

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING
September 28, 2017

PRESENT: Larry Epstein, Patricia Finder-Stone, Randy Johnson, Arlie Doxtater, Bev Bartlett, Amy Payne, Melanie Maczka

EXCUSED: Linda Mamrosh, Deborah Lundberg

ABSENT: Corrie Campbell, Mary Derginer, Melanie Maczka

ALSO PRESENT: Laurie Ropson, Debra Bowers, Devon Christianson, Christel Giesen, Kristin Willems, Jennifer Hallam-Nelson, Doreen Higgins, Denise Misovec

The meeting was called to order by Chairperson, Epstein at 8:31 a.m.

PLEDGE OF ALLEGIANCE:

INTRODUCTIONS:

ADOPTIONS OF AGENDA: Mr. Epstein stated that item 8a. on the agenda would be moved to item 7. Mr. Johnson/Ms. Finder-Stone moved to adopt the amended agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING OF August 24, 2017:

Ms. Finder-Stone/Ms. Johnson moved to approve the minutes of August 24, 2017 **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC:

None

FINANCE REPORT:

REVIEW AND APPROVAL OF FINANCE REPORT – August 2017:

Ms. Bowers referred to the 2017 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of August.

Ms. Bartlett/Mr. Johnson moved to approve the Finance Report – August 2017. **MOTION CARRIED.**

REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

The ADRC received a \$1500.00 restricted donation from ASERA Care for caregiver education in August 2017.

Ms. Bartlett/Mr. Johnson moved to approve the Restricted Donation Report. **MOTION CARRIED.**

DIRECTORS REPORT:

A. AGING 3 YEAR PLAN-CONSULTANT AND RETREAT REQUEST:

Ms. Christianson introduced Dr. Doreen Higgins. Ms. Higgins area of expertise in social work is in Gerontology. Ms. Christianson is recommending Ms. Higgins to assist the ADRC in the process of creating the next 3 year aging plan. The objective will be to gain input from those in the community that the ADRC currently does not know. For the first time, persons with disabilities will be integrated into the plan as well. The goal will be to gain an objective viewpoint from these groups. Ms. Christianson would like to request resources to assist the ADRC in securing Dr. Higgins services as a consultant.. Ms. Christianson referred to the handout that demonstrates how Dr. Higgins will assist the ADRC.

Ms. Higgins feels privileged to be at the ADRC. She thanked the Board for the opportunity to be considered to be a part of creating the Aging Plan. Ms. Higgins worked at the Commission on Aging for several years before going to St. Vincent Hospital. Ms. Higgins received her doctorate at the University of Kansas and is a professor at UWGB. Ms. Higgins realized that when younger people spend time with older people and learn about them, they then choose careers where they can help older people. Ms. Higgins shared that her hope is that the ADRC hears the voices of aging people and people with disabilities in our community. She feels to do this, talking with the community in various focus areas, required by the state, the ADRC will gain understanding of their needs and their opinions of growing old in Brown County. Ms. Higgins hope is that the result will be a living document that will reflect the voices of the people the ADRC works with in this community.

Ms. Higgins would like to focus on the rural areas such as Hobart and Suamico. Ms. Higgins sees this process as interactive with her, the ADRC Board and the ADRC leadership team, staff and volunteers. Ms. Christianson added that the State of Wisconsin is very pleased by how seriously the ADRC is focusing on the plan and are encouraging the ADRC to use a consultant through this process. The State and GWAAR will be participating as well. Ms. Christianson also said Dr. Tim Meyer and David Sinkula will also be volunteering to assist the ADRC through this process. Ms. Christianson explained that title 3B dollars would be appropriate to use for this cost and are available. Ms. Higgins opened the floor to questions. Additional discussion ensued.

Ms. Finder-Stone/Mr. Johnson moved to approve the 3 year aging plan- Consultant and Retreat Request. **MOTION CARRIED.**

B. FOLLOW UP: DENMARK PLANNING INITIATIVE, NUTRITION PROGRAM, ACCESSIBILITY PROJECT THROUGH THE TCC:

Ms. Christianson referred to the Denmark Community Discussion & Learning Sessions 2017 and explained the goal of the community discussion & learning was to bring together several involved citizens of Denmark who are engaged in the Senior Advisory Council, Church, NeighborCare, High school, volunteers and village/town officials to listen and learn about what is at the heart of Denmark, what is working well and what are their hopes and dreams for creating a *Livable Community for all*.

Ms. Christianson thanked Mr. Epstein, Mr. Johnson and Ms. Bartlett for their participation at these meetings. Mr. Johnson shared that he was impressed with the number of attendees at the September 25, 2017 meeting. He noticed there was much less tension at this meeting than when discussions first began. He stressed the importance of keeping the community in charge of the conversation and for the ADRC to facilitate the conversation. Mr. Johnson feels like much progress is being made and enjoys being a part of this task force. He feels that there was much collaboration and many ideas came from this discussion. It was decided that the committee will help to help champion the input and assist with gathering information from crucial people and groups that are meeting in the community already to determine, what Denmark needs, what the ADRC can provide and where the potential gaps may be. Mr. Epstein agreed that communication is going well and the community is focusing on making decisions about their needs instead of the ADRC doing that for them. Ms. Bartlett shared that the discussions have evolved to a friendly warm environment. She feels that the community realizes that the ADRC is approachable and is listening to what they need. Ms. Bartlett thanked Ms. Christianson and the ADRC for creating an avenue to reach people that haven't been reached before. She believes the investment in time is so important and there are no quick solutions.

Ms. Christianson updated the Board regarding the community accessibility issues on city streets especially during construction for aging people and people with disabilities. Ms. Christianson has spoken to Cole Runge and Tom Diedrick and suggested an accessibility project and explained that collaboration from the Transportation Coordinating Committee (TCC) and Options for Independent Living is appropriate to undertake this project. Supervisor Campbell, Ms. Mamrosh, Ms. Derginer, Ms Finder Stone and Ms. Giesen are all members of the TCC. Ms.

Christianson shared that this topic was raised at the September TCC meeting. Ms. Giesen shared that after Ms. Christianson's call to Mr. Runge, Mr. Runge used his walking experience to see examples and take pictures of potential barriers. Mr. Runge found many potential barriers in just 2 days of observation. Mr. Runge explained that there needs to be more awareness about barriers and how they can communicate information in advance to allow people to change routes and it appears that the City of De Pere is going to be the first area to focus. Mr. Runge did explain that this would begin after the very busy summer/fall construction time ends.

PERSONNEL COMMITTEE REPORT:

A. POSITION REQUEST: OFFICE ASSISTANT, HDM DRIVER

Mr. Epstein explained that the Nominations and Human Resource Committee met in September to discuss the recommendation of 2 additional positions. Mr. Epstein explained that after review, the committee found that both positions are important and will create efficiencies for the agency additionally there is funding available to include in the budget.

Mr. Johnson/Ms. Finder-Stone moved to approve the position requests for an Office Assistant and HDM Driver. **MOTION CARRIED.**

STAFF REPORT: ADMINISTRATIVE SUPPORT TEAM, KRISTIN WILLEMS:

Ms. Willems highlighted the duties and responsibilities and accomplishments of the Office Assistants, Switchboard Operator, WISE/Senior Service Workers on the Administrative team. Ms. Willems discussed some changes to increase efficiencies in the support of the agency. Ms. Willems explained how the team was tasked with coming up with a team slogan that summarizes their philosophy on how to deal with customers and staff. It is: "We are the bridge from questions to answers." Ms. Willems then explained one challenge is the stability of the person working through the Senior Service program. When that worker is out unexpectedly, it is a challenge to have teammates stop working on their tasks to cover the Welcome Center. Ms. Willems shared that the team is working on ways to increase the stability of coverage at the Front Desk. Ms. Willems also shared that they have completed over 330 projects for ADRC staff in 2016 and will exceed that in 2017. Ms. Willems was happy to report that there has been no turnover in the full time staff on this team since 2015. The board thanked Ms. Willems and the support team for their outstanding service to the agency customers and staff.

LEGISLATIVE UPDATES:

Ms. Christianson shared that the State budget passed with the Dementia Care Specialist included. Ms. Christianson thanked the board for their advocacy and support.

ANNOUNCEMENTS:

Mr. Epstein sadly reported the passing of former ADRC Board Member Lisa VanDonsel on September 22, 2017. She was very dedicated and was an advocate for the ADRC. She will be missed.

Ms. Relich shared that her daughter Miranda was chosen to go to Seattle for the State of WI for Unified Soccer for the Special Olympics.

Mr. Doxtater shared that he took part in the 42nd Honor Flight for Veterans. It was a very moving experience.

Ms. Christianson reminded the board of the upcoming Board Retreat on Friday 10/13/17. She asked members to begin thinking about their circles of influence to prepare. Ms. Christianson also referred to the "Save the Date" handout with other upcoming dates of events that Board Members are invited to join.

NEXT MEETING – October 26, 2017 is the next ADRC Board of Directors Meeting.

ADJOURN: Ms. Bartlett/Ms. Relich moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:07 a.m.

Respectfully Submitted,
Kristin Willems,
Administrative Specialist