

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

Wednesday, January 4, 2012 - 4:00 – 6:15 P.M.

Members Present:

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

Staff Present:

Zander, Piotrowski, Beaman

Also Present:

Jim Canales, Rhonda Lechner

REVIEW/APPROVAL – MINUTES: DECEMBER 7, 2011

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

CORRESPONDENCE

Greater Wisconsin Agency on Aging Resources (GWAAR) letter re: approval of the 2012 ADRC of Portage County Aging Plan Budget (sent with agenda).

PUBLIC COMMENT/PUBLIC NOTICE (none)

BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/Possible action and Presentation on Regional Long Term Care Advisory Committee – Rhonda Lechner, DHS, ORCD, Regional Quality Specialist

Lechner reviewed the committee's purpose (oversight of services provided by ADRCs, Family Care, IRIS, etc.) and handed out a summary of comments made at the public forums in 2011. The first meeting of the committee will be on May 3 in Lincoln County. Motion/second Karcheski/Levin approving appointment of Steinke, Fiedler and Roberts to the committee; carried (all ayes by voice vote).

Review/Discussion of 2013-2015 ADRC Service Plan Timetable and Requirements

Sent with agenda. The State wants as much input in the plan by the Board as possible

Legislative/Advocacy:

- 1.) Long Term Care Enrollment Caps (sent with agenda)
- 2.) Board on Aging and Long Term Care: press release on funding for the Ombudsman Program (sent with agenda)
- 3.) Older Americans Act: slight increase in congregate meals funding, otherwise status quo.
- 4.) Senior Corps Programs: 20% cut as in 2011.

REPORTS

Greater Wisconsin Agency on Aging Resources (none)

ADRC Program(s): Community Resources

Piotrowski said there has been a change in how contacts are reported—now every encounter with a client will be reported as a contact; staff are working with Information Technology on input options.

A report on 2011 Medicare Part D enrollments will be forthcoming.

Staff are tracking complaints about the new economic support process.

Staff are doing outreach on Medicare savings plans.

Family Care/Long Term Care Waiver Programs:

Wis. Council on Long Term Care – Meeting Minutes: Nov. 1, 2011 (handed out).

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

Aging & Disability Resource Center (ADRC) –

1. Monthly Contact Report – November 2011 (sent with agenda)
2. Portage County Long Term Care Participant Report – April – Nov. 2011 (none)
3. Long Term Care Waitlist Report – December 2011: 23 at the end of December.

Community Care of Central Wisconsin (CCCW)

1. Update from Jim Canales, CEO

Canales reported that CCCW has 3,200 members as of the end of November, of whom 58% live at home and 20% do self-direction for services. In 2011 revenues were up and costs down, so they anticipate meeting their financial reserve requirement. According to their surveys there is high client satisfaction. Upcoming issues include lifting the Family Care cap, Virtual PACE, and complaints about the IM Consortium (economic support).

2. Membership Report – September - November 2011 (none)
3. Regional Statistical Report – 6-Month Period June '11 – Nov. '11 (none)

Director's Report

- 1.) United Way Timetable for 2013 Funding Requests: COA will need to approve at the March meeting.
- 2.) LIFE Report: Zander is serving on this United Way committee identifying community needs.
- 3.) Training Update – Strengths Finder, Financial Management, Incident Command System (ICS), HIPAA

PERSONNEL ISSUES

Update on position refills: paperwork is being processed for 2012 changes in hours, LTE positions, etc.
Update on ADRC Work Rules: the Human Resources Department has approved.

FISCAL ISSUES

Discussion/Possible action on 2012 Alzheimer's Family and Caregiver Support Program Budget:
Sent with agenda; motion/second Roberts/Woitzak 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:

- 1.) Approval Number: 20110978 - \$22,837.74
- 2.) Approval Number: 20111008 - \$36,690.30
- 3.) Approval Number: 20111020 - \$ 262.50

Review of Procurement Card Purchase Report: 12/15/11 - \$1,510.61

Review of Purchase Authorization Report: Print Date 12/29/11 - \$8,711.80

Review of December 2011 Monthly Budget Summary (none)

Review of Transportation Fuel Report – November 2011:

The report showed \$800 over budget but last month the amount was \$500; Zander will check on the figure.

SCHEDULE NEXT MEETING DATE & TIME

Wednesday, Feb. 1, 2012 at 4:00 p.m.

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

Wednesday, February 1, 2012, 4 – 6:03 P.M.

Members present:

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

Staff present:

Zander, Piotrowski, Jester, Beaman

I Call to Order

II Review/Approval – Minutes: January 4, 2012

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

III Correspondence – Letter from the Office of Resource Center Development re: ADRC of Portage County 2011 Annual Report

Sent with agenda; all feedback was positive.

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 BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/Possible action on RSVP/Lincoln Center sponsorship of essay contest for Portage County 6th grade students

Jester handed out and reviewed a memo requesting approval to solicit prizes from local businesses in line with County ordinances. Levin suggested expanding the list to other non-franchise businesses. Motion/second Ellenbecker/Karcheski to approve and forward to the Finance Committee; carried (all ayes by voice vote).

Review/Discussion of ADRC fundraising ideas

Zander will meet next week with Human Resources, Finance and Corporation Counsel in a committee to develop guidelines based on County ordinances for fundraising activities (whether direct cash, solicitation of prizes, drawings, etc.). Having these guidelines should prevent the need to make inquiries of various departments or committees every time a fundraising event is proposed. Zander suggested that maybe the County should have a 501(c)(3) entity (e.g., "Friends of Portage County") that would oversee fundraising efforts by any County department. If it came to that, Levin suggested each department should have its own "Friends of..."

Legislative/Advocacy:

1.) Long Term Care Enrollment Caps

AB 477 sent with agenda. No legislative hearings have been held on this issue, so the wider public may not be aware of it. Advocates are suggesting that people contact their federal legislators. Meantime, the number of people on the Family Care waiting lists grows; when the cap is eventually lifted some counties could face a large number of people who need to be enrolled immediately.

2.) Photo I.D. for Voting

Information sent with agenda. Zander asked the Board to share with anyone they know.

3.) 2011-2013 Long Term Care Sustainability Plan

Allison asked what percent of the \$1.3 billion budget is for administration and what for direct services; Zander

replied she doesn't know but will look into it. Piotrowski said she's working to have someone from IRIS attend a Board meeting to address how the system is working in Wisconsin. The Sustainability Plan suggests efficiencies for budget savings; town hall meetings on the plan will begin in March.

VII REPORTS

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

ADRC Program(s): Transportation

A memo re: vehicle auctions was sent with the agenda.

Family Care/Long Term Care Waiver Programs:

State:

a) Wis. Council on Long Term Care – Meeting Minutes: Jan. 9, 2012, if available [none]

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

Local:

a) Aging & Disability Resource Center (ADRC)

1. Monthly Contact Report – December 2011

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

3. Long Term Care Waitlist Report – January 2012

Handout from Piotrowski who reported the first decline in enrollment since July of 2011, due mainly to attrition.

4. Long Term Care Facilities Report: July – December 2011

Piotrowski said neither nursing home in Stevens Point had any violations. She added that two adult family homes have closed.

b) Community Care of Central Wisconsin (CCCW) –

1. Membership Report – October - December 2011

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

c) IM Central Consortium – Langlade, Marathon, Oneida, and Portage – update

Piotrowski said we get calls from people who are frustrated with this system.

d) Director's Report

1.) United Way Update

Awards event for the 2012 campaign was held last week.

2.) LIFE Report Update

Surveys have been sent to 4,000 random Portage County residents. In addition surveys have been handed out to low-income individuals at subsidized housing units, senior dining sites, and through community programs.

3.) Training Update

Zander attended a training last week conducted by FEMA for special needs populations. Program directors attended a fiscal management training yesterday.

VIII PERSONNEL ISSUES - Update on position refills, if any

Julie Rekowski started Monday as FGP/RSVP Intergenerational Coordinator.

IX FISCAL ISSUES

Discussion/Possible action on purchasing requests

Discussion/Possible Action on special per diems

Update on pending granting applications:

Sue Martens is working on grant applications for the Early Memory Loss program from the Community Foundation and Saint Michael's. Some of the applications are due before the next board meeting. Board

members agreed applications could be submitted pending approval and applications can be brought to March meeting for formal approval.

Review/Discussion of Vouchers:

1.) Approval Number: 20120028 - \$51,035.67

2.) Approval Number: 20120066 - \$21,263.88

Review of Procurement Card Purchase Report: 1/13/12 - \$1,516.89

Review of Purchase Authorization Report: Print Date 1/25/12 - \$943.18

Review of January 2012 Monthly Budget Summary:

Zander said the Board will continue to receive these monthly summary reports, and Bill Hanna will report in greater depth on a quarterly basis.

Review of Transportation Fuel Report – December 2011:

The budget was overspent by about \$800 at the end of the year.

X SCHEDULE NEXT MEETING DATE & TIME – Wednesday, March 7, 2012 at 4:00 p.m.

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

Wednesday, March 7, 2012, 4 – 5:40 p.m.

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

Members excused: Ellenbecker

Staff present: Zander, Smith, Martens, Beaman

Also present: Bill Hanna

If no minutes are recorded after an item, assume: 1) documents sent in agenda packet for information only; 2) there was no report or comment; 3) item was reviewed briefly without notable discussion.

I Call to Order

II Review/Approval – Minutes: February 1, 2012

Motion/second Roberts/Allison to approve; carried (all ayes voice vote).

III Correspondence

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).

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.

VI BOARD/DEPARTMENT/PROGRAM ISSUES

A. Discussion/Possible action on new Caregiver Support Services Advisory Council

Motion/second Woitczak/Karcheski to approve combining the Adult Day Center and Volunteer Caregivers Advisory Councils into one body, the Caregiver Support Services Advisory Council; carried (all ayes voice vote).

B. Discussion/Possible action on 2011 Aging Unit/ADRC Self-Assessment

Zander passed around a copy of the goals and objectives section, and reported that 2011 goals were either completed or had previously been moved to 2012 during the plan amendment process.

Motion/second Karcheski/Purcell to approve the self-assessment; carried (all ayes voice vote).

C. Legislative/Advocacy:

1.) Long Term Care Enrollment Caps

Zander reported that an Assembly bill to lift the cap hasn't passed; advocates are pushing for a vote on March 13 and it then the bill goes to the Senate, but it may not be in time for consideration before the spring recess (starts March 15). Recent activity gives the impression there may not be much support for program expansion. Calls to your representatives are encouraged.

2.) 2011-2013 Long Term Care Sustainability Plan

The State is sponsoring Town hall meetings to gather feedback on the plan. The meetings begin this week. Zander said she'll inform Board members of the date for the Wausau session.

VII REPORTS

A. Greater Wisconsin Agency on Aging Resources (GWAAR)

The GWAAR board recently voted to cancel its legal services contract with the Coalition of Wisconsin Aging Groups for legal back-up services for Benefit Specialists effective March 31, 2012. There are some concerns regarding who will provide the legal supervision for the rest of the month, as several of the attorneys have left employment with CWAG. The Benefit Specialists are waiting to hear who they should contact for legal back-up during this time.

B. ADRC Program(s): Nutrition

Smith reported that the LTE Home Delivered Meals Coordinator position has been posted. A dietician from the Health Care Center is now contracted to provide services to the Nutrition Program. Five-day service in Amherst is on hold because of a lack of volunteer drivers; eventually Smith hopes to find a local caterer so food needn't travel from Stevens Point to Amherst. She reported that 39 different people have participated in the Hi-Rise dining site since the first of the year; 73% of those meals have been to people age 60+. Attendance at the Junction City site has gone up from 8 or 9 to 13; the Amherst site is running about the same.

C. Family Care/Long Term Care Waiver Programs:

(Zander advised that in an effort to shorten the meeting time these reports won't be reviewed or discussed unless there are questions, concerns, or specific data changes to highlight.)

1.) State -

a) Wis. Council on Long Term Care – Meeting Minutes: Jan. 9, 2012, if available

b) Include, Respect, I Self-Direct (IRIS)-

1. Long-Term Care Functional Screen Update, November 2011

2. IRIS Updates, February 2012

Zander said the State IRIS director will be at our April meeting.

2.) Local –

a) Aging & Disability Resource Center (ADRC) –

1. Monthly Contact Report – January 2012

2. Long Term Care Waitlist Report – February 2012

3. Long Term Care Enrollment Report: January 2012

b) Community Care of Central Wisconsin (CCCW) –

1. Membership Report – November 2011-January 2012

2. Regional Statistical Report – 6-Month Period Aug. '11 – Jan. '12

c) IM Central Consortium – Langlade, Marathon, Oneida, and Portage - update

D. Director

1.) LIFE Report Update

The report is in process and Zander's serving on the Family Sub-committee and the Steering Committee.

2.) Volunteer Update

The County is revamping how it tracks volunteer hours; our staff is working on internal systems to comply.

3.) A judge in Dane County has granted a motion for a temporary injunction on enforcement of Act 23 – regarding any requirement related to a photo I.D. for voters.

3.) Fiscal Update

We received notification this week that Title IIID funds must be used for evidence-based prevention programs effective for 2012. We will need to file another Addendum to the 2012 Addendum to the 2010 – 2012 ADRC Service Plan indicating how Portage County will be reallocating these funds. At the present time, the funds are used to help fund the position of the Health Programs Coordinator, as she assists with coordinating health screening and other health programming.

It has been challenging to monitor the RSVP and FGP budgets for 2012, as the state office staff have verbal conversations with the new local RSVP Director and FGP Coordinator regarding covered expenses or budget changes, but often do not issue any formal budget documentation.

VIII FISCAL ISSUES

- A. Discussion/Possible action on National Center on Senior Transportation (NCST) grant application for 2012 for Enhancing Older Adult Mobility Through Person-Centered Mobility Management - \$41,053
Motion/second Karcheski/Roberts to approve application; carried (all ayes voice vote).
- B. Discussion/Possible action on United Way 2013 Funding Applications – Total=\$91,000:
 - 1.) Adult Day Center - \$12,572
 - 2.) Holly Shoppe - \$20,000
 - 3.) Rural Home-Delivered Meals - \$31,311
 - 4.) Volunteer Caregivers of Portage County - \$27,217Motion/second Roberts/Fiedler to approve; carried (all ayes voice vote).
- C. Discussion/Possible action on Community Foundation of Central Wisconsin Grant Application for 2012: Mind Rewind-Early Memory Loss Program - \$1,000
Motion/second Roberts/Karcheski to approve; carried (all ayes voice vote).
- D. Discussion/Possible action on Women’s Fund of Portage County Grant Application for 2012: Volunteer Caregivers of Portage County - \$1,038
Motion/second Karcheski/Levin to approve; carried (all ayes voice vote).
- E. Discussion/Possible action on purchasing requests
- F. Discussion/Possible Action on special per diems
- G. Review/Discussion of Vouchers:
 - 1.) Approval Number: 20120114 - \$15,774.91
 - 2.) Approval Number: 20120159 - \$34,557.33
- H. Review of Procurement Card Purchase Report: 2/14/12 - \$599.86
- I. Review of Purchase Authorization Report: Print Date 2/29/12 - \$1,291.62
- J. Review of February 2012 Monthly Budget Summary
- K. Review of Jan./Feb. 2012 Budget Summary Breakdown by Program Report
- L. Review of 2011 Preliminary Close-Out Report
- M. Zander reported that RSVP will receive \$2,500 in a federal MetLife/N4A award honoring Charles Fernandez; if he’s chosen as the top winner the award will be \$5,000.

IX PERSONNEL ISSUES - Update on position refills, if any

X SCHEDULE NEXT MEETING DATE & TIME – Wednesday, April 4, 2012 at 4:00 p.m.

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

Minutes

Wednesday, April 4, 2012 - 4:00 – 5:25 P.M.

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

Staff present: Zander, Miller, Piotrowski, Beaman

Also present: John O’Keefe, IRIS Program Manager, Wisconsin Department of Health Services

If no minutes are recorded after an item, assume: 1) documents sent in agenda packet for information only; 2) there was no report or comment; 3) item was reviewed briefly without notable discussion.

I Call to Order

II Review/Approval – Minutes: March 7, 2012

Motion/second Karcheski/Allison to approve; carried (voice vote, all ayes).

III Correspondence – Letter from GWAAR re: Portage County Aging Unit Self-Assessment

Comments from GWAAR were very complimentary on our self-assessment.

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).

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.

VI BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/Possible action on 2012 United Way of Portage County Principles of Participation and Supplemental Fund Raising Policy

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

Review updated ADRC brochure (handed out).

Legislative/Advocacy:

1.) Long Term Care Enrollment Caps

Zander reported that Governor Walker had signed the bill lifting the cap, but for now there’ll be no expansion of Family Care into other counties.

2.) 2011-2013 Long Term Care Sustainability Plan

Zander said the Wausau public hearing was last week. A hearing on Virtual Pace will be in Stevens Point at the Public Library on April 10. CCCW is considering applying to be a pilot program for Virtual Pace.

VII REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR)

Zander said GWAAR has assumed the legal backup service for Benefit Specialists from the Coalition of Wisconsin Aging Groups’ Elder Law Center.

ADRC Program(s):

The Holly Shoppe’s plant sale will be on Saturday, May 5.

Family Care/Long Term Care Waiver Programs:

State -

a) Wis. Council on Long Term Care – Meeting Minutes: Jan. 9, 2012

b) Include, Respect, I Self-Direct (IRIS)-Presentation: John O'Keefe, IRIS Program Manager, Wisconsin Department of Health Services

O'Keefe reviewed a handout. As of January, 43 people in Portage County are enrolled in IRIS and about 6,000 statewide. There are 209 consultants (most of whom are home-based) and about 12,000 service providers.

Local –

a) Aging & Disability Resource Center (ADRC) –

1. Monthly Contact Report – February 2012
2. Long Term Care Waitlist Report – March 2012: 43
3. Long Term Care Enrollment Report - February 2012: 1,010.

b) Community Care of Central Wisconsin (CCCW) –

1. Membership Report – December 2011-February 2012
2. Regional Statistical Report – 6-Month Period Sept. '11 – Feb. '12

c) IM Central Consortium – Langlade, Marathon, Oneida, and Portage – update

D. Director

- 1.) All Staff meeting: May 8; emphasis will be on technology (e.g., Project Lifesaver), service animals, etc.
- 2.) New Board Member update: John Buzza and Barbara Havlovick await appointment by the County Board.
- 3.) May meeting: at 3:30 P.M. on May 2 there'll be a reception for the essay contest winners. COA members welcome to attend, our regular meeting will follow at 4:00.

VIII FISCAL ISSUES

Discussion/Possible action on Saint Michael's Foundation Grant for Early Memory Loss Program – 2012: \$1,365 & 2013: \$1,950:

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

Update on Learn for Life agreement with United Way of Portage County:

This program funds two hours per week for the RSVP Intergenerational Coordinator, but funding from United Way for this program and position will end June 30. United Way will be hiring a part-time position, in-house to continue the expansion of this program. Zander said RSVP staff are looking into options for reprioritizing the two hours/week and for securing additional funding to continue the hours.

Discussion/Possible action on purchasing requests

Discussion/Possible Action on special per diems

Review/Discussion of Vouchers:

- 1.) Approval Number: 20120201 - \$20,124.03
 - 2.) Approval Number: 20120230 - \$24,251.56
- Review of Procurement Card Purchase Report: 3/12/12 - \$479.95
Review of Purchase Authorization Report: Print Date 3/29/12 - \$3,596.36
Review of March 2012 Monthly Budget Summary

In 2011 the County Board approved a motion to add \$21,000 to the 2012 budget for the Nutrition Program reorganization to keep the Hi-Rise dining site open. Levin said he's hopeful the same will be true for 2013.

IX PERSONNEL ISSUES - Update on position refills, if any:

An offer has been made to the top candidate for the LTE Home Delivered Meals Coordinator position. Zander reported we have several employees out on extended medical leave.

X FAREWELL TO OUTGOING BOARD MEMBERS

Woitzcak and Larsen were recognized for their six years of service on the Board. Karcheski will depart due to the election results on April 3.

XI SCHEDULE NEXT MEETING DATE & TIME – Wednesday, May 2, 2012 at 4:00 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Minutes
Wednesday, May 2, 2012 - 4:00 – 5:45 P.M.

Members present: Allison, Buzza, Ellenbecker, Fiedler, Havlovick, Levin, Purcell, Roberts, Steinke, Suomi.

Staff present: Zander, Piotrowski, Hogan, Beaman.

Also present: Patty Dreier.

I Call to Order

II Welcome/Introduction of New Board Members

III Nomination and Election of Officers

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

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

IV Committee Appointments

Coalition of Wisconsin Aging Groups Delegate: Roberts.

ADRC Program Advisory Council Delegates, as needed

Regional Long Term Care Advisory Committee members: previously appointed (Roberts, Steinke, Fiedler).

V Review/Approval – Minutes: April 4, 2012

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

VI Correspondence

VII PUBLIC COMMENT

VIII PUBLIC NOTICE

IX BOARD/DEPARTMENT/PROGRAM ISSUES

2013-2015 ADRC Service Plan – Role of the Governing Board and Timeline

Zander urged Board members to speak with individuals or small groups to identify issues of concern. People may be reluctant to talk to staff for fear of appearing to be critical or hurting feelings. Staff will develop a set of suggested topics but Board members should feel free to discuss whatever they wish.

Update on change to Ordinance 3.1.48 BOARD AND COMMITTEE ADMINISTRATIVE REQUIREMENTS

The new ordinance requires that supporting documents be provided to Board members before the meeting and should be sent with the agenda packet. There should be no handouts at the meeting.

Legislative/Advocacy:

2011-2013 Long Term Care Sustainability Plan

Zander is a member of a care transitions focus group that has met twice thus far.

Update on Family Care Program Waiver

Zander said the State is still not in compliance with federal regulations even though the Family Care cap was lifted.

X REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR)

ADRC Program(s): Benefit Specialist Programs

Maxine Hogan reported that the 2011 Disability Benefit Specialist (DBS) fiscal impact for clients was \$2,178,116. People are more likely to be approved for disability if they work with a DBS first. Hogan said that in 2011 43 disability applications were approved on the first try.

Piotrowski reported that in 2011 the fiscal impact for clients of the Elderly Benefit Specialist was \$2,932,680, and added that our Benefit Specialists are regarded highly by the State. Dreier asked in order to save staff time whether we can deny assistance to people whose disability applications are likely to fail; Zander said the State would have to develop a policy on that.

Family Care/Long Term Care Waiver Programs:

State -

- a) Wis. Council on Long Term Care – Meeting Minutes: March 13, 2012, if available
 - b) Include, Respect, I Self-Direct (IRIS) - March 31, 2012 map
 - 2.) Regional – Regional Long Term Care Advisory Committee Meeting – May 3, 2012
- Zander said she has heard that these meetings have been fruitful.

3.) Local –

- a) Aging & Disability Resource Center (ADRC) –
 1. Monthly Contact Report – March 2012
 2. Long Term Care Enrollment Report - March 2012
- b) Community Care of Central Wisconsin (CCCW) –
 1. Membership Report – January 2012-March 2012
 2. Regional Statistical Report – 6-Month Period Oct. '11 – March '12
- c) IM Central Consortium – Langlade, Marathon, Oneida, and Portage – update

D. Director

- 1.) Charlie Fernandez-MetLife and n4a Older Volunteer Gold Honoree of the Decade in the Mentor Award Category
- 2.) Update on 2013 United Way Application Presentations
Staff made the 2013 presentations yesterday. We should know what the Vision Council's recommendations to the United Way Board will be by May 14.
- 3.) Holly Shoppe Plant Sale – May 5.
- 4.) Pre-planning budget meeting May 9:
Dreier said she has asked department leaders to look at the big picture, not just at gaps; what services does the community need, are there other/better ways of providing those services, etc.
- 5.) Board Orientation – Schedule date

XI FISCAL ISSUES

Review/Discussion of 2011 ADRC Carryover Request

Motion/second Ellenbecker/Allison requesting approval from the Finance Committee for \$14,967 in 2011 carryover funds for the Foster Grandparent Supervisor's retirement pay-out and the Med-Wise program; carried (all ayes by voice vote).

Update on Women's Fund of Portage County grant application for Volunteer Caregivers

The program will receive the grant of \$1,038.

Discussion/Possible action on purchasing requests

Discussion/Possible Action on special per diems

Review/Discussion of Vouchers:

- 1.) Approval Number: 20120268 - \$18,834.44
- 2.) Approval Number: 20120306 - \$31,215.09
- Review of Procurement Card Purchase Report: 4/12/12 - \$895.32
- Review of Procurement Card Purchase Report: 4/18/12 - \$374.89
- Review of Purchase Authorization Report: Print Date 4/23/12 - \$529.11

Zander said the monthly budget summary report will be done “as of (date)” rather than from the first to last day of the month so that it can be mailed with the agenda packet.

XII PERSONNEL ISSUES - Update on position refills, if any

XIII SCHEDULE NEXT MEETING DATE & TIME

By consensus the meetings will continue on the first Wednesday of the month. Due to Independence Day, the July meeting will be on the 11th.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Minutes
Wednesday, June 6, 2012
4 – 6:15 p.m.

Members present: Allison, Buzza, Ellenbecker, Fiedler, Havlovick, Levin, Purcell, Roberts, Steinke, Suomi.
Staff present: Zander, Beaman
Also present: Bill Hanna, Kathy Dugan

I Call to Order

II Review/Approval – Minutes: May 2, 2012
Motion/second Ellenbecker/Suomi to approve; carried (ayes all by voice vote).

III Correspondence – Thank you card – Bernice Woitczak

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).

Dugan's husband is enrolled in the Adult Day Center (ADC) and she expressed her appreciation for the service and feels it is very important. She suggested some improvements including offering more physical activities, additional staff, weekend hours, and a lower hourly rate if possible. Buzza suggested she contact the Alzheimer's Association to see if it offers financial assistance.

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.

VI FISCAL ISSUES

Discussion/Possible action on 2013-2018 Capital Project Requests:

Lincoln Center parking; fleet purchase 2014; bus purchases 2014, 2016, 2018; north restroom remodeling (Facilities will submit this request). Motion/second Buzza/Roberts to approve requests; carried (ayes all by voice vote).

Discussion/Possible action on purchasing request – Nutrition Site Special Projects Reserve Fund:

To fund a coffeemaker for the Rosholt dining site with donations from a special projects account (Rosholt Lions have contributed to that fund over the years). Motion/second Suomi/Roberts to approve; carried (ayes all by voice vote).

Discussion/Possible Action on special per diems:

Regional Long Term Care Advisory Council May 3 for Steinke, Roberts and Fiedler; Board orientation May 10 for Levin, Buzza, Suomi and Havlovick. Motion/second Levin/Ellenbecker to approve; carried (ayes all by voice vote).

Update on United Way of Portage County 2013 Funding Requests:

The Adult Day Center, Home Delivered Meals, Volunteer Caregivers and the Holly Shoppe will receive their full allocations next year.

Discussion/possible action on United Way recommendations regarding future Holly Shoppe funding:

The Investment Team/Vision Council proposes to eliminate United Way funding for the Holly Shoppe after 2013. Zander said staff are working on an appeal to be presented June 14 which will include any statistics or information the Team may want. The Team seems to think the program is more of a social activity; Buzza said

we need to be persuasive about the therapeutic aspects of the physical and mental activity the program provides to participants. Motion/second Suomi/Levin to move forward with the appeal; carried (ayes all by voice vote).

Update on Community Foundation grant for Mind Rewind Early Memory Loss program:

The Foundations Grants Committee was not able to fund the \$1,000 request; however the request will be funded by the Koziol Family Fund (\$500) and the Stevens Point Junior Woman's Club Fund (\$500).

Update on FGP travel reimbursement policy (memo with agenda)

Update on 2011 Carryover requests:

Our requests were approved by the County Board at its May meeting.

Review of Budget Status Report as of 5-31-12:

Hanna said levy funds will show in the next report. The budget is on track and the only concern he sees is a shortfall in Nutrition revenues due to loss of Family Care fees for meals.

Review/Discussion of Vouchers:

- 1.) Approval Number: 20120345 - \$13,268.67
- 2.) Approval Number: 20120393 - \$28,512.02
- 3.) Approval Number: 20120416 - \$ 8,542.03

Review of Procurement Card Purchase Report: 5/18/12 - \$1,602.76

Review of Purchase Authorization Report: Print Date 5/31/12 - \$1,142.33

VII PERSONNEL ISSUES

Discussion/possible action on resolution re: Exception to Portage County Ordinance 3.11.5.2 – Procedure – Limited Term Employees (LTE)

Proposal to add 1,044 hours to the limited term Travel Trainer position through the end of this year.

Motion/second Roberts/Suomi to approve and forward to Human Resources and the County Board; carried (ayes all by voice vote).

Update on position refills, if any

VIII BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/possible action on 2011 ADRC Annual Report:

Draft was sent with the agenda. It was suggested the Holly Shoppe page be included with the appeal to United Way on June 14. Motion/second Ellenbecker/Roberts to approve the report; carried (ayes all by voice vote).

2013-2015 ADRC Service Plan – State Aging Advisory Committee ideas/examples of methods for involving consumers in the planning process and Service Plan Input document for use by staff/board members

Sent with agenda.

Legislative/Advocacy:

SeniorCare:

Bob Kellerman, GWAAR Director, is serving on a committee reviewing SeniorCare. The Department of Health Services (DHS) will conduct several public hearings in July, but it's anticipated there will be no changes to the program.

Virtual PACE:

Zander said the aging network is urging DHS to adopt this program.

LogistiCare:

Carrie Porter drafted a letter to the State to request a service audit due to consumer complaints and problems with LogistiCare. Roberts asked that a copy of the letter be included in the July agenda packet.

IX REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR) – Seeking qualified person to serve on GWAAR Board of Directors (sent with agenda).

ADRC Program(s): Holly Shoppe:

Zander reported the plant sale on May 5 took in \$16,357 from plants and \$1,394 in crafts from the shop.

Family Care/Long Term Care Waiver Programs:

State -

a) Wis. Council on Long Term Care – Meeting Minutes: March 13, 2012

b) Include, Respect, I Self-Direct (IRIS)-

c) Wisconsin: 2011 State Long-Term Services and Supports Scorecard Results:

Zander reported Wisconsin ranks fifth in the nation for overall satisfaction with its long term care services.

2.) Regional – Regional Long Term Care Advisory Committee –update on May 3, 2012 meeting from local committee members:

Roberts said she was surprised at how different long term care services vary from county to county. Fiedler said the meeting was too short and time wasn't allowed for discussion of all the salient issues.

3.) Local –

a) Aging & Disability Resource Center (ADRC) –

1. Monthly Contact Report – April 2012

2. Long Term Care Enrollment Report - April 2012

b) Community Care of Central Wisconsin (CCCW) –

1. Membership Report – February 2012-April 2012

2. Regional Statistical Report – 6-Month Period Nov. '11 – April '12

c) IM Central Consortium – Langlade, Marathon, Oneida, and Portage – update

Levin said he's heard complaints about the Consortium's call center from consumers.

D. Director

1.) Update on board orientation process:

Zander said the County Board Chair and County Executive feel that orientation should be part of a regular committee meeting rather than held separately, if possible. She's not sure what their concern may be.

2.) June vacation days:

Zander will be off June 21 – 29.

3.) Prevention Summit:

Zander and I & A Specialist Ellen Grys will attend next week in Neenah.

X CONFIRM NEXT MEETING DATE & TIME – Wednesday, July 11, 2012 at 4:00 p.m.

Levin wondered if the July meeting shouldn't be held at the Hi-Rise since the agenda will include a report on attendance at the Hi-Rise dining site. Zander said the meeting can be held at any public location as long as it is properly noticed. Zander indicated the agenda would provide an update for the board on the status of the entire Nutrition Program and would not focus only on the Hi Rise dining site. The board decided to keep their meeting at the regular location at Lincoln Center.

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

Wednesday, July 11, 2012 - 4:00 – 6:00 P.M.

Members present: Allison, Buzza, Ellenbecker, Fiedler, Havlovick, Levin, Roberts, Suomi

Members excused: Purcell, Steinke

Staff present: Zander, Smith, Fandre, Beaman

Also present: Bill Hanna

I Call to Order

II Review/Approval – Minutes: June 6, 2012

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

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 FISCAL ISSUES

Discussion/Possible action regarding plan to respond to United Way of Portage County's response to the Holly Shoppe appeal for funding in 2014:

Fandre reported a special meeting of the Holly Shoppe Advisory Council was held on July 6; she read their response to the appeal denial proposing: a) no further appeal to the United Way Board; b) since the United Way has expressed interest in continuing funding for senior services, develop a new program on health and wellness initiatives involving volunteers; c) pursue other possible funding sources for the Holly Shoppe. Levin said he thinks a final appeal to the whole United Bay Board should be done if only in principle; Ellenbecker disagreed, saying they still want to fund a senior program so let's move on from here. Zander added that any new initiative must meet the agency's mission and serve a need, not just because \$20,000 is at stake. Levin said he's working on a letter to send to potential funders for the Holly Shoppe, asking for the \$30,000 originally requested from the United Way. Buzza suggested we might use the new initiative funding to expand Adult Day Center hours to evenings and weekends; Zander feels the initiative should remain within the scope of Senior Center services. Motion/second Roberts/Allison to approve the Holly Shoppe Advisory Council's proposal as read; carried (7 ayes by voice vote, Levin abstained in principle but supports the proposal in general).

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 – 9/01/12 – 8/31/13: Smith said the per meal cost will increase by three cents. The resolution will go to the County Board in August. Motion/second Ellenbecker/Levin to approve; carried (all ayes by voice vote).

Discussion/Possible Action on purchasing request:

Request for a tool sharpener drum for wood working classes for \$385 with funding from the Senior Center reserve. Motion/second Suomi/Buzza to approve; carried (all ayes by voice vote).

Discussion/Possible Action on special per diems (None)

Review 2012 Budget Calendar and process:

Zander said a 2013 draft budget will be presented to the COA at its September meeting.

Review/Discussion of Vouchers:

- 1.) Approval Number: 20120472 - \$26,591.14
- 2.) Approval Number: 20120504 - \$ 7,385.05
- 3.) Approval Number: 20120524 - \$ 15.00

Review of Procurement Card Purchase Report: Print Date 6/14/12 - \$1,109.46

VII REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR)

ADRC Program(s): Nutrition:

Smith reviewed the Nutrition Program re-organization of last year. A limited term Home Delivered Meals Coordinator was hired this year and has also been working on outreach/marketing efforts for both the congregate and home delivered programs. Smith reviewed some graphs that were sent in the agenda packet tracking the last ten years of the Nutrition Program's services. The loss of funding from Family Care for meals has contributed to declines over the past couple of years and to a significant drop in the first six months of 2012. Smith said that attendance at the Junction City and Hi-Rise sites has gone up since this time last year. Hanna said we project a shortfall of some \$7,000 in donations due to the declines in the program overall, but since the number of meals purchased from us by Meals On Wheels, Inc. has gone up about \$8,000, it'll be a wash. Hanna added that the financial loss of Family Care meals is about \$21,000; last year at budget time the County Board added that amount in levy funds to our 2012 budget, but that was a one-time, not a permanent, addition.

Zander said she, Smith and Hanna met with the Stevens Point Housing Authority in June on possible funding from them for the Hi-Rise site. The city staff were very positive about the idea, but as yet their board hasn't discussed it. Levin reported that when Hi-Rise participants were invited to Lincoln Center there were transportation problems; our buses have two wheelchair stations but there were four people in wheelchairs who attended. Allison said he feels there's been too much focus on the Hi-Rise site and we need to assure that all areas of the county served by the program are treated fairly. Levin repeated comments he'd made at prior meetings on the social aspect of the service and the need to advocate for changes in the Older Americans Act to allow the under 60 disabled to contribute rather than pay a set fee for meals. He added he feels the County must have \$21,000 it could continue to give to the program. Fiedler urged COA members to have lunch at the dining sites so they can get a better feel for the program.

Family Care/Long Term Care Waiver Programs:

State -

a) Wis. Council on Long Term Care – Draft Minutes: Meeting of May 8, 2012:

Zander said that minutes from the meetings of the new regional LTC committees will be available and added to the next agenda packet.

b) Include, Respect, I Self-Direct (IRIS)-

Local –

a) Aging & Disability Resource Center (ADRC) –

1. Monthly Contact Report – May 2012

2. Long Term Care Enrollment Report - May 2012

b) Community Care of Central Wisconsin (CCCW) –

1. Membership Report – March 2012-May 2012

Zander said enrollment decline might be due to more people using IRIS and MA card services.

2. Regional Statistical Report – 6-Month Period Dec. '11 – May '12

c) IM Central Consortium – Langlade, Marathon, Oneida, and Portage – update

Director's Report

1.) Cooling Center:

Lincoln Center is a designated cooling center but isn't open evenings or weekends, nor are other centers in the county. During last week's heat wave we had few people using Lincoln Center for cooling. Communication needs to be improved so our constituents will have timely information. Zander said this issue will no doubt be discussed at upcoming department leaders and special needs population meetings.

2.) United Way Campaign:

Underway soon for employees.

3.) Media and outreach efforts:

Samples of new marketing materials for the Nutrition Program were sent with the agenda packet. Zander said the Community Resource budget no longer has the money for some of our prior efforts (e.g., movie theatre and TV ads) so we're doing what we can by updating print materials, etc.

Members were reminded that if they have an agenda item for the next meeting it needs to get to Zander, Steinke, or Beaman no later than Wednesday of the week before.

VIII PERSONNEL ISSUES - Update on position refills, if any (None)

IX BOARD/DEPARTMENT/PROGRAM ISSUES

Update on Capital Improvement Project requests:

Zander said it appears our restroom remodels may be done by Facilities in 2013 rather than 2014 as originally proposed.

Review/Discussion of 2013-2015 ADRC Service Plan input collected by board members:

Members turned input collected for the service plan. Input will be used to determine local service priorities.

Legislative/Advocacy:

Logisticare – Request for program audit:

Zander and Adamczak will have a meeting on July 19 with LogistiCare on a proposal for a new contract with them.

Discussion/Possible Action on approval of board delegate attendance at CWAG Convention – Stevens Point, July 26 & 27, 2012:

Zander reported on a cease-and-desist letter she received from CWAG and forwarded to the County Corporation Counsel. Roberts, Levin and Fiedler are interested in attending the convention; since it's in Stevens Point there'd be no lodging costs; Zander checked the budget and said all three could attend. Motion/second Suomi/Buzza to approve; carried (all ayes by voice vote).

X CONFIRM NEXT MEETING DATE & TIME – Wednesday, August 1, 2012 at 4:00 p.m.

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

Wednesday, Aug. 1, 2012, 4:00 – 6:35 P.M.

Members present:

Allison, Buzza, Ellenbecker, Fiedler, Havlovick, Levin, Purcell, Roberts (left at 6:00 P.M.)

Members excused:

Suomi

Staff present:

Zander, Jester, Adamczak, Piotrowski, Beaman

Also present:

Mark Hilliker

I Call to Order

II Review/Approval – Minutes: July 11, 2012:

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

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 FISCAL ISSUES

Discussion/Possible action on RSVP n4a award funds - \$5,000:

Jester reviewed proposal sent with agenda. Motion/second Roberts/Ellenbecker to approve; carried (ayes all by voice vote).

Discussion/Possible action on Community Foundation of Central Wisconsin:

Lincoln Center Hearing Loop:

\$3,615: motion/second Ellenbecker/Buzza to submit application; carried (ayes all by voice vote).

Mind Rewind - \$5,650:

Zander said the Brookdale and Bader grants for this program will end soon. In addition, in October participants will be offered the option to pre-pay class fees (at a reduced cost) for a month at a time rather than pay per session. Motion/second Ellenbecker/Roberts to approve the application; carried (ayes all by voice vote).

Discussion/Possible Action on purchasing request – building reserve fund for \$246.16 for storage lockers:

Levin suggested the City might have lockers from the mall it could donate; staff will follow-up, but in case not, motion/second Steinke/Roberts to approve purchase; carried (ayes all by voice vote).

Discussion/Possible Action on special per diems:

Levin, Roberts and Fiedler for the Coalition of Wisconsin Aging Groups convention, July 26 – 27.

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

Review/Discussion of Vouchers:

Approval Number: 20120547 - \$14,577.45

Approval Number: 20120592 - \$10,322.90

Review of Procurement Card Purchase Report: Print Date 7/19/12 - \$1,004.49

Review of Purchase Authorization Report: Print Date 7/24/12 - \$53.53

Review of June (6-Month) Budget Summary:

Zander said revenues are at 51%, expenses at 46%, no areas of major concern.

VII REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR):

ADRC board members are invited to the September 20 session of the Aging Network Conference. Steinke and Fiedler expressed interest.

CWAG Convention Report, July 26 & 27, 2012 – Roberts, Levin, and Fiedler:

Roberts said the main themes of the convention were cooperation and bi-partisanship. Levin found the event more political than informational given the number of candidates for public office who were there to campaign. Fiedler shared some information on scams, fraud, ID theft, and financial elder abuse.

ADRC Program(s): Transportation

a) Community Transportation Association of America (CTAA) Project Update:

A consulting firm is developing a report, goal of which is to study coordination, consolidation and cooperation of area transit services to avoid duplication of services and assure fiscal efficiencies.

b) CTAA Project – Advisory Committee Meeting – Aug. 2, 2012, 1:00-3:00 p.m. (***Note: Meeting time changed to 11 a.m.**)

c) Moving Ahead for Progress in the 21st Century (MAP-21):

Adamczak explained that MAP-21 is the new name of the federal funding sources for the New Freedom and 53.10 grants beginning in 2014.

Family Care/Long Term Care Waiver Programs:

State -

a) Wis. Long Term Care Advisory Council- no report

b) Regional Long Term Care Advisory Committees – Excerpts from the July 10, 2012 Report to the Wisconsin Long Term Care Advisory Council and the Wisconsin Department of Health Services (sent with agenda)

c) Include, Respect, I Self-Direct (IRIS) - No update

2.) Local –

a) Aging & Disability Resource Center (ADRC) –

1. Monthly Contact Report – June 2012

2. Long Term Care Enrollment Report - June 2012:

Piotrowski said our Family Care enrollments have dropped the last few months, partly due to people leaving FC and using MA Card services.

3. Long Term Care Facilities Report – Jan. – June 2012:

Piotrowski reviewed some problem areas in the local nursing homes.

b) Community Care of Central Wisconsin (CCCW) –

1. Update from Mark Hilliker, COO:

Reviewed several handouts he provided on CCCW's structure and enrollment statistics, adding that 82% of their clients are dual Medicare/Medicaid eligible. The Virtual PACE program is targeted at coordination of services for people currently in institutional care, but is being designed to move from institutional care to community care and vice-versa.

2. Membership Report – April 2012-June 2012
3. Regional Statistical Report – 6-Month Period Jan. '12 – June '12
- c) IM Central Consortium – Langlade, Marathon, Oneida, and Portage – No update

E. Director's Report

1.) Update on Capital Project Requests:

2013 restroom updates at Lincoln Center will include plumbing fixtures, but tile, wallpaper, etc., will wait for a later time.

2.) Update on Saint Michael's Hospital Foundation Grant – Mind Rewind:

Our application was not approved (see above request to Community Foundation).

2.) Speak Your Peace – The Civility Project:

Flyer available for pick-up after the meeting.

3.) Wisconsin Counties Association – Presentations:

Zander spoke last week at the WCA's Human Resources Committee concerning legislative priorities and will be presenting at the upcoming WCA Convention in September

4.) Vacation Schedule:

Zander on vacation August 6 – 10.

VIII PERSONNEL ISSUES –

Discussion/Possible action on new position requests for 2013:

As part of the 2013 budget process we propose adding two hours per week to the Information & Assistance Specialist, RN position for falls prevention initiatives, and make the Home Delivered Meals Coordinator a permanent rather than limited term position as proposed in the 2011 Nutrition Program re-organization plan. Motion/second Steinke/Fiedler to approve; carried (ayes all by voice vote).

Update on position refills, if any:

John Xiong, the Volunteer Caregivers Coordinator, has resigned because he's moving out of the area. Refill process is underway. At the September meeting the COA will be asked to approve funding his payout with VCPC reserve funds so his replacement can be hired sooner.

IX BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/Possible action on Preliminary ADRC of Portage County Service Plan 2013-2015:

Zander said the public hearings on the plan are August 20 at 11:15 a.m. at Lincoln Center and August 23 at 11:30 a.m. at the Plover Municipal Center. She briefly reviewed some highlights from the goals and objectives:

Transportation: after hours and emergency transit, single-point entry for community transit services.

Senior Center: recruitment of volunteers to lead evidence-based programs (e.g., Med Wise, Walk with Ease).

Nutrition: provision of more special diets or specialty menus (e.g., vegetarian), meal quality, customer satisfaction, efficiencies.

Memory Screening: outreach to the medical community, screener trainings.

Emergency Preparedness: fire drills for Lincoln Center, expansion of falls prevention initiatives, emergency medical services.

Caregiver Support: information and assistance, respite, financial assistance, supplemental services.

Other: funding for hearing loop; Holly Shoppe funding revamp; new outcome measurement standards for RSVP.

Zander requested approval of this preliminary service plan; further work on it will continue and the COA will review it at the next several meetings before final submission to GWAAR. Motion/second Ellenbecker/Allison to give approval to the preliminary plan; carried (ayes all by voice vote).

Discussion/Possible action on COA/ADRC Board member appointment to the Caregiver Support Services (CSS) Advisory Council:
Purcell volunteered and was so appointed by Steinke.

Legislative/Advocacy:

Family Care Waiver:

Piotrowski reported that the State may be liable to reimburse people who experienced financial hardship due to medical expenses incurred while being on a waiting list for Family Care. It's not clear how the State will handle this.

LogistiCare Medicaid Transportation Public Forum:

The event was held yesterday in Red Cliff but written comments are still being accepted.

NEXT MEETING DATE & TIME:

Wednesday, September 5, 2012 at 4:00 p.m.

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

Minutes

Wednesday, September 5, 2012, 4:00 – 6:30 P.M.

Members present:

Allison, Buzza, Ellenbecker, Fiedler, Levin, Purcell, Roberts, Steinke, Suomi

Members excused:

Havlovick

Staff present:

Zander, Beaman

Also present:

Bill Hanna

I Call to Order

II Review/Approval – Minutes: August 1, 2012

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

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 FISCAL ISSUES

Discussion/possible action on purchasing request: Building Reserve Fund - \$550 for signage to designate location of stairs

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

Discussion/possible action on request to use \$1,562 from Volunteer Caregivers Reserve Fund to allow for earlier start date for new Volunteer Caregivers Coordinator

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

Discussion/possible action on special per diems

For Fiedler, August 20 and 23 public hearings on 2013-15 Service Plan; motion/second Ellenbecker/Buzza to approve; carried (ayes all by voice vote).

Review/Discussion of Vouchers:

Approval Number: 20120606 - \$ 110.00

Approval Number: 20120633 - \$23,080.04

Approval Number: 20120662 - \$12,263.21

Review of Procurement Card Purchase Report: Print Date 8/14/12 - \$1,470.32

Review of Purchase Authorization Report: Print Date 8/29//12 - \$785.64

Review of Budget Summary as of 8/30/12

Review of Budget Breakdown by Program – Projected 2012 Year-End

Hanna reviewed estimated deficit/surplus and said current projection is that \$54,486 in levy may be returned to the general fund.

Review of Budget Breakdown by Program – 2013

Levin and Suomi commented there should be consistency among the County departments on how budget drafts are submitted to governing committees, the Finance Committee and the County Executive before going to the County Board. Zander reviewed highlights from the 2013 program budgets:

RSVP: Intergenerational Coordinator position reduced by one hour per week.

Foster Grandparent Program: No significant changes.

Senior Center: Dependent upon class fees and donations. Add limited term employee at five hours per week for health programming outreach to rural areas.

Holly Shoppe: Reliance on fundraisers and sales.

Transportation: If we don't get the New Freedom grant the Mobility Management Director position would be reduced by two hours per week.

Nutrition: Expansion of home delivered meal service (including five days per week) in most areas of the county.

Though food and transportation costs for the Hi Rise Dining Site have been budgeted for 2013, funds were not available to cover the Hi-Rise Dining Site Manager position to staff the site. We await word from the Community Development Authority (CDA) whether it may be able to fund some portion of that position. Levin asked Zander to request the CDA hold its September 18 meeting earlier so he and any other County Board Supervisors can attend. Levin and Suomi commented that given the significant amount of money returned to the county each year, perhaps the county could also put in more money to support the Hi Rise Site. Allison indicated that all senior housing sites should be treated equitably. Zander was directed by Suomi to talk with the County Executive to request additional county funds be allocated toward the Hi Rise Dining Site Manager position. Zander was requested to continue to work with the city on a cooperative agreement to fund the site.

Administration: No significant changes.

Adult Day Center: This budget will partially fund some hours for the Early Memory Loss Activity Assistant.

ADC Aide hours reflect the reduction in hours that will occur with the reorganization occurring in Oct. 2012.

Volunteer Caregivers: slight increase in funding from the United Way. Budget is very dependent on fundraising.

Caregiver Support: Adjusted service funding based on needs identified in surveys.

Community Resources: Information & Assistance Specialist R.N. increased by 2 hours/week to allow for additional time to devote to falls prevention initiatives.

Project Lifesaver: Expand outreach, especially to families and caregivers of persons with Alzheimer's disease or other dementias, to make the community aware of the program.

VII REPORTS

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

ADRC Program(s): (none)

Family Care/Long Term Care Waiver Programs:

State:

a) Wis. Long Term Care Advisory Council- July 10, 2012 meeting minutes unavailable

b) Include, Respect, I Self-Direct (IRIS) - No update

2.) Local:

a) Aging & Disability Resource Center (ADRC) –

1. Monthly Contact Report – July 2012

2. Long Term Care Enrollment Report - July 2012

b) Community Care of Central Wisconsin (CCCW) –

1. Membership Report – May 2012 - July 2012

2. Regional Statistical Report – 6-Month Period Feb. '12 – July '12

c) IM Central Consortium – Langlade, Marathon, Oneida, and Portage – No update

In reply to a question from Ellenbecker, Zander said since Family Care helps people remain living at home, nursing home placements are lower these days. Generally, those in nursing homes have care needs that can only be met in a nursing facility.

Director's Report

1.) Update on Hi Rise Dining Site

The discussion was similar to those in the past regarding the possible closing of the HR site. Levin wants the site to remain open because of its importance to the residents; he indicated, transporting people to the Lincoln Center site and/or home delivered meals aren't viable alternatives; if we're going to return \$54,000 to the County at the end of this year then \$19,000 for the Site Manager's position is surely available. Allison's concern is equity for all areas of the county. In the ideal world, there would be dining sites at every elderly/disabled housing facility in the county. In reply to a question from Levin, Zander said the County Executive sets budget limits annually for all departments; if it wishes, the COA/ADRC Board can direct Zander to shift funds in budgets to meet needs (e.g., take the \$19,000 from another budget) but there are consequences in doing so that are likely to reduce whatever services that other budget provides.

Speaking as a County Board Supervisor, Suomi said she feels that \$19 to \$21,000 can be found somewhere and the HR Dining Site Manager should be a permanent position. Buzza suggested forming a committee to work on this issue and future funding. Steinke advised we wait until we know if the CDA can provide any funding. Roberts said maybe some other funding partnerships are available. Zander said for the sake of everyone involved the COA needs to settle the issue of the HR dining site rather than our having to address it year after year. She'll provide the COA with whatever information it wants so a long-term decision can be made. Hanna added the COA can make any request to the County Executive for levy allocations—whether the County Executive and/or the County Board agree with the request is another matter. (See budget discussion)

2.) Update on County resolution regarding County United Way Campaign
Resolution has been adopted by the County Board.

3.) 2012 Wisconsin Aging Network Conference – Sept. 20 & 21
Steinke and Fiedler will attend some of the September 20 sessions.

4.) Reminder – 2012 Portage County LIFE Report Forum – Friday, Sept. 21, 2012
Sue Martens will attend in lieu of Zander and will be presenting.

VIII PERSONNEL ISSUES –

Discussion/possible action on request for Activity Assistant, .375 FTE, including the restructuring/reorganization of staff time and responsibilities for both the Early Memory Loss and Adult Day Center programs

*Motion/second Suomi/Allison to approve; carried (ayes all by voice vote).

Discussion/possible action on County Board resolution on the above; motion/second Suomi/Roberts to approve; carried (ayes all by voice vote).

Discussion/possible action on new position requests for 2013 – Benefit Specialist, Prescription Drug Assistance – Seasonal

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

Update on position refills, if any

Julie Iris has been hired for the Volunteer Caregivers Coordinator position.

IX BOARD/DEPARTMENT/PROGRAM ISSUES

Discussion/possible action on Draft ADRC of Portage County Service Plan Goals for 2013-2015

Motion/second Roberts/Suomi to approve but with possible later amendment on the outcome of the Hi Rise dining site issue; carried (ayes all by voice vote).

Discussion/possible action on Resolution accepting the Nine Tools of Civility (Speak Your Peace: The Civility Project)

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

Legislative/Advocacy:

2013-2015 Wisconsin Plan for Older People Draft Summary

Sent with agenda, COA feedback welcome. Levin repeated his concern about disabled under 60 eligibility for the Nutrition Program.

Health Care Reform – Affordable Care Act

NEXT MEETING DATE & TIME – Wednesday, October 3, 2012 at 4:00 p.m.

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

Wednesday, October 3, 2012 - 4:00 – 6:12 P.M.

Members present:

Allison, Buzza, Ellenbecker, Fiedler, Havlovick, Levin, Steinke, Suomi (excused: Purcell, Roberts)

Staff present: Zander, Adamczak, Beaman

Also present: Bill Hanna

I Call to Order

II Review/Approval – Minutes: September 5, 2012: motion/second Ellenbecker/Allison to approve; carried (all ayes by voice vote).

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 FISCAL ISSUES

Discussion/Possible action on U.W. Madison School of Pharmacy "Med Wise" Grant 7/01/12-6/30/14 - \$6,000: motion/second Ellenbecker/Fiedler to approve; carried (all ayes by voice vote).

Discussion/Possible action on Wisconsin Department of Health Services – ADRC Dementia Care Specialist Pilot Project Funding Application 10/31/12–10/30/13 - \$34,500: motion/second Buzza/Ellenbecker to approve; carried (all ayes by voice vote).

Discussion/Possible action on Portage County Hunger Prevention Partnership grant application for 2013 - \$1,989: motion/second Ellenbecker/Suomi to approve; carried (all ayes by voice vote).

Discussion/Possible action on 2013 New Freedom Grant application - \$50,757: reviewed by Adamczak who pointed out that City Transit has applied for its own grant to take over the Travel Trainer position. Our grant will fund some personnel costs and a study on software for Web-based transportation coordination and authorization. Motion/second Steinke/Ellenbecker to approve; carried (all ayes by voice vote).

Discussion/Possible action on 2013 ADRC Budget: Zander reported that all budgets have been revised to include the 1.5% increase in retirement. Presently the estimated surplus for 2012 is \$42,519. She reviewed the budget by program with these comments:

- Foster Grandparent Program: some additional transportation costs.
- Holly Shoppe: minor change to insurance costs.
- Transportation: our 85.21 grant increased by 11.8% due to the 2010 census.
- Nutrition: the Community Development Authority will fund about 50% of the Hi-Rise Dining Site Manager position.
- Resource Center: increased marketing and outreach.

Hanna explained that governing committees and/or County Board Supervisors can submit budget amendments to the Finance Department, which will then go to the Finance Committee. The latter can approve, disapprove or take no action on amendments, with final action to be taken by the County Board.

Levin thanked Zander for her efforts to keep the Hi-Rise dining site open. Ellenbecker asked that the COA be kept informed about attendance at all the sites.

Motion/second Ellenbecker/Allison to approve the 2013 budget; carried (all ayes by voice vote).

Discussion/Possible Action on special per diems: for Steinke and Fiedler, Aging Network Conference on September 20; motion/second Levin/Buzza to approve; carried (all ayes by voice vote). Zander added it's not always clear when special per diems are appropriate. Beaman added they should be approved in advance by the COA but that's not possible in every situation. The difference is between required vs. voluntary attendance at public hearings, other meetings, etc. The consensus was that the COA Chair will assign attendance by designated members at such meetings; other members who choose to attend are welcome but will not be eligible for per diem.

Review/Discussion of Vouchers:

Approval Number: 20120707 - \$24,744.91

Approval Number: 20120753 - \$34,263.41

Review of Procurement Card Purchase Report: Print Date 9/17/12 - \$2,810.29

Review of Purchase Authorization Report: Print Date 9/25/12 - \$1,407.21

Review of September Monthly Budget Summary as of 9/25/12: Zander pointed out some inaccuracies in revenues to be corrected on the next report.

VII REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR) – Aging Network Conference: Fiedler reviewed some of the points from the “How to be a Better Board Member” session.

ADRC Program(s): Transportation:

Adamczak provided an update on the study underway for coordination between county transportation and public transit in Portage County. Ideally there would be a single central call center to avoid duplication of services and to further improve coordination of rides. The study should be completed by the end of the year.

Family Care/Long Term Care Waiver Programs:

State -

a) Wis. Long Term Care Advisory Council- July 10, 2012 meeting minutes

b) Include, Respect, I Self-Direct (IRIS) - No update

2.) Local –

a) Aging & Disability Resource Center (ADRC) –

1. Monthly Contact Report – August 2012

2. Long Term Care Enrollment Report - August 2012

b) Community Care of Central Wisconsin (CCCW) –

1. Membership Report – June 2012 - August 2012

2. Regional Statistical Report – 6-Month Period March '12 – August '12

c) IM Central Consortium – Langlade, Marathon, Oneida, and Portage

Zander reported that the system is working well in Portage County but not in all areas of the state.

D. Director's Report

1.) Update on Hi Rise Dining Site

2.) Update regarding participation in the Department of Public Instruction - Child and Adult Care Food Program: Zander said the Adult Day Center will withdraw from this program because the paperwork required isn't worth the reimbursements.

3.) Carol Maslowski, Jefferson Award Winner – September 2012

4.) Building updates – Fire Alarm System, Security Cameras: adjustments are being made to the fire alarm system because of some recent false alarms. The County has awarded a contract to a vendor for cameras.

5.) 2012 Portage County LIFE Report

6.) Training update – Excel, Civil Rights: Zander added that some staff will be attending Human Resources trainings on hiring, interviewing, performance evaluations, etc.

7.) Ageless Wisdom: book project by the Merrill Senior Center.

8.) We will apply for a grant for \$2,500 from GWAAR for the Stepping On falls prevention initiative.

9.) Zander attended a Wisconsin Counties Association meeting last week. There's a concern about the closure of a care management organization in western Wisconsin that will leave some 3,000 people without service providers.

10.) Staff are working with law enforcement and I.T. regarding a few individuals use of computers in the Lincoln Center computer lab in a manner inconsistent with agency policies for public use computers.

VIII PERSONNEL ISSUES –

Update on request for Activity Assistant, .375 FTE and restructuring/reorganization of the Early Memory Loss and Adult Day Center programs:

Six applications, interviews underway.

Update on the Benefit Specialist, Prescription Drug Assistance – Seasonal position for 2013:
Correction has been made to the position's salary grade.

IX BOARD/DEPARTMENT/PROGRAM ISSUES

Update on 2013 – 2015 ADRC Service Plan: the final version will come to the board at the November meeting.

Legislative/Advocacy:

Sequestration of federal discretionary funds: possible cuts of 7.8 to 8.2% in Older Americans Act, Senior Corps and other federal discretionary programs

LogistiCare: audit requested by State legislators (letter sent with agenda packet).

SeniorCare: waiver submitted to CMS to continue the program.

Family Care: the budget submitted by the Department of Health Services does not include any expansion of Family Care in Wisconsin. Zander said some disability advocacy groups are filing lawsuits.

NEXT MEETING DATE & TIME – Wednesday, November 7, 2012 at 4:00 p.m.

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

Wednesday, November 7, 2012, 4:00 – 6:07 P.M.

Members present: Allison, Buzza, Ellenbecker, Fiedler, Havlovick, Levin, Purcell, Roberts, Steinke, Suomi
Staff present: Zander, Jester, Beaman

I Call to Order

II Review/Approval – Minutes: October 3, 2012
Motion/second Levin/Ellenbecker to approve (carried, all ayes via voice vote).

III Correspondence
Levin recognized Zander for her leadership award from GWAAR.

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 FISCAL ISSUES

Discussion/Possible action on GWAAR Stepping On Mini-Grant: \$2,500:
Motion/second Ellenbecker/Roberts to accept the grant; (carried, all ayes via voice vote).

Discussion/Possible action on request to purchase and distribute gift certificates for Foster Grandparent Program participants per Portage County Fiscal Gift Card and Gift Certificate Policy 3.8.23 (3):
Motion/second Roberts/Ellenbecker to approve (carried, all ayes via voice vote except for Fiedler who abstained).

Discussion/Possible action on 2012 Carryover Budget request - \$4,900 training:
Zander reviewed, GWAAR leadership training for Adameczak, Wisconsin Women's Policy Institute for Zander, Leadership Portage County for Piotrowski. Motion/second Roberts/Fiedler to approve; Suomi said she supports staff training but with budget constraints is this the best use of the money? Zander replied that carryover money is providing these professional development opportunities normally not available. Action on the motion was carried, all ayes via voice vote).

Update on Wisconsin Department of Health Services – ADRC Dementia Care Specialist Pilot Project Funding Application 10/31/12–10/30/13 - \$34,500:
Zander reported we've been awarded the grant. If state funding is approved, the position may be extended for an additional two years.

Update on Community Foundation of Central Wisconsin – Mind Rewind Early Memory Loss Grant - \$750:
Grant awarded.

Update on Community Foundation of Central Wisconsin – Lincoln Center Hearing Loop Grant - \$2,000:
Grant awarded.

Discussion/Possible action on request to spend \$1,615 from Building Reserve fund for balance of the Hearing Loop project:

Motion/second Buzza/Ellenbecker to approve; (carried, all ayes via voice vote).

Discussion/Possible Action on special per diems [None]

Review/Discussion of Vouchers:

Approval Number: 20120786 - \$15,148.63

Approval Number: 20120820 - \$36,824.31

Approval Number: 20120864 - \$12,753.62

Review of Procurement Card Purchase Report: Print Date 10/17/12 - \$1,247.50

Review of Purchase Authorization Report: Print Date 11/02/12 - \$1,958.72

Review of October 2012 ADRC Monthly Budget Summary:

Revenues at 85%, expenditures at 75%.

Review of ADRC Budget Breakdown by Program-Budget Status as of 11/01/12

VII REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR) [None]

ADRC Program(s): RSVP – Triad Program

RSVP Director Jeff Jester reviewed Triad's make-up and activities (e.g., annual vehicle winterization, Ask Law Enforcement presentations). The distribution of free cellphones for emergencies is waning, probably because more and more people already have them. Triad will be working on distributing free smoke alarms and batteries provided by the Stevens Point Fire Department; these items are leftover from Make a Difference Day activities. Levin suggested the Ask Law presentations be extended to other sites besides Lincoln Center.

Family Care/Long Term Care Waiver Programs:

State -

a) Wis. Long Term Care Advisory Council- Sept. 11, 2012 meeting minutes unavailable

b) Include, Respect, I Self-Direct (IRIS) - No update

c) Virtual PACE Demonstrations: Zander said as yet we don't have PACE in Portage County.

2.) Local –

a) Aging & Disability Resource Center (ADRC) –

1. Monthly Contact Report – September 2012

2. Long Term Care Enrollment Report - September 2012

b) Community Care of Central Wisconsin (CCCW) –

1. Membership Report – July 2012 – September 2012

2. Regional Statistical Report – 6-Month Period April '12 – September '12

c) IM Central Consortium – Langlade, Marathon, Oneida, and Portage

D. Director's Report

1.) United Way update: our internal employee campaign is underway. Zander and Calhoun met with the United Way Visions Council last Friday regarding future funding for the Evidence Based Disease and Disability Prevention program which will help to disseminate some of the evidence-based health/wellness programs throughout the county (in lieu of Holly Shoppe funding after 2013).

2.) County training: staff have been attending trainings on Excel, HIPAA, program management.

3.) County Strategic Plan: there will be a training for department leaders in January.

VIII PERSONNEL ISSUES –

Update on request for Dementia Care Specialist, .625 Outreach Specialist – Dementia Care, LTE:
Requisition paperwork underway.

Update on position refills, if any [None]

IX BOARD/DEPARTMENT/PROGRAM ISSUES

Report on ADRC joining the Alzheimer’s Early Detection Alliance (AEDA™) [sent with agenda]

Legislative/Advocacy:

Older Americans Act funding: no update.

State Budget:

Zander said various advocacy efforts are underway for Family Care expansion and transportation.

LogistiCare:

There has been no response from the legislature as yet on the request for an audit.

SeniorCare:

There is widespread support for the program since for most seniors it’s a better alternative to Medicare Part D.

Discussion/Possible action and Presentation on Final 2013 – 2015 ADRC Service Plan:

Zander reviewed any changes made to the goals, objectives or budget since the last version presented to the Board. The plan is due to GWAAR on November 15. Motion/second Levin/Roberts to approve the final draft (carried, all ayes via voice vote).

NEXT MEETING DATE & TIME – Wednesday, December 5, 2012 at 4:00 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Minutes
Wednesday, December 5, 2012 - 4:00 – 5:35 P.M.

Members present: Allison, Buzza, Ellenbecker, Fiedler, Havlovick, Levin, Purcell, Roberts, Steinke, Suomi

Staff present: Zander, Martens, Beaman

I Call to Order

II Review/Approval – Minutes: November 7, 2012
Motion/second Levin/Fiedler to approve; carried (all ayes by voice vote).

III Correspondence
Suomi asked about a referral to us from a disabled Hmong student concerning dental services for low income people. Zander said only limited services of this kind are available in our area.

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 FISCAL ISSUES

Discussion/Possible action on AFCSP Budget Report for 2013:

The grant is for \$9,104, which will serve about 10 families. Motion/second Roberts/Ellenbecker to approve; carried (all ayes by voice vote).

Discussion/Possible action on Adult Day Center Financial Assistance Guidelines to begin 1/01/13:

Zander said a sliding scale schedule will be revisited for up to 300% of poverty. Motion/Second Steinke/Purcell to approve; carried (all ayes by voice vote).

Discussion/Possible action on Caregiver Support Services Financial Assistance Guidelines to begin 1/01/13:

Martens and staff will administer funds to caregivers for \$1,500 to \$2,500 per family. Waiting lists will be established if necessary. Motion/second Allison/Roberts to approve; carried (all ayes by voice vote).

Review of 85.21 grant application for 2013:

The public hearing will be on December 7 at 1:00 p.m. The grant is 10.5% more than in 2012. Part will be used to increase Mobility Manager hours and to implement wheelchair transit for areas outside of Stevens Point and Plover.

Update on 2012 Carryover Budget request:

The request was submitted to the Finance Committee with a reduction of \$300 from the original proposal, as the fee for the GWAAR Leadership Institute was able to be paid from the 2012 operating budget.

Discussion/Possible Action on special per diems [none]

Review/Discussion of Vouchers:

Approval Number: 20120855 - \$ 25.50

Approval Number: 20120902 - \$19,769.41

Approval Number: 20120930 - \$32,984.66

Approval Number: 20120934 - \$ 675.00

Review of Procurement Card Purchase Report: Print Date 11/15/12 - \$2,550.05

Review of Purchase Authorization Report: Print Date 11/27/12 - \$2,698.77

Review of November 2012 ADRC Monthly Budget Summary:

Zander asked for the COA's input on what kind of format they prefer for this report. Budget issues for 2013 include: status of state and federal funding; our community resources grant from the State mandates additional help for people in crisis; new Medicaid transportation broker.

VII REPORTS

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

ADRC Program(s): Caregiver Support Services:

Sue Martens reviewed the programs under her direction.

In 2013 we'll have a new grant from the State for Dementia Outreach and Care Services.

Applications are in for the Dementia Care Specialist position.

The Adult Day Center's wander alert system needs to be updated; Purchasing will assist with bids.

Since census has been low, the ADC will be doing some advertising in local media soon.

A wall-mount TV has been installed in the ADC for the Wii system.

The new fee schedule for the early memory loss program is working well.

In the Volunteer Caregivers program, Julie Iris has been working on the development of new community partnerships.

The Caregiver Support Services Advisory Council is working on volunteer recruitment and fundraising ideas.

As a response to the United Way's Life Report, an aging issues action team has been established.

Family Care/Long Term Care Waiver Programs:

1.) State -

a) Wis. Long Term Care Advisory Council- Sept. 11, 2012 meeting minutes

b) Include, Respect, I Self-Direct (IRIS):

There will be an IRIS meeting here later this month; Zander said our staff will be doing a falls prevention presentation.

c) Virtual PACE Demonstrations

2.) Local -

a) Aging & Disability Resource Center (ADRC) -

Staff have been very busy with Medicare Part D enrollments. With winter arriving there will be an increase in long term care needs.

1. Monthly Contact Report - October 2012

2. Long Term Care Enrollment Report - October 2012

b) Community Care of Central Wisconsin (CCCW) -

1. Membership Report - August 2012 - October 2012:

3,331 people are enrolled with CCCW; 58% live at home. Zander said our 2013 contract with CCCW is under

review.

2. Regional Statistical Report – 6-Month Period May '12 – October '12

c) IM Central Consortium – Langlade, Marathon, Oneida, and Portage:

Zander reported there are few problems in Portage County since the income maintenance staff at Health and Human Services are very good at what they do.

D. Director's Report

1.) United Way update: ADRC staff will contribute 10% more in pledges over last year. Zander said meetings with the United Way's Investment Teams will be held December through February to help them become more familiar with ADRC services, as well as the individual U.W. funded programs.

2.) County Strategic Plan:

Zander reported that departments are working on surveys to identify needs and priorities. On January 18 department leaders will meet with the consultant who has been hired to advise on plan development.

VIII PERSONNEL ISSUES –

Update on request for .625 FTE, Outreach Specialist – Dementia Care, LTE:
Interviews will be underway soon.

Update on position refills, if any [none]

IX BOARD/DEPARTMENT/PROGRAM ISSUES:

Purchasing updates:

We're looking at a revamp of the Water Street sign, possibly adding a marquee.

Cindy Piotrowski is working on additions to our resource library (DVDs, brochures, etc.).

Legislative/Advocacy:

LogistiCare:

LogistiCare is cancelling its contract with the State effective in February. Requests for proposals will be issued for a replacement broker. Mobility Managers and providers from around Wisconsin decided to form a non-profit co-op to bid on the Medicaid transit broker program.

Family Care:

Copy of a letter from the Wisconsin Aging Network group sent with the agenda, advocating expansion of Family Care to all counties.

NEXT MEETING DATE & TIME – Wednesday, January 9, 2013 at 4:00 p.m. (Note: Change in usual day. Meetings will resume on the first Wed. of the month beginning in Feb.).