

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board

Minutes

Tuesday, 13 January 2009

4:00 to 6:45 P.M.

Members Present:

DeGroff, Rous, Woitczak, Ellenbecker, Barden, Hartman, Larsen, Piesik, Allgaier

Staff Present:

Zander, Smith, Piotrowski, Beaman

I MINUTES – Discussion/possible action to approve minutes of the 2 December 2008 meeting Motion/second Allgaier/Barden to approve; carried (voice vote with no negative votes).

II CORRESPONDENCE

(None)

III 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.

Hartman asked about eligibility for ADRC programs and services; she feels there's a perception among people with mental health/alcohol and drug problems that we don't offer anything for them. Zander explained that eligibility for our services differs by funding source and certainly can be confusing to the general public. For example, the Nutrition Program eligibility is age 60 and over, for participating in senior center activities it's primarily 55 or over and adults with disabilities by referral. Hartman said mental health/AODA people are especially interested in the kinds of classes and social activities the senior center offers because there's little available to them in the community. Rous said any individual or family is always welcome to contact our Information & Assistance staff with questions about what is or isn't available to mental health/AODA from us or other agencies. Zander said she'll arrange a meeting with senior center staff to clarify these and other eligibility issues.

IV BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/possible action on Nutrition Program reorganization

Proposal outline was sent with agenda packet, and Smith handed out fiscal impact summary. Zander explained that up to now there have been inefficiencies in filling supplies orders, data entry, and clerical support because those duties have been farmed out to various Site Managers or other staff. In addition to direct service initiatives (such as expansion of home delivered meals to various parts of the county), the proposed reorganization includes a program support position for 16 hours per week for supplies, data entry and clerical work. The proposal increases or decreases some hours among Nutrition Program staff to address current needs. For example, Nutritionist weekly hours will go to 16 from 20, but Zander said those four hours may be picked up by the Falls Prevention program so that nutrition counseling can be offered. Motion/second Ellenbecker/Woitczak to approve the reorganization plan, but further discussion followed.

DeGroff was concerned about the appearance that the Almond dining site was closed so the Nutrition Program could have this new program support position. Smith said no—please remember that the support position is one component of the whole reorganization plan, which includes, for example, a reduction in hours for the Junction City Site Manager but an increase for the Rosholt Site Manager to meet congregate and/or home delivered meal

needs in those areas; the Hi-Rise Site Manager's hours will increase with the responsibility for Almond/Bancroft home delivered meals, etc.

Allgaier added that the County Board will have to understand these nuances lest they view the reorganization as little more than a new position request for the program support job; new position requests are never popular.

Question was called on the original motion to approve the reorganization plan; carried (voice vote with no negative votes).

Discussion regarding ADRC sponsorship of Interfaith Volunteer Caregivers of Portage County and review of Corporation Counsel opinion

Letter from the Corporation Counsel (CC) advising against sponsorship sent in agenda packet. Zander reviewed the history of the request from IVC (see minutes of December 2008 meeting). Larsen wondered whether the CC's opinion is based strictly on an issue of law or a potential cost to the County in legal fees if the ADRC sponsored the program and there was a legal challenge later. Piesik asked if the term "Interfaith" is the problem—if the program had a different name would we even be discussing possible separation of church and state issues? Ellenbecker said we all recognize that IVC provides needed and valuable services to the community and the program should continue; maybe we need to ask the CC if he can recommend how the ADRC can sponsor the program but without the separation issues. Piesik added a caution about the program's funding: if its funding sources disappear at some point, will the County be asked to put tax dollars into it?

This was not an action item, so the Board's consensus was that there should be further discussion with the CC along the lines of what Ellenbecker suggested.

Review results of the Northern Area Agency on Aging's 2008 on-site assessment

Sent with agenda. Allgaier asked that today's minutes reflect the Board's satisfaction with the very positive results of the assessment.

Update on new Board member status

The County Board hasn't yet approved the new appointment.

V PERSONNEL ISSUES

Discussion/possible action on request to authorize 90 limited-term employment hours to the existing Holly Shoppe Manager position for 2009

Motion/second Barden/Ellenbecker to approve; carried (voice vote with no negative votes).

Update on Elderly Benefit Specialist position

Our new Assistant Director, Cindy Piotrowski, was introduced. She's reviewing applications and will schedule interviews.

Update on limited-term employment hours for Mobility Manager duties in 2009 to be completed by existing Transportation/Adult Day Center Director

The LTE hours were approved by the County Executive and the New Freedom grant provides the funding. This will put Carrie Placeway at 40 hours per week this year.

VI FISCAL ISSUES

Discussion/possible action on 2009 Alzheimer's Family and Caregiver Support Program budget

Allocation is the same as it has been for some years, \$9,103. Motion/second Piesik/Allgaier to approve the 2009

budget; carried (voice vote with no negative votes).

Discussion/possible action on purchasing requests

(None)

Discussion/possible action to approve expenses of \$500 or more

Motion/second Ellenbecker/Barden to approve; carried (voice vote with no negative votes). Zander said we are not renewing our contract with CAP Services for telephone backup in 2009.

Discussion/possible action to approve special per diems, if any

(None)

Discussion/possible action to approve vouchers:

Approval Number: 20080791 for \$23,812.93; 20080812 for \$39,999.01; and 20090016 for \$8,948.92.

Motion/second Barden/Woitzak to approve; carried (voice vote with no negative votes).

Discussion/possible action to approve procurement card purchases, if any

November report for \$6,431.85; motion/second Allgaier/Ellenbecker to approve; carried (voice vote with no negative votes).

Discussion/possible action to approve purchase orders

Through 12 January, \$10,253.68; motion/second Woitzak/Barden to approve; carried (voice vote with no negative votes).

Review of December 2008 monthly budget summary

Zander reported that Jennifer Jossie of the Finance Department will report quarterly to the COA/ADRC Board. She's developing a new reporting format that should be an improvement over the former.

Review of Transportation fuel records – December 2008

Due to a snow day the 2008 fuel budget balanced evenly.

Review of 2009 s85.21 Elderly and Disabled Transportation Grant

Summary sent with agenda. The grant for 2009 is \$129,493.00.

VII REPORTS

Program

(none)

Greater Wisconsin Agency on Aging Resources

GWAAR replaces the Northern Area Agency on Aging as our Older Americans Act programs "parent." Zander said the three NAAA field representatives were hired by GWAAR.

Legislative/Advocacy

Snow piles are taking up parking spaces in the Lincoln Center lots and have yet to be hauled away this season. Zander said we've spoken with the City but the center isn't high on its priority list. Woitzak suggested talking directly to Mayor Halverson. Piesik suggested informing the County Executive, too, and Allgaier said Aldermen could be called.

Wisconsin Council on Long Term Care

Minutes of 4 November 2008 meeting sent with agenda. No discussion.

Ombudsman Programs

The State now has two ombudsman programs, one for elderly, one for disabled.

ADRC Monthly Report – November 2008

Sent with agenda; no discussion.

Community Care of Central Wisconsin

No report. Piotrowski will act as the ADRC's main liaison with CCCW.

Include, Respect, I Self-Direct (IRIS)

Information sent with agenda, briefly reviewed by Zander.

Director

OPEIU and AFSCME labor agreements expired at the end of December. OPEIU negotiations are underway and the County Human Resources Director is working directly with the AFSCME representative regarding their contract.

VIII SCHEDULE NEXT MEETING DATE & TIME

Tuesday, 10 February 2009, 4 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board

Minutes

Tuesday, 10 February 2009

4:00 to 6:05 P.M.

Members Present:

DeGroff, Rous, Woitczak, Ellenbecker, Barden, Hartman, Larsen, Piesik, Allgaier, Purcell, Williams

Staff Present:

Zander, Smith, Jossie, Beaman

I WELCOME NEW BOARD MEMBER/INTRODUCTIONS

Henry Williams was introduced.

II MINUTES – Discussion/possible action to approve minutes of the 13 January 2009 meeting

Motion/second Ellenbecker/Barden to approve; carried (voice vote with no negative votes).

III CORRESPONDENCE

(None)

IV 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.

(None)

V BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/possible action on revised Nutrition Program reorganization – Feb. 2009

The proposal changed from what was presented at the January meeting because of the potential health insurance costs for the 16 hours per week support position. Zander reviewed the revisions sent with the agenda. If the person filling the support position opts for family health insurance the net change between the two proposals would be \$2,423.00; since we can't know whether the successful candidate will take family, single or no health coverage, this figure is liable to change. Motion/second Ellenbecker/Woitczak to approve the revised proposal with the knowledge that health coverage for the position won't be known until after the person is hired; carried (voice vote with no negative votes).

Update on meeting with County Executive and Corporation Counsel regarding Interfaith Volunteer Caregivers of Portage County

Zander reported that the County Executive supports ADRC sponsorship of IVC but the Corporation Counsel remains opposed because he feels there is a church/state issue with IVC being faith-based. He suggested whether we could contract with IVC for volunteer recruitment/services rather than being its parent, or could IVC remove any faith references from its name, mission, etc. Zander and Placeway are meeting tomorrow with the United Way to review IVC's materials re: this second suggestion. Larsen stated the County Board will make the ultimate decision and suggested that the Corporation Counsel should present his case while we present our reasons for supporting IVC incorporation into the ADRC and let the County Board rule on the issue. Zander will report back at the next meeting on any progress made. General consensus by board members was that action should be taken soon.

VI PERSONNEL ISSUES

Update on Elderly Benefit Specialist position

Zander reported the position has yet to be filled. Zander and Piotrowski are working with Human Resources on a possible hiring solution. In the meantime, new volunteers are being trained for Homestead Tax assistance.

VII FISCAL ISSUES

Discussion/possible action on purchasing requests

(None)

Discussion/possible action to approve expenses of \$500 or more

Motion/second Allgaier/Ellenbecker to approve; carried (voice vote with no negative votes).

Discussion/possible action to approve special per diems, if any

(None)

Discussion/possible action to approve vouchers:

Approval Number: 20090076 for \$28,200.95 and 20090046 for \$29,131.72. Motion/second Allgaier/Barden to approve; carried (voice vote with no negative votes).

Discussion/possible action to approve procurement card purchases, if any

December report for \$1,743.12 motion/second Ellenbecker/Allgaier to approve; carried (voice vote with no negative votes).

Discussion/possible action to approve purchase orders

Through 9 February for \$1,138.56 motion/second Barden/DeGroff to approve; carried (voice vote with no negative votes).

Review of preliminary 2008 close-out budget report

Jenni Jossie handed out and reviewed a new report format which will be submitted to the Board quarterly. Several members complimented the new format—it's easier to follow.

Review of Transportation fuel records – January 2009

Mileage down because there were two snow days in January, and lower census in the Adult Day Center.

VIII REPORTS

Mobility Manager

- Our new bus arrived last week.
- CAP Services has received a grant to provide 0% interest loans of \$4,000 to low-income people to purchase cars to get them to and from work. There is also a fund that helps with car repair costs.

Safe Steps +

Zander handed out a list of upcoming classes being offered by the Falls Prevention program, and the Safety Fair at Mark Motors.

Greater Wisconsin Agency on Aging Resources

GWAAR is seeking members for its Board. Most meetings will be held in central Wisconsin.

Legislative/Advocacy

- Zander said a good deal of advocacy is being done by groups for inclusion in the State budget and the American Recovery and Reinvestment Bill.
- The legislative agenda for the Wisconsin Counties Association includes little for elderly/disabled services.

Wisconsin Council on Long Term Care

Minutes of the last meeting not available.

ADRC Monthly Report – December 2008

Sent with agenda.

Community Care of Central Wisconsin

CCCW has been asked to provide us with a report as done by Community Care of Portage County in the past. Zander said currently there are some 2,300 enrollees in CCCW.

Include, Respect, I Self-Direct (IRIS)

No report.

Director

- After last month's discussion on snow removal Zander took the issue to the Space & Properties Committee. The City is unwilling to put us closer to the top of its priority list so the remaining option would be to contract for snow removal; those expenses would have to be budgeted.
- United Way allocation proposals for 2010-11 are due 16 March.
- On 26 March the State will conduct our Quality Review.
- The Nutrition Program reorganization will now go to the Finance and Human Resources Committees, then to the County Board.
- Zander will schedule Board orientation for DeGroff and Williams.

IX SCHEDULE NEXT MEETING DATE & TIME

Tuesday, 10 March 2009, 4 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board

Minutes

Tuesday, 12 May 2009

4:00 to 6:00 P.M.

Members Present: Larsen, DeGroff, Woitczak, Barden, Hartman, Allgaier, Purcell, Zdroik, Ellenbecker, Piesik

Members Excused: Rous

Staff Present: Zander, Placeway, Beaman

Also Present: Ellie Brush

I MINUTES – Discussion/possible action to approve minutes of the 14 April 2009 meeting
Motion/second Woitczak/Ellenbecker to approve; carried (voice vote with no negative votes).

II CORRESPONDENCE
(None)

III 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.
(None)

IV BOARD/DEPARTMENT/PROGRAM ISSUES
Discussion/input on ideas for new name for the Adult Day Center

Placeway reported that the ADC Advisory Council has discussed changing the program’s name as part of its ongoing marketing efforts. Among some suggestions are to put Lincoln Center in the title since it’s well-known; emphasize the social over any medical aspect of the program, such as “Circle of Friends.” Hartman said it’s important to keep “care” or “day care” in the title so that people know what the program is for. Since the program serves some people under 55 we may not want “senior” or “elderly” in the title. Placeway said she’ll continue to solicit ideas. The COA/ADRC Board will approve any final decision.

Update on/invitation for participation in the Portage County Statesmanship Program
Ellie Brush reviewed the workshops planned for the program, which will be held June 16 – 17.

Update on Interfaith Volunteer Caregivers of Portage County program
Zander reported it’s still possible that IVC could operate under the aegis of the ADRC. She’s getting information on a similar program in North Carolina which is run under county government.

V PERSONNEL ISSUES

Update on Nutrition Program Typist II position
Three of the five union employees who posted for the position were ADRC Dining Site Managers; only one of the three was able to meet the typing requirements for the position. We hope to have the remaining portions of the reorganization implemented and the new position going by the end of May.

VI FISCAL ISSUES

Discussion/possible action on purchasing requests

Zander requested approval to contract with EBSCO to advertise and provide our literature on a magazine rack in the hub area at Saint Michael's Hospital. Cost for two years is \$1,894. This isn't a budgeted item but Zander is requesting that the cost be covered by 2008 budget carryover funds. If the carryover request is not approved, the cost could be covered by the Resource Center's reserve fund. Motion/second Ellenbecker/Allgaier to approve provided the hospital locates the rack where we wish; carried (voice vote with negative vote by Piesik). Larsen suggested we look into whether a marketing class at UWSP could take on the ADRC as a project. Piesik added that TV advertising costs have gone down considerably; TV ads will reach a greater number of people over print or other media.

Discussion/possible action to approve expenses of \$500 or more

Motion/second Piesik/Allgaier to approve; carried (voice vote with no negative votes).

Discussion/possible action to approve special per diems, if any

(None)

Discussion/possible action to approve vouchers:

Approval Number: 20090257 for \$37,903.55; 20090301 for \$21,795.51. Motion/second Allgaier/Ellenbecker to approve; carried (voice vote with no negative votes).

Discussion/possible action to approve procurement card purchases, if any

March – April report total \$229.29. Motion/second Ellenbecker/Woitzak to approve; carried (voice vote with no negative votes).

Discussion/possible action to approve purchase orders

Through May 11 for \$625.25. Motion/second Piesik/Allgaier to approve; carried (voice vote with no negative votes).

Review of April 2009 budget summary

Zander said levy funds won't be applied to the budget until June. No CARS reports for 2009 have yet been submitted, which is why those revenues don't show in the report.

Review of Transportation fuel records – April 2009

Ellenbecker pointed out a one-third mileage difference between this time last year and now; Zander will look into it and report at the June meeting.

VII REPORTS

Holly Shoppe

Zander reported the Holly Shoppe's plant sale on May 2 took in \$14,000 in plant sales and \$1,000 in the shop. Some 1,468 volunteer hours went into the event.

Transportation

Our oldest bus will go to the next auction conducted by the Purchasing Department.

Greater Wisconsin Agency on Aging Resources

New monthly bulletin was included in the agenda packet.

State Budget

The Governor has announced the State budget deficit will be greater than originally projected, so departments will face further cuts.

Federal Budget

Advocacy efforts are underway for increases in Older Americans Act funding. Zander said May 13 is Long Term Care Call-In Day to members of Congress.

Wisconsin Council on Long Term Care

March 3 minutes included in agenda packet.

ADRC Monthly Report – March 2009

Sent with agenda.

Community Care of Central Wisconsin

March report shows that enrollments of developmentally disabled clients now outnumber elderly or physically disabled.

Include, Respect, I Self-Direct (IRIS)

Enrollments up, especially older adults.

Director

1. If available, Larsen will speak on the Board's behalf at the Senior Olympics opening ceremony.
2. There was an emergency medical services fair in Amherst last week; Rachel King (Falls Prevention) and Julie Genrich (Outreach) from our staff attended.
3. At last week's meeting of all ADRC staff there was a presentation by two members from the local chapter of the National Alliance on Mental Illness.
4. A representative from the Wisconsin Counties Association attended last week's meeting of the Aging & Disability Professionals Association of Wisconsin and was made aware of issues of concern to the elderly and disabled populations.
5. We don't yet have a contract for 2009 with CCCW; there's an issue about reimbursement for absent fees in the Adult Day Center. Discussions are underway.
6. The Holly Shoppe made its presentation to the United Way Allocations Committee for 2010 funding last Monday.
7. The Information Technology Department is looking at putting the ADRC on the County's toll-free phone line rather than our having our own number. This would be cost-saving measuring for the ADRC.

VIII SCHEDULE NEXT MEETING DATE & TIME

Tuesday, 9 June 2009, 4 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board

Minutes

Tuesday, 10 March 2009

4:00 to 6:20 P.M.

Members Present: Rous, Woitczak, Barden, Hartman, Larsen, Allgaier, Purcell

Members Excused: DeGroff, Piesik, Ellenbecker, Williams (resigned)

Staff Present:

Zander, Placeway, Jossie, Beaman

I MINUTES – Discussion/possible action to approve minutes of the 10 February 2009 meeting
Motion/second Allgaier/Barden to approve; carried (voice vote with no negative votes).

II CORRESPONDENCE

Zander announced that Piesik is on medical leave and Williams has resigned for health reasons.

III 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.

(None)

IV BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/possible action on 2009 United Way of Portage County Principles of Participation and Supplemental Fundraising Policy

Motion/second Woitczak/Barden to approve; carried (voice vote with no negative votes).

Update on Interfaith Volunteer Caregivers of Portage County Program

Zander reported that she and Placeway have been conducting further research on possible alternatives regarding IVC, including an arrangement similar to one utilized in St. Croix County in which the IVC program contracts with the county for program supervision and/or staff. Zander and Placeway will be setting up a meeting with United Way to discuss the possibility of setting up a similar arrangement between the ADRC and IVC. Zander will also set up a meeting with Corporation Counsel to see if this type of arrangement would meet with a level of county involvement he would be legally comfortable with. No formal Board action is being requested today; rather, this matter will come back to the Board when there's a firm proposal. Zander explained how eventually a resolution may go to the County Board to approve a contractual arrangement.

V PERSONNEL ISSUES

Discussion/possible action on status of census in Adult Day Center and reduction in staff hours

Zander reported that ADC census has dropped to an average of 12 people per day which makes ADC overstaffed and expenditures are exceeding revenues. The proposal for reduction in hours may not be adequate to keep the budget out of deficit for the rest of the year. Staff have discussed various options such as seeking additional grant funds, condensing hours and days of service at the ADC in Lincoln Center and offering services at satellite centers in the county, or adding supervision of the Interfaith program to the ADC Coordinator's position to make up for the proposed reduction of five hours per week. Placeway is working on a new marketing

plan in hopes of increasing census.

The current proposal is to lay off the least senior ADC Aide (27.5 hours per week), reduce the ADC Coordinator's hours from 40 to 35 per week, and reduce the ADC/Transportation Director's ADC hours from 10 to 8 per week. Motion/second Allgaier/Purcell to approve the staff reductions as proposed with the proviso that reductions will be minimized to the extent possible and all options such as those mentioned above will be pursued to keep the program viable; carried (voice vote with no negative votes).

Update on Elderly Benefit Specialist position

Zander reported the position has been offered to an employee currently at Community Care of Central Wisconsin with a start date of March 30.

Update on Nutrition Program reorganization

Zander reported the reorganization has been approved by the Human Resources and Finance Committees and the County Executive, and will be on the County Board's March agenda. There was a change in the Nutritionist's hours from the original proposal because the State will not allow Falls Prevention carryover money to be used to fund those hours.

VI FISCAL ISSUES

Discussion/possible action on United Way of Portage County 2010/11 funding application

A summary of the grant requests was handed out and reviewed by Zander for a total of \$74,013 for 2010 and \$74,612 for 2011. The Holly Shoppe's request is up 47% for 2010 due to health insurance costs, though fundraising efforts will be increased. Motion/second Barden/Allgaier to approve the requests; carried (voice vote with no negative votes).

Discussion/possible action on purchasing requests

(None)

Discussion/possible action to approve expenses of \$500 or more

Motion/second Barden/Woitzczak to approve; carried (voice vote with no negative votes).

Discussion/possible action to approve special per diems, if any

(None)

Discussion/possible action to approve vouchers:

Approval Number: 20090115 for \$59,426.08 and 20090139 for \$15,678.37. Zander said the Finance Committee may change voucher approval policies and in future approval would be by the County Executive rather than by governing committees. Motion/second Barden/Allgaier to approve; carried (voice vote with no negative votes).

Discussion/possible action to approve procurement card purchases, if any

\$275.29 through February 16; motion/second Barden/Allgaier to approve; carried (voice vote with no negative votes).

Discussion/possible action to approve purchase orders

Through March 10 for \$1,591.66 motion/second Woitzczak/Purcell to approve; carried (voice vote with no negative votes).

Review of February 2009 budget summary

Report handed out. Little to discuss since it's early in the year.

Review of Transportation fuel records – February 2009

The report format has changed to include gas as well as diesel since our new bus is gasoline-powered.

VII REPORTS

Transportation

There have been warranty issues on our 2005 bus on which the Corporation Counsel has gotten involved. The bus will be transported to Indiana for warranty work sometime this month.

Senior Center

Zander reviewed some of the upcoming Senior Center classes that will be listed in the April – June newsletter.

Greater Wisconsin Agency on Aging Resources

Staff directories, etc., sent with the agenda.

Legislative/Advocacy

State budget: Zander said she'll attend the upcoming Wisconsin Counties Association conference to urge its advocacy for senior/disability services in the State budget. Senior Community Services allocations will be cut by 1% (we receive \$9,045 annually); State Benefit Specialist funds will remain the same; the Alzheimer's Family Caregiver Support Program will be eliminated after this year; the Economic Stimulus Package may have some extra Nutrition funding; all prevention funds (such as for our Falls Prevention program) will be "on hiatus" for the next two years.

Wisconsin Council on Long Term Care

January 6 minutes sent with agenda.

ADRC Monthly Report – January, 2009

Sent with agenda.

Community Care of Central Wisconsin

No report.

Include, Respect, I Self-Direct (IRIS)

There are 230 enrollees statewide.

Director

- Project Lifesaver is ready to take enrollments.
- When Pat Stade was Director she was a member of a committee that was comprised of local community service providers who met periodically to discuss current economic conditions and the impact on community members and local services, coordination of services, community needs, etc. Zander said there was a need to re-establish such a committee. The group will be meeting monthly at the United Way office and Zander will be participating.
- An upcoming meeting for all ADRC staff will include some training/information on mental illness since we're serving more of that population.
- Larsen commended Zander and the staff for continuing to provide needed services in the face of budgetary obstacles.

VIII SCHEDULE NEXT MEETING DATE & TIME

Tuesday, 14 April 2009, 4 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board

Minutes

Tuesday, 14 April 2009

4:00 to 6:10 P.M.

Members Present: DeGroff, Rous, Woitczak, Barden, Hartman, Allgaier, Purcell

Members Excused: Piesik, Ellenbecker, Larsen

Staff Present: Zander, Piotrowski Jossie, Beaman

I MINUTES – Discussion/possible action to approve minutes of the 10 March 2009 meeting
Motion/second Woitczak/Allgaier to approve; carried (voice vote with no negative votes).

II CORRESPONDENCE
(None)

III 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.
(None)

IV FISCAL ISSUES

Discussion/possible action on purchasing requests
(None)

Discussion/possible action to approve special per diems, if any
(None)

Discussion/possible action to approve vouchers:
Approval Number: 20090176 for \$33,650.66; 20090200 for \$42,194.52; and 2009230 for \$16,054.81.
Motion/second Barden/Woitczak to approve; carried (voice vote with no negative votes).

Discussion/possible action to approve expenses of \$500 or more
Zander explained the purchase of a networked laserjet printer for the Benefit Specialists. Motion/second Allgaier/Barden to approve; carried (voice vote with no negative votes).

Discussion/possible action to approve procurement card purchases, if any
February report total \$801.19. Motion/second Barden/DeGroff to approve; carried (voice vote with no negative votes).

Discussion/possible action to approve purchase orders
Through April 13 for \$1,547.39. Motion/second Barden/Allgaier to approve; carried (voice vote with no negative votes).

Review of pre-audit 2008 close-out budget report
Jenni Jossie reviewed the report and recommended taking a request to the Finance Committee for use of 2008 surplus funds.

Review of March 2009 budget summary

Zander said the Adult Day Center budget will be monitored closely, and ideally she wouldn't want its reserve account to be less than about \$22,000 (which is 1.5 months of operating expenses).

Review of Transportation fuel records – March 2009

Expenses are currently well below budget.

Review of Medicare Improvements for Patients and Providers Act (MIPPA) funding application

Zander said an application is in process and would fund 4 limited term hours per week for one of our part-time Information & Assistance Specialists. It's a two-year grant of \$12,000 from July 2009 to June 2011. The Act is intended to fund outreach efforts and application assistance to people who qualify for the Medicare Part D Low Income Subsidy Program and the Medicare Savings Program.

V BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/possible action on resolution to the Portage County Board of Supervisors regarding advocacy for inclusion of ADRC/Aging Unit issues in the Wisconsin Counties Association's legislative platform

Draft was handed out. Zander explained that the WCA's legislative agenda has little in it addressing senior/disability services for 2009 and beyond. With the growth in the elderly population, adequate funding for ADRCs now and in the future is critical. Motion/second Rous/Barden to approve the draft resolution with the understanding that some language could change upon review by the Corporation Counsel; carried (voice vote with no negative votes). The resolution will go to the Legislative Committee, then to the County Board and if approved, would then be forwarded to WCA.

Discussion/possible action on Coalition of Wisconsin Aging Groups Senior Statesmanship Program participation

We have \$425 budgeted (though the cost has risen to \$450). There being no Board members who wished to attend, there was a motion/second Allgaier/Barden authorizing Zander to approve attendance by an advisory council member or other interested person; carried (voice vote with no negative votes).

Update on Interfaith Volunteer Caregivers of Portage County program

As reported at the March meeting, IVC may look into becoming a 501(c)3 organization and then contracting with us for staffing and to operate the program. The Corporation Counsel would support that idea. St. Croix County utilizes a similar arrangement. Kathy Hartman added that in 2008 IVC volunteers contributed 3,186 hours and 21,000 miles to the program.

VI PERSONNEL ISSUES

Update on Adult Day Center reduction in staff hours

Zander reported there's been a slight increase in census since last month. Carrie Placeway is putting together a summary of how many clients and client hours would be needed to re-hire the ADC Aide who was laid off at the end of March, and return hours to the Director and Coordinator positions. Placeway is also working on a grant proposal for an early memory loss program.

Update on Nutrition Program reorganization

1. The reorganization is being implemented in phases.
2. Five people posted for the Typist II position but no selection has been made as yet.

VII REPORTS

Review of Wisconsin Department of Health Services ADRC evaluation: Portage County customer satisfaction report

Sent with agenda. Cindy Piotrowski said this is only a summary and we've yet to see the complete report. The summary's presentation is confusing because its wording suggests our ratings are average, whereas we scored all goods and excellents. The evaluation showed that 91% of our clients would recommend the ADRC.

Transportation

1. Our 2005 bus that went to Indiana for warranty work is back.
2. There is also some warranty work being done on our new bus (peeling graphics).

Greater Wisconsin Agency on Aging Resources

1. GWAAR will probably develop a report to aging units similar to that done previously by the Northern Area Agency on Aging.
2. Zander will attend a planning and service area meeting in Antigo on April 22.

Medicare "Observation" Status Dilemma

Handout reviewed by Zander.

Economic Recovery Package

1. The legislation will provide some additional funding for the Nutrition Program; Social Security and Supplemental Security Income recipients will get a one-time \$250 supplement.
2. Zander said the Portage County Health and Human Services Department is facing a \$600,000 deficit that will have to be made up from all County departmental budgets.

Family Care/ADRC Expansion

Maps handed out showing ADRCs and Family Care in Wisconsin.

Wisconsin Council on Long Term Care

March minutes not available at meeting time.

ADRC Monthly Report – February, 2009

Sent with agenda. Contacts up a bit over January.

Community Care of Central Wisconsin

Handouts reviewed by Zander, who added that CCCW staff have requested to make presentations to the Board in person several times a year.

Include, Respect, I Self-Direct (IRIS)

No report.

Director

1. Zander said the first enrollee in Project Lifesaver is a disabled child.
2. Mary Jane Zdroik has applied for the vacant Board seat.
3. We await guidelines/deadlines from the Finance Committee on applications for use of 2008 budget surplus funds.
4. New council of local service agencies is being established to discuss economic conditions at the local level and initiatives being developed.

VIII SCHEDULE NEXT MEETING DATE & TIME

Tuesday, 12 May 2009, 4 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board

Minutes

Tuesday, 9 June 2009

4:00 to 6:25 P.M.

Members Present: Larsen, DeGroff, Woitczak, Barden, Hartman, Allgaier, Purcell, Zdroik, Ellenbecker

Members Excused: Rous, Piesik

Staff Present: Zander, Placeway, Beaman

I Call to Order

II Review/Approval – Minutes: May 12, 2009

Motion/second Allgaier/Ellenbecker to approve; carried (voice vote without negative vote).

III Correspondence

None.

IV 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.

None.

V BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/possible action on revised ADRC Public Records Policy

Draft sent with agenda; agency name change was the primary update. Motion/second Woitczak/Ellenbecker to approve; carried (voice vote without negative vote). Zander added that we are no longer allowing ads on our lobby bulletin board for for-profit or for sale notices.

Discussion/possible action on 2008 ADRC Annual Report

Draft sent with agenda; Zander highlighted that in 2008 32% of agency efforts were contributed by volunteers. The report usually goes to the County Board for its July meeting. Motion/second Ellenbecker/Zdroik to approve the report; carried (voice vote without negative vote).

Review/discussion of 2010 – 2012 ADRC Service Plan Requirements

Handout: required focus areas are emergency preparedness, transportation coordination, and family caregiver support. Our advisory councils and others are being asked for input. Draft is due to the Greater Wisconsin Agency on Aging Resources by September 1, with the final plan due November 15. We'll be scheduling public hearings.

VI PERSONNEL ISSUES – Update on Nutrition Program Reorganization

Cindy Swan started her Typist II duties last week. One grievance on the position was dropped, another is pending. Zander said she denied a request to job share the position. Woitczak asked Zander to provide the Board with information on which employees are represented by which union, etc., for the next meeting.

VII FISCAL ISSUES

Discussion/possible action on COA/ADRC Board delegate attendance at CWAG's 32nd Annual Convention – Green Bay, July 23-24, 2009

Rous is the Board's CWAG delegate but can't attend. Motion/second Allgaier/Barden authorizing Zander to appoint an attendee (we have \$275 budgeted); carried (voice vote without negative vote).

Discussion/possible action on Brookdale Foundation – Early Memory Loss Foundation grant application
Placeway requested permission to apply for this grant that would fund a weekly class supervised by the Adult Day Center Coordinator. Overall budget is \$25,000. The grant would be for \$7,500 the first year with an additional \$3,000 for the second and third years, and Placeway's looking into other funding sources for the difference. Several members expressed concern that the class fee for participants could be prohibitive. Motion/second Ellenbecker/DeGroff to apply for the grant; carried (voice vote without negative vote).

Report on Wisconsin Dept. of Health Services - Administration on Aging: Alzheimer's Disease Support Services Program 2009 Grant Applications to include services in Portage County
The Wisconsin Department of Health Services has asked us to partner with them in applying for two grants, one is for caregiver counseling services and one is for dementia screening.

Discussion/possible action on purchasing requests

None.

Discussion/possible action to approve expenses of \$500 or more

Since vouchers must now be approved by the County Executive rather than the COA, we won't present this report in future unless the Board requests it. Motion/second Zdroik/Allgaier to approve the report; carried (voice vote without negative vote).

Discussion/possible action to approve special per diems, if any

None.

Discussion/possible action to approve Vouchers: Approval Number: 20090329 – \$44,868.81

Review/discussion of Vouchers: Approval Number: 20090369 - \$17,625.63

Action was required on 20090329 only; motion/second Woitczak/Ellenbecker to approve; carried (voice vote without negative vote).

Discussion/possible action to approve procurement card purchases, if any

April report for \$2,471.41; motion/second Allgaier/Ellenbecker to approve; carried (voice vote without negative vote).

Discussion/possible action to approve Purchase Authorization Report printed – 6/08/09

Total of \$928.41; motion/second Ellenbecker/Allgaier to approve; carried (voice vote without negative vote).

Review of May 2009 Monthly Budget Summary

Zander reported that the Finance Department is working with another audit at present and its staff haven't been available for other tasks, hence the monthly budget report is missing some figures that should have been included. Expenses are at the expected level for this time of year, while revenues are short because some fiscal reports have not yet been submitted.

Review of Transportation Fuel Records – May 2009

No discussion.

Review of 2008 & 2009 mpg. report for ADRC Buses

Memo from Placeway sent with agenda.

VIII REPORTS

Program

The June Friday bridge group fundraiser resulted in \$1,175.

Greater Wisconsin Agency on Aging Resources

No report.

Legislative/Advocacy

No report.

State Budget Update

Handout from CWAG on budget issues reviewed by Zander.

Family Care/Long Term Care Waiver Programs

State - Wisconsin Council on Long Term Care – May 5, 2009 meeting minutes, if available.

None.

- a) ADRC Monthly Report – April 2009 (sent with agenda).
- b) Community Care of Central Wisconsin (CCCW)-April 2009 (handout).
- c) Include, Respect, I Self-Direct (IRIS) (no report).

Director

- a) Highway 10 update.
- b) Our 2010-11 allocation requests from the United Way were approved in full.
- c) 11 people have registered thus far for the Portage County Statesmanship program.
- d) Staff are looking into new grants from the Bader Foundation, Ministry, etc.
- e) We are looking to hire a limited term employee for the Medicare Improvements for Patients and Providers Act program.
- f) The New Freedom grant will provide continuing funding for the Mobility Manager position.
- g) Zander just received and is reviewing a draft contract proposal for Interfaith Volunteer Caregivers.
- h) The Finance Committee approved our request for 2008 carryover funds of \$113,000.

IX SCHEDULE NEXT MEETING DATE & TIME

July 14, 2009, 4 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Minutes
July 14, 2009, 4 – 5:45 P.M.

Members Present: Barden, DeGross, Purcell, Woitczak, Allgaier, Hartman, Larsen, Ellenbecker, Piesik, Zdroik.

Staff Present: Zander, Moore, Placeway, Beaman.

I Call to Order

II Review/Approval – Minutes: June 9, 2009
Motion/second Ellenbecker/Allgaier to approve; carried (voice vote with no negative votes).

III Correspondence
None.

IV 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.
None.

V BOARD/DEPARTMENT/PROGRAM ISSUES
United Way Campaign – 2009

Zander reported the motorcycle ride kick-off on August 15 will start from Lincoln Center. The building and Holly Shoppe will be open.

Report on County Statesmanship Program

Moore reported that the program had 13 participants and was a success. Evaluations offered suggestions for a few minor changes for next year.

Betty Jenkins discusses her role as a volunteer instructor at Lincoln Center in an interview in today's Stevens Point Journal.

The Garden Parade on July 17 and 18 will include Lincoln Center.

Holly Shoppe Crazy Daze sale is July 16.

VI PERSONNEL ISSUES

Update on Optical Imager, LTE position

The names of eight applicants have been forwarded to us; upon completion of typing tests, interviews will be scheduled.

Update on position refills

Zander reported that all issues in the Nutrition Program re-organization have been settled, with no grievances or "bumping."

Information & Assistance Specialist Maureen Miller has been hired as a limited term Benefit Specialist Outreach employee for the Medicare Improvements for Patients and Providers Act program.

Our part-time Disability Benefit Specialist has resigned. Zander said that budget projections from the Finance Department show the position can be refilled and funded through 2010. The job will be posted.

VII FISCAL ISSUES

Discussion/possible action on Early Memory Loss program grant applications:

Helen Bader Foundation – \$16,578, 36 months

Saint Michael's Hospital Foundation - \$5,376 – 24 months

Request reviewed by Placeway. Motion/second Allgaier/Ellenbecker to approve applying; carried (voice vote with no negative votes).

Report/discussion on 2010 New Freedom Grant - City/County partnership

Handout from Placeway; the grant will allow continuation of her Mobility Manager hours and will add a limited term Travel Trainer position who'll be housed at Point Transit.

Report/discussion on Federal Rural and Small Urban Area Public Transportation Assistance Program – 5311 Program Grant partnerships:

Capital funding for vehicle acquisition – City Transit/ADRC of Portage Co.

Placeway reported the Department of Transportation recommends we piggyback on Point Transit's 5311 program for future vehicle purchases; the application is less complex than the 5310 program, there's flexibility in purchase dates, and there may be cost savings on Americans with Disability Act equipment requirements.

Multi-county commuter bus – Area Municipalities/ADRC of Central Wis.

Placeway said the proposal was put together by mayors in the Marathon, Wood and Portage County areas. An application for 5311 funding will be done by the Aging & Disability Resource Center – Central Wisconsin and is due in October. The vehicles would be funded with stimulus dollars, with the service available mid-2010.

Discussion/possible action to approve special per diems, if any (none).

Discussion/possible action on purchasing requests, if any (none).

Review/discussion of Vouchers:

1.) Approval Number: 20090403 - \$23,123.93

2.) Approval Number: 20090435 - \$11,698.05

Review/discussion of procurement card purchases: May report, \$3,465.04 total.

Review/discussion of Purchase Authorization Report printed – 7/13/09: \$869.88 total.

Review of 2nd Quarter 2009 Budget Summary (none).

Review of Transportation Fuel Records – June 2009: Zander reported we're well under budget at present.

Update on state funding cuts – 2009 & 2010

Zander said the Nutrition Program will get about \$17,000 this year under the American Recovery and Reinvestment Act of 2009, but the State has made cuts to some other funds (e.g., Senior Community Services, Title III C-1, AFCSP); we won't know the exact figures until the end of July. Counties which have already spent the whole of those funds will be faced with having to refund the State. There was an error in our 2009 DOT grant application resulting in an overpayment of \$1,000 which we must refund.

VIII REPORTS

Program (none).

Greater Wisconsin Agency on Aging Resources – June 2009

June report sent with agenda. Zander said participation by tribes is better now than it was under the former area agency on aging system. GWAAR staff have implemented a variety of Process Improvement projects around the state. One of these projects involves working with our Safe Steps Plus+ staff to identify ways to sustain the “Living Well with Chronic Conditions” class and other evidence-based programming after the end of the year when the ADRC prevention grant funding is no longer available.

Legislative/Advocacy

State Budget Update - Handout from Zander on the final approved State budget. There has been an issue about the Governor’s proposal for a Medical Assistance Transportation Manager because it would take authorization away from local agencies.

Other - Tom Frazier is retiring as director of the Coalition of Wisconsin Aging Groups. Zander has had discussions with the CWAG President concerning the organization’s funding and future direction. They discussed possible conflicts of interest in regards to some of the organizations past corporate sponsors.

Family Care/Long Term Care Waiver Programs

State - Wisconsin Council on Long Term Care – May 5, 2009 meeting minutes (sent with agenda).

Local –

- a) ADRC Monthly Report – May 2009 (sent with agenda).
- b) Community Care of Central Wisconsin (CCCW) - May 2009 (sent with agenda).
- c) Include, Respect, I Self-Direct (IRIS) – May 2009 (sent with agenda).

Director

Proceeds from a car and truck show at Pffifner Pioneer Park on August 9 will benefit Project Lifesaver. Since no one from the Board will attend the CWAG convention, Zander proposed using part of the money budgeted for that purpose to provide a scholarship to the Leadership Portage County program for a low-income person who attended the Portage County Statesmanship program. Consensus of the Board was to approve.

Handout from Zander on union/non-union personnel structure.

IX SCHEDULE NEXT MEETING DATE & TIME –
Tuesday, August 11, 2009 at 4 P.M.

Portage County Commission on Aging/Aging & Disability Resource Center Board
Minutes
11 August 2009, 4 – 5:30 P.M.

Members Present: Barden, DeGroff, Purcell, Woitczak, Hartman, Allgaier, Larsen, Piesik, Zdroik.

Staff Present: Zander, Placeway, Jossie, Beaman.

I Call to Order

II Review/Approval – Minutes: July 14, 2009

Motion/second Woitczak/Purcell to approve; carried by voice vote with no negative votes.

III Correspondence

None.

IV 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.

None.

V BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/possible action on resolution recognizing September as Fall Prevention Awareness Month and September 22nd as Fall Prevention Awareness Day

Draft handed out. Larsen suggested including a list of the programs/services our Falls Prevention project currently has in progress. Motion/second Allgaier/Piesik to approve the resolution and submit the resolution and handout to the County Board; carried by voice vote with no negative votes.

VI PERSONNEL ISSUES

A. Update on position refills

Cindy Rickhoff hired as LTE Optical Imager.

Two candidates to be interviewed for part-time Disability Benefit Specialist.

New on-call Bus Driver hired, looking to hire another on-call Dining Site Manager for Lincoln Center.

VII FISCAL ISSUES

A. Discussion/possible action on 2010 New Freedom grant application

Handout and review by Placeway. Motion/second Allgaier/Woitczak to approve application for \$93,275; carried by voice vote with no negative votes.

B. Discussion/possible action on United Way venture grant for New Freedom project

Included in A. above. Motion/second Piesik/Allgaier to approve application for \$2,869; carried by voice vote with no negative votes.

C. Discussion/possible action to approve special per diems, if any

None.

D. Discussion/possible action on purchasing requests, if any

None. Zander said there may be a request at a future meeting to approve building trust funds for a card swipe lock for the Holly Shoppe outer door if capital improvements money isn't available.

E. Review/discussion of Vouchers:

1.) Approval Number: 20090470 - \$40,046.40

2.) Approval Number: 20090500 - \$25,147.94.

Review on 2.) postponed until the September meeting.

F. Review/discussion of procurement card purchases
June report for \$592.65.

G. Review/discussion of Purchase Authorization Report printed – 8/10/09
Total of \$7,024.84.

H. Review of 2nd Quarter 2009 Budget Summary
Sent with agenda, reviewed by Zander and Jossie.

I. Review of July 2009 Monthly Budget Summary
Sent with agenda, reviewed by Zander, revenues at 32%, expenses at 52%. County levy has yet to be credited.

J. Review of Transportation Fuel Records – July 2009
Currently we're well under budget for fuel.

VIII REPORTS

A. Program

None.

B. Greater Wisconsin Agency on Aging Resources – July 2009, if available

None.

C. Legislative/Advocacy

Zander reported there was a meeting with Rep. Obey and the Coalition of Wisconsin Aging Groups District 8 in Superior on Older Americans Act funding.

Attendance at this year's CWAG convention was down, possibly due to the economy.

D. Family Care/Long Term Care Waiver Programs

1) State - Wisconsin Council on Long Term Care – July 7, 2009 meeting minutes, if available

None.

2) Local –

a) ADRC

1. Monthly Report – June 2009 (sent with agenda)

2. Summary of Survey Results– 1st Qtr. 2009 (sent with agenda; Larsen asked if it's possible to include a question about "how/where did you hear about the ADRC?" so we can determine which of our marketing efforts are successful).

b) Community Care of Central Wisconsin (CCCW)

1. Member Statistical Report - June 2009 (sent with agenda)

2. Member Satisfaction Study Results (sent with agenda)

3. MetaStar Annual Quality Review Results (sent with agenda)

c) Include, Respect, I Self-Direct (IRIS) – June 2009, if available (none)

Zander said the ADRC of Central Wisconsin will be adding Langlade County to their service area and may add Lincoln County, so it will then serve Wood, Marathon, Langlade and Lincoln counties.

E. Director

United Way campaign kick-off at Lincoln Center on August 15.

Proceeds from the Truckin' Buddies car show at PfiFFner Park on August 9 will benefit Project Lifesaver.

Lincoln Center received a donation of \$300 from the Associate Advisory Council of Associated Bank. The group had given \$330 to Project Lifesaver last March.

In August Zander will visit the dining sites for input on the 2010-12 Service Plan, with the public hearing at Lincoln Center on October 8 at 1 p.m.

Zander is serving on the interview team for the Health and Human Services Department Business Manager.

2010 budget: 2% levy increase, 3% in wages and health insurance. Preliminary budget is due September 4. Capital project requests are due August 25; Zander is checking on whether these are still to be approved by the Board or now by the County Executive.

IX SCHEDULE NEXT MEETING DATE & TIME – September 8, 2009 – 4:00 P.M.

**Portage County Commission on Aging/
Aging & Disability Resource Center (ADRC) Board
Tuesday, September 8, 2009 - 4:00 – 6:07 P.M.**

Present: Barden, Purcell, Woitczak, Hartman, Allgaier, Ellenbecker, Larsen, Piesik, Zdroik.

Staff Present: Zander, Moore, Placeway, Beaman.

Also Present: Terry Wick, Betty Jenkins, Jim Krems, Mary Milman.

I Call to Order

II Review/Approval – Minutes: August 11, 2009

Motion/second Allgaier/Ellenbecker to approve; carried (voice vote with no negative votes).

III Correspondence

Zander pointed out magazine article on an award for Allgaier.

IV 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.

Terry Wick registered to speak.

V BOARD/DEPARTMENT/PROGRAM ISSUES

A. Discussion/possible action on board member attendance at the 2009 State Aging & Disability Resource Center Conference – Sept. 21, 2009

Zander asked that any members interested in attending see her after the meeting. Motion/second Zdroik/Allgaier to approve special per diem for those who attend; carried (voice vote with no negative votes).

B. Discussion/possible action on Senior Center Advisory Council recommendation regarding Lincoln Center north parking lot

Terry Wick asked the COA to approve the recommendations of the Senior Center Advisory Council (map sent with agenda). Larsen was concerned about what appeared to be the loss of two slots; Wick replied that the map isn't definitive and we may even gain a spot or two. Moore added the Council feels the proposal is a sound one even if a slot or two are lost. Staff will work with a civil engineer from the City, and any final plan will need approval by the Council and the COA (and any City committees). Motion/second Ellenbecker/Purcell to approve the concept of the recommendation; carried (voice vote with no negative votes).

C. Review/Discussion of preliminary ADRC Service Plan 2010 – 2012, including 2010 Budget

Zander handed out preliminary budget, public input form, and planning process summary, and summarized comments received thus far from advisory councils, meetings with the public, etc. She said there's a general public awareness of the ADRC but people want more specific information about programs and services. There's still a perception that nothing's available outside of Lincoln Center. The budget is only a draft since we don't know yet what our final allocations for 2009 will be, much less 2010. Tomorrow is budget review with the County Executive and the Finance

Committee. We have made a few reductions in staff hours to meet guidelines for 2010. Zander said it appears we may have a surplus of about \$40,000 for 2009.

- D. Review and update of Department of Public Instruction applications and forms for the Child and Adult Care Food Program
Sent with agenda, this has to be renewed yearly.

VI PERSONNEL ISSUES - Update on position refills

The part-time Disability Benefit Specialist position has been filled by Tracy Dorrler, an employee of Health and Human Services. She will begin employment at the ADRC on September 14.

VII FISCAL ISSUES

- A. Discussion/possible action to approve special per diems, if any (none)
- B. Discussion/possible action on purchasing requests, if any (none)
- C. Review/discussion of Vouchers:
 - 1.) Approval Number: 20090500 - \$25,147.94
 - 2.) Approval Number: 20090548 - \$14,007.67
 - 3.) Approval Number: 20090586 - \$24,682.38
- D. Review/discussion of July procurement card purchase report: total \$1,055.08
- E. Review/discussion of Purchase Authorization Report:
 - 1.) Print Date 8/10/09 - \$7,024.84
 - 2.) Print Date 8/26/09 - \$8,659.47
- F. Review of August 2009 Monthly Budget Summary: not available at meeting time but Zander reported that any 2009 budget deficits will be balanced by surplus revenues. Census in the Adult Day Center has been up.
- G. Review of Transportation Fuel Records – August 2009 (sent with agenda)
- H. Update on Brookdale Foundation Grant – Early Memory Loss program: we'll receive \$7,500 in the first and \$3,000 in the second year. Carrie Placeway and Sharon Anderson will attend a training in St. Louis in October.

VIII REPORTS

- A. Program – ADC
Holiday respite will be offered on Saturdays, November 14 and December 12.
- B. Greater Wisconsin Agency on Aging Resources
There has been no monthly report since June. They're working on their board membership and have developed job descriptions for board members. We must do the same for the COA/ADRC Board by the end of the year.
- C. Legislative/Advocacy (sent with agenda)
 - 1.) AoA expansion of evidence-based prevention and wellness programs
 - 2.) CWAG – Position Paper on Medicare Part D
 - 3.) CWAG – Position Paper on OAA Programs and Services
 - 4.) CWAG – Position Paper on Long-Term Care
- D. Family Care/Long Term Care Waiver Programs
 - 1) State - Wisconsin Council on Long Term Care – July 7, 2009 (sent with agenda)
 - 2) Local –
 - a) ADRC - Monthly Report – July 2009: contacts up; increase of employment-related issues for younger seniors.
 - b) Community Care of Central Wisconsin (CCCW) - Member Statistical Report – July 2009: Lincoln and Langlade Counties are being added to CCCW's service area.
 - c) Include, Respect, I Self-Direct (IRIS) – June 2009 (sent with agenda)

E. Director

Capital projects: Lincoln Center parking needs and future bus purchases were submitted to the Capital Projects Committee. On the latter, Zander said much depends on what happens with the proposed justice center project.

The Finance Committee is looking at reserve (trust) accounts and may have questions on ours. The COA/ADRC Board may need to develop policies on these accounts—which are designated/restricted and designated/unrestricted; should there be limits on what's in the accounts; which donations should go into operating budgets, etc.

Zander will be at the Wisconsin Counties Association convention next week Monday and Tuesday.

The mental health clinic at Gilfry is closing and discussion of a new voucher program is underway to assist consumers in purchasing services from the private sector to fill the void. The ADRC and NAMI will be co-hosting a “Crisis Intervention Partnership” training in December for area human service staff.

The front page of the October – December newsletter will feature information about swine flu.

The State has mandated use of a new ADRC logo we can incorporate into our own. Zdroik suggested contacting UWSP to see if any graphic design students would take on this project.

IX SCHEDULE NEXT MEETING DATE & TIME – October 13, 2009 – 4:00 P.M.

Portage County Commission on Aging/
Aging & Disability Resource Center (ADRC) Board
Tuesday, October 13, 2009 - 4:00 – 6:15 P.M.

Present: Allgaier, Barden, Ellenbecker, Hartman, Larsen, Piesik, Purcell, Woitczak, Zdroik
Staff Present: Zander, Placeway, Beaman
Also Present: Jenni Jossie, Bill Hanna

I Call to Order

II Review/Approval – Minutes: September 8, 2009
Motion/second Ellenbecker/Woitczak to approve; carried (voice vote with no negative votes).

III Correspondence
Zander gave an update on a Board member's medical leave.

IV 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.
(none)

V FISCAL ISSUES

Discussion/possible action on resolution to authorize acceptance of an 18-month, Administration on Aging Innovation Project Grant for the Alzheimer's Dementia Capable Care in Wisconsin Project - \$241,631
Draft resolution to the County Board sent with agenda. The Finance Committee gave its approval yesterday, and the resolution will go to the County Board November 2. The grant, for \$241,631, will continue to the spring of 2011. We will be hiring limited term employees to provide dementia screening and caregiver support (.5 FTE Dementia Outreach Specialist and .1 FTE Information & Assistance Specialist). Zander said our 2009-10 budgets will need to be amended to include this new grant. Motion/second Ellenbecker/Piesik to approve the resolution; carried (voice vote with no negative votes).

Discussion/possible action on special per diems, if any
For ADRC conference on September 21 for Zdroik, Hartman and Woitczak; motion/second Allgaier/Barden to approve; carried (voice vote with no negative votes).

Discussion/possible action on purchasing requests, if any
(none) Zander reported that she'll discuss our reserve accounts at the November meeting; the Board may want to discuss if upper limits should be set for any of the reserve funds, which accounts should remain or be consolidated or eliminated, etc.

Update on 2010 – 2015 ADRC Capital Project Requests
Sent with agenda. Bus purchase, parking in 2011; fleet vehicle purchases in 2013; bus purchase in 2014.

Update on 2010 ADRC Budget
Bill Hanna, the new Health & Human Services Business Manager, was introduced. Zander has been working with him on revisions for our 2010 budget (e.g., to take into account the new dementia grant).

Review/discussion of Vouchers:
1.) Approval Number: 20090618 - \$14,318.19

2.) Approval Number: 20090708 - \$20,675.54

Review/discussion of procurement card purchase report – 9/18/09 - \$1,045.68

Review/discussion of Purchase Authorization Report: Print Date 10/05/09 - \$10,378.21

These reports keep repeating items on previous reports. We've notified the Information Technology department, but Jossie said items will continue to appear until Purchasing clears them off the system.

Review of 3rd Qtr. 2009 ADRC Budget Report

Zander reviewed the handout. Apparent surplus in Transportation due to lower fuel costs and because the mileage reimbursement rate has not been increased. The Holly Shoppe budget now includes health insurance costs. The Adult Day Center currently projects a small deficit. Some surplus is projected in the Community Resources budget. Zander will ask the State if we can keep any remaining falls prevention funds when the project closes at the end of the year (she doubts it).

Review of Transportation Fuel Records – September 2009

Sent with agenda. Larsen asked why mileage is 900 less than it was this time last year; Zander said partly because of lower census in the Adult Day Center.

VI BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/possible action on Commission/ADRC Board member job descriptions

Draft handed out. The State's requiring these be in place by the end of the year. Board members were asked to study the draft after a motion/second by Ellenbecker/Purcell to postpone to the November meeting; carried (voice vote with no negative votes).

Discussion/possible action on election of interim Commission/ADRC Board Vice-Chair

The County Clerk said she saw no reason the Board couldn't elect an interim officer, but advised we get an opinion from the Corporation Counsel, which we await, so there was a motion/second by Ellenbecker/Allgaier to postpone to the November meeting; carried (voice vote with no negative votes).

Update on the ADRC Service Plan 2010 – 2012

Zander said the public hearing on October 8 was sparsely attended, but Woitczak and one other community member were in attendance. As a result of additional input gathered, the plan will address the need for outreach for prevention and intervention services, and a goal to promote use of public transit. On the latter, Larsen commented that Stevens Point isn't bike-friendly and wondered whether that issue would come under our purview for advocacy. Ellenbecker suggested contacting the local bike shops to see if they have any advocacy efforts underway.

Update on Lincoln Center parking status

The Building Committee for the proposed courtrooms addition to the Annex is meeting regularly, and Zander has been attending those meetings since whatever construction plan is adopted will likely impact the City lot on Water and Arlington which is used for Lincoln Center "overflow." Any changes to traffic flow and exits/entrances in the Lincoln Center lot will also want to take into any street closings or changes affecting street traffic that may result from construction of the new courthouse project.

Review/discussion of new statewide ADRC logo

Beaman has been working on a few ideas to incorporate the State-mandated ADRC logo into our existing logo.

VII PERSONNEL ISSUES

Update on new position requests – grant funded: Dementia Outreach Specialist - .5 FTE, LTE, Information & Assistance Specialist .1 FTE, LTE

As mentioned earlier, these positions will be filled for the new grant project. The latter position will be four hours weekly added to an existing I & A Specialist to provide additional general coverage which will allow all five I & A Specialists to assist with grant project activities such as dementia screening and caregiver counseling and support.

Update on position refills, if any
(none)

VIII REPORTS

Program – Transportation

Placeway handed out portions of the 2010 Transit Development Plan and said it's possible we could lose front door service by the City buses to Lincoln Center. Whatever period the consultants studied showed an average of only one drop-off at Lincoln Center daily. Zander asked Placeway to check with the City Transit Director for figures on a more extended period of time.

Greater Wisconsin Agency on Aging Resources
(none)

Legislative/Advocacy

ADRC funding formula resolution to Wisconsin Counties Association

Zander reported that at its recent convention the WCA unanimously approved a resolution supporting full funding for aging & disability resource centers under the state contract; this will be part of the WCA's platform and lobbying efforts.

Leadership Summit Update

Zander said the aging network is losing some of its traditional grassroots support because of regional consolidation, funding cuts, agency mergers, etc. At the summit there were discussions on developing budget priorities and platforms towards the next gubernatorial election. Other issues included budget equity between aging and disability services; the need for a State cabinet level Secretary of Aging; and a need by the network to provide some history of aging services and training in Wisconsin to its newer members.

Family Care/Long Term Care Waiver Programs

State - Wisconsin Council on Long Term Care – 9/01/09 meeting minutes, if available
(none)

Local –

a) ADRC - Monthly Report – Aug. 2009

Sent with agenda. Zander pointed out that the format of these reports doesn't show why people call the ADRC; that information is more important than contact numbers only, and she's hopeful the State will modify the format to include it.

b) Community Care of Central Wisconsin (CCCW)

Member Statistical Report – Aug. 2009

Quarterly Indicator Report – 2nd Qtr. 2009

Sent with agenda.

c) Include, Respect, I Self-Direct (IRIS) – if available
(none)

Director

Interfaith Volunteer Caregivers office will be located at Lincoln Center but will remain (for now) under the aegis of the United Way. Zander's working with IVC on a contract and may have a draft for the November Board meeting.

IX SCHEDULE NEXT MEETING DATE & TIME – November 10, 2009 – 4:00 P.M.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Minutes
Tuesday, November 10, 2009
Lincoln Center, 1519 Water Street, Stevens Point, WI

Members present: Allgaier, Barden, DeGroff, Ellenbecker, Hartman, Larsen, Piesik, Purcell, Woitczak, Zdroik.

Staff present: Zander, Fandre, Piotrowski, Beaman.

Also present: Jim Canales, Mark Hilliker, Bill Hanna.

I Call to Order: at 4 P.M. by Interim Chair Barden.

II Review/Approval – Minutes: October 13, 2009
Motion/second Allgaier/Ellenbecker to approve; carried (voice vote with no nays).

III Correspondence

- National Family Caregivers Month.
- Alzheimer’s Candlelight Vigil November 12.
- County Board resolutions to be submitted to Legislative Committee first.

IV 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).

(None)

V 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.

(None)

VI REPORTS

Program – Holly Shoppe: Fandre:

- November 3 Open House sales \$2,012.
- Bake sale November 20.
- May plant sale and rummage sales to date raised \$18,000.
- 2009 Holiday Boutique cancelled.
- Holly Shoppe will be at Tinsel Trail.
- Holly Shoppe on Channel 95 “Lincoln Center Today” during November.

Greater Wisconsin Agency on Aging Resources (no report)

Legislative/Advocacy

State Committee on Aging and Long-Term Care Informational Hearing – Family Care Program

Zander will attend and testify November 11.

Senator Feingold – Listening Session, Nov. 12, 2009

Zander will attend.

National Health Care Reform (info. Sent with agenda)

AB 482 – Exempting Rx Drugs from State Minimum Mark Up Law (info. sent with agenda)

Changes to Pre-Vocational Services (info. sent with agenda). Canales expects no major changes.

Leadership Summit Update November 11: Zander attending.

Family Care/Long Term Care Waiver Programs

State - Wisconsin Council on Long Term Care – 9/01/09 meeting minutes (sent with agenda).

Local –

a) ADRC - Monthly Report – Sept. 2009 (sent with agenda).

b) Community Care of Central Wisconsin (CCCW) (sent with agenda).

Presentation – Past, Present, and Future – Jim Canales, CEO and Mark Hilliker, COO

- Handout.
- 2,800 people served since agency's inception.
- Offices in Stevens Point, Wausau, Wisconsin Rapids, Marshfield.
- Strategic plan in development.
- Expansion to Lincoln and Langlade counties in 2011.
- 600 contracts with service providers.

Member Statistical Report – Sept. 2009 (sent with agenda).

c) Include, Respect, I Self-Direct (IRIS): State interviewing for local IRIS rep.

VII BOARD/DEPARTMENT/PROGRAM ISSUES

- Discussion/possible action on revised Holly Shoppe Mission Statement: motion/second Ellenbecker/DeGroff to approve; carried (voice vote with no nays).
- Discussion/possible action on revised Holly Shoppe Policy Statement: motion/second Allgaier/Woiteczak to approve; carried (voice vote with no nays).
- Discussion/possible action on Commission/ADRC Board member job descriptions: motion/second Ellenbecker/Zdroik to approve; carried (voice vote with no nays).
- Discussion/possible action on election of interim Commission/ADRC Board Vice-Chair: motion/second Allgaier/Woiteczak nominating Piesik; motion/second Ellenbecker/Allgaier to close nominations and cast unanimous ballot for Piesik; carried (voice vote with no nays).
- Discussion/possible action on ADRC Service Plan 2010 – 2012: motion/second Piesik/Zdroik to approve; carried (voice vote with no nays).

Director's Report:

- ADRC staff United Way campaign: increase of 9% over 2008.
- Possible set up of COA/ADRC Board subcommittee on parking issues; those wishing to serve contact Barden.
- Dementia screening training for staff was today.
- Lincoln Center volunteer recognition was today.
- December agenda to include contract with Interfaith Volunteer Caregivers.
- Handout: flu symptoms.

VIII FISCAL ISSUES

- Discussion/possible action on special per diems, if any (none).
- Discussion/possible action on purchasing requests, if any (none).
- Discussion/possible action on ADRC Reserve Accounts: Hanna will attend future meeting to discuss with Board.
- Update on 2010 Budget: approved by County Board November 2.
- Review/discussion of Vouchers:
- Approval Number: 20090741 - \$50,873.13
- Approval Number: 20090781 - \$19,802.27
- Review/discussion of Procurement Card Purchase Report – 10/14/09 - \$2,082.63
- Review/discussion of Purchase Authorization Report: Print Date 11/05/09

- Review of October 2009 Monthly Budget Summary: handout. Expenses 75%, revenues 42% (levy funds not credited as yet). Zander said no deficits are predicted by year's end.
- Review of Transportation Fuel Records – October 2009: under budget.

IX PERSONNEL ISSUES

- Update on new position requests – grant funded Dementia Outreach Specialist - .5FTE, LTE
- Information & Assistance Specialist, .1 FTE, LTE: Human Resources hiring process underway.
- Update on position refills, if any (none).

X SCHEDULE NEXT MEETING DATE & TIME

December 16, 2009 – 4:00 P.M.

XI ADJOURN

Meeting ended 6:15 P.M.

Approved on _____ as submitted.

Bruce R. Beaman, Recorder

**Portage County Commission on Aging/
Aging & Disability Resource Center (ADRC) Board
Wednesday, December 16, 2009 - 4:00 P.M.
Lincoln Center, 1519 Water Street - Conf. Rm. F (Second floor)**

Members present: Allgaier, Barden, DeGross, Ellenbecker, Hartman, Larsen, Piesik, Purcell, Woitczak, Zdroik.

Staff present: Zander, Porter, Smith, Beaman.

Others: Patty Dreier.

I Call to Order

II Review/Approval – Minutes: November 10, 2009

Motion/second Ellenbecker/Allgaier to approve; carried (voice vote with no negative votes).

III Correspondence – Press Release: Prevocational Services Definition
Sent with agenda.

IV 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).

None.

V 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.

None.

VI REPORTS

Program – Nutrition

Bar chart handout showing congregate decline since 2004, home-delivered decline since 2006 though we anticipate 2009 will be higher than 2008. Meals On Wheels, Inc. had a considerable decline in 2009. Smith reported the Nutrition Program will receive \$17,600 in one-time, federal stimulus money in 2010 and there may be slight increases in Older Americans Act funding. Community Care of Central Wisconsin will no longer be providing payment for congregate meals provided to Family Care members in 2010, which could mean a revenue shortfall of up to \$30,000.

Greater Wisconsin Agency on Aging Resources – NETWORK notes – Nov. 2009
Sent with agenda.

Legislative/Advocacy

Family Care Informational Hearing

Zander testified at a hearing in Madison held by Rep. Krusick, Chair of the Assembly Committee on Aging and Long-Term Care.

Statewide MA Transportation Manager

Porter reported that under the new system proposed, authorizations for transportation for Medical Assistance clients will no longer be done by counties, rather a statewide “broker.” Experience has shown that rides decrease under a broker. Porter said there may be a legislative hearing in January on vetoing this part of the Governor’s transit plan.

A. Family Care/Long Term Care Waiver Programs

- 1) State - Wisconsin Council on Long Term Care – 11/03/09 (sent with agenda).
- 2) Local –
 - a) ADRC - Monthly Report – Oct. 2009 (sent with agenda).
 - b) Community Care of Central Wisconsin (CCCW) - Member Statistical Report – Oct. 2009 (sent with agenda). Zander said the majority of Family Care enrollees in Portage County (and in central Wisconsin and other parts of the state) are non-elderly, possibly due to low asset limits needed to qualify for the program.
 - c) Include, Respect, I Self-Direct (IRIS) – if available (none).

B. Director

- We will not receive a grant from the Helen Bader Foundation for the early memory loss project at this time.
- Flu shot clinics in Amherst and Rosholt (postponed from earlier date) held this week.
- H1N1 shots at Lincoln Center on December 21, 2:30 – 5 p.m.
- Holiday concert at Lincoln Center on December 19.

VII BOARD/DEPARTMENT/PROGRAM ISSUES

A. Discussion/possible action on Independent Contractor Agreement between the ADRC and United Way of Portage County re: Interfaith Volunteer Caregiver program.

Handout of draft contract, reviewed by Zander. Motion/second Allgaier/Ellenbecker to approve the tentative agreement; carried (voice vote with no negative votes).

B. Update on Lincoln Center north parking lot

Carol Moore has contacted Mayor Halverson about the Senior Center Advisory Council’s recommendations for improving traffic flow in the Lincoln Center lot.

VIII FISCAL ISSUES

A. Discussion/possible action on special per diems, if any (none).

B. Discussion/possible action on purchasing requests, if any (none).

C. Discussion/possible action on 2010 Alzheimer’s Family and Caregiver Support Program Budget Motion/second Ellenbecker/Zdroik to approve request for \$9,103; carried (voice vote with no negative votes).

D. Discussion/possible action on resolution authorizing an expenditure of \$11,200 from the 2008 carryover budget and a three-year agreement with Transit Computing Inc. to provide transportation scheduling, dispatching, and billing software and support services with an option to renew yearly after the initial three-year period at a cost of \$1,700/year. Motion/second Piesik/Woitzak to approve; carried (voice vote with no negative votes).

E. Discussion/possible action on resolution authorizing a contract between the City of Stevens Point and Portage County to lease a wheelchair accessible vehicle – at a cost not to exceed \$15,000 (20% of vehicle cost paid by ADRC in 2011) and \$1.00 for ADRC to purchase vehicle from city once vehicle reaches 150,000 miles (useful life); motion/second Ellenbecker/Purcell to approve; carried (voice vote with no negative votes).

F. Update on s85.21 Elderly and Disabled Transportation Grant
Porter said the grant will be mailed to Madison tomorrow.

G. Update on Saint Michael’s Foundation Grant – Early Memory Loss - \$5,376 (24 mos.) –
Porter indicated that the hospital Foundation has approved funding of the Early Memory Loss

program proposal. In the absence of the Bader Foundation funding, in order to implement the new program, either an additional source of funding will need to be found or the program will need to be scaled back to accommodate the reduced budget.

- H. Update on 2010 Budget
Negotiations are underway with CCCW on 2010 rates.
- I. Review/discussion of Vouchers:
 - 1.) Approval Number: 20090822 - \$33,336.45
 - 2.) Approval Number: 20090828 - \$ 600.00
 - 3.) Approval Number: 20090860 - \$33,023.30
- J. Review/discussion of Procurement Card Purchase Report – 11/17/09 - \$4,515.36
- K. Review/discussion of Purchase Authorization Report: Print Date 12/08/09 - \$4,479.56
- L. Review of November 2009 Monthly Budget Summary
Some revenues are late in coming (Older Americans Act, Family Care).
- M. Review of Transportation Fuel Records – November 2009

IX PERSONNEL ISSUES

- A. Update on new position requests – grant funded
 - 1.) Dementia Outreach Specialist - .5FTE, LTE (AoA Grant)
Four candidates interviewed. References are currently being checked.
 - 2.) Information & Assistance Specialist, .1 FTE, LTE (AoA Grant)
The I & A Specialist, RN will begin working additional hours as soon as payroll and the Human Resources Dept. can accommodate new hires.
 - 3.) Travel Trainer, 1.0 FTE, LTE (New Freedom Grant)
 - 4.) Mobility Manager (New Freedom Grant)
The State has yet to inform New Freedom grant applicants whether they were successful, so no updates on Travel Trainer or Mobility Manager.
- B. Update on position refills, if any (none).

X SCHEDULE NEXT MEETING DATE & TIME – (tentative) January 5, 2010 – 4:00 P.M.

XI ADJOURN

Important Notices

- 1. Any person who has special needs and plans on attending this meeting should contact the Aging & Disability Resource Center at 715-346-1401 as soon as possible to ensure that reasonable accommodations can be made.
- 2. A quorum of the Portage Co. Board of Supervisors, or any committee thereof, may be present at this meeting.
