and seconded by Ms. Miller to adopt the June 23, 2011 agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF May 26, 2011: Ms. Miller moved and Ms. Brasch seconded to approve the minutes of the regular meeting of May 26, 2011. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: Ms. Miller complimented the ADRC Staff who chaperoned the buses to the Brewer Game on Wednesday. She expressed what a great day it was and every staff member that helped was awesome in making sure that everyone's needs were taken care of throughout the day. Ms. Finder-Stone added that she is always impressed with the welcoming response she receives from those who work at the front desk whenever she enters the ADRC.

FINANCIAL REPORT:

- A. REVIEW OF THE PRELIMINARY MAY 2011 FINANCE REPORT:** Ms. Bowers reviewed the finance report and explained that wages/fringes are under budget due to the delay in hiring (2) I&A positions until mid-year and that translation services will continue to be greater than budgeted due to the increase in need for translation services. Also noted was that food costs for the nutrition program are below budget, and the meal donations are under budget as well.

Ms. Miller moved and Ms. Parrish seconded to approve the May 2011 Finance Report. **MOTION CARRIED.**

- B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** There were no restricted donations received in May.

- C. REVIEW AND APPROVAL OF 2010 AUDIT:** Ms. Bowers highlighted the audit letter to the Board of Directors which reports that the audit did not reveal any deficiencies in internal control over financial reporting considered to be a material weakness and that the financials are in compliance as required under the *Government Auditing Standards*. As last year, the auditors included in the Summary of Auditors' Results on the Schedule of Findings that a significant deficiency exists due to the completion of audit financials are prepared by Schenck as part of their audit contract. The audit recommendation is for ADRC to continue reviewing audit financial reports prepared by Schenck as the cost to hire additional staff outweighs the cost to contract for the preparation of audit financials.

After discussion of the deficiency the board, by consensus, decided to have the ADRC Executive Board confer with the auditors and County Finance for their expertise on what

steps would be required to what would be needed to have this response removed from the audit.

Mr. Pamperin complimented the ADRC Staff on the audit and Mr. Diedrick noted that the audit indicates that only 15.2% of the dollars coming into the ADRC are actually spent on the operations of the agency demonstrating that more value is placed on providing services than on administration.

Ms. Finder-Stone moved and Ms. Parrish seconded to approve the 2010 Audit. **MOTION CARRIED.**

OPENING OF NUTRITION PROPOSALS FOR 2012-2013: Ms. Archambault officially opened the 2 sealed bids received for the Nutrition RFP for 2012-2013. The Community Treatment Center bid came in at \$3.90 per meal and Konop Food & Catering, Inc. bid was \$3.80. The Program Committee will draft criteria to be used to review the proposals and they will present their recommendation to the Board of Directors at the July meeting. Responses will be written to both bidders after the Board approval.

ORIENTATION – WEB SITES: Ms. Devon Christianson, ADRC Assistant Director, lead an orientation for Board of Directors on the ADRC Website. She opened her power point presentation by explaining that this website is our “face to the community”. After introducing board members to our home page, Ms. Christianson demonstrated how to navigate through each sub-heading on the left side of the page and the information that is readily available on topics such as Add LIFE Center Activities, Caregivers, Home Bound Meals, Money Matters, Services and more. She explained that the website is not meant to replace personal contact but is to be used as a tool for those who are computer savvy to get a head start on becoming linked to reputable sites that have credibility. At the bottom of the homepage consumers also have the ability to contact us by e-mail and we will respond with that personal return phone call.

FAMILY CARE UPDATES: Ms. Archambault reported that Family Care is on hold, the budget is capped and there is no expansion at this time for Brown County or any other counties in the state.

Sup. Andrews, who is on the board of the NEW Family Care District, stated that they have planning grant funds that would be available for the organization to continue until the next state budget. If they could keep these funds, it would allow them to sustain/continue their work to assure this region has adequately prepared for the implementation of Family Care when/if it is expanded. The grant the district has received is scheduled to end at the end of this month and they are waiting to see if the state will allow them to carry over these funds. Local advocacy groups are developing information sheets summarizing the impact of stopping Family Care.

Mr. Diedrick noted that yesterday was the anniversary of the passing of the Olmstead Act which emphasizes that states must provide placement in the least restrictive settings and we must be sure we are in compliance with the Olmstead Act.

DIRECTOR’S REPORT: Ms. Archambault conveyed that on July 6th we will receive our budget packet and levy target and the focus of the July Board Meeting will be the budget.

LEGISLATIVE UPDATE: Ms. Archambault referred board members to the handouts included in the board packet regarding Transportation Dollars and the potential impact transit cuts will have on public health. Federal Law states up to a 2.5 million dollar decrease and the city will reduce their budget by 10%. Board options were to sign the attached petition requesting assistance in adjusting policy regarding the use of federal transportation dollars designated for public transit operation costs or to write a letter to our representatives expressing their concerns regarding these issues.

Ms. Finder-Stone moved and Ms. Miller seconded that the ADRC Board draft a letter with regard to transportation issues. **MOTION CARRIED.**

ANNOUNCEMENTS: The following announcements were made:

- Ms. Finder-Stone distributed a study on Alcohol Abuse in Brown County, *Changing Our Community Culture of Acceptance* done by the Bay Area Community Council. The purpose of the study is to promote awareness of community issues, analyze them and engage the community in providing solutions to long-range problems by making specific, measurable recommendations for action.
- Ms. Archambault noted that Mr. Pamperin and Ms. Finder-Stone are currently serving on the Program & Advocacy Committee and asked if any other board members would like to sit on that committee. Ms. Robinson and Mr. Diedrick volunteered to serve. Ms. Archambault announced that the committee would be meeting soon to discuss the Nutrition RFPs as well as the transportation issues.

NEXT MEETING DATE – JULY 28, 2011: The next ADRC Board of Director's Meeting is scheduled for July 28, 2011 focusing on the budget

ADJOURN: Mr. Pamperin moved to adjourn and Mr. Daniels seconded to adjourn the meeting.

MOTION CARRIED. The meeting adjourned at 10:08 a.m.

Respectfully submitted,

Arlene Westphal, Secretary