

**AGING AND DISABILITY RESOURCE CENTER
BOARD MEETING
Government Center
Lower Level Conference Room
Balsam Lake, WI
October 26, 2009 – 9:00AM**

Public is welcome.

AGENDA

Call to Order

Approval of Agenda

Approval of Minutes from August 21, 2009, Board Meeting

Public comments

Staff presentation

Director's report

- Laura to report on signage
- Walk through visit by State
- 4-day work week

Budget Report

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 DISABILITIES RESOURCE CENTER
BOARD MEETING
POLK COUNTY GOV'T CENTER
LOWER LEVEL CONFERENCE ROOM
OCTOBER 26, 2009**

Members Present: Larry Jepsen, Patricia Schmidt, Diane Stoneking, Ardyce Knauber, Lynn Schauls, Shirley Sandquist, Mary Poretti, Dick Klawitter, Eldon Freeze.

Others Present: Laura Neve

Call to Order by Chairman Eldon Freeze at 9:00AM

Eldon reminded Board members to bring their big black books to the meetings.

Approval of Agenda – motion by: Pat Schmidt seconded by Shirley Sandquist
motion carried.

Approval of Minutes: motion by Mary Poretti seconded by Diane Stoneking
Motion carried.

Staff presentation: DBS, Dave Moore gave a presentation on what the DBS job entails and what they do for our clients.

Agency Update:

- Laura reported that we have had a hard time finding a sign maker that will take the quantity of signs we are requesting. We have finally found one and an order has been placed.
- A letter from the State regarding the Agency walk-through was read by Laura. The only indication of something needing attention was the outside signage in the Siren office. Laura reported she will be speaking with the maintenance person in siren to see what options she has to correct that problem. The Board thanked Laura for the agencies hard work.
- 4 day work week, furlough, and early retirement has been put on the back burner by Polk County. They are taking care of budget issues and will look at other options as 2010 progresses.
- Laura reported on the October 1 in-service for hospitals, clinics, nursing homes and CBRF facilities, telling what the agency provided the parties and how she felt it went. A survey was sent out last week and we are waiting for responses. Larry Jepsen reported that his own experience showed him that the in-service helped the staff at the facility he had been in touch with.

- John and Barb met with the Head Injury Group to help explain our role in the community.
- Laura went over the Beacon reports for staff, including a DBS report.
- Questions were asked about the Waiting Lists. How many people are listed on the Waiting Lists. Laura reported that we have 152 total including both Siren and Balsam Lake. We are going through the Waiting List faster in Balsam Lake, but it is because they are finding some on the Waiting List were not eligible. Lynn asked how people get on the Waiting List, Laura explained.
- The staff meetings are rotated between Siren and Balsam Lake, every week, depending on in-service and agenda. There are also I & A meetings on the same days.
- Laura continues to meet with Northern Bridges and Economic Support supervisors.
- Laura discussed her schedule. She will be changing it a bit. She believes she will have Fridays at Siren and possibly every other Wednesday. The Staff meetings, I & A meetings and in-services seems to take away from the Siren office & this way she will be able to spend more time there.
- The office now has a Consultation room for the staff to do DBS applications, etc. the room has two monitors so that the clients are able to see what the DBS staff are entering on their applications as it is typed.
- The six month anniversary of the office is coming up and all staff will be having job performance reviews this coming week.
- Marketing – Laura went over what has been done for marketing, including internet website: www.adrcnwwi.org. Deb has called various newspapers to get pricing. We are waiting for the Corporation Counsel to get back to Laura and legality of Resource in the Spotlight before putting paper ads in. Mary Poretti, suggested that we have the ‘resources’ help pay for the ads! A suggestion was made that we get things to the churches, libraries, Senior centers, schools and fairs – Laura indicated that we could send out brochures to all of those places and that we plan on attending or having a booth at the fairs.

Budget: Budget Reports were handed out to the Board members. Laura went over revenue and expenses. Laura explained the reports are through August because she has not received the September billing from Burnett County but that the revenue is through September as the September revenue received is actually for August expenses.

Laura explained that the budget is looking pretty good right now, due to the initial start up dollars. Laura would like to proceed with different projects and supplies. One of these is the handicap accessible door in Balsam Lake. Discussion by the board on maintenance, estimated cost of \$3,187.00, etc. Eldon indicated that no motion was necessary but wanted board approval as the cost was over the \$2000.00 limit set by the board. It was unanimous to proceed with the handicap accessible door in Balsam Lake.

Laura went over bills, answered questions. Bills approved for payment.

A question was raised on the audit process. Laura said she would check with Maggie and see what is done.

Laura advised the Board that she is more than willing to come to any meetings whether committee or board meetings to answer budget questions. Eldon felt that just the Board committees in both Burnett and Polk would be ok.

Committee comments:

Larry Jepsen asked if there was some training that the Board members could attend for education on the budgets, etc. Laura will keep her eyes open for something for board members.

Larry also requested that the minutes, agendas and any thing needing to go into the Board binders please be 3-hole punched.

Eldon appointed Diane Stoneking and Larry Jepsen to the Finance Committee and Pat Schmidt and Mary Poretti to the Personnel Committee. These committees will be two separate committees established by the Board and working with Laura. Eldon suggested that the two committees meet a half hour prior to the regular board meeting or at 8:30am. Laura and Eldon will participate with each committee for fifteen minutes. Discussion was had as to time constraints and they are going to try it this way and see how it goes.

Eldon discussed the possibility of the Veterans Service Office going in with the ADRC in the Siren location. There is a meeting today, in Siren, to discuss the issues.

Break at 10:30a.m.

Resumed at 10:42a.m.

Lynn Schauls left the meeting at 10:30a.m.

Eldon brought to attention of the Board that there are documents that need to be submitted by November 15 to the State with regard to Policies and Procedures. Laura is aware of these and the State has already sent her the documentation to complete. Eldon just wanted to make sure everyone was aware of the timelines.

Eldon would like to see an organizational chart for the ADRC, box type, showing position and who holds those positions.

The Annual meeting was discussed. The problem that Eldon sees is that elections for County Board is in April. Some officials currently serving on the ADRC Board may choose not to run again or possibly beaten in the elections. The Annual meeting is to take place in January.

Discussion on what the board should do. It was decided to have the Annual meeting on January 15 at the Tribe.

Future agenda items:

- Reports by the two new committees

Future meeting dates and locations:

Board meeting: December 4, 2009 at Siren location at 9:00am

Annual meeting: January 15, 2009 at 9:00am we will attempt to have it at the Tribal Center

Adjourn: A motion was made by Diane Stoneking, seconded by Shirley Sandquist, to adjourn the meeting; motion carried. Meeting was adjourned at 11:52a.m.

Motion to adjourn was made by Second by Motion Carried

**ELDON FREESE, CHAIR
LAURA NEVE, DIRECTOR**

Minutes taken by: Deb Miller

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