

AGING AND DISABILITY RESOURCE CENTER BOARD MEETING

June 29, 2018 9:30AM East Conference Room, Balsam Lake WI

Present: Brent Blomberg, Joe Demulling, Fred Eaves, John Helling, Dick Klawitter, Tracy LaBlanc, Dan Mosay, Dorothy Richard, Beverly Sandberg

Absent: Erica Doriott, Dean Johansen, Deanne Sasselli

Others Present: Laura Neve, Angie Joy, Sabrina Naglosky, Wanda Washkuhn, Kysa Marten, Kayli Williamson, Carol Zygowicz

The meeting was called to order by Joe Demulling at 9:30 am

Roll Call

Moment of Silence

Pledge of Allegiance

Approval of the order of Agenda: Motion to approve agenda as written made by Dorothy Richard, seconded by Dick Klawitter, and passed unanimously.

Approval of Minutes: Motion to approve minutes as written made by Brent Blomberg, seconded by John Helling, and passed unanimously.

Public comments: none

Retirement Recognition: Wanda Washkuhn was honored for her 30+ years at the Burnett County Government Center. Laura read a letter to her expressing her gratitude for her years of service and the great job that she's done for the ADRC.

Introduction of new staff: Angie Joy introduced Kysa Marten, the new part time Information and Assistance Specialist (I&A) in Polk County and Kayli Williamson, the new Elder Benefit Specialist (DBS). She shared their backgrounds and welcomed them aboard.

Position Updates: Interviews were done for the I&A and DBS positions for the Burnett County Office. Selection is pending.

Kitchen equipment purchases: A donation of \$16,000 was made to the Burnett County Nutrition Program in 2017. Sabrina is proactively seeking replacement bids for worn equipment at the meal sites using these funds. Grantsburg site needs a reach-in freezer. The Boelter commercial grade freezer was chosen for \$4856.91. Motion to purchase it was made by Dorothy Richard, seconded by Brent Blomberg, passed unanimously.

Grantsburg also is in need of replacing the commercial grade dishwasher. The Sysco brand was recommended for a purchase price of \$7397.71 including installation. Motion to approve purchase was made by Dorothy Richard, seconded by Brent Blomberg, passed unanimously.

The Webster site is in need of a microwave. The suggested brand was the Boelter for \$329.60. Motion to purchase was made by Brent Blomberg, seconded by John Helling, passed unanimously.

2019-2021 3 year Aging Plan: Sabrina walked through and reviewed the proposed 3 year aging plan draft.

Motion to approve the draft as written was made by Brent, seconded by Dick Klawitter, passed unanimously.

BREAK 10:40-10:50

Mini Bus Wrap: Bids for the mini bus wrap were reviewed. Elite Tinting and Graphics was the recommended company to design and print it. Monies for this purchase will come out of the Transportation Trust Account. Motion to approve Elite Tinting for \$6250 + design costs was made by Dorothy Richard, seconded by John Helling, passed unanimously.

Board Member Applications: Two applications were reviewed for the Burnett County Disability Representative, Citizen Member. Motion made by John Helling to accept Barb Behan, seconded by Fred Eaves, Passed unanimously. Barb will be invited to the next board meeting.

Fred Eaves excused himself at 11:25 due to a prior commitment.

Directors Report: Laura read and reviewed the 2017 Fiscal Summary for both the Aging and ADRC.

She read a letter thanking the agency for its transportation program. An update on the 5 year transportation plan was given. Listening sessions and meetings with community partners and the planning commission were made and a rough draft is being made.

A statewide program is being investigated for creating state wide menus and the ability to purchase food using group buying power. Sustainable Kitchens will be used in implementing the new program. The new program would include a "buy in" to participate.

Trike update: Cog and Sprocket in Webster has been chosen to build the trikes. Orders are being made with the hope to get them built and distributed in the next few months.

Committee Comments: none

Future Agenda Items: 5 year Transportation Plan, Current Aging Plan Self-Assessment update, Trike Update

Future Meeting date and location: August 31 2018 at 9:30am at the Burnett County Board Room, Siren WI

Motion to Adjourn: Motion made by John Helling, seconded by Dan Mosay.

Respectfully submitted by: Carol Zygowicz

**AGING AND DISABILITY RESOURCE CENTER
Of Northwest Wisconsin
East Conference Room- 2nd floor
Balsam Lake, WI
June 29, 2018
9:30AM**

Notice is hereby given to the press and public that a meeting of the ADRC Board will be held at the above listed date, time, and location to transact business indicated on the agenda below. (Agenda not necessarily presented in this order) 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.

***AMENDED AGENDA**

Public is welcome.

Call to Order

Roll Call

Moment of Silence

Pledge of Allegiance

Approval of Agenda

Approval of Minutes

Public comment

Retirement Recognition: Wanda Washkuhn – Disability Benefit Specialist

Introduction of New Staff: Kysa Marten, Kayli Williamson

Position Updates

Kitchen equipment purchase – action items
Grantsburg Site: Freezer, Dishwasher
Webster Site: Microwave

Draft 2019-2021 Aging Plan review and approval

Mini-Bus wrap purchase approval

* Board member applications review and action

Director's Report

Committee Comments

Future Agenda items

Future meeting dates and locations

**Joe Demulling, Chair
Laura Neve, Director**

The **mission** of the Aging and Disability Resource Center is to provide older adults and people with physical or developmental/intellectual disabilities the resources needed to live with dignity and security, and achieve maximum independence and quality of life. The goal of the Aging and Disability Center is to empower individuals to make informed choices and to streamline access to the right and appropriate services and supports.

Nutrition Update: Sabrina reported that the listening sessions are going well for the Aging Plan. She has been working with GWAAR and looks forward to working with Sustainable Kitchens on improving recipes, portion sizes, menus, and helping kitchen staff to become more independent.

Progress continues on the new Osceola Community Center building. The Aging Unit continues to work with the organizers and contractors to fit a senior nutrition site inside the new building, with hopes to begin serving meals in the fall of 2018.

Formal Authorization is needed for Sabrina to be added to the signature cards for the US Bank account and to remove a previous staff member. Motion made by Dorothy Richard to remove previous Aging Supervisor and to add Sabrina Naglosky to the signature cards, seconded by Brent Blomberg, passed unanimously.

Transportation Update: The DOT has approved the 85.21 grant application.

The RFP process will begin for the trike program. Each county will be giving 25 trikes away from a list that has been compiled. One RFP will be set for the purchase of 50 total trikes giving cost, local contracts and previous experience priority. The RFP will go through Polk County to establish the rate and the cost will be split between Polk and Burnett Counties. This year there will be one style of trike but with the option of fat tires because of the sand issues on many of the trails. June will be the target date for ordering the trikes.

The Transportation Coordination Plan Development meeting will be May 10th at 10am at the Polk County Government Center, East Conference Room. The ADRC will be hosting the event and the Regional Planning Commission will be facilitating.

Directors Report: Laura updated the staffing positions. A new position for an Information and Assistance Specialist for Burnett County will be created. A new Disability Benefits Specialist position for Burnett County will need to be filled as Wanda Washkuhn will be retiring the end of June 2018.

A document for the Aging 3 year Plan is being created. Information is being gathered to set goals. A draft will go before the Advisory Committees, then to Public Hearings and then the Aging Plan will come back before the board at the August meeting.

Laura shared a letter from GWAAR, complementing our agency on the good work that's being done.

The Auditors will be coming within the next couple of weeks to review the financial reports of 2017. The ADRC continues to under spend the budget.

Committee Comments: none

Future Agenda Items: Introduction of new staff members, 2017 fiscal review, Aging Plan Development.

Future Meeting date and location: Polk County Government Center, Balsam Lake. June 29th at 9:30am in the East Conference Room, second floor

Motion to Adjourn: made by Dean Johansen, seconded by Fred Eaves

Respectfully submitted by: Carol Zygowicz