

**AGING AND DISABILITY RESOURCE CENTER**  
**St. Croix Tribal Center**  
**Clinic Conference Room**  
**Hertel, WI**  
**October 3, 2013**  
**9:00AM**

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.

Public is welcome.

**AGENDA**

Call to Order

Roll Call

Pledge of Allegiance

Approval of Agenda

Approval of Minutes

Public comments

Staff Presentation: Diane Voltz – Final Affairs

Polk 2014 Budget request: Discussion/Action

Aging Supervisor and Program Coordinator restructure: Discussion/Action

Polk and Burnett Transportation Plan: Discussion

Director's Report:

- Personnel changes
- Family Care Update
- Frederic/Centuria meal sites update
- Buses
- Events

Committee Comments

Future Agenda items

Future meeting dates and locations

**Larry Jepsen, Chair**  
**Laura Neve, Director**

The **mission** of the Aging and Disability Resource Center is to empower and support seniors, people with disabilities and their families by providing useful information and finding the help people seek.

Annual ADRC Board Meeting  
St. Croix Tribal Center  
Clinic Conference Room  
Hertel, WI  
October 3, 2013

Present: Pat Schmidt, Crystal Peterson, Lynne Schauls, Dick Klawitter, Dorothy Richard, Dave McGrane, Gladys Beers, Gary Lundberg, Hershel Brown

Also present: Laura Neve, Tonya Eichelt, Diane Voltz, and Julie Pedersen

**Meeting was called to order** by Vice Chairman Pat Schmidt at 9:05 a.m.

**Roll Call** – 9 present

**Motion to approve Agenda** made by Dave McGrane- seconded by Hershel Brown  
**Motioned carried**- unanimous

**Motion to approve the Minutes** from August 1, 2013 was made by Dave McGrane  
**Motioned carried** – unanimous

Dave McGrane made a request to have the chairman Larry Jepsen or Director Laura Neve speak to Duane Emery about multiple meetings being missed and about re-commenting to the board.

**A staff presentation** was made by Diane Voltz on the Final Affairs conference that was put on Thursday, September 26 at the Bethany Lutheran Church in Siren, WI. Diane reported that there were about 50 people in attendance this year which was down from the 100 that attended last year. The location was different and this year's space was a bit smaller than last year so the number of people was just right for this location. Next year's conference is already being working on and it is planned to be within the Dresser area so that the population from lower Polk and upper St. Croix counties can be drawn in. The overall plan is to switch each year the location of the conference between a Polk County location and a Burnett county location.

A suggestion was made by a board member to maybe use various funeral homes for this event rather than just Swedberg-Taylor Funeral Home. Diane did follow-up that suggestion with another one given at the conference to connect Wisconsin Funeral association just so the information being given out is from a more general source rather than a local company.

**2014 Polk County Budget** was presented to the board by Director Laura Neve. The budget reflected the four previous years along with the anticipated new budget of 2014. The Aging side of the budget is taking a \$63,000 hit this next year due to federal cuts. This change is shown in the state aid portion, under Revenues, which includes the amounts we get federally and at the state level. The revenues portion of the budget does cover both Polk and Burnett counties. There is also an anticipated decline in the Public Charge for services (also known as donations.)

There was a question and discussion regarding the personnel expenditures and all that they cover. The personnel portion includes Polk counties staff's salaries and benefits. The Burnett county personnel expenditures fall under Other Grant contributions. There was a question as to how pay was determined for each position and Director Neve explained that it is figured out at the county levels. The increases in

the personnel expenditures and other grant contributions reflect salary increases. Polk's salary increase was unknown at the meeting but Burnett's increase was reported to be two percent.

**Motion to approve the Budget** was made by Herschel Brown, second by Dick Klatwitter

**Motion carried-** unanimous

**Restructuring of the Aging Supervisor and Program Coordinator** was presented to the board by Director Neve. Due to Marcia resigning it has been looked at to combining the program coordinator with the nutrition specialist. Some of the duties of the program coordinator have been distributed out. All transportation duties are being directed to the Polk office and being currently dispatched by Barb Cedar. Julie Pedersen is also training within the transportation so she is ready to take over when Barb retires at the end of the year. Laurie is taking over the state reporting and the billing. The Policy and Procedure book between both offices is still a work in process and has not been assigned to one particular person. As for the nutrition part of the position we are going to be using the services of A'viand's to make sure the meals and menus are following the national guidelines for nutrition. They are also looking at possibly trying to do one menu for both Polk and Burnett meals on wheels and food sites. The menu items would have to be things that the cooks within the Burnett programs can make since they are all still made in-house at the sites.

Training for Dawn will be an ongoing thing. There are credits for her to use since Marcia didn't use them and when the right courses come around they will be used. It was needed for the board to pass the restructuring of this position so that the next step could be taken with the Burnett board.

**Motion to approve the restructuring of the Aging Supervisor/Program Coordinator** was made by Gary Lundberg and second by David McGrane

**Motion carried** – unanimous

Break taken 9:55/ Re-adjourned at 10:02

There was an amendment made to the last resolution, the restructuring of the Aging Supervisor and Program Coordinator as to when the start date would be. They could either go with September 30<sup>th</sup> or the date of the vote, October 3.

**Motion to approve the date of September 30<sup>th</sup>** was made by Herschel Brown and second by David McGrane

**Motion carried** – unanimous

**Transportation Plan for Polk and Burnett** was presented to the board by Tonya Eichelt. The last time this was done was back in 2008. Unfortunately nothing was ever done with the last plan so this plan was started from scratch. Tonya went over the parts of the plan and the different maps that accompany the plan. It was pointed out by the maps that Burnett has a larger group of 60 and over population and Polk has a larger disability population. The ADRC is in charge of the plan but CAP (Citizens Against Poverty) is taking control of setting-up the first meeting regarding what to do with the plan and how to obtain the goals that are set within the plan. Any one from the ADRC board that is interested in joining this group is to let Tonya know. Funding was brought up because the 2008 plan was first funded with the Strap Grant but then when that was gone there was no funding to continue the project/plan. The concern for this happening again was voiced. There is a need for the board to vote and okay this plan but several members wanted to take the time to read through the whole plan before they voted on it. It was decided that this agenda item would be voted on at the next board meeting.

### Director's report-

- Julie Pedersen was introduced as the new Office Support Specialist. She will be taking Deb's spot.
- Nancy Anderson was also hired on as a temp to help with the Medicare Part D open enrollment process. She will be taking incoming calls and possibly walk-in's and obtaining the client's information so that we can get them out the packet to fill out. Once we have received the completed packet then Nancy will be able then schedule an appointment for the client with our EBS where they can go over the top few plans that have been determined for them. Nancy was hired on September 30<sup>th</sup> and started on October 1<sup>st</sup>. She will be working with the department through the first week of December.
- Family Care will be handled through Community Care of Central WI (CCCW). There is a public meeting regarding the change on Monday October 7, 2013 from 1-3pm at the Polk Government center. It will be on the second floor in the western conference room. Northern Bridges will be staying on until the end of the year. Enrollment will automatically switch unless the consumer indicates a possible change.
- Updates on the status of the Frederic and Centuria meal sites were given.
  - Frederic- there was a meeting to train about six volunteers on food safety /handling and on paperwork. A locked box will be set up for donations and a mass food drop off will happen.
  - Centuria- Working on getting a site manager hired for this location. Polk County is reviewing position that becomes open before hiring so titles and pay are being re-evaluated. This is lengthening the process of hiring for positions. The county is changing the title from Meal Site Manager to Meal Site Leads. This is due to the fact that they don't actual managing any staff underneath them. The pay is going to change to match the Golden Age Manor pay scale which will be about a two dollar decrease from what was previously given. All other site managers pay's will not be changed. They are being grandfathered in. The advertisement for the position will hopefully be out the week of October 7<sup>th</sup>.
- All the buses are gone. Laura did a lot of work to get them all ready and gone. The prices we got for them ranged from \$900 to \$6,000. The money will go into the transportation account. Laura is happy to be finished with this project.
- Laura read a letter from a client thanking the department for their help and resources
- There was a handout summarizing of what our social workers can and cannot do with the new healthcare enrollment site. We are considered mobilizer's, we are to be directing people to the correct resources and not necessarily helping them fill out paperwork for it. Comments were made on how easy the new healthcare.gov website is to use.
- Laura is hoping to do one more push on advertising for the open board position. A citizen representation as a board member is what is wanted out of this open position. There are a few candidates but hoping to get a few more that are interested so there is a good pool to pick from.

#### Committee Comments

The stepping-On Workshop was asked about and it was announced that this falls session was cancelled due to low numbers. It will be offered in the spring at the Siren Senior Center. We are hoping to promote it a bit more to get the numbers up the next time around.

It was asked who was the winner of the iPad .

#### Future Agenda

Review and vote on the transportation plan

Discuss and vote on new membership

Next Meeting- December 5<sup>th</sup> in Siren @ 9 a.m.

Meeting to adjourn was made by Herschel Brown and second by Dave McGrane

Motion carried - unanimous

Respectfully submitted by Julie Pedersen