

**AGING AND DISABILITY RESOURCE CENTER
BOARD MEETING
Burnett County Board Room
Siren, WI**

**March 21, 2011
8:30A.M.**

Public is welcome.

AGENDA

Call to Order

Roll call

Approval of Agenda

Approval of Minutes from January 6, 2011, Board Meeting

Introduction of new board member Dorothy Richards

Public comments

Staff Presentation

Director's report

Budget Report

Approval of Vouchers

Discussion and Action on new Policies

Discussion and Action on new Burnett County position

Review of Training Manual and Bi-laws

Committee comments

Future Agenda items

Future meeting dates and locations

Adjourn

**Eldon Freese, Chair
Laura Neve, Director**

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

AGING AND DISABILITY RESOURCE CENTER
BOARD MEETING
March 21, 2011

Present: Eldon Freese, Lynne Schauls, Gladys Beers, Larry Jepsen,
Dick Klawitter, Dave McGrane, Dorothy Richards

Others: Laura Neve, Barb Engelhart, Deb Miller

Meeting called to order by Chairman Eldon Freese at: 8:30AM

Roll call

Motion to approve the Agenda made by Larry Jepsen Seconded by Dave McGrane unanimous **Motion carried.**

Minutes from January 6th meeting Lynne Schauls stated that the date of the meeting needed to be changed from the 25th to March 21st. Motion to approve Minutes from January 6th with change of date made by Dave McGrane, Seconded Lynne Schauls. Unanimous. **Motion carried.**

Public comments – no public comments

Official introduction of Dorothy Richards, Burnett County Board member was given by Ms. Neve. Dorothy was officially appointed on Thursday to the ADRC Board by the Burnett County Board. Laura went over the application that was submitted by Dorothy. Welcome to Dorothy Richards.

Barb Engelhart gave a staff presentation on a phone call with negative feedback and how it was handled. Barb spoke about the follow-up project as well as Quality Assurance, which is another grant. Laura was chosen to be on the committee for Quality Assurance.

Director' report:

Trip to Baltimore: Laura gave presentation on her trip to Baltimore. She took part in the financial sustainability break out session. 100% time reporting that we do in Wisconsin was her presentation. The whole trip was an intense trip. Every day was 7am – 5pm with a lot of brain work. Laura stated even lunches were work lunches. She received a lot of information and was a good experience.

National grant – Three agencies in State of WI were chosen and ours was one of the three to develop standards. The three directors are working along with the state workers who all are trying to draft these standards. Once the State standards are developed, the national level will take the standards and they will use those for developing the national standards.

They are planning on scheduling a couple more national meetings. Pre-testing and some post-testing will show the difference it makes and the outcomes that will be gained from the standards. We will work on the staff training them on the new standards. The post testing will commence a year out with adjustments made and then finalizing the standards after that. Laura felt honored that they chose us because our staff is doing such a good job.

ADRC Conference was mentioned to the board and all are welcome to attend. The first day is free for board members if you would like to go, please let Deb know. If you do go you will be able to see the presentations. We need to develop a display board for the conference. Niatx is mentioned and the guidance team is to be introduced. (Niatx is the grant name.)

Collaboration: In Polk we are working on collaboration between our agency, Interfaith Caregivers, UW-Extension and Aging. We are going to be setting up public meetings to discuss how the community is setup for the Age Wave. A 30 year span and maps show each county's aging progression.

Governor Walker's Proposed Budget impact on us, as far as ADRC is concerned the funding level is the same as it has been, it has not been cut. Two large counties that were going to open up this year the funding for them was taken out of the budget in the repair bill. Otherwise, the funding level is to remain as it is. One of the main functions of the ADRC is prevention and early intervention and to keep people from relying on state funding programs. We will continue to still have the role of eligibility determination.

The end of June, we have to stop with the transition waiting list and only do attrition slots. We are trying to fill in as many of those slots as we can till the end of June. The more slots we have the more attrition slots we will have to keep working. This will increase our workload over the coming years. We have 43 slots to fill right now. In Polk County they did things a little differently; they had a lot of people on the waiting list that were not eligible. We understand why it happened and in a way it gave us a larger number of slots in our transition slots. The first page of the waiting list there were 50 some people and only 9 were eligible and enrolled.

The eligibility limits are proposed to be lowered, which means less people will be eligible, which also means more needs and more work. ES jobs are being taken over by the state and less local presence is anticipated. Clients will be coming to ADRC to help them through that process. The fear of this budget decreasing our workload, will not happen, it will increase our workload. Iris is not being touched. The State likes the Iris program; however, Family Care program is what will be taking the hit. An audit will be done at the Family Care Agencies. Lynne Schauls states she has noticed such a big change and she does not like the change they

are seeing. Her family is on their second social worker in two years and feels the focus of Family Care has changed dramatically.

Eldon states he received some valuable information on a trial period from the VA and shared it with the board.

Laura mentioned a couple of activities: The Caregiver Conference is being hosted in Burnett County on April 20th and Barb is on the planning group for the conference this year. Dave Moore, our DBS, will be going to Osceola, on March 26 to be on a panel discussion and manning a booth.

Open House will be held in Balsam Lake on April 7 from 10am – 12:30pm there will be snacks served. The Open House in Siren is on April 28th 10am – 12:30pm. The staff felt it was difficult last year with both Open Houses on the same day.

Budget report: Went over the final budget for 2010. We just got Burnett's January expenses last week and don't have all of those plugged in yet but they will be soon. The money flows through Polk County; however, there are separate spread sheets for both offices in your handouts, as well as a combined spread sheet. Director Neve went over the highlights of the spread sheets. The contract amount is all of the state funding and the state determined MA amount which is \$656,000+ dollars. What we have \$633,000+; however, we did earn more MA then the 28% is so we have under spent more than the difference indicated. They had anticipated for ma pull down of \$184,000 and we have pulled down \$225,000 in MA, which indicates we could have spent even more.

One thing is because of the timing with purchasing the vehicles. We didn't receive the car until into January, so we had to pull that \$23,000.00 out of the 2010 budget and that will be showing up in 2011. Laura did get approval from state to pull out of 2010 and put into the 2011 budget.

Eldon gave Laura a compliment on the money brought in from MA pull down.

Revenue report was gone over. Laura explained how the Siren / Balsam Lake money works, namely the budget is one agency's pot. It is ALL ADRC, it is just showing up in the Balsam Lake office. If you look at the combined expenditures, you will see where they are all meshed together.

As an agency, we are spending this amount in telephone/postage etc. Laura has to develop budgets for both counties, which means, she does have a Burnett County budget and a Polk County budget which should both match the state budget. The staff are all county employees of their respective counties, so they follow the contract of whichever county they are employed in.

Voucher Report was gone over. Motion to approve made by Larry Jepsen. Seconded by Dave McGrane , **all in favor. Motion carried.**

Policies: The Prevention Intervention, Confidentiality plan, & Internal Quality Assurance policies were gone over. The Board had no questions on the new policies. Dave McGrane made a motion to accept the new policies as presented. Larry Jepsen seconded the policies as presented, **all in favor. Motion carried.**

Burnett County position: Laura explained how the board came up with the way we were originally staffed and wanted to make sure we were able to live within our budget. We are looking at the stability of our expenses. By just looking at the state allocation and not taking in the MA pull down, in 2009 we returned \$67,243.00 in 2010 we returned \$69,850 so the consistency, at this point, has been shown. We would be able to sustain a new employee. We are going to be putting Barb in office space at the Tribe also. The DBS position is getting back up in Burnett and when Angie is there her calendar is booked solid. On many days it is just Angie Heyer at the front desk who is taking care of the information and we have not advertized a lot in Burnett, mainly because we don't have the staff to cover. It is a Polk County employee who does the disability work in Burnett but also does the half time I & A work in Polk. We have discovered it is hard to manage those two positions because they are both very time consuming.

Laura would like to create new position in Burnett with that position being a mix of DBS and also a Resource Specialist position. Laura does have a job description of other positions in agencies around the state. This person would be focusing on the website, data base and the resource information making sure all is kept up to date for the agency, which makes that a full time position. It would make that position more of a flexible position because the DBS position fluctuates greatly and it would help by having the resource specialist position to fill in the low times. The staff in I & A positions have very little flexibility and with the DBS position we will be able to pull down even more MA dollars. The programming costs would probably go up as we are going to be going out and doing more outreach; however, we would be generating even more MA dollars with this position. No staff really has time to do the out reach or very little, right now.

A question was asked if the person is going to be qualified to do more? The I & A position needs a social worker degree. Laura does not see that in a DBS position. We had decided as a group before that we wanted a degree for that position, and we did decide that the DBS workers should be social workers before. We do have the flexibility to apply for a waiver for education for these positions. Ms. Schauls asked what level of education do they need? If we go by the Polk County position we have had a social worker. Chairman Freese states this has to be curtailed as this is forcing the wages up.

Larry Jepsen asked if we could use a full time DBS position and then contracting out the whole marketing of this service. The question is not funding as such there is not enough work here for a full time DBS. Dave McGrane suggested a committee wherein they discuss recommendations and then bring them back to the board. Chairman Freese formed a committee of Director Neve, Dave McGrane, Dorothy Richard & Larry Jepsen. A meeting date, place and time were scheduled. If anyone has any input on qualifications for this resource person, please submit them to the committee so they have something concrete to work with. Chairman Freese requested that the recommendations be sent out prior to the next board meeting so that board can review prior to their next meeting. Action on the new position is postponed to the next meeting.

Training Manual: Ms Neve brought one copy of a draft to share. It was requested that each board member get a training manual. We will set up a meeting with the new board members to go over the manual. It has basic information and more conversational leading. There is also a second manual that will have the state contract, scope of services, budgets that we approved for each county, section of policies and goals. Dick Klawitter suggested one area should be the different letters or a glossary of acronyms, which the group agreed.

Larry was thinking from an educational standpoint maybe a presentation with slides would be helpful. Laura could teach them all like a power point possibly. Do the "old timers" want the training manual? Yes, they feel they all should have the same material.

Committee Comments: Chairman Freese stated if you have not been doing so, please go to your local and Senior Centers once a month so that you know what is going on in your Senior Centers.

Chairman Freese stated he wanted everyone aware of the Beer tax in 1969 beer tax was \$2 barrel in 1933 would have been \$13.00 in other words that same barrel should be over \$10 a barrel that doesn't amount to that budget. WI had the 3rd lowest beer tax in the nation and yet we are the biggest consumer of beer and beer sent out of the state is not taxed. The tax on a beer bottle is .6 of a penny with 69% of the beer sent out of state brewery takes up 67% of our beer tax. If they go up to \$10 a barrel, that would increase the state revenue \$50 billion dollars a year. Berceau (either senator or representative) that is his proposal. Dave McGrane asked if there isn't a unitary tax law that covers those things.

Chairman Freese encouraged attendance at the Caregivers conference lunch, snacks and all materials for \$20.00.

The more a state spends on MA the more that they receive in federal dollars. Low income families make up 67% but less than 25% of the benefit costs. People on disabilities claimed 46% of the benefits. Elderly can be more than 10x's higher than average badger care enrollee.

Future agenda items:

Terms that are up the end of April need to get on agendas for renewal. Dorothy Richard, Gladys Beers, Ardyce Knauber and Crystal Peterson are it.

Burnett County position, new position

Training books

Board education

Senior Center luncheons

Report on conference

Next meeting is May 5 at 9:00AM **Annual meeting – Balsam Lake, Dana Fry wanted to attend and will maybe doing Laura's evaluation.

Motion to adjourn made by Dave McGrane, Seconded by Dorothy Richard. Meeting adjourned by Chairman Freese at 10:55am

Meeting minutes completed by: Deb Miller