

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

**March 23, 2017**

**PRESENT:** Larry Epstein, Jessica Nell, Beth Relich, Pat Finder-Stone, Bev Bartlett, Linda Mamrosh, Debi Lundberg, Mary Johnson, Corrie Campbell, Melanie Maczka

**ALSO PRESENT:** Devon Christianson, Christel Giesen, Kristin Willems, Debra Bowers, Mary Schlautman, Diana Brown, Jennifer Hallam-Nelson, Bellin College Students

**EXCUSED:** Mary Derginer, Randy Johnson

**ABSENT:** Arlie Doxtator

The meeting was called to order by Chairperson Epstein at 8:31 A.M.

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS:** All in attendance introduced themselves, including Jennifer Hallom-Nelson, newly hired in the Brown County Mobility Coordinator role.

**ADOPTION OF THE AGENDA:**

Ms. Finder-Stone, Ms. Lundberg moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF February 23, 2017:**

Ms. Relich, Ms. Bartlett moved to approve the minutes of the regular meeting of February 23, 2017. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF February 2016 FINANCE REPORT:**

Ms. Bowers referred to the February 2017 Financial Highlights to demonstrate expenses and revenues for the month of February.

Supervisor Campbell, Ms. Relich moved to approve and place on file the February 2017 Financial Report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:**

There were no restricted donations received in the month of February. There was expenditure for \$875.00 for signage.

Supervisor Campbell, Ms. Bartlett moved to approve the Restricted Donations for February 2017. **MOTION CARRIED.**

**C. 2016 NET ASSET REPORT:**

Ms. Christianson referred to the handout for the ADRC Net Asset Plan. Ms. Christianson reviewed the policy stating that every year the ADRC Board is to review previous year's net assets and how assets are categorized and spent for the ADRC. Ms. Christianson then referred to the Preliminary 2016 Net Asset Report. Ms. Christianson noted that there excess in net assets in 2016 due mainly to staff turnover. 14 positions either retired, left or were transferred into another role with probationary pay rates at 95% of

their wage for 6 months before moving to full salary. Many times it takes weeks or months to fill these open positions. Ms. Christianson shared that the ADRC is required to have working capital to cover expenses for at least 3 months in the event the ADRC should lose a major funding source. The net asset policy states that the working capital is targeted to be kept at 20 to 25% of the ADRC cash line. Currently the ADRC is within target and has over 20% but fewer than 25% in working capital in the “Unrestricted: Unassigned category. Next Ms. Christianson reviewed the category of “Unrestricted: Assigned” and pointed out that each year 50% of any excess funds will be returned to Brown County per our Net Asset Policy. Supervisor Campbell offered an explanation of the history leading up to the creation of the agreement. Ms. Relich asked if a request could be made of Brown County to allow the ADRC to keep part of these funds to help offset the cost of the consumer parking. Ms. Christianson explained that the net asset policy needs to reflect the funds being transferred to Brown County per the policy but she would be discussing the project with Brown County in the coming months. Supervisor Campbell offered that the county has an asphalt department and should be engaged for an estimate.

Ms. Christianson reviewed recommended changes to net assets to include:

**UNRESTRICTED: COMMITTED**

1. Increase consumer parking lease to \$112,960 (\$28,960 increase)
2. Un-Commit door replacement (\$28,960 decrease)
3. Commit “start-up” funding for Café (\$157,696 increase)

**UNRESTRICTED: ASSIGNED**

1. Un-Assign funds for 2016 Class & Comp Plan (\$13,491 decrease)
2. Un-Assign funds for 2016 s.85.21 required levy match (\$5,815 decrease)
3. Assign 50% return of levy to Brown County (\$76,986 increase) as outlined in the Net Asset Policy

Ms. Finder-Stone, Ms. Nell moved to approve the Net Asset Report for 2016 that include the above changes. **MOTION CARRIED.**

**DIRECTOR’S REPORT:**

**A. AGING PLAN ANNUAL SELF-ASSESSMENT:**

Ms. Christianson referred to the Aging Unit Self-Assessment that shows progress of goals in the aging plan that is created every 3 years. Every year this assessment is required to be completed every year by the ADRC and then sent to GWAAR. Ms. Christianson highlighted the progress made in 2016.

Ms. Maczka, Ms. Lundberg moved to approve the Aging Plan Annual Self-Assessment. **MOTION CARRIED.**

**B. DEMENTIA CARE SPECIALIST RESOLUTION:**

Ms. Christianson wrote a resolution to make Brown County a Dementia friendly community and support keeping the Dementia Care Specialist position. This resolution will be presented to the Human Resource Committee on Wednesday March 29<sup>th</sup>, 2017 at 5:30 P.M. at the ADRC. Ms. Christianson asked that board members attend if able. If approved, the Human Resource Committee will present and recommend the resolution be approved by the full Brown County Board at the meeting on Wednesday April 19<sup>th</sup>, 2017 at 7:00 P.M. Supervisor Campbell shared it's important for members to be present at the full board meeting as well. She explained it is also very beneficial to have families that have benefited from assistance they received from the Dementia Care Specialist attend and speak about their experience. Supervisor Campbell also encouraged the ADRC Board to contact their County Board Member directly and ask that they contact their legislators to ask for the role to be included in this year's budget.

Supervisor Campbell, Ms. Bartlett moved to approve the Dementia Care Specialist Resolution. **MOTION CARRIED.**

**C. UPDATE ON 2-1-1 CHANGES:**

Ms. Christianson discussed that 2-1-1 in Brown County is a partnership between the ADRC, the United Way and the Crisis Center. This is a database of resources in the area. Ms. Christianson shared that the United Way had a call center that handled and referred incoming calls from 2-1-1. The decision has been made by the United Way to contract out the call center from Brown County to Marathon County. Ms. Christianson met with the Marathon County last week to address concerns and stressed the importance of the Marathon center, to transfer callers to the appropriate resource. Ms. Christianson asked that board members share any feedback that they receive in the coming weeks and months from the community. Discussion ensued.

**D. ALL AGENCY MEETING & HUMAN SERVICE COMMITTEE:**

Ms. Christianson invited the ADRC Board to the All-Agency staff meeting at the ADRC on Tuesday March 28<sup>th</sup>, 2017 from 1:00-4:30 P.M. and also to attend the Human Service Committee meeting on Wednesday March 29<sup>th</sup>, 2017 at 5:30 P.M.

**E. ADVOCACY TRAINING REFLECTIONS:**

Ms. Christianson thanked Ms. Finder-Stone and Mr. Pamperin for conducting Advocacy training earlier in the week.

**STAFF REPORT: MARY SCHLAUTMAN – I&A:**

Ms. Schlautman referred to the Unit Update and Waitlist statistics handout. Ms. Schlautman explained that the Information and Assistance group is the largest group in the agency. Ms. Schlautman summarized the unit goals and objectives and shared success stories including a letter from a caregiver expressing thanks for the support and resources she received to be able to do things like shop and sleep and how with the assistance of an Information and Assistance representative, a family who had initially contacted the ADRC looking for a list of nursing homes for their loved one was able to instead keep the customer in their home for 8 years longer. Ms. Schlautman talked the board through examples of how the I&A department would connect customers to resources based on their needs. Ms. Schlautman also shared that I&A was tasked with enrolling customers into the family care program when it was originally rolled out. There were many families on the waitlist and Ms. Schlautman reported that all customers have been contacted and they are ahead of schedule but this will be ongoing. Ms. Schlautman also shared that Holly Lorenz the In Home Worker role is planning on retiring in July 2017. Ms. Schlautman explained that there will need to be some discussion about the future of this role within the agency. Supervisor Campbell added that this position is often the first contact to the ADRC and would advocate for this roll. Ms. Christianson agreed but added that this role is not funded from any of

the ADRC's funding sources, so further discussion will need to occur. Ms. Christianson and the board expressed gratitude for Ms. Schlautman's outstanding leadership.

**LEGISLATIVE UPDATES:**

Ms. Finder-Stone reminded board members to vote.

**ANNOUNCEMENTS:**

Ms. Christianson invited board members to join the ADRC for Advocacy Day and provided a handout with information. Ms. Christianson said that there would be carpooling and to let her know if members were interested in attending.

**NEXT MEETING:** The next meeting will be April 27, 2017 at the ADRC at 8:30 AM. If anyone has any transportation needs please contact Ms. Willems.

**ADJOURN:**

Ms. Maczka, Ms. Finder-Stone moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:30A.M.

Respectfully submitted,

Kristin Willems, Administrative Specialist