

**AGING AND DISABILITIES RESOURCE CENTER  
BOARD MEETING  
BURNETT COUNTY GOV'T CENTER  
ROOM 165  
APRIL 30, 2009, 9:00 am**

Public is welcome.

**AGENDA**

Approval of Agenda

Approval of minutes from March 31, 2009

Public comments

Agency Update

- Office (physical)
- Staff training
- Resource data base
- Collaborations

Voucher System

Per diem rate – formal motion

Policies review and approval

Future agenda items

Future meeting dates and locations

**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



**ADRC Meeting Minutes**  
**Burnett County Government Center**  
Thursday, April 30, 2009

**Present:** Laura Neve, Eldon Freese, Larry Jepsen, Ardyce Knauber, Shirley Sandquist, Diane Stoneking, Mary Klar, Lynn Schauls, Maxine Holmes, Mary Poretti

Meeting called to order by Eldon Freese at 9:05 am

**Approval of agenda**

Motion made by Mary Klar

Seconded by Shirley Sandquist

Motion carried

Change of minutes should reflect that Eldon Freese is ADRC Supervisor

**Approval of minutes from March 31, 2009**

Motion made by Larry Jepsen

Seconded by Shirley Sandquist

Motion carried

.

**Public Comments**

No public comments

**Agency update** – Laura gave brief update on each office. The pictures are up at this time in both county offices. Local office in Siren is getting brochure racks as well as waiting room chairs and then Siren will be complete. A tour of the Siren facility will be held after the Board Meeting. The Aging programs with Lois and the transportation person are also located in the Siren office. The Balsam Lake office has been completed. Laura is looking forward to the Board touring Balsam Lake office as well.

A couple of weeks ago the questionnaires were sent out and the resources are starting to trickle in. We had trouble getting setup with the Beacon training program, but that has since been resolved. Beacon training has been completed & the questionnaires will soon be loaded in system.

We are not fully staffed until June 1. Laura explained that to maintain flexibility we are having a little different coverage for the front desk and phone calls than what it will be a month from now. Come June when we do the call center two staff will be within the Balsam Lake agency.

The Agency is planning an open house sometime in mid June, at both locations, for the public to see what we are all about.

Office signage:

Board members indicated concern about location and no admittance sign at the Balsam Lake office. Laura indicated that particular signage has been removed and replaced with appropriate signage. Board member, Lynn Schauls, questioned the actual physical location in Balsam Lake. The office is located in the middle of a hall in Human Services which makes entrance a hindrance, in itself, as well as the weight of the doors. Supervisor Freese asked if members Larry Jepsen and Diane StoneKing would give Laura some support in checking other possible locations.

Staff training:

The Benefit Specialists have taken on clients already. They are jumping right in. Judy the Elderly Benefit Specialist is there and they are using her as a resource. We have started scheduling in-services which are mandatory for the I & A's and open for the rest of the staff. The first in-service was held yesterday with ES supervisor. The supervisor went through each program ES assists with as well as what are the categories to know for clients and if they are eligible. We have scheduled each Wednesday as in-service days.

Staff meetings – every other week right now based on the need for flexibility on training and cases.

At the last staff meeting Laura's schedule was set, in Burnett Co. Wednesdays & every other Friday. The DBS, John Hale, will be in Burnett on Tuesdays & Thursdays. The physical work, appointments, etc will be in Burnett for 2 days and then the computer work will be done in Polk County. Board member indicated concern about time actually spent in Burnett Co. Laura assured her if someone needs another day and can't make it on Tuesday or Thursdays John will make an appointment on another day. He will/can make appointments in Burnett on other days as well. It will depend on calls coming in and phone contact with Burnett office, as well

## **Budget**

Laura indicated one issue with the budget is for the training. The office was only allotted \$750.00 and the Disability Specialist training blew that right away the first week.

The office has one laptop on order. The staff all was given desk tops from previous job and location. We just have the one we can use on a trial basis. In the next year or two we plan on getting a little more technology.

The board had a couple of questions, are the offices getting phone calls? Yes, they are starting to come in now. What type of phone calls? They are people looking for assistance in their homes, housekeeping, trying to decide on nursing home placement options, looking to apply for disability. We are also getting walk-ins as well as calls. Are we able to file for income yet? Yes, with the 100% time reporting. Staff had training on 100% time reporting with a follow up training in mid May. Some of the staff are working part of the time for Human Services they are getting paid for that from HS, not the ADRC budget.

Collaborations are in progress with Northern Bridges where we are working on the enrollment process. The ADRC will be responsible for the waiting list clients and new referrals. We will be working with Northern Bridges and the Economic Support Supervisors to get down their processes. ES supervisors Sheila & Karla will be meeting with Laura to get the timing of referrals, processing, sharing of documents, etc. The discussions with these offices have been started.

Lois Taylor, Kari Flom (Burnett/Polk Aging Offices) & Laura have been working on a grant called, Medicare Improvement for Patients and Providers Act (MIPPA), which is for Medicare part D. The grant is for expanding part time staff to full time and outreach. The three supervisors got together and decided to eliminate borders and doing so, would pull in approximately \$5,000 extra.

## **PER DIEM**

Motion made by Mary Klar that the per diem be set at \$50.00 per meeting.  
Seconded Larry Jepsen  
Motion carried.

## **Discussion on policies approved by the State....**

Motion to approve all policies approved by the State was made by Mary Poretti  
Seconded by Mary Klar  
Motion carried.

### **Voucher system:**

Vouchers were discussed as how to make payment, what needs to be approved by the Board, and when. Discussion by Board. Supervisor Freese went around the room and each member did not want to micro manage and felt that is why they hired a director. The Director should be able to pay the bills and a report will go to the Board each month. If there are questions they will address at that time. The Board asked Laura what the biggest bill was at this time. Laura announced it was the bill for the window being put in at \$1850.00. A discussion on putting a cap on what the Director can pay prior to paying a bill. It was discussed and decided that it will be put on the agenda for next meeting.

Supervisor Freese reminded Board of the open meeting laws...

Review & consideration of other task priorities, timelines

### **Future agenda Items:**

- Cap on voucher payment without Board approval
- Physical plan for Balsam Lake
- Search for Mental Health Representative
- Budget report
- Beacon system report

Future meeting date June 25 at Polk County 9:00am

Motion made by Mary Poretti to adjourn  
Seconded by Mary Klar  
Motion carried.  
Meeting adjourned time: 10:35 am