

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

December 8, 2016

PRESENT: Marvin Rucker, Beth Relich, Barbara Robinson, Pat Finder-Stone, Larry Epstein, Pat Hickey, Jessica Nell, Corrie Campbell, Lisa VanDonsel, Mary Johnson, Mary Derginer, Linda Mamrosh, Debi Lundberg, Randy Johnson

ABSENT: None

EXCUSED: Lori Rasmussen, Arlie Doxtater, Melanie Maczka

ALSO PRESENT: Devon Christianson, Kristin Willems, Debra Bowers, Laurie Ropson, Christel Giesen, Diana Brown, Tina Whetung, Joy, Denise Misovec

The meeting was called to order by Chairperson Rucker at 8:35 a.m.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA: Mr. Epstein/Ms. Hickey moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF October 27, 2016:

Ms. VanDonsel/Ms. Bartlett moved to approve the minutes of the regular meeting of October 27, 2016. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

A. REVIEW AND APPROVAL OF FINANCE REPORT:

Ms. Bowers referred to the End of Year Forecasting Financial Report to demonstrate the estimated expenses and revenues for 2016 highlighting that the ADRC is under budget for Federal MA Claiming dollars, but also under budget for salary and fringe.

Ms. Relich/Mr. Epstein moved to approve the Finance Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

There were no restricted donations in October 2016.

85.21 Transportation 2017 Plan Presentation & Approval:

Ms. Giesen summarized that the ADRC administers the 85.21 Specialized Transportation Program for Brown County and the ADRC Board of Directors are required each year to approve the transportation plan that is submitted to the Department of Transportation. Ms. Giesen referred to the PowerPoint presentation and summarized the details of the plan including the allocation of dollars and the number of qualified persons in Brown County for the program. Ms. Giesen also provided an overview of other specialized transportation services in the area, demonstrating how the 85.21 programs fit within the transportation network.

Ms. Giesen then reviewed the recommendations from the Rural Transportation Study that was conducted in 2016; including establishing a mobility manager position, expanding the service area to the current metropolitan service area, establishing limited routes for rural areas that did not have populations to support full expansion and changes to the Rural Driver Escort program currently administered at the ADRC. Ms. Giesen explained the 85.21 funds require coordination with other transportation services in order to maximize access to services in the community. The Brown County Planning Department creates a full Coordinated Public Transit-Human Services Transportation Plan every 5 years. The Planning department recently updated their plan this year and identified areas where the 85.21 program could assist elements of the plan where service gaps continue to exist: supporting and implementing recommendations from the Rural Transportation Study, to include;

mobility management and travel trainer services for the community, bilingual driver services, educating policy makers and officials about transportation needs for older adults and people with disabilities, engaging older adults and adults with disabilities in advocacy efforts.

Ms. Giesen highlighted the number of rides provided by the 85.21 programs and discussed the trends over the past couple of years. Ms. Giesen pointed out that the committed driver volunteers, through Curative Connections, have made the number of rides possible.

Ms. Giesen shared the 85.21 transportation programs that will be funded with the 2017 grant.

- 1) The Brown County Human Services Van Driver Project
- 2) 2. Curative Connections- door to door trip service- currently have 85 volunteers but more volunteers will be needed in order to expand the service. MS. Giesen highlighted Curative's customer satisfaction survey results conducted in 2016 and shared the high customer satisfaction ratings by customers. Many board members shared their positive experiences and feedback and thanked Curative Connections for their as well.
- 3) Oneida Nation Elder Transportation Services- bus passes for working elders, transportation to meals sites, activities, banking and shopping
- 4) Salvation Army- provides transportation for regularly scheduled trips to the grocery store and activities
- 5) Mobility Management Program Project:

Ms. Giesen communicated the plan for the mobility management project that will be partially funded with 85.21 funds, 53.10 dollars (federal transportation funding), and Green Bay Metro funds. 53.10 will fund approximately 65% of this project, 85.21 will fund about 20% of the project and Green Bay Metro will fund 16% of the project while providing additional in-kind support of office space and computer equipment etc. This position will be a high level position that will work to improve coordination of transportation systems and look for support to expand services. This position will also provide oversight to a newly created travel training position that will provide direct service to callers on the best transportation option for them, and to orient callers to utilizing existing service. The mobility manager will be updating the ADRC Board of Directors, the Transportation Coordinating Committee and the Brown County Transportation Committee with their progress on a regular basis.

Ms. Giesen shared that the person will be housed in the Green Bay Metro building and supervised by Green Bay Metro, but the position will cover and work with all transportation throughout the county. This position will requires travel throughout the community as the Mobility Manager educates themselves on current systems, creates relationships with all transportation partners, identifies strengths and weaknesses in the system, discovers efficiencies, and advocates for services. Green Bay Metro, ADRC, and Brown County Planning will meet regularly to support this position's activities, provide guidance, and problem solves larger system issues.

Supervisor Campbell shared that though the person will report to the Transit Director, this person will also report to the ADRC Board of Directors to ensure that the County is not just funding a city employee and she shared her concern that this position should focus on the rural transportation issue as identified by the Rural Transportation study. Supervisor Campbell is concerned that this position is physically residing at Green Bay Metro and is reporting to the Transit Director. Supervisor Campbell asked that the Board be prepared to listen and watch very closely on how the mobility manager is spending their time and if it is decided that their time is not dedicated to the entirety of Brown County, she will recommend that 85.21 funding be pulled for this position. Ms. Christianson clarified that the Mobility Managers position is not dedicated only to the rural transportation program but the system as a whole. Discussion ensued.

Ms. Giesen referred to the handout and highlighted preliminary project grant allocations for 2017. Ms. Giesen said that the 85.21 program has a trust that can be no more than \$80,000. There is just under this amount in this trust. The funds are committed for unexpected vehicle expenses and breakdowns

Ms. Finder-Stone/Ms. Hickey moved to approve 85.21 2017 Transportation Plan. **MOTION CARRIED.**

Ms. Finder-Stone shared her appreciation to Ms. Giesen for her comprehensive report.

NOMINATIONS AND HUMAN RESOURCE COMMITTEE REPORT:

A. PROPOSED SLATE OF OFFICERS 2017:

Mr. Rucker referred to the Slate of Officers, Reappointments, and Appointments handout and reported that the proposed slate of officers has agreed to serve in the following positions for 2017:

- **CHAIRPERSON – LARRY EPSTEIN**
- **VICE-CHAIRPERSON – PAT FINDER-STONE**
- **SECRETARY – BEV BARTLETT**
- **TREASURER – BETH RELICH**

Ms. Christianson pointed out the committee vacancies created from exiting board members. Ms. Derginer, Ms. Johnson and Ms. Lundberg all expressed an interest in becoming members of the Nominations and HR Committee.

Mr. Rucker asked three times if there were any additional nominations or recommendation for changes to slate of officers, appointments and re-appointments from the floor.

Supervisor Campbell/Ms. VanDonsel moved to approve all Slate of Officers, appointments, re-appointments and new Nominations and HR Committee as outlined to the ADRR Board of Directors. **MOTION CARRIED.**

POLICY APPROVAL:

A. Cash on Hand Policy:

Ms. Christiansen referred to the draft policy handout. The cash on hand policy is needed to cover needs for Grounded Café'. This policy closely mirrors the Brown County Cash on Hand Policy. Ms. Christiansen said this is not to be confused with and is completely separate from the current ADRC Petty Cash Policy.

Mr. Epstein/Ms. Finder-Stone moved to approve the Cash on Hand policy. **MOTION CARRIED.**

B. GWAAR- Annual Plan Amendment and Budget:

Ms. Christianson referred to the handout and shared that each year GWAAR requires an approval of an amendment that shows the budget how each funding stream for Older American's Act dollars will be spent for the coming year. Ms. Christianson also explained that this includes a transfer from C1 to C2 to transfer from congregate meal dollars to home-delivered meal program.

Ms. Bowers explained that she provides a monthly financial report with GWAAR, ORCHD and quarterly financial report with Brown County.

Ms. VanDonsel/Ms. Bartlett moved to approve the GWAAR Annual plan amendment and budget. **MOTION CARRIED.**

Director's Report:

Board Calendar 2017:

Ms. Christianson referred to the 2017 board calendar handout, highlighting that all 2017 board meetings will take place at the ADRC.

Ms. Willems made note that there was an error on 2017 board calendar emailed previously. The correct date in May is Thursday May 25, 2017 NOT Friday May 26, 2017. The handout given today is corrected.

LEGISLATIVE UPDATES:

Ms. VanDonsel shared that 21st Century Cures Act has been approved by Congress allowing more money for research on disease including cancer and MS.

ANNOUNCEMENTS:

Supervisor Campbell will be forming a regional transportation pilot related to the MTM state Medicaid transportation services with John Nygren, David Steffen and Rob Cowles. Ms. Campbell will appreciate any assistance from the board on this endeavor. Supervisor Campbell also thanked the exiting board members for their thoughtful, caring service to the ADRC Board of Directors.

Ms. Christianson mentioned that we will be highlighting a board member each month in 2017 in the ADRC Magazine. Ms. Finder-Stone will be highlighted in January and Mr. Epstein will be highlighted in February.

Ms. Finder-Stone mentioned that Wisconsin did well on a Well-Being gallop pole compared to other cities in the country.

Ms. Christianson invited board members to the All-Agency meeting taking place on Tuesday December 13, 2016 at 1:00 PM.

Mr. Rucker, Ms. Robinson, Ms. Hickey and Ms. VanDonsel all expressed their appreciation and thanks for the opportunity to participate on the ADRC Board of Directors.

Mr. Epstein mentioned he is leading an event regarding building virtues and passing them to future generations in order to improve social contact.

We will be taking a group board picture at the January meeting.

NEXT MEETING – The next meeting will be Thursday, January 26, 2017 at 8:30 a.m. at the ADRC.

ADJOURN:

Ms. Relich/Ms. Hickey moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:10 a.m.

Respectfully submitted,

Kristin Willems
Administrative Specialist