

# ADRC Meeting Minutes

## Tuesday, Dec 16, 2008

Present: Rich Kammerud, Kari Flom, Diane Stoneking, Pat Schmidt, Shirley Sandquist, Lynne Schauls, Kate Peterson, Laura Neve, Eldon Freese, Mary Klar, Lois Taylor, Mary Poretti, Pat Kirkwood, Jeanne Young

Also present: Le Kammerud, Judy Brusletten and Tonya Weinert, Finance Director.

Meeting called to order by Rich at 9:05 am

### **Approval of agenda**

Motion made by Pat Schmidt  
seconded by Mary Klar  
Motion carried

### **Approval of minutes from December 2, 2008**

Kari-correction to the minutes to remove the 3<sup>rd</sup> sentence from the discussion on the EBS position-She noted that it was not directed by the County Finance Director to take the county dollars from the EBS position-but was directed to reduce the Aging budget.  
Motion made by Diane Stoneking as amended to approve the minutes  
Seconded by Eldon Freese  
Motion carried

Introductions were made from the members present.

### **Public Comments**

Le Kammerud commended this committee on the hard work that has come about putting the ADRC together.

### **Citizen Board Member appointment**

The Citizen Board members were appointed at the last meeting by the County Boards, but we still need one member for MH/AODA representation.

### **Intergovernmental agreement review**

Rich walked thru the responsibilities of the Board and the Director position from this agreement.

### **Selecting staggered terms of board members**

Selection for the board and consumer member terms were selected as follow:

County Board representative terms:

One Year: Diane Stoneking, Pat Schmidt,

Two Year: Crystal Peterson, Mary Poretti

Three Year: Larry Jepsen, Eldon Freese

Consumer Representative terms:

One Year: Lynne Schauls, Maxine Holmes

Two Year: Mary Klar, Ardyce Knauber

Three Year: Shirley Sandquist, vacant MH/AODA representative

### **Election of Officers**

Postponed election of officers until January.

### **Application process update**

Rich-discussed the conference call at the December 2<sup>nd</sup> meeting-the minutes from the Dec 2<sup>nd</sup> meeting outlines the results from the conference call. Rich noted that it was indicated the State would get back to us within 2 weeks. We can expect by the December 30<sup>th</sup> meeting that we will have a response back.

### **Staff Recruitment & hiring process**

Rich noted that the posting and the advertising for the Director has not taken place yet.

Kate-noted that she has spoken to Candace, and that she has worked out details with Andrea for the positions.

### **Organizational Chart**

Rich discussed the Organizational chart with the outline of positions-noting that the EBS positions would be located within the ADRC's so this dotted line would become a solid line. This decision was made by the ADRC Development Council. All of the staff will be representing as serving both Counties.

### **Position Descriptions**

Position descriptions of staff were reviewed with Rich clarifying the qualification requirements.

Kate-asked about the timeline of hiring the ADRC positions after the Director is hired. Rich clarified that he thinks the posting of these positions will go up at the same time as the Director.

Lynne Schauls-expressed concerns regarding how many people are going to be qualified for the Director position and how familiar they are with our Counties.

Mary Klar-asked how far out it will be advertised

Rich noted that the advertisements will be State wide with the Department's web-sites.

Pat Schmidt-asked about the wage scale for the Director. Pat Kirkwood clarified the wage scale-noting that it is on the same scale as a step up from HHS Supervisors. 2008 wage scale is \$30.70 start: 39.93 at top. Other positions are at a Social Worker position for Human Services.

### **Budget**

Pat and Jeanne went thru the Budget and clarifications of the revenues and expenses.

The funding for the Elder Benefit Specialist was discussed. It was clarified that there is no funding available for the positions within the ADRC budget. Pat Schmidt, as member of Polk County's Personnel Committee discussed that the funding should stay with the position, and that it will need to be addressed with the Finance Committee.

Discussion on getting this issue resolved:

Tonya Weinert, Finance Director for Polk County clarified this issue. She noted that the recommendation was made to the Aging Department to make a cut in the 2009 budget. The decision from the Aging Director and the Aging Governing Board was to cut the tax levy for EBS position from the Aging Department. Tonya noted that someone will need to come to the Finance Committee to make the request for tax levy to fund the EBS position within the ADRC. This will need to come before the Polk

County's Finance Committee and the County Board of Supervisors meetings in January.

Kari-noted that we use the State's grant for the EBS position first before county tax levy is used, so timing of bringing the issue back to the County Board in January will be time enough for resolving this.

Mary Poretti noted that we will be jeopardizing our Interagency Agreement if we don't get this resolved with funding these EBS positions.

Discussion on the salary scale for the EBS position: Rich discussed that the salary scale for the EBS position in Polk County is classified in the same range as the Social Worker positions, but in Burnett County the position is classified as ES Positions.

Mary Klar expressed concerns she has for why Burnett County doesn't reclassify the EBS position to a Social Worker classification.

It was clarified that the positions in that wage scale range is required to have a Bachelor's degree.

In order to keep Burnett County's current EBS position with the ADRC, we are applying for a waiver to the State, as the requirements for an EBS position in an ADRC is for a bachelor degree.

#### **Goals of the ADRC**

Rich distributed and he and Kari discussed the Aging and Disability Resource Center vision paper. This document explains the goals of the ADRC.

Kari left at 11:25 AM

#### **Timeline review**

Rich walked thru the timeline page from the Application.

The timeline for new long term applicants was corrected from 02-01-09 to 04-01-09.

Discussion took place on IRIS-which is acronym for 'Include, Respect I Self-Direct'. This is a choice for the family member to be their own case manager. It is a choice of the enrollment counseling process.

#### **Readiness Checklist Review**

Rich walked thru this checklist from the Application.

Rich noted that this is something that the ADRC Board and Director will have to look at to see how we are fully implementing the ADRC.

Rich put together a list of what has been done, and timeline of what needs to be done, according to the recommendations and information from Janice Smith at the State.

Kate will look into getting information for the development of the Functional Screen policy.

Discussion took place on other Policies and Procedures that need to be done. Kate will follow-up with trying to get samples of these policies from other Counties.

Kari will be asked to look into the Beacon licenses and what information we will need to load.

Telephone system: need to get a number. We would like to have it be 800-349-ADRC and 800-485-ADRC. We will have to see if these numbers are available.

Each County will have to look into the phone numbers and procedures available within our Counties.

Kate shared information brochures she picked up from Eau Claire County's ADRC.

Signage was discussed-and if we could keep this uniform and purchase the same for both Counties. Eldon-suggested we look into this rather than each county ordering their own.

**Future Agenda Items**

Report from the State on the Application  
More Information on the application and Posting for the Director  
Review and approve the Policies that will be sent to the State  
Inter Governmental Agreement  
Follow-up on Beacon  
Phone System

**Future meeting dates & locations**

Dec 30<sup>th</sup> – 9am – Polk County – all day

The meeting was adjourned at 12:55 pm.