

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board Minutes
Tuesday, January 12, 2010 - 4:00 – 5:30 P.M.
Lincoln Center, 1519 Water Street

Members present: Allgaier, Barden, Ellenbecker, Larsen, Purcell, Woitczak, Zdroik

Staff present: Zander, Beaman

Also present: Bill Hanna

I Call to Order

II Review/Approval – Minutes: December 16, 2009
Motion/second Allgaier/Ellenbecker to approve; carried (voice vote without negative votes).

III Correspondence

- A. Greater Wisconsin Agency on Aging Resources, Inc. response to 2009 ADRC Service Plan Assessment: sent with agenda.
- B. Greater Wisconsin Agency on Aging Resources, Inc. response to 2010-2012 ADRC Service Plan: 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

- A. Program – Dementia Capable Care in Wisconsin (AoA grant)
Peggy Greco hired as Dementia Outreach Specialist, started January 4.
- B. Greater Wisconsin Agency on Aging Resources – NETWORK notes – if available (none)
- C. Legislative/Advocacy (none)
- D. Family Care/Long Term Care Waiver Programs
 - 1) State - Wisconsin Council on Long Term Care – Draft minutes - 11/03/09: sent with agenda.
 - 2) Local –
 - a) ADRC –
 - 1. Monthly Report – Nov. 2009
Zander said contacts are lower than usual, unsure why.
 - 2. Summary of Survey Results – 2nd Qtr. 2009
Results were very positive.
 - b) Community Care of Central Wisconsin (CCCW) - Member Statistical Report – Nov. 2009
2,520 enrollees as of November.
 - c) Include, Respect, I Self-Direct (IRIS) – update, if available (none).
- E. Director
Modular furniture for some offices to be installed February 9.
County is issuing new ID badges to staff.

VII BOARD/DEPARTMENT/PROGRAM ISSUES

- A. Review of final Independent Contractor Agreement between the ADRC and United Way of Portage County re: Interfaith Volunteer Caregiver program (sent with agenda).
- B. Discussion/possible action on 2010 United Way of Portage County Principles of Participation, Supplemental Fund Raising Policy, and Anti-Terrorism Compliance Measures
Motion/second Ellenbecker/Allgaier to approve; carried (voice vote without negative votes).

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 request to use "Future ADRC Projects" Reserve fund for:
 - 1.) Optical Imager, LTE – 520 hours, to complete imaging of "closed" files in the Community Resource Section
Motion/second Zdroik/Ellenbecker to approve; carried (voice vote without negative votes).
 - 2.) Information & Assistance Specialist, RN, LTE – 2 hours/week, to provide "Sure Step" – evidence-based falls prevention assessments
 - 3.) Holly Shoppe/Health Programs Coordinator, LTE – 1 hour/week, to coordinate volunteer instructors and help sustain "Living Well" and other evidence-based falls prevention/chronic disease management programming
Motion/second Ellenbecker/Woitzczak to approve 2 and 3; carried (voice vote without negative votes).
- D. Review/discussion of Vouchers:
 - 1.) Approval Number: 20090890 - \$30,840.39
 - 2.) Approval Number: 20090923 - \$27,699.92
- E. Review/discussion of Procurement Card Purchase Report – 12/21/09 - \$2,346.59 & \$227.45
- F. Review/discussion of Purchase Authorization Report: Print Date 1/07/10 - \$11,590.51
- G. Review of 4th Qtr. 2009 ADRC Budget Report
Hanna reviewed; this is not a final report. He plans to develop a new format for this report for 2010.
- H. Review of Transportation Fuel Records – December 2009 (sent with agenda).

IX PERSONNEL ISSUES

- A. Update on new limited term positions
 - 1.) Dementia Outreach Specialist - .5 FTE: started January 4.
 - 2.) Information & Assistance Specialist, .1 FTE: started January 11.
 - 3.) Travel Trainer, 1.0 FTE: to be advertised.
 - 4.) Mobility Manager, .35 - .40 FTE: started January 11.
 - 5.) EML Coordinator, .125 FTE: to be advertised.
 - 6.) EML Activity Assistant, .25 FTE: to be advertised.
- B. Update on position refills, if any (none).

X SCHEDULE NEXT MEETING DATE & TIME – February 9, 2010 – 4:00 P.M.

Portage County Commission on Aging/
Aging & Disability Resource Center (ADRC) Board
Tuesday, February 9, 2010 - 4:00 – 5:30 P.M.

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

Staff present: Zander, Beaman.

Call to Order

Review/Approval – Minutes: January 12, 2010
Motion/second Allgaier/DeGroff to approve; carried (voice vote with no negative votes).

Correspondence

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).

Hartman concerned about impact on mental health services of four psychiatrists leaving Ministry.

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BOARD/DEPARTMENT/PROGRAM ISSUES

Caregiver Fair – April 26, 2010, 4 to 8 p.m., public welcome.

Portage County Government Physical Security Policy

Staff have been issued ID badges which will open the main north and south entrance doors. Issues yet to be resolved include patio and Holly Shoppe doors. It appears the County is installing security cameras; for Lincoln Center we're as yet unsure how many and where they'll go.

FISCAL ISSUES

Discussion/possible action on resolution authorizing a budget adjustment for recall of Adult Day Center Aide - \$18,367. Motion/second Ellenbecker/Allgaier to approve; carried (voice vote with no negative votes).

Discussion/possible action on resolution authorizing a budget adjustment for limited term positions funded by ADRC Special Project Reserve Fund (positions approved at board meeting on 1/12/10) - \$10, 671. Motion/second Woitczak/Ellenbecker to approve; carried (voice vote with no negative votes).

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

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

Review/discussion of Vouchers:

- 1.) Approval Number: 20100023 - \$41,416.52
- 2.) Approval Number: 20100059 - \$34,783.69
- 3.) Approval Number: 20100066 - \$ 460.24
- 4.) Approval Number: 20100078 - \$11,412.75

Review/discussion of Procurement Card Purchase Report – 1/15/10 - \$2,348.41

Review/discussion of Purchase Authorization Report: Print Date 2/04/10 - \$2,302.70

Review of January 2010 Monthly Budget Summary:

Bill Hanna has been meeting with our program directors and is developing monthly reports for some previously done only quarterly, semi-annually, etc. He'll also see to it that fund transfers are made more regularly.

Review of Transportation Fuel Records – January 2010

PERSONNEL ISSUES

Update on new limited term positions:

Travel Trainer, 1.0 FTE: interviews underway.

EML Activity Assistant, .25 FTE: hired.

Optical Imager, .25 FTE (520 hours): process underway.

Update on position refills, if any (none).

REPORTS

Program – Transportation

New scheduling and billing software to be installed February 15.

Health and Human Services Volunteer Driver transition: going well.

Greater Wisconsin Agency on Aging Resources – NETWORK notes, if available (none).

Legislative/Advocacy –

President's FY 2011 Budget (sent with agenda).

Disability Rights Wisconsin Wausau Listening Session (sent with agenda).

Medicare Adult Day Services Bill (sent with agenda).

Family Care/Long Term Care Waiver Programs

Wisconsin Council on Long Term Care – Jan. 5, 2010, if available (none).

Family Care 10th Anniversary listserv message (sent with agenda).

ADRC – Monthly Report – Dec. 2009: 214 contacts, up a little from November. The State will be conducting consumer satisfaction surveys of a sampling of Family Care enrollees in a month or so.

Elderly Benefit Specialist Maria Patten is conducting an “Introduction to Medicare” class.

Community Care of Central Wisconsin (CCCW) - Member Statistical Report – Dec. 2009 (handout). Zander said our 2010 contract with CCCW has been agreed to and will be signed soon.

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

Zander reported she’s having discussions with Dana Cyra of CCCW concerning some conflicts in Family Care screens done by their staff and ours.

Director

Handout of updated acronyms list.

New edition of Community Resource Guide handed out.

New modular furniture is being installed this week in some offices.

Carol Moore is working on some proposed modifications to the reception desk area.

SCHEDULE NEXT MEETING DATE & TIME – March 9, 2010 – 4:00 P.M.

Portage County Commission on Aging/Aging & Disability Resource Center Board

Minutes

9 March 2010

4 – 5:30 P.M., Lincoln Center

Members present:

Barden, DeGross, Hartman, Piesik, Purcell, Woitczak, Zdroik.

Staff present:

Zander, Beaman, Hogan, Dorrlor

I Call to Order at 4 p.m. by Barden.

II Review/Approval – Minutes: February 9, 2010; motion/second Barden/Purcell to approve; carried (voice vote with no negative votes).

III Correspondence (none)

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

1) Benefit Specialist

- 2009 Monetary Impact of the Disability Benefit Specialist Program: \$2,223,176.26 reported by Hogan. She and Dorrlor added that 50 to 60% of applications for disability benefits prepared by the Disability Benefit Specialists are approved immediately; if applications are denied, they assist clients in the appeals process.
- Feb. 2010, newsletter article in "The Specialist" – CWAG's Elder Law Center newsletter, regarding accomplishment of Portage County's Elderly Benefit Specialist (sent with agenda)

2) 2009 Impact of RSVP and FGP Volunteers in Portage County – Handout (sent with agenda)

Greater Wisconsin Agency on Aging Resources – NETWORK notes, if available (none)

Legislative/Advocacy

1) Older Americans Act Reauthorization Events (sent with agenda); Zander will keep the Board informed of these events as they're scheduled. Upcoming include one sponsored by the Aging and Disability Professionals Association of Wisconsin on April 7, and GWAAR on June 8.

2) H.R. 4173 – creation of a Consumer Financial Protection Agency and other financial regulatory reform and S. 1799 – restriction of overdraft practices by federal financial institutions (sent with agenda); not passed yet.

3) AB 482 – Exempt Rx drugs from Wisconsin's minimum mark up law (sent with agenda); not passed yet.

Family Care/Long Term Care Waiver Programs

State - Wisconsin Council on Long Term Care – Jan. 5, 2010 (sent with agenda).

Local –

- a) ADRC – Monthly Report – Jan. 2010; Zander said the State is stressing response to unmet needs.
- b) Community Care of Central Wisconsin (CCCW) - Member Statistical Report – Jan. 2010 (sent with agenda); 989 people enrolled in Family Care in Portage County, 46% of whom are developmentally disabled.
- c) Include, Respect, I Self-Direct (IRIS) (handout)

Director

New transportation software has been installed and is being tested by staff.

Zander will attend a conference on emergency response planning for special needs populations on May 13 – 14.

Zander is working on an update to the Civil Rights Compliance Plan; any Board members willing to assist with the facilities access checklist should contact her.

Purcell is the only Board member whose term is up for renewal in May, and she will accept an appointment to another term.

Zander reviewed some potential changes to Board membership requirements the State is looking at (again).

VII BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/possible action on Assistance, Screening and Support: Integrating Services Together (A.S.S.I.S.T.) program financial eligibility guidelines (sent with agenda); motion/second Piesik/Woitczak to approve; carried (voice vote with no negative votes).

Discussion/possible action on funding board member or other advisory council or community member participation in Coalition of Wisconsin Aging Groups (CWAG) Intergenerational Senior Statesmanship Program: since there were no Board members in attendance interested or able to attend, there was a motion/second by Zdroik/DeGroff authorizing Zander to check with absent board members and/or send another interested party and to fund the additional \$50 for the total cost of \$475 (\$425 is budgeted).

VIII FISCAL ISSUES

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

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

Review/discussion of Vouchers:

1.) Approval Number: 20100109 - \$16,842.22

2.) Approval Number: 20100134 - \$28,557.02

3.) Approval Number: 20100151 - \$ 664.75

Review/discussion of Procurement Card Purchase Report – 1/24/10 - \$877.54

Review/discussion of Purchase Authorization Report: Print Date 3/04/10 - \$930.07

Review of February 2010 Monthly Budget Summary

Review of Transportation Fuel Records – February 2010

IX PERSONNEL ISSUES

A. Update on new limited term positions

Travel Trainer, 1.0 FTE: position has been filled.

Optical Imager, .25 FTE (520 hours): hiring process underway.

Update on position refills, if any (none)

X SCHEDULE NEXT MEETING DATE & TIME – April 13, 2010 – 4:00 P.M.

Commission on Aging/Aging & Disability Resource Center Board of Portage County

Minutes

13 April 2010, 4:00 to 6:10 P.M., Lincoln Center

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

Staff Present: Zander, Hannah, Beaman.

Call to Order at 4 p.m. by Barden.

Review/Approval – Minutes: March 9, 2010

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

Correspondence: none

PUBLIC COMMENT: none

PUBLIC NOTICE: none

FISCAL ISSUES

Discussion/possible action on special per diems, if any: none

Discussion/possible action on purchasing requests, if any: none

Review/discussion of Vouchers:

1.) Approval Number: 20100198 - \$23,242.03

2.) Approval Number: 20100222 - \$28,384.84

3.) Approval Number: 20100277 - \$19,165.84

Review/discussion of Procurement Card Purchase Report – 3/16/10 - \$1,269.92

Review/discussion of Purchase Authorization Report: Print Date 4/07/10 - \$4,375.67

Review of Pre-Audit 2009 Close-out Budget Report

Bill Hannah reviewed handout showing 2009 surplus of \$184,264 of which \$101,121 will be returned to the County. Medicaid reimbursements were higher than anticipated, and there were considerable savings in fuel and travel.

Review of 1st Quarter 2010 Budget Summary Breakdown by Program Report

Revenues at 13%, expenses at 19%. Hannah said he'll develop a calendar for this report showing the cyclical revenue stream (e.g., the Holly Shoppe earns most of its revenue at its plant sale in May and during the Christmas season).

Review of Transportation Fuel Records – March 2010

Under budget by \$900 for the first quarter.

BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/possible action on request to reserve two parking spots in north Lincoln Center parking lot for use by voters on election days

The Senior Center Advisory Council recommended denying the request from the City Clerk.

Motion/second Allgaier/Larsen to deny the request, but temporary signage might be helpful on voting days to direct people to the Water/Arlington lot or street parking, or that anyone needing special accommodations could call ahead; carried (voice vote, no negative votes).

Update on State proposed revisions to Governing Board Membership requirements and options for combining ADRC Board with Commission on Aging Board

The State has requested input from ADRCs, so discussion is ongoing at this point.

Update on participation in CWAG's Intergenerational Senior Statesmanship Program

Carol Moore has identified and registered someone for participation in next week's program.

Program Reports

Early Memory Loss

Enrollment has been better than expected and there's a waiting list.

Mobility Management

Employee originally hired was not a good match for the position and was not retained; replacement has been hired.

Greater Wisconsin Agency on Aging Resources – NETWORK notes, if available (none).

Legislative/Advocacy

Older Americans Act Reauthorization Events

The State is scheduling hearings in May and June to which Board members are invited. At its April 7 meeting members of the Aging & Disability Professionals Association of Wisconsin discussed parts of the legislation. Zander said she'll provide an OAA orientation at the May meeting.

Wisconsin Parity Act

Passed the Senate in January and is currently in the Assembly.

Coalition of Wisconsin Aging Groups

Zander said that CWAG is beginning to take positions on a wider range of issues and its Legislative Council is developing a Web site (not yet available to the public) to detail those positions with full information and links.

Family Care/Long Term Care Waiver Programs

Wisconsin Council on Long Term Care – March 2, 2010 minutes, if available (none).

ADRC – Monthly Report – Feb. 2010: sent with agenda, briefly reviewed by Zander.

Community Care of Central Wisconsin (CCCW):

1. Member Statistical Report – Feb. 2010: sent with agenda, briefly reviewed by Zander.
2. Family Care Expansion: CCCW will expand its services to Lincoln and Langlade Counties.
3. Financial Status/Goals: if its financial goals are met for 2010, CCCW may offer a one-time provider rate enhancement.

Include, Respect, I Self-Direct (IRIS) – Feb. 2010: sent with agenda, briefly reviewed by Zander, who added that participation in IRIS has been higher than the State expected, causing some delays.

Director's Report

- Zander will be away April 21 to 30.
- Will attend a May conference in Rhinelander with the County's Emergency Management Director.
- Our Outreach Specialist will retire in early May.

PERSONNEL ISSUES

Update on new limited term positions:

Optical Imager: employee started today.

Next meeting: May 11, 2010 – 4:00 P.M.

(*Note date later changed to May 10, 2010 – 4:00 P.M.)

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

Minutes

Monday, May 10, 2010 - 4:00 – 6:10 P.M.

Members present: Barden, Ellenbecker, Hartman, Larsen (left at 4:25 P.M.), Levin, Piesik, Purcell, Steinke, Woitczak, Zdroik.

Staff present: Zander, Moore, Beaman.

Also present: Victor Maslakow, Nancy Stevenson, Jack Allgaier, Patty Dreier.

Call to Order

Welcome/Introduction of New Board Members & Farewell to Outgoing Board Members

Nomination and Election of Officers

Chair: motion/second Larsen/Piesik nominating Barden; motion/second Ellenbecker/Zdroik to close nominations and cast unanimous ballot for Barden; carried (ayes all, no nay votes).

Vice Chair: motion/second Barden/Zdroik nominating Piesik; motion/second Ellenbecker/Zdroik to close nominations and cast unanimous ballot for Piesik; carried (ayes all, no nay votes).

Coalition of Wisconsin Aging Groups (CWAG) Legislative Update

Sent with agenda. Larsen commented this is a good synopsis of why CWAG should be supported. He asked the author of the update (Nino Amato).

Committee Appointments

Coalition of Wisconsin Aging Groups Delegate: Steinke.

Adult Day Center Advisory Council: Woitczak.

Review/Approval – Minutes: April 13, 2010

Motion/second Zdroik/Purcell to approve; carried (ayes all, no nay votes).

Public Notice

Carol Moore requested that Nancy Stevenson be allowed to speak on the purchase of permanent art for Lincoln Center agenda item.

Reports

CWAG Intergenerational Senior Statesmanship Program – Victor Maslakow

Maslakow gave a summary and added he attended last summer's Portage County Statesmanship program.

Wis. Dept. of Health Services, Bureau of Aging & Disability Resources - Bureau Briefs

Sent with agenda.

Greater Wisconsin Agency on Aging Resources (GWAAR)

- Zander reported she and Cindy Piotrowski attended a transition training last week.
- GWAAR is looking for a Board member; information and application form sent with agenda.

ADRC Program – Holly Shoppe - 11th Annual Plant Sale Fundraiser initial report

The sale raised about \$18,600.

Family Care/Long Term Care Waiver Programs

State

Wisconsin Council on Long Term Care – March 2, 2010 minutes (sent with agenda).

Local

- ADRC Monthly Report – March 2010; number of contacts are up.
- Center for Health Care Strategies, Inc. site visit - 4/19/10; Zander reported the meeting was very brief.
- CCCW contract for Mind Rewind program; the contract will allow Family Care enrollees to participate in the program.

Community Care of Central Wisconsin (CCCW) –

- Member Statistical Report – March 2010; sent with agenda.
- Family Care Expansion update; CCCW's service region will include Langlade and Lincoln Counties.

Include, Respect, I Self-Direct (IRIS) – March 2010, if available (none).

Director

- Department heads are meeting weekly with the new County Executive, Patty Dreier.
- Dreier is composing a list of various reports done by departments to assure deadlines are met.
- Department profiles and budget information are being compiled for Dreier.
- A policy will be developed on use of gift certificates by departments. Certificates are not to be issued until the policy is in place.
- Volunteer policies will be standardized/developed.

Board/Department Program Issues

Discussion/possible action on draft By-Laws revised May 2010:

References to the Northern Area Agency on Aging, and Board approval of vouchers, purchase orders and procurement card transactions have been deleted. Motion/second Ellenbecker/Zdroik to approve the revised by-laws; carried (ayes all, no nay votes).

Legislative/Advocacy

- Medicare hold harmless provision: this deals with the eligibility for some Medicare recipients to be exempt from the increase in Part B premiums.
- Presentation/Discussion & Input: Older Americans Act History & Current Reauthorization.
- Update on State proposed revisions to ADRC Governing Board Membership requirements and options for combining ADRC Board with Commission on Aging Board; Zander said the State is receiving input from aging units and ADRCs, so no action has been taken at present.

Fiscal Issues

- Discussion/possible action on special per diems, if any (none).
- Discussion/possible action on purchasing requests - \$1,200 from the Lincoln Center Building Reserve Fund for permanent wall art for Lincoln Center: Nancy Stevenson, a member of the Senior Center Advisory Council (SCAC) and the Lincoln Center Gallery Committee, said that works would be purchased from artists in the Central Wisconsin area. Carol Moore said the SCAC has recommended this request; motion/second Steinke/Piesik to approve; carried (ayes all, no nay votes).
- Review/discussion of Vouchers:
Approval Number: 20100301 - \$31,808.43
Approval Number: 20100345 - \$19,868.18
- Review/discussion of Procurement Card Purchase Report:
4/14/10 - \$1,906.98
4/15/10 - \$ 26.98
- Review/discussion of Purchase Authorization Report: Print Date 5/06/10 - \$1,405.22

- Review of April Budget Summary Report (not available due to illness).
- Review of Transportation Fuel Records – April 2010; prices are rising but we're still below budget.

Personnel Issues

Update on new limited term positions, if any; Zander said given the success of the plant sale there may be a request for some LTE hours for the Holly Shoppe Manager for the holiday season.

Update on position refills; Outreach Specialist Julie Genrich has retired. We're undertaking a reorganization of caregiving services and so won't refill the position immediately.

Meeting Day

From henceforth the COA/ADRC Board will meet the second Monday of the month at 4 p.m. Next meeting is June 14.

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

Monday, June 14, 2010, 4:00 – 6:05 P.M.

Lincoln Center, 1519 Water Street

Members present:

Barden, Ellenbecker, Levin, Piesik, Purcell, Steinke, Woitczak, Zdroik.

Staff present:

Zander, Porter, Beaman.

I Call to Order

II Review/Approval – Minutes: May 10, 2010

Motion/second Steinke/Piesik to approve; ayes all, nays none (carried via voice vote).

III 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)

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 purchasing requests - \$284 from the Lincoln Center Building Reserve Fund for a bench at the south entrance of Lincoln Center:

motion/second Piesik/Ellenbecker to approve; ayes all, nays none (carried via voice vote).

Discussion/possible action on 2009 carryover funds requests:

NAMI training \$2,500; \$7,146 for additional hours to Dementia Outreach Specialist; motion/second Ellenbecker/Steinke to approve; ayes all, nays none (carried via voice vote). See amended motion in Capital Improvement Project Request section below.

Discussion/possible action on special per diems, if any:

for Zdroik on June 8 for OAA forum; motion/second Piesik, Barden to approve; ayes all, nays none (carried via voice vote).

Discussion/possible action on RSVP Expansion (Augmentation) grant application:

\$10,500 to enhance/expand volunteer involvement in Justiceworks, school reading tutors, BABES, Alternative School Workshop, and to add approximately 4-5 hours to Intergenerational Coordinator position.

Motion/second Piesik/Steinke to approve; ayes all, nays none (carried via voice vote; Levin abstained since he's an RSVP volunteer).

Review/discussion new county budget timeline for 2011 budget:

the County Executive wishes to involve governing committees in the budget process more than under the previous administration. The process will be spread out more over the summer and early fall months.

Committees are encouraged to review information prior to submission.

Review/discussion of 2011-2016 Capital Improvement Project requests:

2011: \$11,039 bus purchase, parking lot expansion. Ellenbecker asked whether we should request County carryover funds for snowplowing the Taylor lot; motion/second Ellenbecker/Steinke to amend the 2009 carryover funds request to add \$3,000 for snowplowing; ayes all, nays none (carried via voice vote).

2013: \$25,250 for two sedans and two mini vans for volunteer driver fleet; \$11,940 bus purchase.

2016: \$13,431 bus purchase.

Review/discussion of Vouchers:

1.) Approval Number: 20100381 - \$33,369.80

2.) Approval Number: 20100423 - \$17,722.34

Review/discussion of Procurement Card Purchase Report: 6/09/10 - \$2,703.41.

Review/discussion of Purchase Authorization Report: Print Date 6/09/10 - \$1,406.20.

Review of May Budget Summary Report: expenses are at 35% of budget.

Review of Transportation Fuel Records – May 2010: under budget thus far for the year.

VI PERSONNEL ISSUES

Update on EML limited term positions: we propose to eliminate the five hours of EML supervision by the Adult Day Center Coordinator and add six additional hours to the EML Activity Assistant to better meet the current needs of the program. Supervision of the program would be provided by the Transportation/ADC Director.

Update on ADC positions: census in the ADC is up, so we propose to return five hours to the ADC Coordinator position (total of 40 per week). ADC Aide Jean Rosz will retire at the end of June; the position has been posted.

Update on position refills - Outreach Specialist: this position is being reorganized and so has yet to be filled.

VII BOARD/DEPARTMENT/PROGRAM ISSUES

Update on County Statesmanship Program: summer session cancelled due to lack of registrations. Fall session may be scheduled.

Review of draft 2009 ADRC Annual Report: was sent with agenda packet and members asked to get corrections or comments to Zander before the July meeting. Report will go to County Board's July or August meeting.

Legislative/Advocacy –

1) GWAAR Older Americans Act reauthorization event

Zdroik and Cindy Piotrowski attended, and a summary report will be forthcoming from GWAAR. Zdroik said her concerns included employment opportunities for seniors, getting information to the public about our services, and improvements and choice in Nutrition Program menus.

2) MA Transportation Broker

Porter reviewed a handout and said next month she'll bring a letter drafted by the Public Transit-Human Services Transportation Coordinating Committee for the Board to consider in opposition to the statewide Medical Assistance Transportation Manager.

3) Town Hall Meeting on Health Reform and Seniors with President Obama

Woitczak attended and said she didn't find it particularly helpful.

VIII REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR) -NETWORK notes, if available (none).

ADRC Program:

1.) Transportation: Porter provided a handout explaining revamped bus routes.

2.) Benefit Specialist - SHIP Grant: will provide \$5,000 through March of 2011. It will be used to continue hours for the Benefit Specialist – Outreach position.

Family Care/Long Term Care Waiver Programs

Local:

a) ADRC - Monthly Report – April 2010

b) Community Care of Central Wisconsin (CCCW) – Member Statistical Report – April 2010

c) Include, Respect, I Self-Direct (IRIS) – if available

Director's Report:

A request for 54 limited term hours for the Holly Shoppe Manager/Health Programs Coordinator will be in process now that funding is available in the budget. The additional hours will allow for the extra work that occurs with the remaining fundraisers and with seasonal activities.

Due to Zander's leave, Marti Sowka has been serving on the committees working on County policies for volunteers and gift certificates.

Carol Moore is getting final details and cost estimates for the reception desk remodeling project.

IX SCHEDULE NEXT MEETING DATE & TIME

Wednesday, July 7, 4 p.m.

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

Wednesday, July 7, 2010, 4:00 – 7:00 P.M.

Lincoln Center, 1519 Water Street - Conf. Rm. F

Members present: Barden, Ellenbecker, Hartman, Larsen, Levin, Piesik, Purcell, Steinke, Woitczak, Zdroik.

Staff present: Zander, Porter, Beaman.

Also present: Jim Canales, Mark Hilliker, Bill Hanna, Kathy Dugan, Chris Bonnsetter, Dwayne Jorgenson

I Call to Order

II Review/Approval – Minutes: June 14, 2010

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

III REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR) -NETWORK notes, if available (none).

ADRC Program

1.) Senior Center

Zander reported Jessica Doyle visited our Hmong citizenship class last week.

Lincoln Center Gallery exhibits have been scheduled for fall 2010 through summer 2011.

In preparation for the fall classes season Carol Moore has had equipment repairs done (e.g., kiln).

Two donated Community Supported Agriculture food shares are being dropped off at Lincoln Center on Thurs. of each week as part of a pilot program. Last year, a variety of people donated over 2,000 pounds of fresh produce to Lincoln Center.

2.) Adult Day Center

Katie Kontney has been hired to replace Jean Rosz. Census is at its highest level in two years, averaging 20 to 24 people per day.

Family Care/Long Term Care Waiver Programs

Community Care of Central Wisconsin (CCCW)

Update – Presentation by Jim Canales, CEO and Mark Hilliker, COO:

Canales reported that since 2008 when Community Care of Portage County was re-established as Community Care of Central Wisconsin, 1,281 Portage County residents have been served. For the tri-county area (Wood, Marathon, Portage) there's an average of 50 new enrollees per month. CCCW contracts with some 700 different service providers. He added that 20% of enrollees do self-directed supports. Enrollee satisfaction is high according to surveys. CCCW projects its 2011 budget to be \$120 million. Hilliker said Langlade and Lincoln counties will be added to CCCW's service area in 2011 in January and April respectively. Canales said their board will change from nine to eleven members (two from each of the five counties and one "floating"). Hilliker said 80% of CCCW's budget goes to service providers and Canales added that their administrative overhead is less than 5%.

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).

Kathy Dugan addressed the Board on some concerns she has about caregiver support. She feels the chore service providers we link with clients aren't vetted enough based on her experience with one she had and dismissed. On behalf of the Caregiver Support Group she was disappointed there wasn't more notice of Outreach Specialist Julie Genrich's retirement because the members relied on Genrich for support. Dugan had/has questions on financing in-home care and feels ADRC staff haven't provided the answers she needs. Woitczak suggested there needs to be some educational series for people who are in the very early stages of caregiving so they'll know what to expect and where to go for answers down the line.

Pool players are unhappy about not being able to use the staff break room's refrigerator, microwave, etc. Chris Bonnsetter said he doesn't think the room is used much in the first place. Zander pointed out that in most public buildings (e.g., the Courthouse and Annex) the staff break room is locked and accessible by employees only. In our building that room is the only place employees can temporarily get away from phones or people for a break. Dwayne Jorgenson said Carol Moore denied the players having a fridge or microwave in the pool room and he feels she dealt with the issue poorly; the players raise money to maintain the tables and they clean up after themselves, yet are treated unfairly. The Board advised the players to file a complaint in writing with Zander; if they're not satisfied with her response they can appeal to the Board.

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).

Reports (continued)

State – Wisconsin Council on Long Term Care – May 4, 2010 Draft Minutes (sent with agenda).

Local –

ADRC - Monthly Report – May 2010

Larsen referred to an article in yesterday's Stevens Point Journal about long waiting times for mental health services in Portage County.

Membership & Regional Statistical Report – May 2010 (sent with agenda).

Include, Respect, I Self-Direct (IRIS) (none).

Director's Report

1. The State will conduct a physical plant survey of ADRCs around the state, including Portage County. State staff will be working with local committees to complete the survey. Woitczak has agreed to serve on a committee to assist with the assignment.
2. Zander has written the Mayor to request the City's permission for the Lincoln Center reception area remodeling. Costs will be covered by the building reserve fund; if necessary we'll call a special meeting of the Board to approve costs if bids must get out prior to the August meeting.
3. Given recent controversies about employee gifts, the County Executive is also looking into free meals or free meal tickets. Zander has advised her that we have specific written policies on Nutrition Program meals served to people under age 60, including staff and volunteers.
4. Zander said a staff member had received a complaint about smoking outside Lincoln Center since the ADRC has an Adult Day Center on the premises. In checking the new Wisconsin law we find the statute addresses smoking on the premises of day centers where children are present only.

VI FISCAL ISSUES

Discussion/Possible Action on resolution authorizing a budget adjustment for recall of .125 FTE hours to the Adult Day Center Coordinator and 54 limited term hours to the Holly Shoppe/Health Programs Coordinator: Motion/second Ellenbecker/Woitczak to approve; carried (voice vote with no negative votes).

Update on 2009 carryover funds requests:

Zander said the Finance Committee has approved the requests for NAMI training, snow plowing, and additional hours for the Dementia Outreach Specialist, and will forward to the County Board for action.

Discussion/Possible Action on special per diems, if any (none).

Discussion/Possible action on Frame Memorial Presbyterian Church grant application for \$260 for the Early Memory Loss program; motion/second Ellenbecker/Steinke to approve; carried (voice vote with no negative votes).

Review/Discussion of Vouchers:

1.) Approval Number: 20100466 - \$24,456.34

2.) Approval Number: 20100508 - \$13,186.36

Review/Discussion of Procurement Card Purchase Report: 6/21/10 - \$2,281.67

Review/Discussion of Purchase Authorization Report: Print Date 7/02/10 - \$1,228.51

Review of 2nd Quarter 2010 Budget Summary Breakdown by Program Report: Hanna reviewed the handouts.

Review of Transportation Fuel Records – June 2010: we continue to be under budget so far this year.

VII PERSONNEL ISSUES

Discussion/Possible Action on 2011 new position requests:

Memo from Zander to Human Resources Director was sent with the agenda and details re-organization proposal to create a new Caregiver Support Services Director and a permanent Mobility Management Director, both at 35 hours per week with no request for additional levy funds. Zander said she'll develop a revised organizational chart to visually represent these changes. Motion/second Ellenbecker/Purcell to approve; carried (voice vote with no negative votes).

VIII BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/Possible Action on 2009 ADRC Annual Report:

Updated edition was handed out and the fiscal portion was reviewed by Hanna. Motion/second Zdroik/Woiczak to approve the report; carried (voice vote with no negative votes).

Discussion/Possible Action on letter and resolution opposing creation of a statewide Medical Assistance Transportation Manager:

Draft resolution and letter sent with agenda, reviewed by Zander and Porter. Zander awaits a reply on its position on this issue from the Wisconsin Counties Association. Motion/second Ellenbecker/Woiczak to express the Board's opposition to the State's proposal for a Medical Assistance Transportation Manager, and to forward the letter and resolution to the County Board; carried (voice vote with no negative votes).

Discussion regarding timetable for 2011 amendments to ADRC 2010 – 2012 Service Plan:

Zander said amendments are due to GWAAR on October 1. At this point it's unsure whether a public hearing will be required.

Legislative/Advocacy

1. Handout on upcoming public hearing on Family Care audit.
2. The State's aging Advisory Committee is looking for new members. Zander has information and application materials if anyone's interested.

IX SCHEDULE NEXT MEETING DATE & TIME

It was the consensus that meetings will be held the first Wednesday of the month. Next meeting August 4, 2010.

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

Wednesday, August 4, 2010, 4 – 6:15 P.M.

Minutes

Members present: Barden, Ellenbecker, Hartman, Larsen, Levin, Piesik, Purcell, Steinke, Woitczak, Zdroik

Staff present: Zander, Moore, Porter, Piotrowski, Beaman

Also present: Patty Dreier

I Call to Order

II Review/Approval – Minutes: July 7, 2010

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

III 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).

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V FISCAL ISSUES

Discussion/Possible Action on 2011 New Freedom grant application

Porter reviewed a handout on the 2011 New Freedom grant. Motion/second Larsen/Ellenbecker to approve applying for the grant; carried (voice vote with no negative votes).

Discussion/Possible Action on special per diems, if any

For Steinke, CWAG convention July 29 – 30. Motion/second Barden/Woitczak to approve; carried (voice vote with no negative votes).

Discussion/Possible action on purchasing requests

1.) Reception area remodeling – Lincoln Center Building Reserve Fund

2.) Reception area furnishing – Lincoln Center Building Reserve Fund

Zander reported the City has given its permission on the reception area remodeling project. The Facilities Director estimates a cost of about \$10,000, funded by the building trust. Furnishings will be postponed until the construction is completed. Motion/second Steinke/Barden to approve building trust funding; carried (voice vote with no negative votes).

Update on Helen Bader Foundation grant for the Early Memory Loss Program

Porter is working on budget revisions and the request will be \$6,000 for 2011-12. She said we're looking for sources for sustainable funding for the program; Ellenbecker suggested possible grants from pharmaceutical companies, concerning which Barden suggested asking the Corporation Counsel if that would be allowable.

Review/Discussion of Vouchers:

1.) Approval Number: 20100544 - \$30,187.19

2.) Approval Number: 20100581 - \$ 9,407.69

3.) Approval Number: 20100584 - \$ 371.75

Review/Discussion of Procurement Card Purchase Report:

- 1.) 7/19/10 - \$1,387.61
- 2.) 7/21/10 - \$ 201.05

Review/Discussion of Purchase Authorization Report: Print Date 7/29/10 - \$711.03

Zander added that all departments are looking at ways to consolidate or piggyback purchase of various goods and services (e.g., our rug service) for cost efficiencies.

Review of July 2010 Monthly Budget Summary

51% expenses, 44% revenues; Zander said she sees no red flags in any budgets at present.

Review of Transportation Fuel Records – July 2010

We're at about \$2,000 under budget currently.

VI PERSONNEL ISSUES

Discussion/Possible Action on resolution requesting an exception to Portage County Ordinance 3.11.5.2 – Procedure – Limited Term Employees (LTE)

The exception concerns an additional 1,600 hours for the LTE Travel trainer beyond the usual 2,080 maximum. Porter said our hope is that the position will be funded eventually by the City's transit grants. Motion/second Ellenbecker/Purcell to approve the resolution; carried (voice vote with no negative votes).

Update on seasonal, on-call staff

Zander said we're recruiting for on-call substitute receptionists and Adult Day Center aides. The LTE Early Memory Loss Program Activity Assistant is leaving at the end of August and will need to be replaced.

VII BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/Possible Action on Proclamation of Recommitment to Full Implementation of the Americans with Disabilities Act

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

Review/Discussion of Wisconsin Aging Network Conference – 9/30 – 10/01/10

Sent with agenda.

Review/Discussion of ADRC Technical Assistance Information Bulletin #16, revised 7/26/10 – Aging and Disability Resource Center Governing Boards

Sent with agenda. Zander said the changes required by the State will necessitate revising the ordinance on our committee structure; before the next appointments are made she'll work with the Corporation Counsel to do so.

Legislative/Advocacy

1.) CWAG Platform

Zander introduced two planks which were adopted concerning the Medical Assistance transportation broker proposal by the State (against) and advocating no reductions in State contracts with ADRCs.

2.) Older Americans Act FY 2011 budget update

There may be increases in funding in various titles of the Act but nothing has been approved by Congress thus far.

VIII REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR) -NETWORK notes, if available

CWAG Convention – Kelley Steinke, CWAG Delegate

Steinke said she felt too much was crammed in since this year's convention was two rather than three days. She was impressed with Donna McDowell's speech. The Silent Auction had fewer items this year. Zander said she was pleased by the appearance of gubernatorial candidates and Senator Feingold.

ADRC Program – Community Resource Section

Piotrowski reported the State is developing a new customer satisfaction survey tool; meantime we continue to conduct our own on a monthly basis, with a quarterly summary report submitted to the COA/ADRC Board.

Family Care/Long Term Care Waiver Programs

Council on Long Term Care – July 6, 2010 Draft Minutes, if available (none).

Family Care Provider eNews (sent with agenda).

Joint Legislative Audit Committee – Testimony of Karen Timberlake, DHS Secretary regarding proposed audit of the Family Care program, July 14, 2010 (sent with agenda).

Piotrowski said that ADRCs will have an as yet undetermined role in the audit. She also reviewed how IRIS works.

State – Wisconsin Pre-Admission Consultation Statewide Survey Results – Draft 7/20/10 (sent with agenda).

Local –

a) ADRC - Monthly Report – June 2010

233 contacts, 20 functional screens, no unmet needs.

b) Community Care of Central Wisconsin (CCCW) - Membership & Regional Statistical Report – June 2010

2,651 enrollees, 218 of whom are doing self-directed supports.

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

Director's Report

- Zander has met with the Rosholt library expansion committee re: services we might offer there if the project includes a community room or similar facilities.
- The Stevens Point Housing Authority sent a letter to Hi-Rise Manor residents telling them the dining site might close unless they increase their donations. We have not had any conversations with the Housing Authority to that effect and would not support any correspondence that threatens to close a site unless participants pay a specific amount for meals.
- One of the pool players requested a microwave and small fridge for the Game Room. Zander said this player has said he's not coming back, so she'll ask the others whether they support the request. The County is looking at ways to save on energy costs and at some point in the future we may not be allowed to have these additional appliances.

IX SCHEDULE NEXT MEETING DATE & TIME – Wednesday, Sept. 1, 2010, 4 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center Board

Minutes

Wednesday, September 1, 2010

4 – 6:30 P.M.

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

Staff present: Zander, Sowka, Beaman.

Also present: Bill Hanna.

Review/Approval – Minutes: Aug. 4, 2010; motion/second Ellenbecker/Woitczak to approve; carried (voice vote with no negative votes).

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).

Woitczak suggested there should be directional signs to Lincoln Center on some of the neighboring streets (similar to those for Gilfry). Zander will look into it.

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(None)

FISCAL ISSUES

Discussion/Possible Action on special per diems, if any (none).

Discussion/Possible action on purchasing requests (none).

Review/Discussion of 2011 Preliminary Budget

Draft budget handout was reviewed by Zander with additional comments by Hanna. As the budget stands now we project a \$17,384 deficit, due primarily to the loss of economic stimulus dollars and Family Care meal reimbursements in the Nutrition budget. Zander said we may have a surplus of \$50,000 in levy funds in 2010. Piesik asked whether we've looked at lowering food costs (referring to the contracted food vendor proposal for the jail); Zander said we haven't thus far, but the possibility of researching this option further was discussed during the budget presentation to the County Executive and Finance Dept. staff. Ellenbecker asked if the \$17,384 deficit for 2011 could come from the \$50,000 2010 surplus. Piesik said the County shouldn't be making cuts in services that have a direct bearing on people's welfare—for example, buying land for parks, while worthy, shouldn't be high on the priority list. Zander said the County's grant writer position has been vacant for a long time; this is unfortunate because our staff already spend a good deal of time writing grants, but haven't the extra time necessary to go hunting for them. Levin said we should support refilling that position, particularly if we'll have to rely on outside funding sources more and more in future.

Update on reception area remodeling project

Zander said the project has been moved to the 2011 budget for completion early in the year. We also learned that the furnishings, for which we'd intended to budget \$5,000, will be covered by the Risk Management office.

Review/Discussion of Vouchers:

Approval Number: 20100633 - \$18,819.59

Approval Number: 20100663 - \$14,103.78

Review/Discussion of Procurement Card Purchase Report: 8/19/10 - \$1,426.73

Review/Discussion of Purchase Authorization Report: Print Date 8/25/10 - \$976.41

Discussion/Possible Action on 2010-12 MIPAA grant application for \$21,500: motion/second Ellenbecker/Woitzak to approve; carried (voice vote with no negative votes).

*There were no budget summary or fuel reports for this meeting due to 2011 budget preparation.

PERSONNEL ISSUES

Discussion/Possible Action on new position request – RSVP Intergenerational Coordinator - .125 FTE (5 hours/week). Motion/second Levin/Ellenbecker to approve; carried (voice vote with no negative votes).

Update on substitute, on-call staff – receptionist

Carol Moore is interviewing candidates.

Update on limited term employment positions – EML Activity Assistant

Tamara Singer hired.

BOARD/DEPARTMENT/PROGRAM ISSUES

Review of Crisis Intervention Partnership training

Review of State - Appearance of Political Candidates at Elderly Nutrition Sites (and Service Settings) Policy
The State policy requires that if a candidate speaks at a dining site all other candidates for that position must be contacted and offered the same opportunity. Larsen said this is an unreasonable burden on staff time. It was suggested that the Board send a letter to the State expressing opposition (possible item for October meeting).

Legislative/Advocacy

Handout on the Affordable Care Act.

REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR) -NETWORK notes, if available (none).

Family Care/Long Term Care Waiver Programs

State - Council on Long Term Care – July 6, 2010 Draft Minutes, if available (none).

Local –

ADRC - Monthly Report – July 2010

Zander reported concerns about youth transitions into adult services where the same services may not be available.

Community Care of Central Wisconsin (CCCW) - Membership & Regional Statistical Report – July 2010

There are 510 people on the Family Care waiting list.

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

Director's Report

Civil Rights Compliance training for all staff is underway.

Game room update: users are being asked for feedback on placing a fridge and microwave in the room.

Zander may go to Milwaukee next week for an Older Americans Act hearing.

She'll be doing a presentation at the Wisconsin Counties Association meeting in late September.

Some staff will attend the Aging Network training September 29 – 30.

Zander and Barden met before the meeting to discuss concerns CWAG has expressed regarding a contract between W4A and ADPAW (Zander is current President of this association) and Tom Frazier (former CWAG Exec. Dir.) to write a research paper on state aging structures and the feasibility of a state department on aging. W4A has forwarded the concerns to the Government Accountability Board to render a decision regarding any potential violations.

Next meeting: Wednesday, October 6, 2010

Portage County Commission on Aging/Aging & Disability Resource Center Board

Minutes

Wednesday, October 6, 2010, 4:00 – 5:45 P.M.

Members Present: Barden, Ellenbecker, Hartman, Larsen (left at 4:45), Levin, Piesik, Purcell, Steinke, Woitczak, Zdroik.

Staff Present: Zander, Porter, Beaman.

Review/Approval – Minutes: September 1, 2010; motion/second Ellenbecker/Zdroik to approve; carried (voice vote with no negative votes).

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)

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PERSONNEL ISSUES

Discussion/possible action on additional new position request for 2011 – Volunteer Caregivers Program Coordinator

This position will be an ADRC employee in hopes the higher wage and benefits will prevent the frequent turnover and thus help to offer the program increased stability. Funding is from the United Way and donations. Motion/second Steinke/Purcell to approve; carried (voice vote with no negative votes). At a suggestion from Larsen, Zander will consult with Human Resources about a possible change to her (ADRC Director's) title.

Update on department reorganization

A spreadsheet has been developed showing the proposed changes and will be taken to the Human Resources Committee for its review.

Update on substitute, on-call staff – receptionist

Sharon Broege has been hired for this position.

BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/possible action on 2011 Amendment to the 2010-2012 ADRC Service Plan

There was a budget summary handout. Zander said a public hearing wasn't required. The amendments include the revised organizational chart, changes/updates to goals on disaster preparedness, integrated transit/mobility management, and caregiver support services. Motion/second Levin/Ellenbecker to approve; carried (voice vote with no negative votes).

Review and update of Dept. of Public Instruction applications and forms for the Child and Adult Care Food Program

Porter reviewed, and Board members filled out the annual paperwork.

Update on Interfaith Volunteer Caregivers Program

Erin Yudchitz resigned to take a new job. Our EML Activity Assistant, Tammy Singer, is working as the interim director, 20 to 25 hours per week.

Legislative/Advocacy

Handout on Coalition of Wisconsin Aging Groups District 7 meeting.

Disability Rights Wisconsin forum with Lassa and Duffy today.

REPORTS

State of Wis. Bureau of Aging and Disability Resources – Bureau Briefs, September 2010 (sent with agenda).

Greater Wisconsin Agency on Aging Resources (GWAAR) -NETWORK notes, if available (none).

ADRC Program(s) –

Adult Day Center

Porter said the Holiday Break for Caregivers will be available again this year on Saturdays, November 13 and December 11. Census is up. Donna Wrycza has been hired as an On-Call Substitute ADC Aide.

Mind Rewind Early Memory Loss Program

Porter is continuing to look at possibilities for funding from pharmaceutical companies.

Transportation

Zander said Porter has successfully passed a test and has been officially certified by the state as a Mobility Manager.

Bus purchase process is underway for 2011.

Resolutions will be developed to the County Board to change the name of the Public Transit-Human Services Transportation Coordinating Committee back to the Transportation Coordinating Committee. Slight revisions to the duties of the committee are also being recommended to comply with requirements outlined in certain grants.

The State's Medical Assistance Transportation Broker proposal is still under consideration but no firm decision has yet been made. The Request for Proposals has been released by the state.

Family Care/Long Term Care Waiver Programs

State - Council on Long Term Care – July 6, 2010 Draft Minutes (sent with agenda).

ADRC - Monthly Report – August 2010 (sent with agenda).

Community Care of Central Wisconsin (CCCW) - Membership & Regional Statistical Report – August 2010 (sent with agenda).

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

Director's Report

In future topics under the Director's Report must be listed on the agenda.

ADRC employee United Way campaign is underway.

Staff worked to identify people with special needs living in the areas affected by the recent floods.

Survey of Game Room users will result in putting a microwave and fridge in the room.

Members should notify Zander if they wish to attend the Wisconsin Counties Association training on November 15. Funding is available.

The County Executive will present her "State of the County" message to the County Board on October 12.

Last week's aging network training on community organizing was excellent.

A committee is developing energy-saving proposals for County facilities; an employee survey has been conducted.

FISCAL ISSUES

Discussion/Possible Action on special per diems, if any (none).

Discussion/Possible action on purchasing requests (none).

Update on 2011 Preliminary Budget

Zander said the County Executive has earmarked \$20,000 for falls prevention. The levy rate will be flat from 2010 to 2011.

Review/Discussion of Vouchers:

1.) Approval Number: 20100711 - \$20,421.79

2.) Approval Number: 20100749 - \$37,183.64

Review/Discussion of Procurement Card Purchase Report: 9/21/10 - \$1,345.86

Review/Discussion of Purchase Authorization Report: Print Date 9/28/10 - \$440.08

Review of September 2010 Monthly Budget Summary Report

There is no quarterly summary from the Finance Department due to 2011 budget process and flood response. We are at 64% of revenue and expenses.

Review of September 2010 Fuel Report

Currently this line item is about \$2,000 under budget.

SCHEDULE NEXT MEETING DATE & TIME – Wednesday, Nov. 3, 2010

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

Minutes

Wednesday, November 3, 2010 - 4:00 – 6:10 P.M.

Members present: Barden, Hartman, Levin, Piesik, Purcell, Steinke, Woitczak, Zdroik.

Staff present: Zander, Smith, Beaman.

Also present: Patty Dreier.

Review/Approval – Minutes: October 6, 2010

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

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]

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PERSONNEL ISSUES

Update on position refills, if any [None]

Update on use of casual, on-call ADC Aides

Because census has been high in the Adult Day Center on-call Aides have been used to supplement staffing rather than as substitutes. We have asked Human Resources to recruit more substitutes. Zander added that due to lack of registration the Saturday, November 13 "Break for Caregivers" has been cancelled, with one to follow on December 11.

BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/Possible Action on request to submit application for consideration as a host site under a Greater Wisconsin Agency on Aging Resources (GWAAR) AmeriCorps Grant

Zander explained the grant will fund a full-time employee for falls prevention. Match for the grant will come from the additional money the County Executive put into our 2011 budget for falls prevention. Motion/second Steinke/Woitczak to approve the grant application; carried (voice vote with no negative votes).

Discussion/Possible Action on bid request #2010-52 for noon meal preparation for the Senior Dining Site in Rosholt

This issue is for discussion only today and will go to the COA/ADRC Board and County Board for approval in December; motion/second Piesik/Barden to postpone action until the December meeting; carried (voice vote with no negative votes). Smith reported the Purchasing Department did a sealed bid process and four were received; the following are the per meal bids: Pete and Sharon's Country Skillet \$4.59, Belvedere Supper Club \$4.65, The Coffee Cup \$4.30, and Flume Creek Bar and Grill \$3.25. Each facility was examined by Smith, the program Nutritionist, and a member of the Nutrition Program Advisory Council. Steinke suggested that the food at each should be sampled. Smith said she's ready to issue an "intent to award" letter to Flume as the low bidder provided their proof of insurance, proper sanitation reports, etc., are in order.

Review/Discussion of Physical and Program Access (Service Delivery) Self-Assessment

Summary report handed out. Cindy Piotrowski conducted the study with help from some citizens. All the dining sites meet Americans with Disabilities Act minimum requirements, though some are more accommodating than others.

Report on upcoming Older Americans Act Program Assessments & Self-Assessments

Staff will conduct a self-assessment due February 28, the Nutrition Program assessment is to be done in the second quarter of 2011, and the National Family Caregiver Support Program assessment is due March 15.

Legislative/Advocacy – Senior Transportation and Mobility Improvement Act

Information sent with agenda. Advocacy efforts to elected representatives will be underway.

REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR) -NETWORK notes, if available [None]

ADRC Program(s):

Assistance, Screening & Support: Integrating Services Together (A.S.S.I.S.T.) – Upcoming activities for National Alzheimer’s Month & Brain Health Week

Handout for “Remember Me” brain health events in November.

National Family Caregiver Support Program (NFCSP) – 10th Anniversary & the Year of the Family Caregiver

We have no special events planned for this year.

Family Care/Long Term Care Waiver Programs

State –

Council on Long Term Care – September 7, 2010 Draft Minutes

Sent with agenda, highlights reviewed by Zander.

Update on Regional Advisory Committees and Review of Proposals for Citizen Engagement in Oversight of Long-Term Care

Information sent with agenda. Zander asked if the Board wishes to respond with any objections or concerns. Woitczak said these responsibilities are overwhelming and questioned where the State will find people who have the time and experience/educational background.

Local –

ADRC - Monthly Report – September 2010

Sent with agenda, reviewed by Zander.

Community Care of Central Wisconsin (CCCW) - Membership & Regional Statistical Report – September 2010

Sent with agenda, reviewed by Zander.

Include, Respect, I Self-Direct (IRIS) – if available [None]

Director’s Report

- 1.) United Way campaign: ADRC employee campaign slightly exceeded goal.
- 2.) Health Insurance Workgroup: the County is changing administrators of the employee health plan effective January 1, and anticipates a savings of some \$821,000 next year.
- 3.) Board member status update: our contract with the State in 2011 requires a member representing developmental disabilities; there may be other required changes as well.
- 4.) Bargaining unit negotiations update: Zander is again serving as a management representative on the bargaining team.
- 5.) Integrated Emergency Management Training: Cindy Piotrowski and Carrie Porter attended the training.
- 6.) Energy Team Report Findings – Lincoln Center: Dreier said the energy plan will be presented to the County Board in December. Survey results show that as a multi-use building Lincoln Center has different heating/cooling requirements as opposed to strictly office environments like other County buildings. We will be looking at replacing the sodium vapor lights in the Holly Shoppe, for example.

7.) Interfaith Volunteer Caregivers Program Update: IVC is looking to hire a 20 hours per week assistant.

FISCAL ISSUES

Discussion/Possible Action on special per diems, if any [None]

Discussion/Possible action on purchasing requests [None]

Review/Discussion of Vouchers:

1.) Approval Number: 20100788 - \$18,728.28

2.) Approval Number: 20100824 - \$33,675.16

Review/Discussion of Procurement Card Purchase Report: 10/25/10 - \$1,603.40

Review/Discussion of Purchase Authorization Report: Print Date 10/28/10 - \$2,499.55

Review of October 2010 Monthly Budget Summary Report [Not available at meeting time]

Review of October 2010 Fuel Report: we're still about \$3,000 under budget.

Update on 2011 Budget: approved by the County Board on November 1.

OTHER

Hartman reported that the new ROCCPOINT Center on Jefferson Street for people with serious mental illness has been a great success.

SCHEDULE NEXT MEETING DATE & TIME – Wednesday, Dec. 1, 2010, 4 P.M.

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

Wednesday, December 1, 2010, 4:00 – 6:30 P.M.

Minutes

Members present: Barden, Ellenbecker, Hartman, Larsen, Levin, Piesik, Purcell, Steinke, Woitczak, Zdroik.

Staff present: Zander, Porter, Sowka, Greco.

Review/Approval – Minutes: November 3, 2010

Motion/second Zdroik/Steinke to approve; carried via voice vote (no negative votes).

Correspondence – Response from the Greater Wisconsin Agency on Aging Resources, Inc. to the request for a waiver for the 2011 budget regarding in-home services funded by the Older Americans Act grant (sent with agenda packet).

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]

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]

PERSONNEL ISSUES

Update on position refills, if any [None]

Update on 2011 new positions:

The Caregiver Support Services Director position should be posted in December so the employee can start in January.

BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/Possible Action on Independent Contractor Agreement between the ADRC and United Way of Portage County re: Volunteer Caregiver program:

The agreement is being reviewed by the United Way's corporate counsel and will go to the United Way Board for action at its December meeting. Motion/second Woitczak/Larsen to authorize Barden to sign the contract upon approval by the United Way; carried via voice vote (no negative votes).

Legislative/Advocacy – Social Security Administration Revised Medical Criteria for Evaluating Mental Disorders: (sent with agenda packet).

REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR) -NETWORK notes – November 2010 (sent with agenda packet).

GWAAR Advisory Council Member Recruitment: applications are due December 15.

Wisconsin Counties Association training – “Creating Aging-Friendly Communities in Wisconsin: How Prepared is Your County for the Coming ‘Age Wave’?”

Zander and Woitczak attended the training on November 15. Woitczak summarized some highlights. Future goals will include identifying individuals or groups (elected officials, service agencies, private businesses, etc.) which should become involved in the planning process.

ADRC Program(s):

Transportation -

85.21 grant application and public hearing: Porter said public hearing on the grant (\$136,261) will be on December 7 at 4:30 p.m.

Bus purchase update: we will lease the new bus from Polk County, expected delivery in the spring.

Intercity bus study: Porter reported the focus of the study results is on creating commuter routes in the service area, possibly in place in 2012.

RSVP –

Grant renewal process and feedback

Pre-Competition Evaluation Report

Augmentation grant – progress on goals

Sowka handed out information on the re-competition process and a community stakeholder survey. The augmentation grant began this past summer and we are one-third of the way to the goal of recruiting 35 new volunteers for reading tutors, the BABES program, and mentors.

Nutrition – Update on Junction City Nutrition Dining Site

Joni Smith had sent a letter to the Village President with concerns about cleanliness of the restrooms at the park pavilion. The President is unhappy he wasn't spoken with first before a letter was issued. The Village Board meets December 13 to review our use of the building as a dining site, and it may decide not to renew our contract; consequently, Smith is looking into other locations in the area which could serve as a site. Zander said she and Stan Potocki (County Board Supervisor for the Junction City area) are meeting with the President next week to discuss the matter.

ASSIST –

Brain Health Week report

Dementia training for Home Health Aides

Peggy Greco, Dementia Outreach Specialist, was introduced and provided a handout on Brain Health Week.

There were two presentations co-sponsored with Ministry Medical on November 9 and 11, both well-attended.

Today, 17 people attended the dementia training for home health aides, earning certifications from the Alzheimer's Association.

Family Care/Long Term Care Waiver Programs

State - Council on Long Term Care – Nov.2, 2010 Draft Minutes, if available [None]

Local –

ADRC - Monthly Report – October 2010 (sent with agenda packet).

Community Care of Central Wisconsin (CCCW) - Membership & Regional Statistical Report – October 2010 (sent with agenda packet). Zander said Jim Canales and Mark Hilliker from CCCW will make a report at our January meeting. CCCW's proposed expansion of Family Care services to Lincoln and Langlade counties has been put on hold by a State legislator due to budget concerns.

Include, Respect, I Self-Direct (IRIS) – October 2010 (sent with agenda packet).

The report shows 17 IRIS participants in Portage County.

Director

1.) Update on reception remodeling and office space changes:

Motion/second Steinke/Ellenbecker to approve use of up to \$10,000 from the building reserve fund for this purpose; carried via voice vote (no negative votes).

2.) Report on county United Way campaign results:

County employees raised \$17,455, a bit under the 2009 total.

3.) Update on 2011 budget

Zander said the 2011 county budget freezes wage rates at 2010 levels. There are no settled contracts with county bargaining units for 2011. If bargaining agreements include increases, that money will have to come from department budgets, not from the County's contingency fund.

4.) Special Needs Registry

Local service agencies will work on developing the registry. Individuals will not be included automatically, but rather must volunteer to be on the list. Staff from Health and Human Services, ADRC, and CCCW will meet in January to discuss further.

IX FISCAL ISSUES

Discussion/Possible Action on resolution to approve a large scale service contract with Flume Creek Bar and Grill for preparation and delivery of meals in bulk for the Senior Nutrition Dining Site in Rosholt, WI:
Motion/second Ellenbecker/Purcell to approve; carried via voice vote (no negative votes).

Discussion/Possible Action on resolution to approve a large scale service contract with the Stevens Point Area Public School District for preparation of meals in bulk for the Senior Nutrition Program
Motion/second Steinke/Woitzak to approve; carried via voice vote (no negative votes).

Discussion/Possible Action on request to submit application for Greater Wisconsin Agency on Aging Resources (GWAAR) Mini Grant – Jan. 1, 2011 – March 1, 2012 to enhance the volunteer component of the Living Well with Chronic Conditions program
Motion/second Ellenbecker/Piesik to approve; carried via voice vote (no negative votes).

Discussion/Possible Action on Helen Bader Foundation two year grant agreement
Motion/second Piesik/Steinke to approve; carried via voice vote (no negative votes).

Discussion/Possible Action on request to use ADC/Beyer reserve funds for ADC special event
Motion/second Steinke/Ellenbecker to approve use of up to \$1,000; carried via voice vote (no negative votes).

Discussion/Possible Action on special per diems
For Woitzak, November 15 "Age Wave" training. Motion/second Barden/Steinke to approve; carried via voice vote (no negative votes).

Review/Discussion of Vouchers:

1.) Approval Number: 20100847 - \$ 232.50

2.) Approval Number: 20100869 - \$21,033.94

3.) Approval Number: 20100911 - \$37,490.02

Review/Discussion of Procurement Card Purchase Report: 11/19/10 - \$843.35

Review/Discussion of Purchase Authorization Report: Print Date 11/24/10 - \$4,198.66

Review of November 2010 Monthly Budget Summary Report: we are at 79% spent and 80% revenues received. Zander said she sees no concerns for the balance of the year.

ADDENDUM: Discussion/Possible Action on 2011 Alzheimer's Family & Caregiver Support Program budget of \$9,103: motion/second Piesik/Steinke to approve; carried via voice vote (no negative votes).

SCHEDULE NEXT MEETING DATE & TIME – Wednesday, Jan. 5, 2011 at 4:00 p.m.