

**ADRC Governing Board Minutes
 February 9, 2012
 Location: Marquette County**

I. Certification of Open Meeting Law

II. Call to Order – Chairman Warren Brewer called the meeting to order at 1:00 pm.

III. Roll Call –

<u>Adams:</u>	<u>Green Lake:</u>	<u>Marquette:</u>	<u>Waushara:</u>
	Dan Priske	Earl Ewert	Warren Brewer
	Suzie Geisen	Shirley Floeter	Donna Kalata
	Jack Meyers	Dan Klawitter	Bernadette Krentz

Absent: Donna Hyames (Marq)

Waushara Staff Present: Fran Geier

Green Lake Staff Present: Donna Richards

Marquette County Staff Present:

Other: Rhonda Lechner, Dave Benson

IV. Adoption of the Agenda: *Motion was made to adopt the agenda by Shirley Floeter , seconded by Jack Meyers, motion carried.*

V. Approval of Minutes of the Previous Meeting: *Motion to approve the minutes of December 8, 2011, was made by Donna Kalata, seconded by Earl Ewert, motion carried.*

VI. Public Comment (3 minutes/person, maximum of 15 minutes): None.

VII. Reports (Donna Richards):

A. ADRC Local Activities: There has been a lot of marketing activity recently. Donna passed around copies of the 2012 Community Calendar which indicates when and where ADRC staff will be attending events. Donna asked the Governing Board members to also consider attending some of the events. The Community Calendar will be published in area newspapers and Adams County will be added. The AT&T toll-free line is still going only to Waushara County since Waushara switched phone carriers. However, the ADRC is re-establishing their toll-free service with AT&T this week and Julie Johannes will be getting some reprieve from phones in order to catch up on her paperwork. Also, the service window at Waushara ADRC will be closed for confidentiality purposes when she is on the phone or for walk-ins. New signs have been put up to direct traffic. Donna reported that in 2010 the ADRC had 4,765 contacts (all counties included) and in 2011, that number was 7,245 contacts, a significant increase. Staff meetings are continuing on a regular basis. Donna stated that they were thinking of changing the I&A title to Resource Specialist since the I&A staff do everything Options Counselors do except for enrollments.

B. ADRC State Activities: Rhonda Lechner from the State reported that that the wait lists and caps are going smoothly. Donna noted that the wait list is down to 60 people, mostly from Waushara County, but that it still depends on the clients getting their paperwork in. Rhonda noted that the bill to eliminate the wait list is done, but not on the State's agenda. March 31, 2012, is the end of this legislative session.

- C. Customer Satisfaction:** Donna reported that the customer surveys were being sent back to the individual staff members who provided the service, rather than directly to her, so she has changed the procedure. Now all requests for surveys will be sent to Donna and Fran Geier, the Resource Assistant from Waushara County. Fran will mail out the surveys along with a postage paid return envelope addressed to Donna.
- D. Adams County Update:** No representatives from Adams County attended this meeting. Director Chuck Price announced his resignation last Friday, February 3, effective immediately even though he was expected to stay until March 1. Remodeling is not quite done, but the offices, phones, computers, and signs are done. The staff job descriptions are complete and interviews are set for February 15. Adams County has two County Board members and one citizen member appointed and approved for the ADRC Governing Board. However, Carol (Director of Aging) is retiring within six months. Donna commented that Adams County has some of great programs that might work well in the other counties - the County Thrift Store brings in over \$300,000/year to the County and the Personal Care Program also brings in revenue to the County.

VIII. Old Business

- A. Introduction of New Member(s):** Dave Benson, a retired Marine from Harrisville, was introduced as a potential citizen member from Marquette County. His appointment to the Governing Board by the Marquette County Board is in process. Donna announced that she had received word from Lynne Wichmann that she cannot commit to being on the ADRC Governing Board. Donna Kalata mentioned that she knew of a retired nurse from Wild Rose who might be interested in serving and was asked to pursue this.
- B. New Member Appointment(s):** With Lynne Wichmann declining to serve on the Governing Board, there was no appointment.
- C. Bylaws Discussion/Name Change:** Donna distributed copies of the latest Bylaws for review. She stated that she clarified Item 2.0 Membership (1 or 2 County Board Members/County and an equal number of community at large representatives) and changing the name from "ADRC Coordinating Committee" to "ADRC Governing Board". There were some minor typos pointed out. Dan Klawitter asked about requiring a veteran to be on the Board, but after some discussion, it was decided that a veteran could be a community at large member, but not required. **Dan Priske made a motion to approve the Bylaws, Earl Ewert seconded the motion, and the motion carried.**
- D. Budget – 2012 With/Without Adams:** Copies of the final 2012 budget that was submitted to the State were distributed to the Governing Board. Donna noted that the ADRC has two sources of income: grants and MA matching funds. A log is kept of all MA services provided and sent to the State. The State requires a minimum of 28%, but the ADRC budgets at 31%. The ADRC did 37% for 2011 and is doing better in 2012, but it will be closely monitored. Adams County is included in the 2012 budget including the startup costs, plus \$40,000 annual fee as part of a consortium. The majority of the budget goes to staff salaries and benefits, but it may not be necessary to fill one position (LTE in Green Lake). Dan Klawitter commented that the ADRC was originally financed by the counties, but is now self-funded. Donna stated that the counties still need to approve the budget since the staff members are County employees. Budget adjustments can be made by the ADRC, not the counties. Donna is looking into adjusting the Computer line item. Waushara County is the ADRC's fiscal agent. Earl Ewert questioned the \$6,000 for signage, but Donna explained that all four counties need to have their signage updated with the new logo. **Dan Klawitter made a motion to approve the 2012 budget, Donna Kalata seconded the motion, and the motion carried.**
- E. Wait List Policy:** Copies were distributed to the Governing Board for review. Donna told them the policy was originally reviewed by the management teams and follows the State policy. There is a change from the State's policy under "Operational Procedures" (paragraph three) which limits the assets to under \$30,000, while the State asks that assets be under \$10,000 within six months of application. Some minor typos were noted also in that paragraph. The ADRC's goal is to keep people in their own homes and have them conserve their assets, not use them up just to be eligible for admission into LTC facilities. **Bernadette Krentz made a**

motion to approve the Wait List Policy, Dan Priske seconded the motion, and the motion carried.

F. Call-In Policy: Copies were distributed to the Governing Board for review. Donna mentioned that Waushara County requires a direct person to person call to the Director, rather than leaving a message, which could prove difficult if the Director is not available. The Governing Board stated that the Management Team should re-review this policy again before they will approve it..

G. Other: None

IX. New Business

A. Rhonda Lechner (Statewide Meeting for Governing Boards): Ms. Lechner distributed copies of a questionnaire and the responses from various public forums in 2011. She also handed out the agenda for a Regional Long Term Care Advisory Committee meeting. She is visiting all seven regional LTC Advisory Committee areas. She asked for 4-5 volunteers from this ADRC to attend the one-day meeting to be held from 10 am – 3 pm, Thursday, April 19, 2012, at the Great Wolf Lodge in Wisconsin Dells. Lunch will be provided. The following individuals volunteered to attend: Warren Brewer, Suzi Giesen, Donna Kalata, and Dan Klawitter. The volunteers were asked to bring responses to the sample questions to the meeting. **Dan Priske made a motion to have the ADRC reimburse the attendees' mileage, Bernadette Krentz seconded the motion, and the motion carried.**

B. Other: None

X. Meeting Date & Location / Suggestions for Future Agenda Items: Next meeting is scheduled for Thursday, April 12 2012, at 1:00 pm in Marquette County.

XI. Adjournment: *Motion to adjourn the meeting at 2:35 p.m. was made by Jack Meyers, seconded by Bernadette Krentz , motion carried.*

Respectfully Submitted,

Fran Geier, ADRC Resource Assistant