

ADRC Meeting Minutes

Thursday, January 29, 2009

Present: Pat Schmidt, Lynne Schauls, Eldon Freese, Mary Klar, Mary Poretti, Ardyce Knauber, Crystal Peterson

Absent: Shirley Sandquist, Diane Stoneking, Larry Jepsen, Maxine Holmes

Also present: Rich Kammerud, Kate Peterson, Jeanne Young, Judy Brusletten, Andrea Jerrick, Polk County Employee Relations Director.

Meeting called to order by Eldon at 9:05 am

Approval of agenda

Motion made by Pat Schmidt

Seconded by Mary Klar

Motion carried

Approval of minutes from January 6, 2009

Motion made by Mary Poretti

Seconded by Ardyce Knauber

Motion carried

Public Comments

No public comments

State ADRC Application process updates:

Director line of authority over multi-county staff:

Rich presented the clarifications requested from the State regarding the lines of authority of the Director, and his responses to these requests.

Cultural competence regarding Chippewa Indians:

Rich presented the requested clarifications and his responses. Crystal-noted that the Tribe will be able to provide the necessary training for the Tribal culture and programs. Rich will include this information as part of the clarification.

Collaboration with Local Agencies and Stakeholders:

Rich presented the requests from the State and discussed his responses.

Rich presented the sections of the Application that needed clarification, and in bold are his revisions. Discussion and further clarifications were suggested from the members.

Discussion on the impact to the Budget. Rich noted that the budget will have to be revised with the delay to the start-up of the ADRC. He also went thru the change of dates in the Implementation Timeline section.

Rich discussed – Kathy Solberg, Regional ADRC Quality Specialist, from the Bureau of Aging and Disability Resources has provided policies from another County that she is recommending that we review and format our policies to this County's as appropriate.

Rich handed out a Policy Directory which outlines which policies have been approved and which ones need to be reviewed.

Rich developed and presented the "Cultural Competence of the ADRC" Policy. Board members reviewed. A few corrections were made to wording.

Mary Poretti made the motion to approve the Cultural Competence policy with the corrections as discussed. Seconded by Crystal Peterson.
Motion carried.

Review priority work plan tasks, timelines, staff assignments:

Beacon- Rich noted that he has been in contact with the Greater Wisconsin Agency on Aging resources which is the organization that coordinates all of the Beacon sites. Anticipated date for getting our Beacon accounts ready is February 1st.

Phone system & numbers-Rich noted that we can get 485-ADRC for Polk County, and Rich also thought this was also true for the 800 number. Burnett County will be 349-2400, as the numbers for ADRC was not available for Burnett County.

Offices space-no new updates

Marketing - brochures, web site:

Eldon expressed concerns about needing to do some marketing efforts- brochures, press releases, etc. before the start up. Rich shared some brochures from other Counties, which also includes a template of where you should put your information on the brochure.

A caution that was pointed out from Charlene in Barron County was that we should be careful in our marketing that we make promises of services that will be available thru our ADRC that we might not be fully ready to provide at start-up. She noted this from their experiences.

Eldon-feels we need to have the information available for the population we will serve.

Pat Schmidt suggested we talk to our local papers and try to get some press releases.

Consideration of other task priorities-no updates

Scope of Service review-no updates

Inter-Governmental Agreement review-no updates

Future Meeting dates and locations Agenda Items

Feb 11th Sub-committee to review Director's applications

Feb 16th full ADRC board conduct interviews of Director's position

Feb 25th-at Polk County 9:00 AM

The meeting was adjourned at 11:55