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ADRC Governing Board Minutes

May 9, 2013

Location: Marquette County

- 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**
- V. **Roll Call –**

<u>Adams:</u>	<u>Green Lake:</u>	<u>Marquette:</u>	<u>Waushara:</u>
Heidi Roekle	Suzi Giesen	Dave Benson	Warren Brewer
	Jack Meyers	Shirley Floeter	Robert Jones
	Cindy Skipchak	Dan Klawitter	Bernadette Krentz
			Linda Manske

Absent: Bobbie Jo Anderson, Fred Kaiser, Beverly Ward

Marquette County Staff Present: Jan Krueger

ADRC Staff: Jennifer Dille, Fran Geier

- VI. **Adoption of the Agenda:** *Motion was made to adopt the agenda by Dan Klawitter, seconded by Shirley Floeter, motion carried.*
- VII. **Approval of Minutes of the Previous Meeting:** *Motion by Linda Manske to approve the minutes of March 14, 2013, seconded by Heidi Roekle, motion carried.*
- VIII. **Public Comment (3 minutes/person, maximum of 15 minutes):** None
- IX. **Reports**

A. ADRC Local Activities:

1. **MOU for ADRC Director and ADRC Site Managers:** Jennifer Dille distributed copies of the Memo of Understanding regarding the roles of the ADRC Director and ADRC Site Managers for review. After allowing the Board members time to read through the draft, Jack Meyers asked for clarification on two areas dealing with staff performance reviews and then suggested a change on Page 2 under Meetings, third item as follows: Change the words “Attempts to be at local ADRC staff meetings...” to “Attends local ADRC staff meetings...”. The other Board members agreed and Jennifer will make the change.
2. **Staffing Updates (Waivers Requested, Marquette County Staffing):** Jennifer reported that the waiver requests for Waushara (Julie Johannes) and Marquette (Marie Lehman) have been denied. Kathleen Luedke of the State said waivers are not normally granted. Waushara and Marquette will have other staff do the functional screens and continue to have Julie and Marie do I & A. Marquette County has hired a new Resource Specialist who is in the process of being trained. Marie Lehman is back from medical leave in Marquette County.
3. **Resource Specialist Job Description:** Jennifer noted that this item has been on the agenda for months now and relates to the State waiver which has been denied.
4. **ADRC IT Meeting:** The April meeting addressed the needs of those staff members who work in more than one county. Among the problems: accessing and printing documents and encryption software. Jennifer investigated storing files on a “cloud-based” system, but that was very expensive. She also checked into encryption software and that was expensive too. The printing issues are being worked out in each county, there was also a discussion regarding what to do with the computers and laptops when an employee leaves. The equipment is registered to Waushara County (the purchasing agent), but the IT feel the equipment should stay in the County where the staff person worked. Dave Benson suggested that a checkout system be set up with Waushara County so the equipment can go to the replacement. Jan Krueger suggested having the County’s IT remove any passwords and personal files. Robert Jones asked if anyone maintained the computer access codes of all the ADRC staff. Jennifer answered “No”,

but the County IT's could bypass passwords and access the files. Dan Klawitter asked about oversight on IT access.

B. State Activity:

1. **ADRC Conference (May 13-15, 2013):** Warren Brewer asked who planned to attend the conference. He reiterated that only mileage to and from the conference would be reimbursed. He asked those attending to make a report at the July Governing Board meeting.
2. **Non-Emergency Medical Transportation State Contract:** Jennifer announced that the State has awarded the transportation contract to MTM (Medical Transportation Management), an out-of-state company, to replace Logisticare. MTM is expected to take over on August 1, 2013. Logisticare will continue to provide service until that date. Warren Brewer commented that Waushara County is considering contracting with MTM.

X. Old Business

A. ADRC Governing Board Member Goals:

1. **Governing Board By-Laws:** Warren Brewer stated that the primary goal would be to help Jennifer as she settles into the Director's position. He also would like more representation on the Governing Board by physically or mentally handicapped persons or their family members. Suzi Giesen pointed out that she is guardian of a disabled person and Linda Manske stated that her daughter has special needs. Jack Meyers noted that the Bylaws provide for a Chair, Vice Chair, and Secretary and suggested that these positions be filled. *Robert Jones nominated Linda Manske for Vice Chair, Jack Meyers seconded, and Linda was elected Vice Chair.* Warren remarked that Shirley Floeter used to serve as Secretary, but there were no duties involved.
2. **Personnel Subcommittee:** Chairman Brewer appointed the following people to the Personnel Committee: Suzi Giesen (Green Lake), Fred Kaiser (Waushara), Dave Benson (Marquette), and Beverly Ward (Adams). He directed them to do an evaluation of the ADRC Director and be prepared to give a preliminary report at the July meeting with a final report at the September meeting.
3. **Resource Directory:** Jennifer distributed copies of the latest Resource Directory. She explained that the listings were maintained by the Resource Assistant, Fran Geier, in Waushara County. However, the actual printing/assembly was done at Marquette County. Warren stated that all dining centers should have 4-5 copies and Jennifer should take some along whenever she did presentations. Jennifer stated that copies were continuously being distributed as needed.

- B. Unmet Needs Per County:** Warren Brewer commented that reductions to the Older Americans Act budget have huge implications at the County level. He noted that Waushara will lose \$27,291, Green Lake will lose \$24,979, Adams will lose \$17,599, and Marquette will lose \$12,281. He stated that the Commission on Aging has been advocating with Senator Luther Olsen, Chair of the State Finance Committee to amend the budget by adding \$1.76 million to restore the funding levels to 2012. The new figures are based on the 2010 census of low-income, over 60 citizens. He encouraged the other Governing Board members to contact their representatives. Jack Meyers asked if the County Boards should draft resolutions and Warren stated that was a good idea. Copies of the funding changes by County were distributed.

XI. New Business: None

XII. Other: None

XI. Adjournment: *Motion to adjourn the meeting at 1:50 p.m. was made by Robert Jones, seconded by Linda Manske, motion carried.* The next meeting is scheduled for Thursday, July 11, 2013, at 1:00 p.m. in Montello.

Respectfully Submitted

Fran Geier, ADRC Resource Assistant