

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

Minutes

Wednesday, January 5, 2011, 4:00 – 6:00 P.M.

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

Staff present: Zander, Piotrowski, Porter, Smith, Beaman.

Also present: Jim Canales, Mark Hilliker, Rhonda Lechner.

MINUTES

Review/Approval – Minutes: December 1, 2010

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

CORRESPONDENCE: None

PUBLIC COMMENT: None

PUBLIC NOTICE: None

PERSONNEL ISSUES

Discussion/Possible Action on request for 90 LTE hours for Holly Shoppe/Health Programs Coordinator:

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

Update on position refills:

Porter has accepted a position with GWAAR and will be leaving at the end of January; recruitment of replacement underway soon.

Update on 2011 new positions:

Caregiver Support Services Director and Volunteer Caregivers Coordinator positions were posted; interviews conducted soon.

REPORTS

Nutrition

Dining Site updates:

On December 13 the Junction City Village Board approved the Nutrition Program's continued use of the park pavilion as a dining site. Staff will meet with the Park Board later this month to discuss maintenance issues.

2011 Contract updates:

The County Board has approved food contracts with the Stevens Point Area School District and Flume Creek Bar & Grill.

Greater Wisconsin Agency on Aging Resources (GWAAR)

None

ADRC Location & Physical Plant Evaluation Report – September 2010

ADRC Evaluation/Customer Satisfaction Report – October 2010

Drafts sent with agenda packet. Lechner said all results were in the good to excellent range. Piotrowski said our follow-up procedures are a benchmark for the state. Street and some new building/door signs to be considered, and reception area remodeling will be underway.

Adult Day Center

2010 Caregiver Celebration:

Porter said the event was a great success, with only about \$300 spent from the Beyer fund.

2011 census projection:

Zander reported projected census suggests the hiring of another ADC Aide is under consideration.

Community Care of Central Wisconsin (CCCW)

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

Canales reported that Family Care started in Langlade County this week, April for Lincoln County. In Portage County 980 people are enrolled. There are some 700 service providers in their network with whom they contract. Hilliker said there are still some people on Family Care waiting lists in Marathon and Wood counties; they'll be enrolled as soon as possible. Canales said CCCW's funding has been reduced by 1.5% for 2011.

Transportation

Update on 2011 New Freedom Grant:

Grant has been awarded to Portage County.

2011 Contract updates:

Zander said contracts with CCCW are being negotiated, and contracted services with Plover Taxi there will be a new provider of taxi service for Plover.

Donation in honor of/memory of family members:

In December Sandra Cesped donated \$3,000 which will go to transportation costs in 2011.

Family Care/Long Term Care Waiver Programs

Council on Long Term Care – Nov. 2, 2010 Draft Minutes, if available (none).

Include, Respect, I Self-Direct (IRIS) – Updates, December 2010:

IRIS newsletter was sent with agenda packet.

ADRC

Monthly Contact Report – November 2010:

Zander said contacts were up considerably, 315 in December, majority Medicare-related.

Director

Update on office space changes and furniture purchase:

Pending.

Update on Volunteer Caregivers Program:

2011 contract with United Way has been completed.

Update on awarding of certain state General Purpose Revenue (GPR) allocations in 2011:

Payments for the Title C and Senior Community Services Program will be received in January and July.

Update on GWAAR AmeriCorps Falls Prevention grant application

GWAAR did not receive the grant.

Update on department implementation of Portage County Ordinance 3.17 Volunteer Services Policy and Procedure:

Zander said the new policies were approved by the County Board and will require some changes in how we complete registration and background checks for volunteers and record their services.

Report on plans for 2011 budget updates from Finance Department staff:

Bill Hannah from Finance plans to report at the April, July, September and November meetings of the COA/ADRC Board.

Statewide Transportation Survey:

Copies handed out. All surveys to be turned in by Feb. 18, 2011.

BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/Possible Action on United Way of Portage County 2011 Principles of Participation and Supplemental Fundraising Policy:

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

Legislative/Advocacy – Public Forums on Long Term Care:

The State is asking advocacy agencies or groups to sponsor local forums.

FISCAL ISSUES

Discussion/Possible Action on request to submit Aspirus Health Foundation grant application Dementia Care Coordination Project – March 2011 to March 2012:

The grant application could not be submitted by deadline; Zander's request to Aspirus for an extension was unanswered as of today's meeting.

Discussion/Possible action on request to use Pool Table reserve fund to recover pool tables:

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

Discussion/Possible Action on special per diems:

For Barden on December 8 and 13 (Junction City dining site issues), and December 21 (Volunteer Caregivers Program contract with United Way). Motion/second Ellenbecker/Levin; carried (voice vote with no negative votes).

Discussion of 2010 carryover request needs:

Zander said staff and Board should be thinking about possible requests given the increase in the mileage rate for 2011, fuel costs, overlaps for departing/retiring staff, etc.

Review/Discussion of Vouchers:

1.) Approval Number: 20100938 - \$19,534.39

2.) Approval Number: 20100974 - \$33,816.33

3.) Approval Number: 20100993 - \$ 367.50

4.) Approval Number: 20101001 - \$17,309.74

Review/Discussion of Procurement Card Purchase Report: 12/17/10 - \$4,835.01

Review/Discussion of Purchase Authorization Report: Print Date 12/29/10 - \$1,585.50

Review of December 2010 Monthly Budget Summary Report:

Current report shows 90% for both revenues and expenses.

Review of Transportation Fuel Records – December 2010 (none)

SCHEDULE NEXT MEETING DATE & TIME

Wednesday, February 2, 2011 at 4:00 p.m.

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

Minutes

Wednesday, February 2, 2011 - 4:00 – 5:50 P.M.

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

Staff present: Zander, Moore, Beaman.

Review/Approval – Minutes: January 5, 2011

Motion/second Steinke/Ellenbecker to approve; carried (all ayes by voice vote).

Correspondence

Zdroik said she has attended the Rosholt dining site several times recently, and the food is made from scratch as she'd do it at home.

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

- Interviews for Mobility Manager are underway.
- Ten hours have been added to the LTE Dementia Outreach position until such time as the Caregiver Support Services Director is hired (deadline for applications today).
- An offer has been made for the Volunteer Caregivers Coordinator position.

Reports

Greater Wisconsin Agency on Aging Resources (GWAAR):

Zander said GWAAR intends to resume its monthly newsletter soon.

ADRC Program(s):

Senior Center

- Moore reported that the City will do some revamping of the north parking lot this summer.
- The reception area remodeling is on hold because Purchasing has time-sensitive projects to see to first.
- Increased fees for classes appear to have had no effect on participation.
- Generations on Line computer classes are being taught by a Senior Employment employee.
- Four purchases are being made from the \$1,200 art fund.
- The Wisconsin Association of Senior Centers will hold its spring training in Stevens Point on April 28.
- New equipment is coming for the Coffee Stop. If necessary, any approvals to purchase will be on the March agenda.
- Pool tables will be recovered tomorrow.

Nutrition

Meals on Wheels has a contract with us for Dietician consultation. In 2010 it was four hours per week, in 2011 it will be two hours. At this point it won't be necessary to reduce the position by two hours.

Family Care/Long Term Care Waiver Programs:

Council on Long Term Care – Nov. 2, 2010 Minutes

There was a question on issues with IRIS enrollees; Zander will have Cindy Piotrowski address the matter at the March meeting.

ADRC - Monthly Contact Report – December 2010

333 contacts.

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

2,719 enrollees.

Director's Report

- 2010 Aging Unit Self-Assessment review will be on the March agenda.
- 2012 United Way Allocations Process: requests will be due late March, early April. The United Way anticipates it will have to reduce 2012 allocations by \$200,000.
- Update on GWAAR- ARRA: Living Well with Chronic Conditions Outreach Grant: we have been awarded the \$5,000 grant to hire a limited term Volunteer Outreach Coordinator.
- Update on department implementation of Portage County Ordinance 3.17 Volunteer Services Policy and Procedure: There have been some snags in the new system. Staff have gathered feedback and submitted it to the workgroup for possible revisions.

Board/Department/Program Issues

Discussion/Possible Action on Commission on Aging/ADRC Combined Governing Board Proposed Structure: Zander said she believes our current citizen members meet the State's requirements. Provided the State agrees, no changes will be necessary.

Legislative/Advocacy – Aging Network Priorities

Summary hand out provided. Zander said given the changes in the governorship and State legislature, our elected officials need to be informed about aging/disability issues.

County Energy Study/Plan

Copies of the draft provided. Input from governing committees is due February 23. Zander briefly reviewed those parts of the plan involving Lincoln Center (lighting, energy-efficient appliances, boiler replacement, etc.).

Fiscal Issues

Discussion/Possible action on 2010 Contracts between \$25,000 and \$99,999.99:

A list of our 2010 contracts was sent with the agenda. The only one needing approval is Pete & Sharon's Country Skillet for \$55,090.00. Motion/second Ellenbecker/Levin to approve; carried (all ayes by voice vote).

Discussion/Possible action on purchasing requests (none).

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

Review/Discussion of Vouchers:

Approval Number: 20110023 - \$44,180.67

Approval Number: 20110059 - \$17,079.85

Review of Procurement Card Purchase Report: 1/27/11 - \$1,648.85

Review of Purchase Authorization Report: Print Date 1/13/11 - \$2,161.77

Review of Transportation Fuel Report – 2010 Year End:
Under budget by about \$4,400 at year's end.

Review of 2010 Preliminary Close-Out Report:
The report shows a preliminary surplus of \$41,982, part of which is levy money to be returned to the County.
Zander added that not all 2010 bills have been processed as yet.

Discussion of 2010 carryover request needs:
Possible requests will be for an early pay-out of the RSVP Director's benefits upon her retirement to shorten the time gap in hiring her replacement, and a graphic design project on the ADRC logo to provide formats for commercial printing.

Next Meeting

Wednesday, March 2, 2011 at 4:00 p.m.

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

Minutes

Wednesday, March 2, 2011, 4:00 – 6:20 P.M.

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

Staff Present: Zander, Fernandez, Adamczak, Beaman

Also Present: Ashley Linzmeier

Review/Approval – Minutes: February 2, 2011

Motion/second Steinke/Woitczak to approve; carried (ayes all).

Correspondence

(None)

Public Comment

Woitczak said she had recently used the City bus and was impressed with the people and service.

Public Notice

(None)

Board/Department Program Issues

Discussion/Possible Action on resolution amending ordinance 3.1.5 - Commission on Aging/ADRC Board membership

The proposal would reduce membership from 11 to 10, with one less County Board Supervisor and loss of the mental illness advocate (Hartman). To retain Hartman, County Board representation would have to be reduced to two members, or we'd have to have a 16-member Board, neither of which is feasible. Zander handed out a chart showing the various membership options. The proposal will add a new member who must be age 60 or over, preferably with some advocacy in alcohol/drug abuse or mental illness. Motion/second Piesik/Zdroik to approve the resolution; carried (ayes all except for "no" vote by Levin). The resolution will go to the County Board in April.

Discussion/Possible Action on proposed changes to Foster Grandparent Program transportation mileage reimbursement

Memo sent with agenda, summarized by Fernandez to pay 95% of the IRS mileage reimbursement rate to Foster Grandparents. Motion/second Larsen/Zdroik to approve; carried (ayes all).

Discussion/Possible Action on 2010 Aging Unit/ADRC Self-Assessment

Reviewed by Zander, progress on goals, affirmation of governing board membership, unmet goals (emergency kit distribution due to lack of funding; some caregiver supports and outreach due to retirement of Outreach Specialist; and parking lot redesign moved to 2011). Motion/second Steinke/Purcell to approve the assessment; carried (ayes all).

Discussion/Possible Action on 2010-2012 National Family Caregiver Support Program (NFCSP) Self-Assessment

Cindy Piotrowski completed the assessment; we meet all requirements for services and data collection. Motion/second Piesik/Steinke to approve; carried (ayes all).

Discussion/possible action on funding board member, advisory council member, or community member participation in Coalition of Wisconsin Aging Groups (CWAG) 2011 Senior & Intergenerational Statesmanship Program

Zander said we have \$425 budgeted. Motion/second Piesik/Barden to authorize Zander to offer scholarship elsewhere if no COA/ADRC Board member wishes to attend; carried (ayes all).

Review/Discussion of 2011 Strategic Planning Process for Portage County Government and the Aging & Disability Resource Center

There was a handout of a template from the County Executive. Zander said the timeline for the 2012 plan is short because it's due from departments in June. She'll be submitting portions of the plan for the Board's review at the next several meetings. Larsen said he's concerned about the amount of time and effort which will be required from already busy staff for this task. The last strategic plan was done in 2003.

Legislative/Advocacy

President Obama's FY 2012 Budget

Zander said there may be some increases in Older Americans Act title IIIB, National Family Caregiver Support Program, and Senior Community Services. The budget calls for a considerable cut in the energy assistance program, and consolidation of transit funding.

Special Session (State) Senate Bill 11

Zander said fewer people will be eligible for Medical Assistance if the federal poverty income levels are decreased.

Governor Walker's 2011-13 Biennial Budget

The proposed budget would put a cap on Family Care enrollments as of June 2011; no one could enroll until June of 2013 (except by attrition). The State would take over economic support, with potential loss of 17 positions at the Portage County Health and Human Services Department. The SHARE food program would be eliminated. In Portage County there are some 11,000 Medical Assistance recipients, and 1,000 people on SeniorCare. The State will have a Medical Assistance transportation broker who will take over recruitment and supervision of volunteer drivers.

Personnel Issues

David Adamczak, Mobility Management Director, was introduced.

John Xiong has been hired as the Volunteer Caregivers Coordinator, and Sue Martens will be the new Caregiver Support Services Director.

Reports

Greater Wisconsin Agency on Aging Resources (GWAAR): (none)

Family Care/Long Term Care Waiver Programs:

Wis. Council on Long Term Care – Jan. 4, 2011 meeting minutes, if available (none)

Include, Respect, I Self-Direct (IRIS) update, if any (none)

Local

ADRC - Monthly Contact Report – January 2011 (sent with agenda).

Community Care of Central Wisconsin (CCCW) - Membership & Regional Statistical Report – January 2011 (sent with agenda).

Director's Report

AoA grant extension – ASSIST Program

Zander reported the State has to first approve any requests to the federal Administration on Aging; thus far the approval hasn't been given. If the State refuses, Zander would ask for a 30-day extension on the current grant so staff and clients would receive proper notice.

Volunteer Services Policy and Procedure Update

The registration/waiver form has been revised. Zander said the County is looking into possible insurance coverage for non-RSVP volunteers.

The County Executive has scheduled listening sessions for County employees to address concerns about the State budget.

Carol Moore has completed our department's input on the County's energy plan.

Our 2011 contract with CCCW is in negotiation.

Fiscal Issues

Discussion/Possible action on purchasing requests (none)

Discussion/Possible Action on special per diems (none)

Review/Discussion of Vouchers:

- 1.) Approval Number: 20110109 - \$21,598.31
- 2.) Approval Number: 20110155 - \$56,275.03

Review of Procurement Card Purchase Report: 2/21/11 - \$1,353.22

Review of Purchase Authorization Report: Print Date 2/23/11 - \$305.22

Review of Transportation Fuel Report – January 2011

Piesik pointed out some errors in the report.

Review of February 2011 Monthly Budget Summary Report

Revenues at 4%, expenses at 13%.

Next Meeting

Wednesday, April 6, 2011 at 4:00 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Wednesday, May 4, 2011 - 4:00 – 5:55 P.M.

Members Present:

Barden, Hartman, Larsen, Levin, Piesik, Steinke, Woitczak, Zdroik

Staff Present:

Zander, Piotrowski, Beaman

Review/Approval – Minutes: April 6, 2011

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

Farewell to Staff Members

The Board congratulated Carol Moore and Marti Sowka on their retirement and thanked them for their years of service.

Correspondence

Letter from Greater Wisconsin Agency on Aging Resources, Inc. regarding 2010 Portage County Aging Unit Self-Assessment (sent with agenda).

Farewell to Outgoing Board Members

Jerry Piesik and Kathy Hartman were thanked for their service on the Board.

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)

Fiscal Issues

Discussion/Possible action on purchasing requests (none)

Discussion/Possible Action on special per diems: for Piesik for April 8 signing of 2012 United Way allocations requests. Motion/second Barden/Steinke to approve; carried (voice vote with no negative votes).

Update on United Way of Portage County 2012 Funding Application – Adult Day Center, Holly Shoppe, Rural Home-Delivered Meals, Volunteer Caregivers Program: Zander reported that staff did an outstanding job last evening at the Allocations Committee follow-up.

Review/Discussion of Vouchers:

- 1.) Approval Number: 20110260 - \$ 130.05
- 2.) Approval Number: 20110287 - \$18,976.77
- 3.) Approval Number: 20110307 - \$ 2,585.33
- 4.) Approval Number: 20110332 - \$33,436.14

Review of Procurement Card Purchase Report: 4/18/11 - \$1,348.70

Review of Purchase Authorization Report: Print Date 4/28/11 - \$2,477.84: Piotrowski gave an update on the office changes/relocations and installation of modular furniture.

Review of April 2011 Budget Summary Report: reviewed by Zander; revenues at 24%, expenses at 28%.

Review of Transportation Fuel Report – March 2011: Zander said that with rising fuel costs we're about \$100 over budget at present. There will be another budget impact if the IRS mileage reimbursement rate increases for the second half of the year.

Review Draft 2012 Budget Calendar: Zander said the COA's June meeting will include any capital improvements requests for 2012. The Finance Department will issue budget guidelines on July 1, and a draft budget will be due August 15.

Reports

Greater Wisconsin Agency on Aging Resources (GWAAR) (none)

Family Care/Long Term Care Waiver Programs:

- a) Wis. Council on Long Term Care – Meetings: May 3, 2011 Agenda (sent with agenda)
- b) Include, Respect, I Self-Direct (IRIS) update (none)
- c) Report 11-5 “An Evaluation: Family Care” – Report Highlights, April 2011; Legislative Audit Bureau, State of Wisconsin: sent with agenda and reviewed by Zander.

a) ADRC - Monthly Contact Report – March 2011: Piotrowski reported that staff are encouraging people to enroll in Family Care before the State-imposed caps begin in July. She also reviewed upcoming changes in Family Care.

b) Community Care of Central Wisconsin (CCCW) - Membership & Regional Statistical Report – 6-Month Period Oct. '10 – March '11: Zander pointed out that CCCW's enrollments have declined in the past several months; that means the Family Care cap in July will be based on a lower number of participants.

Director's Report

- 1.) Portage County Records Retention Team – ADRC representatives: Zander and Piotrowski are willing to serve as the department's representatives.
- 2.) Out of State Travel Request - AoA grantee meeting, Arlington, VA, June 13-15, 2011: Zander will attend (pending approval from the County Executive). Zander will be on vacation Fri., June 10- Mon. June 20, 2011 with the exception of attendance at this mandatory grantee meeting.
- 3.) Training – “Purchasing 101, Contracts & the Internal Control Environment:” most of our program directors attended the training.
- 4.) Update on Personal Emergency Planning - Education Sessions & Emergency Kits: there were two sessions at Lincoln Center in April. Kits have also been distributed to CCCW and the Health and Human Services Department.
- 5.) Update on remodeling and office furniture: the reception remodeling is underway.
- 6.) Recent/upcoming presentations: Zander and Peggy Greco did an ASSIST presentation at the ADRC conference April 12 – 13. There was a legislative forum last week on the impact of the State budget on low-income people. Zander and Greco attended an Alzheimer's conference this week. There will be an update on the Medical Assistance Transportation Broker at next week's meeting of the Transportation Coordinating Committee.

Board/Department Program Issues

Discussion/possible action on CWAG delegate attendance at CWAG Convention – Madison, May 21 & 22, 2011: motion/second Piesik/Barden to approve Steinke's attendance; carried (voice vote with no negative

votes).

Update on resolution amending ordinance 3.1.5 - Commission on Aging/ADRC Board membership: approved by the County Board at its April meeting.

Update on Commission on Aging/ADRC Board appointments: Emily Fiedler and Jan Roberts will be seated at the June meeting.

Review/Discussion of 2011 Strategic Planning Process for Portage County Government and the Aging & Disability Resource Center: session scheduled for May 18; Governing Board members appointed to participate in the strategic planning process are encouraged to attend, other Board members are welcome to attend if interested.

Legislative/Advocacy:

- 1.) SeniorCare Petition (hand-out)
- 2.) Lift the Cap on Community Long Term Care Petition (sent with agenda)
- 3.) RSVP 2011 Federal Budget: Sowka was recently informed there will be a 20% cut in this year's budget.
- 4.) Senior Corps Programs (RSVP & FGP) 2012 Federal Budget: Rep. Ryan's budget proposal calls for the elimination of Senior Corps programs.

Personnel Issues

- 1.) Update on position refills: one person posted for RSVP Director, three for Senior Center Director. Interviews are underway.
- 2.) Review of requests for limited term employment positions: extension requests for the Dementia Outreach Specialist and Information & Assistance Specialist Registered Nurse are in process.

Next Meeting

Wednesday, June 1, 2011 at 4:00 p.m.

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

Minutes

Wednesday, June 1, 2011, 4 – 6:30 P.M.

Members Present:

Barden, Fiedler, Larsen, Levin, Purcell, Roberts, Steinke, Woitczak

Staff Present:

Zander, Jester, Calhoun, Piotrowski, Martens, Beaman

Also Present:

Jim Canales, CEO, Community Care of Central Wisconsin

Welcome/Introduction of New Board Members

Emily Fiedler and Jan Roberts were introduced and welcomed.

Nomination and Election of Vice-Chair

Motion/second Barden/Woitczak nominating Steinke; there being no further nominations Barden moved to close nominations and cast a unanimous ballot for Steinke; carried (all ayes by voice vote).

Review/Approval – Minutes: May 4, 2011

Motion/second Levin/Steinke to approve; carried (all ayes by voice vote).

Correspondence

Greater Wisconsin Agency on Aging Resources, Inc. – Portage County 2010 National Family Caregiver Support Program (NFCSP) Self-Assessment (sent with agenda).

Public Comment

Levin reported he recently had lunch at the Plover dining site and commended Site Manager Mary Ann Sankey and the volunteers for their good work.

Public Notice

(none)

Fiscal Issues

Discussion/Possible action on grant applications

Sue Martens has done applications for grants from St. Bronislava Church for \$400 (for Adult Day Center and Early Memory Loss day trips) and from Frame Memorial Church for \$500 (healthy snacks for Early Memory Loss classes). Motion/second Steinke/Roberts to approve the applications; carried (all ayes by voice vote).

*Note -AMENDED: Final Frame grant when submitted was for \$520 (Zander)

Discussion/Possible action of 2012-2017 Capital Improvement Project requests

Zander reviewed: Lincoln Center parking needs 2012; bus purchases 2013 and 2016; fleet vehicles for volunteer drivers 2013. Motion/second Larsen/Levin to approve requests; carried (all ayes by voice vote).

Discussion/Possible action on purchasing requests

(none)

Discussion/Possible Action on special per diems

For Steinke (CWAG convention) and Steinke and Larsen (strategic plan working group); motion/second Barden/Levin to approve; carried (all ayes by voice vote).

Update on United Way of Portage County 2012 Funding Applications

Because of proposed reductions in 2012 allocations for the Holly Shoppe (\$7,000) and Volunteer Caregivers (\$754), Zander and other staff attended an appeal session at the United Way this morning. The United Way's board will make the ultimate decision (its next meeting is June 15).

Review/Discussion of Vouchers

- 1.) Approval Number: 20110368 - \$ 20,224.15
- 2.) Approval Number: 20110405 - \$ 31,800.91

Review of Procurement Card Purchase Report 5/16/11 - \$ 1,120.61

Review of Purchase Authorization Report Print Date 5/27/11 - \$1,829.19

Review of May 2011 Budget Summary Report

Revenues at 33%, expenses at 36%. Tax levy will be credited to budgets in July.

Review of Transportation Fuel Report – April 2011

Zander said the fuel budget is currently overspent by about \$200.

REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR) – Program Updates April 2011 (sent with agenda)

Introduction of new staff

Jester, Calhoun and Martens were introduced.

Coalition of Wisconsin Aging Groups Convention – Report from delegate

Steinke reported she was disappointed with the turnout. In the past, hundreds of people have attended and there was a large vendor expo; this year, only about 50 people attended, and there were seven vendors.

Family Care/Long Term Care Waiver Programs:

State -

- a) Wis. Council on Long Term Care – Meeting Minutes: May 3, 2011 (not available)
- b) Include, Respect, I Self-Direct (IRIS): Piotrowski addressed critical incident reporting.

Local –

a) Aging & Disability Resource Center (ADRC) –

1. Monthly Contact Report - April 2011: contacts a bit below average.
2. Portage County Long Term Care Participants - April 2011: there are 986 participants. Zander and Piotrowski led a discussion on Family Care issues including wait lists and the State's proposed cap on enrollments. Agenda item on discussion/possible action on Long Term Care Wait List Policy for Portage County was moved up to this discussion. Larsen felt his understanding of the issues isn't sufficient for him to vote on the policy. Woitczak suggested adding language that the policy is liable to amendments since it's likely there will be changes to it down the line. Roberts wondered if the policy needs review by the Corporation Counsel. Motion/second Woitczak/Steinke to approve the draft policy but adding that amendments to it will be brought to the Board as necessary; carried (all ayes by voice vote).

b) Community Care of Central Wisconsin (CCCW) –

1. Membership Report
2. Regional Statistical Report – 6-Month Period Nov. '10 – April '11

Director's Report

- 1.) Update on Volunteer Registration & Waiver Form process: letters are going out to those volunteers who have yet to register and sign the waiver.
- 2.) Vacation/AoA grantee meeting, June 10-20, 2011
- 3.) Rosholt Library Project: Zander said she's been asked to co-chair the fundraising effort. The County Executive has been made aware of this and has offered administrative support from her office. Zander will be acting in this capacity as a Rosholt area citizen and not in the capacity of ADRC Director to avoid any concerns regarding conflict of interest.
- 4.) Reception remodeling project: mostly done save for some final tweaks.
- 5.) New Board Member Orientation: Zander will arrange a date with Roberts and Fiedler.
- 6.) Revised COA/ADRC Board by-laws will be on the July agenda.

Board/Department/Program Issues

Review/Discussion of 2011 Strategic Planning Process for Portage County Government and the Aging & Disability Resource Center:

There were handouts on the Older Americans Act (OAA) and our Strengths, Weaknesses, Opportunities and Threats summary. The working group met on May 18 and staff met on May 24 to determine priorities. Zander reviewed issues dealing with OAA mandates since a significant part of our funding comes from the OAA. Collaborations with outside groups are important but can take up a good deal of staff time for coordination. Better use of technology is desirable for both consumers and service providers. Zander said the plan has a way to go for completion and is due at the end of June. Levin said the Health and Human Services Board had a recent joint meeting with the Finance and Human Resources Committees which was helpful since County Board Supervisors vary in their knowledge of services provided by County departments.

Legislative/Advocacy

- 1.) SeniorCare: no changes to the program at present.
- 2.) Cap on Community Long Term Care has been approved by the legislature's Joint Finance Committee.
- 3.) Voter I.D. Bill: passed; we may have a role in helping people get to the Division of Motor Vehicles local office.
- 4.) RSVP 2011 Federal Budget: nothing new to report on the 20% funding cut.

Personnel Issues

Update on position refills: Calhoun's Information and Assistance position will be posted.
Review of requests for on-call/substitute employment positions: new hirings underway.

Next Meeting

Wednesday, July 6, 2011 at 4:00 p.m.

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

Wednesday, July 6, 2011 - 4:00 – 6:50 P.M.

Present: Barden, Fiedler, Ellenbecker, Larsen, Levin, Roberts, Steinke, Woitczak

Staff: Zander, Piotrowski, Smith, Beaman

Also present: Jim Canales, Mark Hilliker, Bill Hanna

MINUTES

Review/Approval – Minutes: June 1, 2011

Correction: grant from Frame Memorial Church is \$520, not \$500. Motion/second Ellenbecker/Woitczak to approve corrected minutes; carried (ayes all by voice vote).

CORRESPONDENCE

None

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

REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR)

Nutrition Program

Smith reported that Quest (formerly food stamps) cards can be used to make donations at the dining sites. Since November last year, \$1,054 collected. The program now has a Bingo license covering all the sites.

An addendum to the agenda was for discussion/action on a resolution to the County Board for the contract with the Stevens Point Area School District for food at \$2.70 per meal (former rate was \$2.68) starting in September this year. Motion/second Ellenbecker/Steinke to approve the resolution and submit to the Finance Committee and County Board; carried (ayes all by voice vote).

Family Care/Long Term Care Waiver Programs

Wis. Council on Long Term Care – Meeting Minutes: May 3, 2011

Zander urged COA members to read these minutes carefully since they include information on Family Care issues present and future.

Include, Respect, I Self-Direct (IRIS)

Aging & Disability Resource Center (ADRC)

1. Monthly Contact Report - May 2011

2. Portage County Long Term Care Participant Report - May 2011

There have been some disenrollments, mainly by Hmong participants who are using Medicaid card services for home care instead.

3. Review of State Operational Practice Guidelines-Implementation of the Enrollment Cap

Zander said we won't know what the cap for Portage County will be until the end of July. Piotrowski added that as of today, no one is on our wait list.

Community Care of Central Wisconsin (CCCW)

Update from Jim Canales, CEO and Mark Hilliker, COO. Canales reported that since July of 2008 about 4,100 people have been served by CCCW; 954 people in Portage County were enrolled at the end of May, with 20% of those doing self-directed care. CCCW has a \$2.5 million reserve but it's supposed to be \$6 million. There's a new federal grant for pilot projects combining acute, primary and long term care CCCW may participate in. Hilliker reported CCCW's member satisfaction survey in 2010 was 92 – 96% positive. Staff are working on care plan development for self-directed care. In May, there were 325 people on CCCW's wait list.

Review of State – Use of Urgent/Emergency Funding and Criteria for Urgent/Emergency Needs

Discussion/possible action on Long Term Care Wait List Policy for Portage County:

Sent with agenda. Zander said people with urgent needs will go to the top of the list. Motion/second Steinke/Woitzak to approve; carried (ayes all by voice vote).

Director's Report

Update on Volunteer Registration & Waiver Form process:

Most of the volunteers returned the required forms and are now in a County database. We'll crosscheck ADRC volunteers with the database and do any necessary follow-ups.

Update on AoA grantee meeting, June 10-20, 2011:

The conference was worthwhile and offered new ideas and different ways of looking at dementia care.

ADRC Updates

1. Board orientation for Fiedler and Roberts is partially done.
2. Our 2010 Annual Report will be completed soon.
3. Budget Updates: Vouchers are being processed for the six-month report to be used for 2012 budgeting. Funding for caregiver services in the ASSIST program expires in September.
4. Piotrowski is serving on the committee on changes to Human Resources policies caused by the State's Budget Repair Bill.

BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/possible action on petitioning the U.S. HHS Secretary to reject Family Care Waiver Amendment:
Sent with agenda.

Review/Discussion of 2011 Strategic Planning Process for Portage County Government and the Aging & Disability Resource Center:

Zander reviewed the plan's seven goals, which are still being tweaked.

Update on Lincoln Center - North Parking Lot

Bob Taylor has given his permission for parking in his lot on Water and Arlington. Some people may have difficulties getting to our south entrance depending on where they can park.

Update on Medicaid Transportation Broker - Non-Emergency Medical Transportation:

There have been many problems with the new system and staff are being as responsive as possible to people's needs. We're tracking these problems in order to provide feedback to the State.

Legislative/Advocacy:

- 1.) State Budget Repair Bill
- 2.) Federal Budget: planning continues on how best to deal with RSVP's 20% reduction in federal aid for 2011. No idea what will happen for 2012.

Zander said staff will look at the new voter ID and concealed carry laws as they affect seniors and senior centers.

PERSONNEL ISSUES

Update on position refills:

Maureen Miller is the new Lead Information & Assistance Specialist. Interviews were done yesterday for the I & A position vacated by Donna Calhoun. Several programs are hiring new on-call substitutes. Census in the Adult Day Center has been high and subs are being used extensively to meet the client/staff ratio.

Review of request to add 5 hours/week, limited term position to existing 35 hours/week Mobility Management Director position: Zander said the New Freedom grant will cover the costs of the LTE hours. Travel Trainer Julie Summers has left; Dave Adamczak is working with the City on a replacement.

FISCAL ISSUES

Discussion/Possible action on purchasing requests (none)

Discussion/Possible Action on special per diems: June 21 strategic planning working group for Woitczak, Larsen, and Steinke; June 3 Board orientation for Fiedler and Roberts. Motion/second Ellenbecker/Levin to approve; carried (ayes all by voice vote).

Update on United Way of Portage County 2012 Funding Applications:
Our appeals for reconsideration were turned down.

Update on 2012 Budget Process

Zander said staff will be working on budgets July 15 to August 15.

Review/Discussion of Vouchers:

- 1.) Approval Number: 20110448 - \$20,288.80
- 2.) Approval Number: 20110487 - \$26,171.77
- 3.) Approval Number: 20110523 - \$13,423.16

Review of Procurement Card Purchase Report: 6/13/11 - \$ 976.13

Review of Purchase Authorization Report: Print Date 6/30/11 - \$1,557.27

Review of 2nd Quarter 2011 Budget Summary Breakdown by Program Report

Hanna reviewed the report. Tax levy has been transferred and is now shown in revenues. The Adult Day Center's revenues are exceeding expenses, but the ASSIST program has been funding some participants, and when that funding ends there could be some impact on census.

Review of Transportation Fuel Report – May 2011

Not available at time of meeting.

SCHEDULE NEXT MEETING DATE & TIME

Wednesday, August 3, 2011 at 4:00 p.m.

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

Minutes

Wednesday, August 3, 2011, 4:00 – 5:50 P.M.

Members present: Fiedler, Larsen, Levin, Purcell, Steinke, Woitczak

Staff present: Zander, Beaman

Review/Approval – Minutes: July 6, 2011

Motion/second Levin/Purcell to approve; carried (all ayes).

Correspondence – Letter from Pam VanKampen, GWAAR, OAA- Nutrition Specialist re: April 29, 2011 on-site review of the Portage County Elderly Nutrition Program

Sent with agenda. Larsen asked if the Board should take formal action approving such reports and to go on record commending staff for an excellent assessment. Zander said this would not be an action item but the minutes can reflect the Board's satisfaction with the report.

Public Comment (none)

Public Notice (none)

Reports

ADRC Programs:

- Transportation staff continue to track concerns about MA Broker ride requests for the State.
- Volunteer Caregivers program is working on a holiday fair fundraiser.
- RSVP is pursuing funding from the United Way for the Learn for Life program.
- The Rosholt and Adult Day Center picnics were a success.

Greater Wisconsin Agency on Aging Resources (none)

Family Care/Long Term Care Waiver Programs:

1. Wis. Council on Long Term Care – Meeting Minutes: July 5, 2011 (none)
2. Include, Respect, I Self-Direct (none)
3. Aging & Disability Resource Center (ADRC):
 - a) Monthly Contact Report – June 2011 (sent with agenda)
 - b) Portage County Long Term Care Participant Report - June 2011: Zander said 1,001 people in Portage County are enrolled in Family Care. At present there's no waiting list.
 - c) Long Term Care Facilities Report: the Board is responsible for monitoring the quality of long term care in Portage County, but the State has never specified its duties in that regard. Cindy Piotrowski assembled a report (which she'll provide to the Board twice a year) listing any violations in local residential facilities. Zander said while we can't tell a private entity how to do its business, we can offer trainings and other information.
4. Community Care of Central Wisconsin (CCCW):
 - a) Membership Report - June 2011: there are 3,166 Family Care enrollees in CCCW's service area, of whom 968 are in Portage County.

Director's Report:

1.) Emergency Response update:

The July 19 – 20 storm left Lincoln Center without power or phones. Our basement flooded from the elevator shaft. Zander called in certain employees and told the remainder to stay home. We did safety checks, transported people to cooling centers, etc. We learned later that our building was the only one where phones remained out and that had nothing but battery powered exit lighting; Zander will look into what would be

needed (e.g., generator back-up) so that employees would be safe (emergency lighting in bathrooms, power to keyless access system, etc.). In the After Action Review, the county was looking at ways to improve communication between all the players to more easily identify the condition/status of buildings and equipment during and after an emergency. Employees who didn't work on the 20th will have to use vacation, float time or leave without pay; Zander feels that's unfair since the building was not safe for all of these employees to report to work and they were asked to not come in. She's discussing the matter with Human Resources and the County Executive.

2.) Emergency Planning and Special Needs Population training – Sept. 27 - 29, 2011:

Zander plans to attend if approved by the Emergency Management Director.

3.) ADRC Updates:

Dick Barden has resigned his seat on the Board. Mary Jane Zdroik passed away last week.

4.) Budget Updates:

Staff are working on 2012 budgets and have been meeting with Zander and Bill Hanna. Our budget hearing is August 12.

Board/Department Program Issues

Discussion/possible action on Long Term Care Wait List Policy for Portage County as revised on July 6, 2011: Sent with agenda; motion/second Woitczak/Fiedler to approve; carried (all ayes).

Discussion/possible action on petitioning the U.S. HHS Secretary to reject Family Care Waiver Amendment: Zander reviewed a handout from the Survival Coalition and asked if the Board wants to send its own version, including other relevant County departments. Motion/second Woitczak/Levin authorizing Zander to do so; carried (all ayes).

Update on Lincoln Center - North Parking Lot:

Work started on Monday.

Legislative/Advocacy:

Federal Budget:

Nothing to report since Congress has been embroiled in the debt ceiling legislation.

Personnel Issues

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

Zander said the resolution will go to the County Board's September meeting. Because of this timing, the employee will work a few hours over the current limit—Zander discussed this with the HR Director.

Motion/second Levin/Steinke to approve; carried (all ayes).

Updates:

Zander reported a reorganization in Community Resources staff that will use hours from the vacant 32 hours per week Information & Assistance Specialist position: 2 hours will be added to the I & A Specialist—RN position, and the vacant position will be filled but at 20 hours per week.

On-call substitutes have been hired for Reception and the Nutrition Program.

Fiscal Issues

Discussion/Possible action on request to use FGP Reserve Funds to assist with conference fees for Foster Grandparents to attend 45th FGP Conference in Oct. 2011:

The request is for \$880. Motion/second Woitczak/Levin to approve; carried (Fiedler abstained, all else ayes).

Discussion/Possible action on purchasing requests (none)

Discussion/Possible Action on special per diems (none)

Review/Discussion of Vouchers:

- 1.) Approval Number: 20110534 - \$ 258.97
- 2.) Approval Number: 20110567 - \$22,352.22
- 3.) Approval Number: 20110603 - \$11,985.08

Review of Procurement Card Purchase Report: 7/21/11 - \$ 2,775.65

Review of Purchase Authorization Report: Print Date 7/26/11 - \$112.44

Review of July 2011 Monthly Budget Summary:

Revenues at 56%, expenses at 53%. Zander said there's nothing out of the ordinary to report.

Review of Transportation Fuel Report – June 2011:

Currently we're about \$500 over budget.

Next Meeting

Wednesday, Sept. 7, 2011 at 4:00 p.m.

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

Wednesday, September 7, 2011, 4:00 to 6:25 P.M.

Members present:

Ellenbecker, Fiedler, Larsen, Levin, Purcell, Roberts, Steinke, Woitczak

Staff present:

Zander, Hogan, Beaman

Also present:

Bill Hanna

Review/Approval – Minutes: August 3, 2011

Motion/second Levin/Woitczak to approve; carried (voice vote, all ayes).

Correspondence

Public Comment None

Public Notice

Reports

Greater Wisconsin Agency on Aging Resources (GWAAR) (none)

Disability Benefit Specialist

Maxine Hogan was honored as a “Social Security Partner” in a ceremony at the Wisconsin Rapids Social Security office last month. She is known throughout the state as one of the top people in her position with the highest rate of benefits returned to clients. In 2011 thus far, she and Tracy Dorrler (the other DBS on staff) have seen a return of \$810,666 to their clients, more than double the statewide average.

Family Care/Long Term Care Waiver Programs

Wis. Council on Long Term Care – Meeting Minutes: July 5, 2011 (none)

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

Aging & Disability Resource Center

1. Monthly Contact Report – July 2011

July contacts lower than usual, probably because of the rush in June to beat the Long Term Care enrollment cap imposed by the state.

2. Portage County Long Term Care Participant Report - July 2011

Briefly reviewed by Zander. The Portage County cap established at the end of July is 1,012 enrollees. At present there's no waiting list.

Community Care of Central Wisconsin

1. Membership Report – May - July 2011

2. Regional Statistical Report – 6-Month Period Feb. '11 – July '11

(Both sent with agenda packet)

Director's Report

1.) Board Member recruitment update

Two people have applied for the vacant citizen member seat. The County Board will act on that and the vacant Supervisor seat.

2.) Staff training/meeting update

Zander said program directors are having an additional meeting per month, mainly as learning sessions. This week Ray Heitzinger from Human Resources presented information on employee recruitment, job descriptions, etc.

Board/Department Program Issues

1. Discussion/possible action on RSVP Advisory Council recommendation regarding mileage reimbursement for program volunteers: The proposal is to limit reimbursements to 50 miles per month starting in 2012. Zander said we won't know RSVP's final 2012 federal allocation until April. This proposal will save about \$4,200 in the RSVP budget. She added that only a small number of volunteers request mileage reimbursement and even fewer are affected by the maximum mileage reimbursement limit. Motion/second Ellenbecker/Purcell to approve the proposal; carried (voice vote, all ayes).

Falls Prevention Awareness Day – Sept. 23, 2011

Legislative/Advocacy

1.) MA Transportation Broker: information sent with agenda. LogistiCare is indicating only a 1% dissatisfaction rate, but advocates believe this number is artificially low due to consumers having difficulty accessing the complaint line, problems being unfairly blamed on providers, complaints considered resolved because they have been responded to even if no satisfactory resolution was found, etc. Advocates are suggesting that whenever people can't get a ride or have a problem with a ride they should not only report it to LogistiCare, but also call their State legislator to report it.

2.) Family Care

The State's urgent service fund isn't being spent, so there's a proposal to request the State to reexamine the criteria and policy to utilize some of that money to enroll people on the waiting list.

3.) Voter ID

Information sent with agenda.

4.) Older Americans Act

Information sent with agenda—how to contact the “Super Committee.”

Fiscal Issues

Discussion/Possible action on request to use Lincoln Center Building Reserve Fund – Signage
Motion/second Ellenbecker/Roberts to use up to \$300; carried (voice vote, all ayes).

Discussion/Possible action on purchasing requests (none)

Discussion/Possible Action on special per diems (none)

Review/Discussion of 2011 Budget Projection

Bill Hanna reviewed and pointed out due to retirements, etc., there will be a surplus this year, part of which is levy to be returned to the County.

Review/Discussion of 2012 Preliminary Budget

Hanna reviewed spreadsheets handout. He doubts there will be any further changes between now and approval by the County Board.

Review/Discussion of Vouchers:

1.) Approval Number: 20110624 - \$ 1,276.96

2.) Approval Number: 20110661 - \$14,099.95

3.) Approval Number: 20110603 - \$29,043.83

Review of Procurement Card Purchase Report: 8/30/11 - \$ 1,388.16

Review of Purchase Authorization Report: Print Date 8/31/11 - \$1,052.00

Review of August 2011 Monthly Budget Summary

Review of Transportation Fuel Report – July 2011

Personnel Issues

Discussion/Possible Action on 2012 new position requests:

Mobility Manager: 2 permanent and 3 LTE hours per week

Caregiver Support Services Director: 5 permanent hours per week

Home Delivered Meals Coordinator: 17 permanent hours per week

Motion/second Ellenbecker/Roberts to approve; carried (voice vote, all ayes)

Review of 2012 limited term employment position requests:

See above for Mobility Manager

Lead Nutrition/Transportation Worker: 2 hours per week

Review of 2011 limited term employment position requests:

Caregiver Support Services Director: 5 hours per week

Med-Wise Activity Assistant: 10 to 15 hours per week

Update on position refills, if any:

The Dementia Outreach Specialist position will continue until the end of the year.

The Benefit Specialist—Outreach limited term position will continue.

Next Meeting

Wednesday, Oct. 5, 2011 at 4:00 p.m.

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

Minutes

Wednesday, October 5, 2011, 4:00 – 6:25 P.M.

Members present: Ellenbecker, Fiedler, Larsen, Levin, Purcell, Roberts, Steinke, Woitczak

Staff present: Zander, Piotrowski, Bruce, Smith, Hanna, Beaman

Also present: Mary Kampschoer, Albert Firkus, Lori Harper, Helen Niemczyk, Leone Juszczak, Denise Jacobsen, Mike Morrissey, Arlene Mayek, Carita Onstad, Carol Snyder, Dan Wlodarski, Carl Karcheski, Richard Allison

Review/Approval – Minutes: September 7, 2011

Motion/second Levin/Purcell to approve; carried (all ayes by voice vote).

Correspondence

(none)

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.

Under "also present" above, all except Karcheski and Allison registered to speak on Review/Discussion of Nutrition Program reorganization (see below).

BOARD/DEPARTMENT/PROGRAM ISSUES

Update on new board members

Allison and Karcheski introduced themselves; their seats on the COA/ADRC Board are pending County Board approval this month.

Review/Discussion of Nutrition Program reorganization, including proposal to close the Hi Rise Dining Site

Copies of the memo from Joni Smith sent with the agenda were given to members of the public present before the meeting began. Smith reviewed it and handed out some bar graph comparisons of congregate and home delivered (HD) meals from 2001 to 2010. The proposed Nutrition Program reorganization would close the Hi-Rise dining site with the Site Manager becoming a HD Meals Coordinator to expand HD meals service to five days per week in the Junction City and Amherst areas. In addition, the Nutritionist position would be eliminated and the program would contract with a Dietician at the Portage County Health Care Center for nutritionist services.

Summary of the public comments:

The dining site does much more than just provide a meal. Terry Bruce, the Site Manager, looks after the welfare of the participants and follows up with any having health or other problems.

The social aspect of the site is important because for some people the only social interaction they get with other people is at the site.

Mike Morrissey is the interim Housing Authority Executive Director for the City of Stevens Point. He said in his experience with elderly housing a dining site is the heart of the building. He requested that the COA/ADRC Board go slow in making a decision on this issue in the hope a solution could be found to keep the Hi-Rise site open.

Terry Bruce invited the Board members to come eat at the site so they can experience it for themselves. The population at the Hi-Rise is different from other housing units; many residents are disabled or frail. Few would be likely to come to the Lincoln Center site (whether transportation is provided or not) because of difficulties getting on and off a bus or in winter weather. Steinke invited those present to attend the public hearing at the Hi-Rise on October 24 at 10 a.m.

Discussion/Possible action on ADRC/Lincoln Center hours of operation

The proposal is to eliminate the 4:30 to 6 p.m. Tuesday hours. Motion/second Ellenbecker/Levin to approve building hours as 7:30 a.m. to 4:30 p.m. Monday through Friday, subject to change if necessary; carried (all ayes by voice vote). Zander added she wouldn't be surprised if our hours are extended to 5 p.m. in future.

Discussion/Possible action on Commission on Aging/ADRC Board By-Laws Revisions – Draft Oct. 2011

Motion/second Levin/Ellenbecker to approve; carried (all ayes by voice vote).

Legislative/Advocacy:

- 1.) MA Transportation Broker (none)
- 2.) Family Care: Zander said she and Piotrowski met today with the County Executive and a reporter from the Stevens Point Journal about the Family Care waiting list in Portage County.
- 3.) Voter ID: there will be an informational session at Lincoln Center on October 24 from 1 to 3 p.m.
- 4.) Older Americans Act (none)
- 5.) Corporation for National and Community Service: on the House side of Congress the Corporation isn't being considered for elimination (at least for now).

FISCAL ISSUES

Discussion/Possible action on purchasing requests:

Zander said some of the new signs in the quote from Badger Industries have been cut so as not to exceed the \$300 from the building reserve approved by the Board at the September meeting.

Discussion/Possible Action on special per diems (none)

Review/Discussion of Vouchers:

- 1.) Approval Number: 20110733 - \$12,638.03
- 2.) Approval Number: 20110771 - \$20,586.44

Levin said that in his opinion some volunteers shouldn't receive mileage reimbursement—it goes against the concept of volunteerism. He'd make exceptions for drivers who take people to medical appointments or deliver meals. Roberts said some volunteers can afford not to be reimbursed for mileage, others can't. Larsen is concerned about losing volunteers if mileage isn't available to them.

Review of Procurement Card Purchase Report: 9/19/11 - \$ 981.02

Review of Purchase Authorization Report: Print Date 9/27/11 - \$1,986.76

Review of 3rd Quarter 2011 Budget Summary Breakdown by Program Report:

Reviewed by Hanna. As of now he anticipates a budget surplus of around \$22,000 by the end of the year.

Review of Transportation Fuel Report – September 2011

At present the budget is about \$400 over.

PERSONNEL ISSUES

Update on position refills, if any:

Second round of interviews for the Travel Trainer are underway.

Tracy Dorrler (Disability Benefit Specialist) is taking on the 20 hours per week Information & Assistance Specialist position.

Discussion regarding establishment of department work rules:

Work rules need to be established because most were addressed in bargaining agreements that are no longer in effect. Zander said the Human Resources policy handbook is general and doesn't go into detail department by department. Woitczak, Steinke and Levin volunteered to work with staff on drafting rules.

REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR) (none)

ADRC Program(s):

Family Care/Long Term Care Waiver Programs:

State -

a) Wis. Council on Long Term Care – Meeting Minutes: July 5 & Sept. 6, 2011, if available (none)

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

Local –

a) Aging & Disability Resource Center (ADRC) –

1. Monthly Contact Report – August 2011:

241 contacts, none unusual

2. Portage County Long Term Care Participant Report – April – Aug. 2011:

Reviewed briefly by Piotrowski.

b) Community Care of Central Wisconsin (CCCW):

Membership Report – June - August 2011:

Briefly reviewed by Piotrowski.

2. Regional Statistical Report – 6-Month Period March '11 – Aug. '11:

Zander said there remains a 50/50 split between under and over age 59 served by CCCW.

Director

1.) Staff update:

A revised organizational chart requested by the County Executive will go to the County Board as part of the 2012 budget approval process.

2.) Training update:

Zander had expected to attend a FEMA training soon but it's full up; there may be another in January.

3.) Budget update:

The County Executive did her 2012 budget presentation to the County Board yesterday.

SCHEDULE NEXT MEETING DATE & TIME – Wednesday, Nov. 2, 2011 at 4:00 p.m.

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

Wednesday, November 2, 2011, 4 – 6:15 p.m.

Members present:

Allison, Ellenbecker, Fiedler, Karcheski, Larsen, Levin, Purcell, Roberts, Steinke, Woitczak

Staff present:

Zander, Smith, Piotrowski, Bruce, Beaman

Also present:

Patty Dreier, Bill Hanna

Introductions/Welcome New Board Members

Review/Approval – Minutes: October 5, 2011

Motion/second Ellenbecker/Karcheski to approve; carried (all ayes by voice vote).

Correspondence

(None)

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)

BOARD/DEPARTMENT/PROGRAM ISSUES

Update on Nutrition Program reorganization, including proposed closure of the Hi Rise Dining Site

1.) Review of Wisconsin Aging Network Manual of Policies, Procedures, & Technical Assistance - Eligibility criteria for Senior Dining Meals

Zander reviewed a handout showing age bracket percentages of meals served at the Hi-Rise site. The State will support the COA's decision on whether to keep the site open or close it. If meals served drop to less than 50% of people 60+ we'd have to charge meals to people -60; the State would suggest closing the site if that happens. Levin said disabled people -60 shouldn't be charged for a meal and he'd support an advocacy effort on the state and federal levels to change the eligibility rules for Older Americans Act and other services; he'd be willing to take this to the County Board.

2.) Report on Oct. 24, 2011 Public Hearing on 2012 Amendment to 2010-2012 Service Plan – Goal #5.9

Zander said many comments re: the Hi-Rise site were the same as at the COA's October meeting. At its October 31 meeting, the County Board allocated \$21,000 in one-time funds in the 2012 budget to help keep the site open. Larsen said residents will want to encourage their neighbors to participate in the program to bring the numbers up. Thus, the Hi-Rise site will remain open and the Nutrition Program will still be able to hire a home-delivered meals coordinator to expand HD service in some areas of the county in 2012.

3.) Report on Nutrition Program Advisory Council recommendation

Discussion/Possible action on 2012 Amendment to the Aging & Disability Resource Center of Portage County 2010 – 2012 Service Plan, including reorganization of the Nutrition Program and closure of the Hi Rise Dining Site

Smith said that the Nutrition Program Advisory Council had recommended keeping the site open even if serving days would have to be reduced to do so.

Motion/second Ellenbecker/Roberts to approve the 2012 amendments to the 2010 – 2012 service plan; carried (all ayes by voice vote).

Legislative/Advocacy:

1.) Family Care

Wait list criteria to be re-examined re: attrition slots.

2.) Voter ID

Information sent with agenda packet.

FISCAL ISSUES

Discussion/Possible action on GWAAR 2012-2013 AmeriCorps Collaboration Grant

The grant would help fund a part-time AmeriCorps member to develop and sustain evidence-based prevention programs. Motion/second Roberts/Levin to approve; carried (all ayes by voice vote).

Discussion/Possible Action on special per diems (none)

Review/Discussion of Vouchers:

1.) Approval Number: 20110811 - \$18,793.99

2.) Approval Number: 20110846 - \$25,035.66

3.) Approval Number: 20110847 - \$ 523.12

Review of Procurement Card Purchase Report: 10/18/11 - \$2,448.13

Review of Purchase Authorization Report: Print Date 10/26/11 - \$2009.55

Review of 2011 Year End Proposed Projected Close-Out Report:

Hanna reviewed the report (sent with agenda packet) and said he projects around \$65,000 will be returned to the general fund.

Review of 2012 Budget Breakdown by Program:

Reviewed by Hanna.

Review of Transportation Fuel Report – September 2011:

Currently the budget is about \$500 overspent.

Discussion/Possible action on purchasing requests:

Piotrowski proposed spending \$3,250 in 2011 funds for 105, thirty-second commercial slots on Channel 7 to advertise ADRC services. Motion/second Roberts/Fiedler to approve; carried (all ayes by voice vote).

PERSONNEL ISSUES

Update on position refills, if any:

Jodi Staniewski hired as Travel Trainer.

Six applications received for the Med-Wise limited term employee. The class has already started, so Zander is checking with the Wisconsin Institute for Healthy Aging and the U.W. School of Pharmacy regarding how to proceed with hiring for the position.

Peggy Greco (LTE Dementia Outreach Specialist) resigned; Zander has been working with Finance and Human Resources to hire someone to assist with completion of data entry and participant follow-ups.

Update on ad hoc ADRC Work Rules Committee:

The committee will be meeting soon.

REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR) – Advisory Council Openings: sent with agenda packet.

ADRC Program(s):

Family Care/Long Term Care Waiver Programs:

State -

a) Wis. Council on Long Term Care – Meeting Minutes: July 5 & Sept. 6, 2011: sent with agenda packet.

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

Local –

Reports sent with agenda packet—no discussion unless noted.

a) Aging & Disability Resource Center (ADRC) –

1. Monthly Contact Report – September 2011

2. Portage County Long Term Care Participant Report – April – Sept. 2011

3. Long Term Care Waitlist Report – October 2011: 19 on the list at present.

Piotrowski said there will be a meeting on November 21 of Resource Center staff with local care providers to provide them with updates on our services.

b) Community Care of Central Wisconsin (CCCW) –

1.

Membership Report – July - September 2011

2. Regional Statistical Report – 6-Month Period April '11 – Sept. '11

Director's Report

1.) 2011 to 2012 Organizational Chart (sent with agenda packet).

2.) Jerry Rous Learning & Technology Fund has been established for memorial contributions.

3.) FGP Supervisor Nancy Fernandez will retire in January.

4.) Orientation for new Board members will be scheduled today after the meeting.

Next Meeting

Wednesday, Dec. 7, 2011 at 4:00 p.m.

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

Wednesday, December 7, 2011, 4:00 – 6:05 P.M.

Members present: Allison, Ellenbecker, Fiedler, Karcheski, Larsen, Levin, Purcell, Roberts, Steinke, Woitczak

Staff present: Zander, Martens, Adamczak, Beaman

Nomination and Election of Officers

Chair: motion/second Woitczak/Karcheski nominating Steinke; motion/second Ellenbecker/Allison to close nominations and cast a unanimous ballot; carried (ayes all by voice vote).

Vice Chair: motion/second Woitczak/Purcell nominating Karcheski; motion/second Ellenbecker/Levin to close nominations and cast a unanimous ballot; carried (ayes all by voice vote).

Zander said any appointments won't be made until around spring.

Review/Approval – Minutes: November 2, 2011

Motion/second Karcheski/Woitczak to approve; carried (ayes all by voice vote).

Correspondence – United Way of Portage County Board President -Volunteer Caregivers of Portage County Final Transition Letter

Martens provided a handout. VCPC is scheduled to transition to an ADRC program at the first of the year. The United Way will turn over records and any remaining funds. Martens also handed out information on the December 10 Festival of Care. VCPC is under budget for this year. Martens has been working with GWAAR to develop a statewide model for respite programs. Motion/second Levin/Roberts to approved the final transition; carried (ayes all by voice vote).

PUBLIC COMMENT (none)

PUBLIC NOTICE (none)

BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/Possible action on final transition of the Volunteer Caregivers program (see above)

Discussion/Possible action on ADRC Work Rules

There was a revision handed out to page 1 of the document sent with the agenda. Zander reviewed the Work Rules Committee's function. Motion/second Woitczak/Ellenbecker to approve pending approval from Human Resources; carried (ayes all by voice vote).

Legislative/Advocacy:

1.) Long Term Care: Zander said we're enrolling anyone eligible for Family Care whatever the wait list may be, as soon as all eligibility requirements are established. Since there are so many unused funds due to attrition and extremely limited use of urgent service funds, the State will be managing the wait list on a statewide basis. The Wisconsin Council on Long Term Care thinks wait lists will be eliminated by the end of the year.

2.) Voter ID: informational presentations will be scheduled at Lincoln Center and the dining sites.

PERSONNEL ISSUES

Discussion/Possible action on recombining FGP Coordinator and RSVP Intergenerational Coordinator position: Zander said Nancy Fernandez will retire towards the end of January. These two positions were split in 2009 and now we wish to combine them again. The combined position is 36 hours per week. Motion/second Karcheski/Levin to approve; carried (Fiedler abstained, otherwise ayes all by voice vote).

Update on position refills, if any (none)

REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR) (none)

ADRC Program(s):

1.) Foster Grandparent – 2012 mileage rate

The State has directed that mileage reimbursement to Foster Grandparents will be 38 cents per mile rather than the IRS rate (currently 55.5 cents).

2.) Transportation – 85.21 grant application for 2012 & 5310 Bus

Adamczak handed out a budget summary for the 85.21 application. 2012 grant is \$136,972. Adamczak handed out the 5310 bus specifications. He reported the ADRC will pay 20% of the cost of the new bus. This is a gasoline bus; the State's looking into alternative fuels (bio diesel, natural gas, etc.). Tours of the bus were made available after the meeting.

Family Care/Long Term Care Waiver Programs

State -

a) Wis. Council on Long Term Care – Meeting Minutes: Nov. 1, 2011, if available (none)

b) Family Care, Partnership & PACE Enrollment Data, Nov. 1, 2011

Information sent with agenda. CCCW staff will provide an update at our January meeting.

c) Include, Respect, I Self-Direct (IRIS) – Map of Participation, Oct. 31, 2011

Sent with agenda. There are 38 Portage County clients using IRIS. There were questions and discussion about the ratio of consultants to clients; Zander will look into this and see if the program director or other IRIS staff are available to attend a future board meeting.

d) Virtual Pace

Information sent with agenda. Zander said there are various concerns, e.g., will joining this program be mandatory or voluntary for clients, and could this result in some care management organizations becoming non-viable.

Local –

a) Aging & Disability Resource Center (ADRC)

1. Monthly Contact Report – October 2011: 223 contacts (a bit lower than usual).

2. Portage County Long Term Care Participant Report – April – Oct. 2011: Zander said enrollments have been stable.

3. Long Term Care Waitlist Report – November 2011

b) Community Care of Central Wisconsin (CCCW) – Membership Report – Aug - October 2011: 3,192 clients, 44% of whom are developmentally disabled.

2. Regional Statistical Report – 6-Month Period May '11 – Oct. '11

Director's Report

1.) Purchasing deadline is December 16.

2.) ADRC Staff United Way Campaign Results: staff raised \$3,797.

3.) Memorial donations update: so far, the Rous fund has received \$12,888; memorials for Harry Pokorny are at \$345. Zander spoke with Susan Pokorny and they decided part of the money should be used for a new Christmas tree for Lincoln Center. One of our Bus Drivers, Laurie Kosmolski, negotiated a discount of some 50% off the price with Lowe's.

4.) Zander passed around the latest issue of the Stevens Point Housing Authority Resident News, with an article on the Hi-Rise dining site.

5.) The Coalition of Wisconsin Aging Groups has been involved in disagreements with various agencies. They recently purchased the rights to the name – Wisconsin Aging Network. This name has been used for many decades to describe/define a large group of organizations all providing service to/advocacy for older adults. Zander stated CWAG may be at risk of losing some of its State funding due to some recent audit concerns.

FISCAL ISSUES

Discussion/Possible action on preliminary 2011 Carryover request:

The request is to carry over surplus funds AMSO funds generated by the Foster Grandparent Program to 2012 to cover Fernandez's retirement pay-out expenses; this will enable us to fill the position upon her retirement with no gap in supervision of the program. Motion/second Ellenbecker/Woitzak to approve; carried (ayes all by voice vote).

Discussion/Possible action on purchasing requests (none)

Discussion/Possible Action on special per diems

Allison and Karcheski for Board orientation on November 21; Work Rules Committee meetings: Woitzak on Nov. 9, 16 and 29, Levin on November 16. Motion/second Larsen/Karcheski to approve; carried (ayes all by voice vote).

Review/Discussion of Vouchers:

- 1.) Approval Number: 20110890 - \$39,652.97
- 2.) Approval Number: 20110933 - \$26,512.88

Review of Procurement Card Purchase Report: 11/18/11 - \$1,527.18

Review of Purchase Authorization Report: Print Date 11/28/11 - \$433.37

Review of November 2011 Monthly Budget Summary: expenses at 81%, revenues at 87%.

Review of Transportation Fuel Report – October 2011: currently we're about \$500 over budget.

SCHEDULE NEXT MEETING DATE & TIME

Wednesday, Jan.4, 2012 at 4:00 p.m.