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**ADRC Governing Board Minutes
July 11, 2013**

- I. **Certification of Open Meeting Law**
- II. **Pledge of Allegiance**
- III. **Call to Order** – Chairman Warren Brewer called the meeting to order at 1:00 pm.
- IV. **Introduction of New Members, if applicable**

Roll Call –

Adams:

Green Lake:

Marquette:

Waushara:

Dave Benson
Shirley Floeter
Dan Klawitter

Warren Brewer
Robert Jones
Fred Kaiser
Bernadette Krentz
Linda Manske

Absent: Bobbie Jo Anderson, Heidi Roekle, Beverly Ward (Adams); Suzi Giesen, Jack Meyers, Cindy Skipchak (Green Lake)

Green Lake County Staff Present: LeRoy Dissing, Phillip Robinson

Marquette County Staff Present: Jan Krueger, Mandy Stanley

Waushara County Staff Present: Debbie Paavola

ADRC Staff: Jennifer Dille, Fran Geier

- V. **Adoption of the Agenda:** *Motion was made to adopt the agenda by Shirley Floeter, seconded by Dave Benson, motion carried.*
- VI. **Approval of Minutes of the Previous Meeting:** Warren Brewer requested a correction be made in Section X.A.2 of the May 9, 2013, minutes regarding the Personnel Subcommittee being directed to “develop a process” to do an evaluation of the ADRC Director. *Dan Klawitter motioned to accept the correction. Motion by Fred Kaiser to approve the amended minutes of May 9, 2013, seconded by Shirley Floeter, motion carried.*
- VII. **Public Comment (3 minutes/person, maximum of 15 minutes):** None.
- VIII. **Reports**

A. ADRC Local Activities:

1. **MOU for ADRC Director and ADRC Site Managers:** Jennifer reported that the Management Team had reviewed and approved the MOU with no changes. Warren Brewer stated that the Governing Board members had been given copies of the four-page document to review. *Shirley Floeter motioned to approve the MOU as written, Linda Manske seconded, and the motion carried.*
2. **Staffing Updates (Marquette County Staffing, Changes in Waushara County Staffing, Option of adding DBS in Waushara County):** Jennifer noted that Marquette County now has a full staff and can do full screenings. Marie Lehman has received her bachelor’s degree and can do screenings alone. In Waushara County, Irene Warwick will be retiring next Thursday. Peggy Bott, the Options Counselor, will be going from 75% to 100% ADRC with Kate Surprise taking over the supervisory duties from Irene. Jennifer reported that she would like to add an additional DBS to relieve the burden of the three current DBS staff, especially Rachel who has a 4-month backlog in Waushara County. She stated that the new DBS would be 90% paid through MA billing. Currently, the split is 54% contract and 46% MA. The new DBS would be added to Waushara County, but Rachel will continue to serve both Waushara and Marquette counties. LeRoy Dissing asked how the ADRC could afford to hire another staff person. Jennifer explained that Irene Warwick’s remaining salary will absorb some of the cost, plus Marquette County was not fully staffed for a while, so there is some extra money in the budget,

but the majority would be covered by MA billing. Mandy Stanley noted that this may not happen until late in 2013 or early 2014.

3. **Budget Update:** Jennifer distributed copies of the current year-to-date budget to the Governing Board. She stated that they are in the process of amending the contract to add transitions from nursing homes. Warren Brewer questioned how the ADRC would be paid for this, but Jennifer said that the Resource Specialists are already doing it. Jennifer estimated the additional funds at about \$45,000.

B. State Activity:

1. **ADRC Conference Board Member Report:** Fred Kaiser, who attended all three days, reported that he attended a number of different sessions. He commented that new board members should receive orientation and copies of the contracts and act as ambassadors for the ADRC. He felt that most of the programs were excellent, including the veterans outreach program, but the telecommunications session was not very helpful. Shirley Floeter and Dan Klawitter, who attended part of the conference, agreed with Fred. Dan stated that the session, "understanding and analyzing your patient" was particularly good. They all felt that it was good conference overall.
2. **New MCO - ContinuUs:** Jennifer announced that ContinuUs (formerly Southwest Care Alliance) will start offering services on August 1. She has been involved in conference calls with them weekly. ContinuUs will be training the Marquette County staff on July 22 and Waushara County staff on July 24. ContinuUs plans to have satellite offices in each of the four counties eventually. They will be sending out letters to all IRIS and Family Care clients in September.
3. **Status of Logisticare and MTD:** Warren Brewer inquired about the transition from Logisticare to Medical Transportation Management Inc (MTM). Jennifer reported that MTM will start taking MA transportation calls on July 17 and taking over on August 1. According to Mandy Stanley, the State will have a person to oversee the contract and an ombudsman to handle complaints.

X. Old Business

A. ADRC Governing Board:

1. **Personnel Subcommittee Update:** Dave Benson handed out copies of the initial "Performance Standards for the ADRC Director Position" for review by the Governing Board which included five duties that must be met. Warren Brewer asked how often to do the evaluation? The Board Members discussed whether to do quarterly, semi-annual, or annual evaluations. Some felt that quarterly would be too often, too much work, and difficult for the ADRC Director to meet all five goals every quarter. Warren suggested bi-annually for a new hire during the probation period, then annually thereafter. Asked if staff or the management team should have input, the Board Members felt that both staff and County Directors should provide feedback since they work closely with the ADRC Director. Dave Benson suggested a self-evaluation process. Warren thought that was a good idea. Dave stated that he will e-mail the other Personnel Subcommittee members (Suzi Giesen and Beverly Ward) with the Board's suggestions and be ready to present the revised Performance Standards at the September meeting. Warren commended the Personnel Subcommittee for their work.

XI. New Business: None.

- XII. Other:** Jennifer reported that the State's contract changes in May suggested term limits for Governing Boards. She will know more about this for the next meeting. Shirley Floeter asked if the ADRC had enough marketing supplies for the upcoming fair season and Jennifer replied that supplies were purchased the end of last year. Warren Brewer reported that Waushara County Department of Aging has decided not to have a booth at this year's county fair.

- IX. Adjournment:** *Motion to adjourn the meeting at 1:45 p.m. was made by Robert Jones, seconded by Linda Manske, motion carried.* The next meeting is scheduled for Thursday, September 12, at 1:00 p.m. in Montello.

Respectfully Submitted

Fran Geier, ADRC Resource Assistant