

**ADRC Development Council
Meeting Minutes
Wednesday, October 22, 2008**

Present: Rich Kammerud, Mary Poretti, Kate Peterson, Jeanne Young, Pat Kirkwood, David Markert, Kari Flom, Laura Neve, Cal Schladweiler, Judy Brusletten, Lois Taylor, Crystal Peterson, Diane Stoneking, Carolyn Grzelak.

Others Present: Gerry Morgan, Diane Voltz, Le Kammerud.

Meeting called to order by Rich Kammerud, Chair: 9:10 am

Approval of agenda

Agenda additions:

Report on visit of Eau Claire's ADRC

Report on ADRC Conference

Motion made by Mary to approve the agenda with additions

Seconded by Dave

Motion was carried

Approval of Minutes of October 1st meeting

Motion made by Mary

Seconded by Kate

Motion carried

Report on ADRC Conference

Gerry Morgan and Diane Voltz, case managers from Polk County, along with members who attended the ADRC Conference discussed the information from the sessions that they attended.

Items noted:

Disappointed in the Tribal presentation was pointed out by both Laura and Gerry.

Session on time reporting-very helpful

Customer satisfaction surveys-attended by Lois-expressed that this was very informative-noting that consensus was that face-to-face approach to satisfaction surveys was most effective.

Session on comparing an I & A specialist to a COP Case worker-Diane attended this session and found this very helpful. She noted there was a lot of discussion on the importance of coordination of services between I & A services to adult protective services.

Diane also pointed out that she learned a lot by talking to other case workers that are currently working with their County's ADRC. Workers she spoke with noted there was a lot of chaos with the startup.

Gerry noted that most of the rural counties that have started their ADRC found it to be a gradual process of contacts- not more than 100 contacts in the first six months of start-up.

Reality based workshop-the State is trying to focus on education to schools and employers for the employment of disabled people.

Diane-noted that the contract hours required for an ADRC is being changed to follow what the counties are currently doing for their workers. It doesn't have to be a 40 hour work week, we can stay within our county contracts of 37.5 hour work weeks.

Judy attended session on Part D changes and specific programs to EBS issues.

Kate-visit to Eau Claire ADRC

Noted that the signage was very inadequate for directions to their ADRC.

Talked about their office area-was very nice with a round table in their waiting room, brochure racks that were very well labeled. She passed around some of these brochures from their ADRC.

They have combined their Aging- 2 DBS and 2 EBS, and several I & A's. Talked to a DBS worker, and they don't use the Beacon software. They noted that maintaining the resource data base was one of the most time consuming pieces.

Application development & submittal

Judy-under the heading '*Local Agencies*'-asked about if the wording should be *AFSCME 'Human' services* or should it be *AFSCME 'Local' agencies*. It was the consensus to take out '*Human*' and leave it '*AFSCME units*'.

Review continued with *III-B 16- Community needs identification*

III-C Consumer Service Strategy-

Discussion on using 'postcards' as part of the satisfaction survey process. Consensus was to take this wording out and have it state something like "a satisfaction survey will focus on how we can improve our services."

III-D Implementation Timeline

Appoint ADRC governing board to Nov 2008 instead of Oct 2008

Physical space-has been determined in both Burnett and Polk County.

Publicize opening of the ADRC-changed to 1/1/09

Discussion on how this would be done: County Web pages, publications in Senior Voices, ADC newsletters, Hospital newsletters, churches, and any other periodicals appropriate, Public Access TV ads, notices to townships, village and government offices, DSI in Siren, were some of the suggestions.

Other Pre-opening activities (list)

Kate suggested- Open House for community shortly after the 2/1/09 start date.

Under begin serving target populations:

Mental illness/substance use disorders-changed to 4/1/09

Staffing Plan

Kari-discussed under Prevention/Early Intervention service- why this is part of the DBS position-it was decided to put back to the Director instead. Changes to the FTE's will be adjusted to equal the positions we have in the budget.

It was also decided to take out 'Social Worker' from the I & A Specialist position titles.

Budget

There were no changes to the budget.

Staffing

Discussion on hiring the Director-Mary brought up concerns about the timing of when the Board is established, and getting the recruitment process started to assure hiring of the Director by January 1st.

It was decided to start the ad process as soon as possible, so that when the Board is established it will be one of their first tasks to do.

Kari's concern in the ad for the Director's position that it should clearly state which County the Director will receive the salary and benefit package from.

The HR Directors from both counties will need to work on the wording of the ad, and pay range for this position before ads go out.

Discussion on which County will provide the employee salary and benefit package for the Director. It was the consensus that this position would be a Polk County employee. However, if the candidate is a Burnett County employee this issue will be referred to the County HR Directors.

The Board of Directors would do the interviewing and hiring of the position.

Board Member Recruitment & Appointment

Rich handed out a 'Solicitation of Candidates' letter for the solicitation of county board members or appointments from the County Board, and a 'Solicitation of Candidates' letter for the solicitation of community members to serve on the ADRC Board.

Kari noted that she has distributed this letter to many organizations.

Kate noted that the appointments from the Burnett County Board of Supervisor' is on the agenda for tomorrow's meeting.

Carolyn-spoke to the Tribal Council and they still want Crystal to serve on the Board. No one from the Council was interested in serving on the Board.

It will be the responsibility of the ADRC County appointed Board members to select the consumer members from list of interested candidates.

Rich noted that their county board chair will do an interim selection of the board members, so that the process is not slowed down.

Board Orientation & development

Dave-a packet of information should be developed to educate the new Board members, with representation from this group to answer questions.

It was noted that if we have some of our current members appointed as Board members, we will have at least some representation that is knowledgeable.

Some of the items for the first ADRC Board meeting:

Election of officers

Appointment of the consumer reps

Walking thru the “Scope of Services” of the ADRC

Check list timeline of what needs to be done –include with this policies and procedures that need to be developed

Budget

Hiring a Director – high on priority

Board Structure-discussion and developing of steering committees-sub committees.

Location of where they will hold meetings

Other discussion

Rich discussed letters of support from the LTS and Aging councils that need to go in with the application. Send these to Rich.

A conference call regarding the application will take place sometime within 30 days after the submission of the Application.

Review of time line/work plan issues.

Kate discussed the e-mail from Janice which outlines all of the policies and procedures that need to be done.

Kari will request from Barron County their policies and procedures and will send out to everyone. Assignments for development and review will be done after that.

Future Meeting Dates and agenda item:

Review policies from Barron County

Discussion of advertisement for the Director

Work plan

ADRC Board representatives
ADRC Board agenda

October 30, 2008 1:00 pm Burnett Co. Gov. Center rm 162
November 4, 2008, 1:00 pm, Burnett Co. Gov. Center rm 165
November 19, 2008, 1:00 pm, Burnett Co gov Ctr, Rm 162

Adjournment of meeting:
Meeting was adjourned at 3:25 pm