

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Meeting Minutes – Thursday, January 3, 2019**

Members Present: Jim Clark, Bernie Coulthurst, Chris Doubek, Charlie Gussel, Meleesa Johnson, Judy Ordens, Bernice Woitczak, Bill Zimdars, Barbara Zwickey

Members Absent/Excused: John Giles

Also Present: Karen Piesik, Maureen Miller, Cindy Piotrowski

- I. Call to Order: Ordens called the meeting to order at 4:15 p.m.
- II. Introductions
- III. Review/Approval of Minutes: November 1, 2018 and December 6, 2018
Doubek motioned to approve the November minutes as written, and the December minutes as corrected to include John Giles under Members Present; Gussell seconded; motion passed.
- IV. Correspondence
 1. GWAAR Approval of the 2019-2021 Portage County Aging Plan and Budget
- V. Public Comment: On matters relating to the charge of the board (representing the needs, concerns, interests, and well-being of seniors and adults with disabilities in Portage County), but not agenda items, may be made at this time under authority of sec. 19.84(2).
- VI. Public Notice: Members of the public who wish to address the Commission/Board on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Commission/Board Chair as set forth in Robert's Rules of Order.
- VII. Fiscal Issues
 - A. Discussion/Possible Action Re: Retired and Senior Volunteer Program (RSVP)/Foster Grandparent Program Augmentation Grant
The Retired and Senior Volunteer Program and Foster Grandparent Program are eligible for the One-Time CHC Surge Augmentation in 2018 for the amounts of \$1,700 and \$500. Piotrowski explained that the Corporation for National and Community Service will transition to a new system for completing background checks. Fines imposed with the new systems will increase. Zimdars motioned to approve accepting the funds/Doubek seconded; motion carried, all ayes.
 - B. Discussion/Possible Action Re: LTE Hours for Health Promotion Coordinator Position
Piotrowski noted that 42 LTE hours per week should be corrected to 'per year' in the second paragraph. Woitczak motioned to approve the additional hours with the correction/Johnson seconded; motion passed.
 - C. Review/Discussion of Vendor Invoice List Report, 12/3/2018, \$90,652
Boelter Companies - \$7,568 for kitchen equipment
City of Stevens Point Transportation Department - \$50,724 monthly Transportation payment

Lamers Bus Lines - \$1,020 for the December 8 bus trip/holiday show
Notable Impressions - \$3,893 for marketing items

D. ADRC Budget Summary

Wojcik explained that the Finance Department is short staffed, therefore, budgets are not up to date.

VIII. Board/Department Program Issues

A. Discussion Possible Action Allowing ADRC Director to Participate in 2019 Advocacy Efforts Re: Senior and Adults with Disabilities

Zimdars motioned/Johnson seconded; motion carried, all in favor.

IX. Reports

A. GWAAR – no reports

B. Supplemental Nutrition Assistance Program (SNAP) Fact Sheets

Piotrowski explained that nearly 10% of workers in the caregiving services industry qualify for SNAP (Supplemental Nutrition Assistance Program – formerly Food Stamps) because of the low wages paid in this category. This is a significant issue for recruiting and retaining workers who work in long-term care.

C. Portage County Cares Coalition Meeting Minutes – November 20, 2018

Caregiver Services Manager Tonia Simmons serves on this committee.

D. ADRC Programs

1. Virtual Dementia Tour

Time slots between 1:30 and 3:30 p.m. on Tuesday, January 29 are available for Board members to participate by appointment.

E. Information & Assistance Reports

1. Local

a. Aging & Disability Resource Center (ADRC)

1) SAMS Agency Call Report – November, 2018

Doubek asked if age category statistics could be narrowed down to better understand consumer needs.

2) SAMs Call Profiler Report – November, 2018

3) Long-Term Care Enrollment Report – November, 2018

F. Director's Report

New room and directional signs are in the process of being replaced throughout the building.

Radio broadcasts were wrapped up today; Piotrowski spoke on the program this morning.

My Meal My Way in Plover is on hold because The Cottage is closed for three months; Kristi

Cooley is looking for an alternative site. My Meal My Way begins at Sunshine and Grzyba's Rosholt Cafe on Mondays, Wednesdays and Fridays, 8:30 a.m. to 1:30 p.m. with breakfast or lunch options.

The Nutrition Program is still seeking more volunteers for the Almond Bancroft route.

Two new combi-ovens and a tilt skillet were installed in the kitchen. Training on the equipment will be held tomorrow morning.

X. Personnel Issues

A. Position Refills

1. Food Service Aide

Cheryl Konopacky began in the position today.

XI. Adjourn - Next Meeting Date & Time: Thursday, February 7, 2019, 4:15 p.m. Doubek motioned for adjournment/Johnson seconded; meeting adjourned at 4:49 p.m.