



Aging & Disability Resource Center
Serving Adams, Green Lake, Marquette & Waushara Counties
1-877-883-5378

**ADRC Governing Board Minutes
August 9, 2012
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** - All members present introduced themselves and identified their respective counties.
- V. **Roll Call** –

<u>Adams:</u> Bobbi Jo Anderson Heidi Roekle Beverly Ward	<u>Green Lake:</u> Jack Meyers	<u>Marquette:</u> Dan Klawitter Shirley Floeter Dave Benson	<u>Waushara:</u> Warren Brewer Robert Jones Fred Kaiser Bernadette Krentz
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Absent: Ashley Gnat (Adams), Suzi Giesen (Green Lake)
Marquette Staff Present: Jan Krueger
Waushara Staff Present: Fran Geier, Debbie Paavola
Green Lake Staff Present: Donna Richards
Guest(s): LeRoy Dissing, Philip Robinson (Green Lake), Linda Manske (Waushara)
- VI. **Adoption of the Agenda:** *Motion was made to adopt the agenda by Shirley Floeter, seconded by Heidi Roekle , motion carried.*
- VII. **Approval of Minutes of the Previous Meeting:** *Motion to approve the minutes of June 14, 2012, was made by Bernadette Krentz, seconded by David Benson, motion carried.*
- VIII. **Public Comment (3 minutes/person, maximum of 15 minutes):** None.
- IX. **Reports (Donna Richards)**
 - a. **ADRC Local Activities:** One Resource Specialist hired by Adams County was terminated, leaving only one left. Adams County needs one more Resource Specialist and a Disability Benefits Specialist (DBS). Adams hired a new Resource Specialist who will start on September 10 and are taking applications for a DBS. In the meantime, Rachel Heinzman (Marquette / Waushara) and Matt Wecker (Green Lake) have been covering for Adams. ADRC staff manned booths at the Marquette and Green Lake county fairs in July and will be doing Waushara and Adams in August. The Resource Directory is being printed and bound. Agency call reports were distributed which showed almost 5,000 contacts, an increase of almost 500 calls for the four counties. Jack Meyers asked if the increase was due to advertising, but Donna felt the increase was due to the 877 number and better documentation. Local focus is still on creating one ADRC and having the staff meet face to face seems to work very well. Bernadette Krentz asked if Adams is now included and Donna answered that Adams has been part of the ADRC since January.

- b. **ADRC State Activities:** AT&T lost the State telephone contract to Century Link. The ADRC's 877 number will be moving to Century Link and will now include Adams County. Shannon Rhode has been doing marketing at dining sites in Adams County. Matt Wecker, DBS from Green Lake County, has 57 open cases and Rachel Heinzman, DBS from Waushara County, has 63 open cases. The goal is to close as many cases as possible and get down to about 40 open cases each. Fran Geier, Resource Assistant, sends out the closing letters for them to help alleviate some of the paperwork. State grants and Federal MA billing support the ADRC. Federal MA billing should be at least 28%, but the ADRC budgets at 36%. Right now the MA billing is at 40.84%. LeRoy Dissing cautioned against relying too much on MA billing. Warren Brewer asked about Long-Term Care (LTC) funding. Donna stated that there is no waiting list for Green Lake, Marquette, or Waushara Counties, but Adams County is waiver only.
- c. **Directors Meeting Update:** Changes are expected for the ADRCs. Watch for "Aiming for Excellence" and NIATx. Donna will be doing a presentation on documentation for the Spring 2013 ADRC meeting with four more projects are coming. Nursing home relocations were discussed. The State wants the ADRC to contact 14 nursing home residents per month and discuss their options for returning to their homes. The staff can use rehab patients who already intend to go home. If the residents don't go home, they can still be counted. The State can use MA reporting for Federal matching funds for the "money follows person" program at the same time as the nursing home relocations. The State would like the ADRCs to get involved with Medicare hospital discharges who could be re-admitted in less than 30 days. Donna noted that she didn't want the ADRC staff to become discharge planners and provide duplicate services. Medicare won't pay for Medicare patients who are re-admitted within 30 days of release, so hospitals want the ADRC to provide these patients with alternative options. Some hospitals do not have discharge planners, but the larger ones do. The State also wants the Options Counselors to initiate memory tests and work with physicians to determine Alzheimer's sustainability. Warren Brewer asked who was paying for the ADRC to do all this extra work. Donna didn't feel that these additional requests were necessarily bad, the staff just needed to be trained and there should be no to minimal cost. Donna stated that the State marketing tagline will be "Connecting people and communities" and this will appear on all marketing materials.

X. Old Business

- a. **Family Resource Center (LeRoy Dissing & Philip Robinson):** LeRoy Dissing followed up on a previous visit from Philip Robinson to again invite any ADRC members to consider becoming a member of the Family Resource Center Committee. This committee deals mainly with children and looks to provide in-home services to prevent abuse and neglect. The committee would meet directly after the ADRC Governing Board. The original 5-year grant was from 2006 to 2011. They re-applied and were awarded another 5-year grant of \$150,000/year.
- b. **Hiring ADRC Staff Policy:** Donna asked that this item be tabled because she has not gotten the policy approved by the Management Team yet.
- c. **ADRC Governing Board Member Goals:** Warren Brewer stated that he felt this Governing Board should act as an oversight committee. As such, all referrals and applications should be handled in the same matter in all four counties. Additionally, the State contract requires that all ADRCs be open 5 days/week, 8-4:30. Donna asked if she should report any closures to the Governing Board and the reason for the closure. Warren stated that she should inform the Governing Board of closures. Donna asked the Board members for information on unmet needs. Warren said that Waushara County Dept. of Aging was collecting data on unmet needs for their Aging Unit Plan. Debbie Paavola suggested partnering with the Dept. of Aging so there's no duplication. Jack Meyers questioned whether the surveys the ADRC send out ask about unmet needs. Donna replied that the survey is going to be changed to include unmet needs.

XI. New Business

- a. **Staff Flex time:** Shirley Floeter announced that she had reviewed the minutes for the Marquette County Board going back to 2007 and did not find a reference to “flex time”. Marquette County allows some staff members to work four 10-hour days, but this conflicts with the ADRC’s need for five days/week coverage. Donna has been working with the staff to coordinate schedules. She admitted flipping phone coverage to other counties when Marquette was not available. Lately, Donna has been monitoring the phones and there have been no more missed calls. Jan Krueger, Marquette County Director, thought the practice started back in 2006 with the Highway Dept. and Human Services testing flex time first. Shirley Floeter stated that she will take this matter up with the Marquette County Board. Jack Meyers suggested she take along a copy of the ADRC’s contract with the State which requires Monday-Friday, 8-4:30 coverage.
- b. **Other:** Nothing.

XII. Adjournment: Motion to adjourn the meeting at 2:30 p.m. was made by Robert Jones, seconded by Fred Kaiser , motion carried. The next meeting is scheduled for Thursday, October 25, 2012, at 1:00 p.m. in Montello.

Respectfully Submitted,

Fran Geier, ADRC Resource Assistant