

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

DRAFT Minutes

Wednesday, January 9, 2013 - 4:00 – 5:30 P.M.

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

Staff present: Zander, Piotrowski, Meyer, Beaman

I Call to Order

II Review/Approval – Minutes: December 5, 2012:

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

III Correspondence – GWAAR Approval of ADRC of Portage County's 2013 – 2015 Service Plan

IV PUBLIC COMMENT: On matters relating to the charge of the board (representing the needs, concerns, interests, and well-being of seniors and adults with disabilities in Portage County), but not agenda items, may be made at this time under authority of sec. 19.84(2). [none]

V PUBLIC NOTICE: Members of the public who wish to address the Commission/Board on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Commission/Board Chair as set forth in Robert's Rules of Order. [none]

VI REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR):

Zander will bring to the February meeting a summary of federal and state funding that comes to us through GWAAR.

ADRC Program(s): Elder Benefit Specialist Program – Maria Meyer:

Piotrowski pointed out the fiscal impact of \$3,343,111.25 for people the EBS worked with from October 2011 to October 2012.

Meyer gave an overview of her responsibilities. Most of her work involves Medicare and Social Security issues. She is the lead worker for Medicare Part D and other prescription drug plans for seniors. Next month she'll be at the rural dining sites to assist people with Homestead Tax Credit applications.

Piotrowski highlighted a state survey of EBS services showing a high level of client satisfaction.

Family Care/Long Term Care Waiver Programs:

State -

a) Wis. Long Term Care Advisory Council- Nov. 13, 2012 Agenda

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

c) Virtual PACE [none]

2.) Local –

a) Aging & Disability Resource Center (ADRC) –

1. Monthly Contact Report – November 2012

2. Long Term Care Enrollment Report - November 2012

b) Community Care of Central Wisconsin (CCCW) –

1. Membership Report – September 2012 – November 2012

2. Regional Statistical Report – 6-Month Period June '12 – November '12

Zander said staff from CCCW will be at our February meeting for their semi-annual report.

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

Director's Report

1.) American Taxpayer Relief Act of 2012:

Zander reported the Farmers Market Nutrition Program will be funded for 2013.

2.) 2013 Budget:

Our 2013 New Freedom grant request was reduced by about \$20,000 (for a study of a central dispatch system). Bill Hanna will adjust this revenue (or other changes) on our budget reports.

3.) Program Reorganizations:

Zander said the Holly Shoppe will be moved from a stand-alone program and budget to the Senior Center. We have postponed refilling the Home Delivered Meals Coordinator position due to decreases in Nutrition Program participation and revenues.

4.) Wisconsin Women's Policy Institute:

As reported previously, Zander will attend these training sessions in 2013.

5.) Zander will attend tomorrow's meeting of the Community Development Authority re: the sale of Edgewater Manor and attendant parking issues.

VII FISCAL ISSUES

Discussion/Possible action on Caregiver Support Services Fundraiser – Bed Races:

With COA approval, this request will be forwarded to relevant City and County committees. Motion/second Suomi/Allison to approve; carried (all ayes via voice vote).

Discussion/Possible action on Foster Grandparent Program Transportation Reimbursement for 2013:

Motion/second Ellenbecker/Suomi to approve the 51¢ per mile rate; carried (all ayes via voice vote with Fiedler abstaining).

Discussion/Possible Action on special per diems [none]

Review of ADRC 2013 leases/contracts “for services” or to “provide services” for \$25,000 or less

Discussion/Possible Action on ADRC 2013 leases/contracts “for services” or to “provide services” for \$25,001-\$99,999

Discussion/Possible Action on ADRC 2013 leases/contracts “for services or to “provide services” for \$100,000 or more

Our contract with CCCW is the only one requiring Board action. Motion/second Buzza/Ellenbecker to approve the 2013 contract; carried (all ayes via voice vote).

Report on recent bequests:

We will receive bequests from Joanne Welling (for the pottery class), Helen Bartkowiak, and Harriet Fulton (for RSVP).

Review/Discussion of Vouchers:

Approval Number: 20120976 - \$16,562.09

Approval Number: 20121013 - \$27,836/85

Review of Procurement Card Purchase Report: Print Date 12/17/12 - \$3,441.91

Review of Purchase Authorization Report: Print Date 12/31/12 - \$36,340.38

Review of December 2012 ADRC Monthly Budget Summary

Revenues at 97%, expenses 93%.

VIII PERSONNEL ISSUES –

Update on .625 FTE, Outreach Specialist – Dementia Care, LTE:
Tammy Singer has been hired for this position.

Update on position refills, Holly Shoppe Manager:

Zander said we're separating the Holly Shoppe and Health Programs Coordinator positions. Refill request is underway for the former.

IX BOARD/DEPARTMENT/PROGRAM ISSUES:

Marketing/Outreach:

The Adult Day Center has ads running on TV and public service announcements on radio. Marketing merchandise ordered by Piotrowski is coming in. ADRC advertising signs have been purchased for City buses.

Legislative/Advocacy:

Advocacy Alert – Older Americans Act Funding

Advocacy Alert – Family Care Expansion

Advocacy Alert – Specialized Transportation Assistance: 85.21 Funding

LogistiCare:

Zander said contrary to what LogistiCare had said earlier, it will bid on the new contract for Medical Assistance transportation. There is concern the Department of Health Services would award the contract to them given consumer complaints from the first year.

NEXT MEETING DATE & TIME – Wednesday, February 6, 2013 at 4:00 p.m.

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

Wednesday, February 6, 2013, 4:00 – 6:00 P.M.

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

I Call to Order

II Review/Approval – Minutes: January 9, 2013
Motion/second Ellenbecker/Purcell to approve; carried (all ayes by 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 REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR) – Older Americans Act Title III Handout
ADRC Program(s):

Family Care/Long Term Care Waiver Programs:

1.) State

a) Wis. Long Term Care Advisory Council- Nov. 13, 2012 meeting minutes:

Zander urged members to read these minutes if they hadn't already done so because there's good information on Medicare, transit issues, etc.

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

c) Virtual PACE:

Zander said the PACE planning grant has been extended to April 13.

2.) Local

a) Aging & Disability Resource Center (ADRC)

1. Monthly Contact Report – December 2012

2. Long Term Care Enrollment Report - December 2012

3. Long Term Care Facilities Report – July – December 2012:

Piotrowski reported the Stevens Point Care Center is on a watch list for violations and could lose its Medicare and Medicaid funding. Care Partners had violations for no employees in the building and non-consistent activities schedule.

b) Community Care of Central Wisconsin (CCCW)

1. Update from Jim Canales, CEO and Mark Hilliker, COO:

Canales provided a brief background/history of CCCW. At the end of 2012 they had 3,373 enrollees and 700 contracted service providers. Langlade and Lincoln counties have waiting lists. Fifteen counties don't have Family Care. Their newest initiative is to keep members connected to their communities. This year their IT system will be replaced.

2. Membership Report – October 2012 – December 2012
3. Regional Statistical Report – 6-Month Period July '12 – December '12
- c) IM Central Consortium – Langlade, Marathon, Oneida, and Portage

D. Director's Report

- 1.) Boston Mutual meeting: new life insurance option for employees.
- 2.) Edgewater Manor: will be sold by the City via sealed bid process.
- 3.) GWAAR 2012 Self-Assessment due 3-15-13
- 4.) Personnel Updates: on-call Adult Day Center Aides in process of hiring.
- 5.) Budget Updates: Zander said some 2013 grants will be larger than expected, but the Foster Grandparent Program has had a cut of \$4,200 to \$4,600 in personnel costs (later in the year that money may be available).
- 6.) Transit Week 2/4 – 2/10/13

VII FISCAL ISSUES

Discussion/Possible action on request to solicit and distribute gift certificates and recognition awards per Portage County Fiscal Gift Card and Gift Certificate Policy 3.8.23 (3) for the RSVP and Lincoln Center – Sixth Grade Essay Contest:

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

Discussion/Possible Action on GWAAR Chronic Disease Self-Management Education Mini-Grant Application 2013- 2015 - \$26,327:

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

Report on Women's Fund Grant Application – Due 3/01/13:

Sue Martens has been working on this application and it will be on the March agenda.

Update on GWAAR Stepping On Mini Grant - \$2,900 (original request \$2,260)

Update on Hunger & Poverty Prevention Partnership Grant - \$2,000:

This grant will be used to purchase emergency shelf-stable meals for home delivered meals recipients.

Discussion/Possible Action on special per diems

Discussion on Capital Improvement Program Requests 2014-2019:

Bus purchases will no longer be part of capital improvement requests. Lincoln Center parking needs a continual request. Levin and other board members directed Zander to pursue county ownership of Lincoln Center. Zander was also directed to meet with the new owner of the former Taylor lot to discuss options for securing additional parking (donation of lot, parking agreement, etc.).

Review of ADRC 2013 leases/contracts “for services” or to “provide services” for \$25,000 or less

Review/Discussion of Vouchers:

Approval Number: 20130024 - \$47,922.24

Approval Number: 20130070 - \$22,427.85

Review of Procurement Card Purchase Report: Print Date 1/16/13 - \$3,986.64

Review of Purchase Authorization Report: Print Date 2/01/13 - \$4,088.83

Review of January 2013 ADRC Monthly Budget Summary

VIII PERSONNEL ISSUES –

Update on position refills, Holly Shoppe Manager:

Interviews will be conducted within the next few weeks.

Update on new position request – 15- 20 hour/week, Prevention/Health Promotion Coordinator, LTE:

Hiring process underway.

IX BOARD/DEPARTMENT/PROGRAM ISSUES:

Volunteer Leaders Needed – Living Well and Stepping On program

Report on 5310 Enhanced Mobility for Elderly Individuals and Individuals with Disabilities Program:

Zander said the report shows that capital equipment (vehicles), mobility management and travel training programs will all be competing for funds in the new program. Less funds have also been allocated to rural areas now.

Legislative/Advocacy:

State Budget:

Zander said the Governor's budget will be out soon.

Non-Emergency Medical Transportation:

A co-operative of providers has been established; it intends to put a bid into DHS for the NEMT contract.

LogistiCare is also expected to be submitted an application.

NEXT MEETING DATE & TIME – Wednesday, March 6, 2013 at 4:00 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Minutes
Wednesday, March 6, 2013 - 4:00 – 6:00 P.M.

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

Staff present: Zander, Beaman

Also present: Jennifer Jossie, Finance Department

I Call to Order

II Review/Approval – Minutes: February 6, 2013: motion/second Roberts/Fiedler to approve; carried (all ayes via 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).

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VI REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR) – Legal Services Program: formerly legal back-up for Benefit Specialists and the Guardian Support Center were with the Coalition of Wisconsin Aging Groups.

ADRC Program(s): Evidence Based Prevention Program: with agenda; Zander said for 2014 the United Way will be asked to provide some funding for Prevention Coordinator hours.

Family Care/Long Term Care Waiver Programs:

1.) State

a) Wis. Long Term Care Advisory Council- Jan.8, 2013 meeting minutes

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

c) Virtual PACE

2.) Local

a) Aging & Disability Resource Center (ADRC) –

1. Monthly Contact Report – January 2013

2. Long Term Care Enrollment Report – January 2013

Zander said there's a new satisfaction survey format for 2013; Cindy Piotrowski will be compiling these and reporting to the COA/ADRC Board.

b) Community Care of Central Wisconsin (CCCW) –

1. Membership Report – November 2012 – January 2013

2. Regional Statistical Report – 6-Month Period August 2012 – January 2013

Zander reported a 1% retroactive increase in our rates to CCCW for ADRC services in 2012.

c) IM Central Consortium – Langlade, Marathon, Oneida, and Portage Members of the ADRC staff have been attending these meetings.

D. Director's Report

1.) Enterprise Resource Planning (ERP) Update—The validation sessions have been completed and the consultant is working on completion of the Needs Assessment Report. Once the report has been approved by the County Board, an RFP will be sent out.

2.) Personnel Update:

There are several upcoming retirements (Rosholt Dining Site Manager and Administrative Assistant) and medical leave for one of the Dining Site Managers.

3.) County Strategic Plan:

Department leaders have identified five to six key areas for the plan, which will be presented at the March County Board meeting.

4.) DHS Staff Changes:

The new Secretary of DHS is Kitty Rhoades, (former Deputy Secretary and former State Representative)

5.) Board Membership:

Purcell's six-year term is up so a replacement will be sought. We assume Levin and Steinke will be reappointed by the County Executive.

VII FISCAL ISSUES

Grants:

Discussion/Possible Action on Women's Fund Grant Application - \$1,300:

The application was due March 1 so the COA's being asked to give formal approval today motion/second Suomi/Buzza to approve; carried (all ayes via voice vote).

Discussion/Possible Action on Money Follows the Person – Nursing Home Relocation Project funding – \$40,320:

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

Discussion/Possible Action on special per diems

Discussion/Possible Action on 2012 Carryover Requests:

\$4,600 for trainings (detailed at December meeting); \$5,219 for benefits pay-out for Administrative Assistant on retirement; \$4,595 for budget cut to Foster Grandparent Program; \$3,741 for brochures printing; total of \$18,255. Zander said our preliminary 2012 close-out shows about \$42,000 in unexpended funds, to be reduced by this \$18,255. Levin wants funding for the Hi-Rise dining site to be made permanent starting in 2014 rather than year-to-year fixes. Motion/second Steinke/Allison to approve carryover requests; carried (all ayes via voice vote [Fiedler abstained]).

Update on Capital Improvement Program Requests 2014-2019:

The parking needs request is affected by whatever may happen with the sale of Edgewater Manor. Suomi wanted to know what kinds of special events at Lincoln Center cause parking shortages. Zander reported the County Executive and Corporation Counsel are looking at the County/City agreement on respective responsibilities for the Lincoln Center building. The agreement expires in 2015 and stipulates that so long as the building remains a senior center the City (which owns the property) cannot change the use for other purposes. Buzza asked for a copy of the agreement and one will be mailed to each COA member.

Review of AFCSP Fiscal Report for 2012

Review of ADRC 2013 leases/contracts “for services” or to “provide services” for \$25,000 or less:
Contract for the Plover dining site (no money involved); \$660 for additional cleaning at the Junction City dining site; contract with Health Care Center for dietician services for the Nutrition Program - \$7,923.04

Review/Discussion of Vouchers:

Approval Number: 20130116 - \$15,419.35

Approval Number: 20130148 - \$24,044.09

Review of Procurement Card Purchase Report: Print Date 2/15/13 - \$868.52

Review of Purchase Authorization Report: Print Date 2/27/13 - \$1,642.94

Review of 2012 Preliminary Close-Out Budget:

Jossie said the projections that Bill Hanna had made were on target. There may be some minor changes in revenues but the preliminary report is close to what will be final. Zander said it’s unknown what the impact may be from the federal sequestration; if there are shortfalls in 2013 we may have to go to the Finance Committee at year’s end. Jossie added that many federal funds go to the State rather than directly to us and changes might be made at the State level before disbursement to counties.

Review of February 2013 ADRC Monthly Budget Summary:

Expenses at 13%, revenues at 5%. Zander said there are concerns about the FGP budget cut, low Monday census in the Adult Day Center and competition from a new adult day services program in Amherst (the ADC has already lost two clients as a result which adds up to some \$30,000 in lost revenue), and the Senior Center budget had a deficit in 2012.

VIII PERSONNEL ISSUES –

Update on position refills:

Holly Shoppe Manager: position has been offered but lifting evaluation yet to be done.

Caregiver Support Services Director: Sue Martens is moving and her last day is Friday. A want ad is being run until March 15.

Administrative Assistant: Bruce Beaman is retiring on April 19.

Update on new position request – 15- 20 hour/week, Prevention/Health Promotion Coordinator, LTE: Zander reviewing applications to determine who will be interviewed.

IX BOARD/DEPARTMENT/PROGRAM ISSUES:

Discussion/Possible Action on United Way of Portage County Principles of Participation:
With agenda; motion/second Suomi/Roberts to approve; carried (all ayes via voice vote).

Update on 2012 Aging Unit/ADRC Self-Assessment:

Due March 15 to GWAAR, so formal approval from the COA will be on the April agenda.

Legislative/Advocacy:

Family Care Expansion: no provision for expansion in the Governor’s budget.

Older Americans Act – State Advocacy:

Cuts are due to formulas based on the last census, the same for transportation funding. Concerns about moving transit funding to the General Fund. Whether the legislature will “fill the holes” is unknown. Advocacy

continues.

State Budget:

ADRCs will receive cost-to-continue funding but no more than that. There are changes to Medicaid recipient

Eligibility based on some ability to work. The Governor's funding for mental health initiatives is welcome.

Non-Emergency Medical Transportation:

Zander said LogistiCare and the providers co-op both pulled out of placing bids for the contract.

Report on Sen. Tammy Baldwin visit 2/19/13:

Levin, Steinke and Fiedler will be able to attend. Issues included Medicare, home supports and the Nutrition Program. Piotrowski attended a hearing this week held by Ron Kind.

Sequestration:

Zander said there may be a further cut to the FGP budget; RSVP should be okay; Older Americans Act uncertain; Medicaid reimbursements to ADRCs okay. It's likely we won't have any final figures until mid-summer or later.

NEXT MEETING DATE & TIME – Wednesday, April 3, 2013 at 4:00 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Minutes
Wednesday, April 3, 2013, 4:00 – 5:30 P.M.

Members Present:

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

Staff present: Zander, Aleven, Beaman

I Call to Order

II Review/Approval – Minutes: March 6, 2013: motion/second Levin/Allison to approve; carried (all eyes via voice vote).

III Correspondence:

Zander reported receipt of a legacy of about \$32,000. We'll be working with the Finance Department to set up an endowment account.

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Information & Assistance Specialist Paul Aleven gave a demonstration of the new Smart Board in Room C.

VI REPORTS

Greater Wisconsin Agency on Aging Resources (GWAAR) –
ADRC Program(s): Dementia Outreach and Care Services (DOCS)
Family Care/Long Term Care Waiver Programs:

1.) State

- a) Wis. Long Term Care Advisory Council-
- b) Include, Respect, I Self-Direct (IRIS) –

2.) Local

a) Aging & Disability Resource Center (ADRC) –

1. Monthly Contact Report – February 2013:

Zander pointed out that in February the ADRC received about 100 referrals from other agencies.

2. Long Term Care Enrollment Report – February 2013

b) Community Care of Central Wisconsin (CCCW) –

1. 2012 End-of-Year- Report

2. Membership Report – December 2012 – February 2013:

The majority of CCCW enrollees are under the age of 60, primarily developmentally disabled.

3. Regional Statistical Report – 6-Month Period September 2012 – February 2013

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

D. Director

1.) United Way Updates:

The United Way Vision Council has approved our 2014 funding proposal for prevention/health programs. The full United Way Board has yet to act on it. Our 2012 program reports have been submitted to the United Way.

2.) County Strategic Plan:

The public can provide input on the plan until mid-May. Levin suggested a listening session be offered at the May COA meeting, but Zander said the County Executive is already doing such sessions and we shouldn't compete with those. Suomi suggested an article on our Web site advertising those sessions.

3.) Fundraising:

The Holly Shoppe plant sale is May 4.

A spaghetti dinner at the Elks Club on May 13 will benefit Caregiver Support Services programs.

Volunteer Caregivers will sponsor a bed race on August 17.

VII PERSONNEL ISSUES –

Update on position refills:

Kisa Duncan is the new Holly Shoppe Manager.

Caregiver Support Services Director:

Interviews were conducted last Friday but no offer was made. There's one interview yet to come, and if not successful, the position will be re-advertised.

Administrative Assistant:

Beaman's last day is April 19. His position hasn't been advertised yet.

Dining Site Manager – Rosholt:

Delikowski's last day is April 26.

Bus Driver – City Route:

Holman's last day is April 5.

Update on new position - Prevention/Health Promotion Coordinator, LTE

Barbara Feltz has been hired.

VIII FISCAL ISSUES

Discussion/Possible Action on Request to use Nutrition Program Reserve Funds - \$1,896:

This is for the retirement payout for the Rosholt Dining Site Manager. Motion/second Roberts/Fiedler to approve; carried (all ayes via voice vote).

Discussion/Possible Action on special per diems

Review of ADRC 2013 leases/contracts “for services” or to “provide services” for \$25,000 or less:

We pay the Village of Junction City \$660 this year for cleaning at the dining site. Our contract with the Health Care Center for dietician services is \$7,923 this year.

Review/Discussion of Vouchers:

Approval Number: 20130200 - \$24,637.86

Approval Number: 20130251 - \$24,144.30

Review of Procurement Card Purchase Report: Print Date 3/14/13 - \$1,368.84

Review of Purchase Authorization Report: Print Date 3/27/13 - \$8,135.45

Review of March 2013 ADRC Monthly Budget Summary:

Revenues at 15%, expenses at 20%.

IX BOARD/DEPARTMENT/PROGRAM ISSUES:

Update on Lincoln Center and Parking Lot Requests:

Memo from County Executive sent with agenda. The Space & Properties Committee is also aware of the issue.

Update on COA/ADRC Board Membership

Carita Onstad will replace Goldene Purcell.

Legislative/Advocacy:

State Budget:

Joint Finance Committee Public Hearings:

Public hearing dates sent with agenda. Zander and Piotrowski will attend the hearing in Wisconsin Dells.

Family Care Expansion – 15 counties without Family Care, eight ready to implement.

Older Americans Act – Hold harmless funding needed

Health Exchanges:

Starting in October people can enroll in an exchange for health insurance that starts in 2014. Zander said ADRC's will likely be seeing requests for assistance; however, no additional funds and training have been secured to increase staff capacity to address this need.

Transportation – Hold harmless funding needed, provide education regarding negative impact of moving to General Fund 2015

Medical Assistance Purchase Plan (MAPP) – provide education regarding the negative impact of eliminating the volunteer work hours option to the work component.

Sequestration:

Zander said we already know of the 5.5% cut for this fiscal year. In October the new federal fiscal year begins, and there could be 10 to 11% cuts in federal funding (Older Americans Act, Senior Service Corps, etc.). Zander added the re-authorization of the OAA is two years late.

Zander reviewed our 2012 self-assessment. It has already gone to GWAAR because of deadline, so the COA is being asked for formal approval today. Motion/second Suomi/Levin to approve; carried (all ayes via voice vote).

Farewell to outgoing board member – Goldene Purcell

NEXT MEETING DATE & TIME – Wednesday, May 1, 2013 at 4:00 p.m.

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

*Note: The sixth grade RSVP/Senior Center Essay Contest reception preceded the board meeting.

Wednesday, May 1, 2013, 4:15 – 6:05 P.M.

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

Staff present: Zander

I Call to Order

II Introductions. Welcome new member Carita Onstad.

III Review/Approval – Minutes: April 3, 2013: motion/second Buzza/Roberts to approve; carried (all ayes via voice vote).

IV Correspondence: None

V PUBLIC COMMENT: On matters relating to the charge of the board (representing the needs, concerns, interests, and well-being of seniors and adults with disabilities in Portage County), but not agenda items, may be made at this time under authority of sec. 19.84(2).

VI PUBLIC NOTICE: Members of the public who wish to address the Commission/Board on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Commission/Board Chair as set forth in Robert's Rules of Order.

VII REPORTS

A) Greater Wisconsin Agency on Aging Resources (GWAAR) – Zander reported they will be coming out with a newsletter soon which will include advocacy updates and other news.

B) ADRC Program(s): Prevention/Health Promotion – Zander reported a new “Stepping On” class is currently in session. The new Prevention/Health Promotion Coordinator has recruited three people to attend an upcoming Stepping On Leader Training. A new on-line Living Well course for people with diabetes is currently being promoted.

C) Family Care/Long Term Care Waiver Programs: All 72 counties now have an ADRC and 57 counties have Family Care available, of these 52 are currently at an entitlement phase.

1.) State

a) Wis. Long Term Care Advisory Council- No minutes available on-line from the last two meetings.

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

2.) Local

a) Aging & Disability Resource Center (ADRC) –

1. Monthly Contact Report – March 2013: 367 contacts, no unmet needs reported. Zander will contact Assistant Director regarding status of satisfaction survey.
2. Long Term Care Enrollment Report – March 2013 – total enrollments for all programs are down by 7 members in past month.
- b) Community Care of Central Wisconsin (CCCW) –
 1. Membership Report – January 2013 – March 2013: Total CCCW enrollment unchanged in the first quarter.
 2. Regional Statistical Report – 6-Month Period October 2012 – March 2013 – Waitlist in Lincoln and Langlade counties increased.
- D. Director – Zander reviewed upcoming agency events.

VIII PERSONNEL ISSUES –

Update on position refills:

1. Caregiver Support Services Director: The position has been readvertised and will be left open until filled.
2. Administrative Assistant: Interviews will conclude tomorrow. Zander indicated they are confident an offer will be made.
3. Dining Site Manager – Rosholt: An offer will be made soon.
4. Bus Driver – City Route: In light of ongoing discussions with the city regarding development of a coordinated transportation system for 2014, Zander indicated there has been some thought about whether to hire a new permanent bus driver for the city or fill the position on a limited term while the county and city continue their planning. Board members discussed pros/cons of both options. Zander indicated she would consult Human Resources before deciding how to proceed.

IX FISCAL ISSUES

A) Discussion/Possible Action on Request to establish a “*Friends of the Holly Shoppe.*” Zander updated the board on the recent Holly Shoppe Advisory Council meeting, also attended by the county Finance Director and Corporation Counsel and the Exec. Dir. from the Community Foundation. Zander explained the Advisory Council’s desire to be able to use the Community Foundation to assist with fundraising for the Holly Shoppe, in hopes of replacing some of the funds lost from United Way beginning in 2014. Zander reported the county may be exploring “Friends of” groups and other fundraising issues and policies on a larger basis, as more needs and questions come up from county groups doing fundraising. Motion/second Roberts/Ellenbecker to approve proceeding with a recommendation to establish a Friends of the Holly Shoppe group through the Community Foundation of Central Wisconsin; carried (9 ayes, 1 nay – Levin, via voice vote). The board recommendation will be forwarded to the county Finance Department for further discussion.

B) Discussion/Possible Action on special per diems

C) Women’s Fund Grant Application for Mind Rewind did not receive funding

D) Review/Discussion of Vouchers:

1. Approval Number: 20130254 - \$ 65.00
2. Approval Number: 20130281 - \$18,143.02
3. Approval Number: 20130286 - \$ 372.00
4. Approval Number: 20130321 - \$27,589.10

E) Review of Procurement Card Purchase Report: Print Date 4/15/13 - \$2,083.57

F) Review of Purchase Authorization Report: Print Date 4/26/13 - \$1,137.93

G) Review of 2012 ADRC Final Close-Out Report (4/12/13)

H) Review of April 2013 ADRC Monthly Budget Summary (as of 4/24/13) - Revenues at 23% (does not include any county levy funding which is added to budget in June), expenses at 28%.

X BOARD/DEPARTMENT/PROGRAM ISSUES:

A) Discussion/Possible Action on ADRC Conference – Governing Board Seminar, May 13, 2013. Zander informed the board of the upcoming state ADRC Conference in Green Bay and a workshop for ADRC Board Members and Directors. Steinke indicated she was unavailable to attend. Fiedler indicated she could be available to attend. No other board members indicated interest or availability. Motion/second Roberts/Suomi to approve Fiedler to attend; carried (all ayes via voice vote).

B) Legislative/Advocacy:

1. State Budget:

Joint Finance Committee Public Hearings: Zander and Piotrowski attended the hearing in Wisconsin Dells. Zander submitted written testimony on behalf of the aging unit/ADRC association regarding the 85.21 funding increase needed to hold counties harmless, the request to keep transportation in a segregated fund and out of the general fund, the funding increase in OAA funding needed to hold counties harmless and Family Care expansion. Zander testified on the importance of Family Care expansion to caregivers. Piotrowski testified on the negative impacts of some of the proposed changes to the MAPP program such as the elimination of the in-kind work component.

2. Non-Emergency Medical Transportation (NEMT) – There continue to be pressure by Rep. Bernard Schaber for a program audit of LogistiCare, though no audit approval has been received. The state has, however, put in additional oversight measures for the new NEMT broker perhaps as a result of all the advocacy on this issue.

3. Sequestration: The state has received the amount of the funding cut from the federal government. The state, however, has not yet notified counties/tribes of the impact to their funding, as they are trying to absorb some of the funding cut at the state level.

NEXT MEETING DATE & TIME – Wednesday, June 5, 2013 at 4:00 p.m.

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

Wednesday, June 5, 2013, 4:00 – 6:10 P.M.

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

Staff present: Adamczak, Piesik, Piotrowski, Zander

I CALL TO ORDER & INTRODUCTIONS

II REVIEW/APPROVAL OF MINUTES: May 1, 2013: motion/second Ellenbecker/Onstad to approve; carried (all ayes via voice vote).

III CORRESPONDENCE: May 1, 2013 – Greater Wisconsin Agency on Aging Resources (GWAAR) Re: Portage County Aging Unit 2010-2012 Aging Plan 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.

ADDENDUM TO AGENDA – Agenda Item: Ratifying and Confirming the Appointment of Cindy Piotrowski as Interim Aging & Disability Resource Center Director for the Aging & Disability Resource Center (ADRC); motion/second Buzza/Ellenbecker to approve; motion carried. Suomi asked for clarification on pay; step-up pay would be paid after serving in the position for 30 days.

VI REPORTS

A) Greater Wisconsin Agency on Aging Resources (GWAAR) – Janet has copies of The Guardian newsletter produced by GWAAR.

B) ADRC Program(s): Transportation – Dave Adamczak, Mobility Management

1.) Presentation: County/City Coordinated Transportation Program – transportation is the number one unmet need to Portage County residents; merging to a one-call center would give access to 5311 program funds, and result in great savings for the transportation program (see pages 7-9 in agenda packet). Current county transportation staff would fall under the City's umbrella.

2.) DAV Wheelchair Accessible Van Service – Dave is working with the Tomah VA on the issue of wheel-chair accessibility for VA vans. Sixteen people attended a training held earlier today by RLS Indiana. DAV van drivers are all volunteers and receive no compensation; not all counties (such as Waupaca Co.) provide DAV services.

C) Family Care/Long Term Care Waiver Programs

1.) State – Maureen Miller attended the Office of Resource Center Development (ORCD) meeting; there was no mention of Long Term Care expansion.

a) Wis. Long Term Care Advisory Council- March 12, 2013 Draft Minutes: the minutes in the agenda packet include notice of new initiatives and several staff changes.

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

1. IRIS Consultant Agency & IRIS Financial Service Agency Consolidated IRIS-DHS Monthly Report – Janet noted the number of referrals and dis-enrollments. Cindy clarified that higher dis-enrollments may be due to unmet client service needs. As a rule, if a client is eligible for IRIS, they are eligible for Family Care; the cost per client for IRIS is higher than Family Care.

2. IRIS Map – March 31, 2013 – ADRC staff are meeting some of the IRIS staff in person.

2.) Local

a) Aging & Disability Resource Center (ADRC) –

1. Monthly Contact Report – April 2013

2. Long Term Care Enrollment Report – April 2013

b) Community Care of Central Wisconsin (CCCW) – clients that are disenrolling (especially within the Hmong population), are switching to Medicaid card services; Cindy will conduct another analysis later this year. A significant number of deaths and a few institutional relocations are reflected in the report.

1. Membership Report – February 2013 – April 2013

2. Regional Statistical Report – 6-Month Period November 2012 – April 2013

D. Director

1.) Update on sale of Lincoln Center: Patty Dreier, Portage County Executive - Portage County's agreement with the City of Stevens Point for rental of Lincoln Center is effective through 2015. The Space and Properties committee met in a closed session with Mayor Halverson regarding the sale of city hall, Lincoln Center and the library. There were no actions reported yet, and no price value on the buildings. The County has not yet developed a physical space plan nor has a resolution been drafted. Dreier, Portage County Chair Phil Idsvoog, and support staff will meet to do some high level planning before moving ahead.

2.) New DHS Division of Long Term Care Administrator – Brian Shoup (formerly with AODA services.)

3.) New DHS, DLTC, Bureau of Aging & Disability Resources (BADR) Director – Carrie Molke replaces Donna McDowell.

VII PERSONNEL ISSUES –

A)Update on position refills:

1. Caregiver Support Services Director: Janet and Cindy are confident that an offer will be made.

2. Administrative Assistant: Karen Piesik, formerly served as the RSVP Assistant.

3. Dining Site Manager – Rosholt: Anna Mlodik, formerly serving as a meal site substitute.

4. Bus Driver – City Route: Marcy Hintz, hired as a permanent employee, formerly serving as a substitute driver.

B) Transition/Continuity Plan for Director – Janet's last day will be June 17; she and Cindy have met with Patty Dreier re: continuity, and meeting with Jenny Josie and Jason Hake, Portage County Finance Dept., regarding budgets. Cindy has been attending transportation coordination meetings. Julie Iris, Volunteer Caregivers Coordinator, has resigned her position; her last day is June 6.

VIII FISCAL ISSUES

A) Discussion/Possible Action on special per diems: COA Board member Emily Fiedler and Janet attended the 2013 ADRC Conference, ADRC Governing Board and Director Seminar at the KI Center in Green Bay, WI. Ellenbecker motioned to approve special per diem, Roberts seconded; motion carried.

B) Update on Holly Shoppe Plant Sale – Janet is awaiting a final total for sales.

C) Update on United Way funding Jan. – June 2014: Janet referenced page 37 for the first 6 months' allocations to ADRC programs.

D) Review/Discussion of Vouchers:

1. Approval Number: 20130359 - \$16,380.02

2. Approval Number: 20130367 - \$8,276.79

3. Approval Number: 20130392 - \$22,038.50

4. Approval Number: 20130417 - \$9,316.14

E) Review of Procurement Card Purchase Report: Print Date 5/15/13 - \$1,575.55

F) Review of Purchase Authorization Report: no report for May.

H) Review of May 2013 ADRC Monthly Budget Summary (as of 5/30/13) Jason Hake, Health and Human Services Business Manager is attending today's meeting in order to get an overview of the operations of the C.O.A. Board. Revenues appear short on the report for the first 6 months, but will be ahead in the next 6 months. The Foster Grandparent Program received less revenue.

IX BOARD/DEPARTMENT/PROGRAM ISSUES:

A) Upcoming Activities

1.) Evidence Based Prevention Programs Schedule - page 39 lists upcoming Evidence-Based Prevention programs to be offered at Lincoln Center, Portage County Health Care Center, and Adventure 212.

2.) Hearing Loop Presentation – scheduled for August 9 at 10 a.m. at Lincoln Center.

B) Legislative/Advocacy:

1.) State Budget

a) Expansion of Family Care/IRIS – Rep. Garey Bies motion – budget not yet voted on.

b) Older Americans Act - \$1.7 million in funds requested; \$435,000 was received for counties.

c) Transportation – AB 40 – increase in transportation funding; money will be moved to the general fund. The bill has not received support from Assemblyman Vos (R).

d) Medical Assistance Purchase Plan (MAPP) – no word on changes has yet been received.

2.) Sequestration – details on resulting funding cuts have still not been received from the state.

3.) Older Americans Act Reauthorization – Section one (pg. 42) defines diverse target groups that will benefit from reauthorization of OAA.

NEXT MEETING DATE & TIME – Wednesday, July 3, 2013 at 4:00 p.m.

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

Wednesday, July 3, 2013, 4:00 – 4:55 p.m.

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

Staff present: Hake, Miller, Piesik, Piotrowski,

I CALL TO ORDER

II REVIEW/APPROVAL OF MINUTES: June 5, 2013 – Roberts motioned, Ellenbecker seconded; motion carried.

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).

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 REPORTS

- A. Greater Wisconsin Agency on Aging Resources (GWAAR) – Guardianship Center – most recent newsletter included in packet.
- B. ADRC Program(s): Information & Assistance – Maureen Miller, I&A Lead Worker. Information and Assistance (I & A) provides a linkage between community members and available services. With funding through Wisconsin IRIS, Community Care of Central Wisconsin, or private pay, people have access to housing, transportation, assisted living and nursing home care. The State requires continuity for long-term care options counseling offered to caregivers and receivers. The contacts are tracked by ADRC staff. During times of high volume such as enrollment periods for Medicare Part D, the Benefit Specialist and Disability Benefit Specialists may utilize the help of volunteers or refer overflow to I & A staff. Hiring for a seasonal Medicare Part D position is in the plans; the position will be partially funded by a grant through the State Health Insurance Program.
- C. Family Care/Long Term Care Waiver Programs:
 1. State
 - a Wis. Long Term Care Advisory Council - no report.
 - b Include, Respect, I Self-Direct (IRIS) – no report.
 2. Local
 - a Aging & Disability Resource Center (ADRC) –
 1. Monthly Contact Report – May 2013, pg. 13
 2. Long Term Care Enrollment Report - May 2013: numbers have declined since January, pg. 14.
 - b Community Care of Central Wisconsin (CCCW)
 1. Membership Report – March 2013 – May 2013, pg. 15: CCCW provides statistics.
 2. Regional Statistical Report – 6-Month Period December 2012 – May 2013, pg. 16; closing of Marshfield's A.O.D.A. may have impacted numbers.
- D. Interim Director
 1. Cooling Center- Lincoln Center is a designated cooler center 7:30 a.m. to 4:30 p.m. (business hours.)
 2. Coordinated Transportation Update has been presented to the Common Council and County Board, and will be presented to Finance on 7/15, meeting at 5:00 p.m.

3. Hi-Rise Dining Site Update – 2013 contract has been signed. Donna Bella is taking the 2014 contract to the Stevens Point Housing Authority to see if they want to continue funding the position. ADRC funds half of the dining site manager position, sub positions, provides meals; additional money has been collected by participant donations.

VII PERSONNEL ISSUES –

A. Update on position refills:

- 1.) Caregiver Support Services Director – an offer had been made to Tonia Simmons, Marketing and Outreach Coordinator for Oakridge.
 - 2.) Volunteer Caregiver Coordinator – Leslie Smith; employed with Community Industries Corp. for over 30 years, working with developmentally disabled adults.
 - 3.) RSVP Administrative Assistant – Abby Beyerl will start July 15; served in volunteer management at Marathon County Library.
 - 4.) ADRC Director – posting has expired, applications have been received and interviews are scheduled for July 11 and 12; 4 to 5 candidates will be interviewed.
- B. Transition/Continuity Plan for Director – update:** Cindy has reviewed the notes and all are on track, business continues.

VIII FISCAL ISSUES

- A. Discussion/Possible Action on special per diems - none**
- B. Discussion/Possible Action on S.O.S. grant application – due Friday, July 12.** Maximum request \$2,000 to be used to train and track senior volunteers and provide Medicare workshops. Ellenbecker moved to approve the motion, Roberts seconded, motion carried.
- C. 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 – 9/01/13 – 8/31/14:** John moved to approve the motion, Sid seconded, motion carried; board members signed the resolution.
- D. Update on Holly Shoppe Plant Sale - \$8,723 gross, \$8,330 net (2012 net, \$9,350.)** Proceeds were down by \$1,000; most likely due to spring weather conditions.
- E. Review/Discussion of Vouchers:**
 - 1.) Approval Number: 20130466 - \$31,611.98; reviewed.
 - 2.) Approval Number: 20130497 - \$12,174.21; reviewed.
- F. Review of Procurement Card Purchase Report: Print Date 5/15/13 - \$1,087.82; reviewed.**
- G. Review of Purchase Authorization Report: \$618.57; reviewed.**
- H. Review of June 2013 ADRC Monthly Budget Summary (as of 6/27/13); \$0 revenue incoming for Administration (report was run before Transportation money was received.)** The Holly Shoppe continues to receive United Way funding through 2013.

IX BOARD/DEPARTMENT/PROGRAM ISSUES:

A. Upcoming Activities:

- I. Hearing Loop Presentation – feature article is on the front page of the July - September Post.** The system utilizes a hearing aid T-coil, and is new to Portage County.
- B. Legislative/Advocacy: (not included in Board packets)**
 - 1.) State Budget – Cindy has not been able to find a non-partisan source for information or results.
 - 2.) Sequestration – the State will absorb \$5,400 cut from the Foster Grandparent Program, but we have not seen money for the rest of the O.A.A. programs.
 - 3.) Older Americans Act Reauthorization – has been introduced by Senator Bernie Saunders but has not moved.

NEXT MEETING DATE & TIME: Wednesday, August 7, 2013 at 4:00 p.m.

ADJOURN

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

Wednesday, August 7, 2013, 4:00 – 6:13 p.m.

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

Members excused: Ellenbecker

Staff present: Calhoun, Piesik, Piotrowski

Also present: Jason Hake, Finance Department; Patty Dreier, Portage County Executive; Jim Canales, Community Care of Central Wisconsin; Mark Hilliker, Community Care of Central Wisconsin

I CALL TO ORDER

II REVIEW/APPROVAL OF MINUTES: August 7, 2013 – approval motioned by Levin/seconded by Onstad; motion carried.

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).

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 REPORTS

- A. Greater Wisconsin Agency on Aging Resources (GWAAR): Sequestration cuts carry from 2014 through 2021. Funding level for 2013 relates to census figures (5.3 - 5.5%.)
- B. ADRC Program(s): advisory council meeting minutes will now be included in packets.
 - 1.) Lincoln Center Advisory Council Minutes (pg. 5.)
- C. Family Care/Long Term Care Waiver Programs:
 - 1.) State
 - a) Wis. Long Term Care Advisory Council- May 14, 2013 draft minutes from the website are included (pgs. 5-6.) Board members suggest including only final minutes, or provide updates when final minutes are available. Packets will include only the final minutes rather than printing minutes in two versions.
 - b) Include, Respect, I Self-Direct (IRIS) – June 30, 2013: color map showing active participants, IRIS consultants, IC supervisors and orientation consultants included in packet.
 - 2.) Local
 - a) Aging & Disability Resource Center (ADRC):
 - 1. Monthly Contact Report – June 2013 report shows no specific unmet needs (pg. 16 in packet.)
 - 2. Long Term Care Enrollment Report – June 2013 report shows 2 more enrollees compared to ADRC records; total enrollments are down (pg. 17 in packet.)
 - 3. Long Term Care Facilities Report – January – June 2013: reviews and violations are reported 2 times yearly (pg. 18). Portage County Health Care Center and Stevens Point Care Center were reported after June 30.
 - b) Community Care of Central Wisconsin (CCCW)
 - 1. Update from Jim Canales, CEO, and Mark Hilliker, COO – CCCW is a managed care organization

contracted and certified by the State of Wisconsin to provide eligible residents of Marathon, Portage, Wood, Lincoln and Langlade counties the benefits, services and goods associated with the Family Care program. Family Care originally piloted through Portage County Health and Human Services. CCCW was formed in 2007 and currently serves 912 members in Portage County. The program operates with about \$8 million and another \$7 million in reserve. Funding per member is based on Price-Waterhouse Cooper calculations; CCCW has the ability to adjust rates as needed to achieve member satisfaction. Future plans include possible expansion to the Northwestern part of Wisconsin by 2016, followed by plans to bid on a service area in Northeastern Wisconsin. The five components to Community Care service plans are: Community Connections, Community Living, Integrated Employment, Mobility and Self Direction.

2. Membership Report – April 2013 – June 2013: enrollment numbers are down due primarily to deaths within the elderly population (pg. 19.)

3. Regional Statistical Report – 6-Month Period January 2013 – June 2013: (pgs. 21 to 23.)

D. Interim Director

1.) Coordinated Transportation Update: the proposal to merge has been presented to Finance Committee and Dave Adamczyk & Cindy Piotrowski have been invited to re-present the topic to the full County Board in December; The initial application would have been due in October, but it may be possible to merge mid-year or starting the following year.

2.) Hi-Rise Dining Site Update: Stevens Point Housing Authority will pay ½ the cost of the dining site manager position; no changes will be made to the Nutrition program at this time.

VII PERSONNEL ISSUES –

A. Discussion/possible action on resolution to appoint Cindy Piotrowski as ADRC Director: Portage County Executive Patty Dreier presented the resolution for approval; Buza motioned; Roberts seconded the motion; all approved and signed the resolution. The resolution must be ratified at the August 20 County Board meeting.

B. Update on position refills:

1.) Reception On-Call Substitute: refill to replace a retired substitute.

2.) Benefit Specialist – Prescription Drug Assistance: position will be 16 to 20 hours per week, mid-September through end of December.

C. Discussion/possible action on new position requests:

1.) Prevention & Health Promotions Coordinator: United Way funding will allow changing this position to part-time permanent. Suomi motioned, Levin seconded; motion carried.

2.) Elder Benefit Specialist, part-time permanent position: Buza and Suomi questioned filling the position as full time rather than part-time due to high demand for Elder Benefit Specialist services; current wait times for appointment are 2 to 3 weeks. Patty Dreier suggested augmenting other resources (i.e.: approve overtime for other resource center staff.) Roberts motioned, Fiedler seconded that the position be filled at part time; Suomi requests data in 1 month with consideration to increase the position to full time.

3.) Home Delivered Meal Coordinator – part-time permanent; this position was previously approved and required no board action.

VIII FISCAL ISSUES

A. Discussion/Possible Action on special per diems: none.

B. Update on S.O.S. grant application: application has been approved.

C. Discussion/possible action on raising activity fees for the Senior Center: fees were last increased in January 2011. A fee increase of \$1 or a maximum 2% will be allowed at Piotrowski's discretion. Roberts motioned to approve, Steinke seconded; after discussion, Levin moved to limit the fee increases to 2%, Onstad seconded; after further discussion, Levin withdrew his motion, original motion carried. A waiver statement will be drafted to assist those who would be unable to attend classes or activities due to the fees.

D. Review/Discussion of Vouchers:

1.) Approval Number: 20130535 - \$22,688.85

2.) Approval Number: 20130579 - \$16,533.01

- E. Review of Procurement Card Purchase Report: Print Date 7/18/13 - \$1112.87
- F. Review of Purchase Authorization Report: \$292.91
- G. Review of June 2013 ADRC Monthly Budget Summary (as of 7/31/13): there is a surplus due to several recent staff vacancies (pg. 33.)
- H. Review/Discussion of Budget Breakdown by Program – Projected 2013 Year-End; significant surplus to be used toward Elder Benefit Specialist overtime and advertising for the Adult Day Center’s 30th anniversary.
- I. Review/Discussion of Budget Breakdown by Program – 2014: county levy is down for RSVP, most funds are from an \$83,000 federal grant; FGP cuts were absorbed. Holly Shoppe has been rolled into the Senior Center budget as it is a Senior Center program. This also helps to compensate for loss of United Way funding for the program. The Transportation budget includes another extension of the New Freedom grant. The potential coordination with Stevens Point Transit may increase resources down the road. Nutrition funding from the Federal government is down as a result of sequestration. The Hi-Rise funding from the city results in no changes at this time. However, a dining site policy will be developed to determine future closures. The amount of county levy in Nutrition increased, but cannot continue to do so, the rate of increase is not sustainable. Piotrowski will attend the Nutrition Advisory Council meeting in Rosholt on August 12 to begin talking to them about the policy. The Administration budget’s levy is down as a result of new staff wages. Adult Day Center budget has no issues. Early Memory Loss has been moved on its own. Volunteer Caregivers will not need to hold fundraiser (bed races) this year. County levy was added to that program so that they could concentrate on the service they provide and not on raising money. The Community Resources budget has increased due to the Money Follows the Person grant. According to DHS these additional funds will last at least through 2016. These funds will allow the addition of the new Elder Benefit Specialist position. No changes to Project Lifesaver budget. (pgs. 34 & 35)

IX BOARD/DEPARTMENT/PROGRAM ISSUES:

- A. Discussion/possible action on raising activity fees for the Senior Center (duplicate.)
- B. Upcoming Activities:
 - 1.)Hearing Loop Demonstration – Friday, August 9, 10 a.m. in the Lincoln Center Multipurpose room.
 - 2.)Summer Fest – August 13, Lincoln Center Dining Site with entertainment by West of the River Band (flyer pg. 36.)
 - 3.)ADC Picnic – August 14 at Pfiffner park.
 - 4.)Plover/Hi-Rise Dining Site Picnic – August 21 at the Plover dining site.
 - 5.)Falls Prevention Day – September 23.
 - 6.)Adult Day Center 30th Anniversary - September 25.
- C. Discussion/possible action meeting date change for board: next meeting date will remain on Wednesday, Sept. 4. Piotrowski requested a different day – possibly the second Wednesday, since the board meeting often conflicts with the Office of Resource Center Development meetings. A determination will be made at the next board meeting.
- D. Legislative/Advocacy:
 - 1.) State Budget: the state held many programs harmless in 2013 for their sequestration cuts.
 - 2.) Sequestration: cuts will be 5.5%+ for 2014 with 10% cuts for many programs; effects may be doubled in 2014.
 - 3.) Legislative alerts: Board members should let Cindy know if they want alerts forwarded to them.

X NEXT MEETING DATE & TIME – Wednesday, September 4, 4:00 p.m.

XI ADJOURN

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

Wednesday, September 4, 2013, 4:00 – 4:55 p.m.

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

Members excused: Ellenbecker, Onstad

Staff present: Piesik, Piotrowski

Also present: Jason Hake, Finance Department; Meredith Johnson, Nutrition Program intern

I CALL TO ORDER

II REVIEW/APPROVAL OF MINUTES: August 7, 2013 – Buzza/Allison; minutes approved.

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).

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 REPORTS

A. Greater Wisconsin Agency on Aging Resources (GWAAR): Cindy distributed approved meeting minutes, June 28, 2013.

B. ADRC Program(s):

1.) Holly Shoppe, Nutrition Program, and Portage County RSVP Advisory Council minutes included in packet.

2.) Maria Meyer, Elder Benefit Specialist - Elder Benefit Specialist report: statistics were reported for number of clients served comparing 2011 through 2013. Open enrollment for Medicare, Medicaid and public entitlements for 2014 will be from October 15 through December 7. Staff can also expect to be fielding questions on the Affordable Care Act. Maria currently has appointments booked into November. Les Smith has been hired as Benefit Specialist - Prescription Drug Assistance for 16 hours per week; volunteers will be recruited to provide additional help. Disability benefit specialists only work disabled adults under the age of 60. People may visit www.medicare.gov for further information.

3.) Family Care/Long Term Care Waiver Programs:

1.) State

a) Wis. Long Term Care Advisory Council - None

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

2.) Local

a) Aging & Disability Resource Center (ADRC)

1. Monthly Contact Report – July 2013.

2. Long Term Care Enrollment Report – through July 2013. Cindy expects increased enrollments, tougher qualification guidelines have resulted in lower replacement numbers.

3. IM Consortium – no report available.

b) Community Care of Central Wisconsin (CCCW)

1. Membership Report – May 2013 – July 2013

2. Regional Statistical Report – 6-Month Period February 2013 – July 2013
3. Certification as managed care organization for selected service areas – a printed copy of the email announcing intention to proceed with certification is included in board packets.

D. Director's Report

- 1.) Cindy Piotrowski asked board members what items could be skipped in order to streamline the monthly agenda. Going forward, the Director's Report will include updates on important points, rather than listing individual topics on the agenda. Board members could review vouchers before each meeting, or scanned and emailed at board members' requests.
- 2.) The restrooms off the north end of the lobby will be remodeled during the last week of the year.
- 3.) September is National Preparedness Month (pgs. 25 through 27 in packet.)
- 4.) Falls Prevention Awareness Day will take place at Lincoln Center on Monday, September 23. Guest speakers, exercise demonstrations, and educational materials will be available at the event (pgs. 28 & 29 in packet.)
- 5.) Fall Harvest Day will be held on Wednesday, September 25 at the Kiwanis Club in Kellner.
- 6.) The Adult Day Center will have a 2-week celebration starting September 16; a 30th anniversary dinner event is scheduled for Wednesday, September 25 at Lincoln Center.
- 7.) The Lincoln Center Senior Center celebrates Senior Center month (September) with a volunteer recognition pie social, Thanks for Giving, on Monday, September 30.
- 8.) The Autumn Offerings has just been released; another publication of the Post will be printed at the end of the month.
- 9.) Conference Room 114 will be converted to an office for the ½ time Benefit Specialist. The Holly Shoppe manager's office is also being updated.

VII PERSONNEL ISSUES

A. Update on position refills:

- 1.) The Assistant Director, Home Delivered Meals Coordinator and On-call Substitute Receptionist position requests have been sent to Human Resources for posting.
- 2.) Leslie Smith, the new Volunteer Caregiver Coordinator, will also serve as the Benefit Specialist - Prescription Drug Assistance; Tonia Simmons has started as the Caregiver Support Services Director.

VIII FISCAL ISSUES

- A. Discussion/Possible Action on special per diems – None.
- B. Review and discussion on contract with Ministry St. Michael's Hospital for special diet meals (Oct. 1 – Sept. 30) – cost for special diet meals has only increased 3% in 3 years.
- C. Review/Discussion of Vouchers:
 - 1.) Approval Number: 20130601 - \$5,323.92
 - 2.) Approval Number: 20130611 - \$1,724.99
 - 3.) Approval Number: 20130618 - \$5,615.27
 - 4.) Approval Number 20130667 - \$19,375.50
- D. Review of Procurement Card Purchase Report: Print Date 8/14/13 - \$1774.03
- E. Review of Purchase Authorization Report: \$292.72
- F. Review of July 2013 ADRC Monthly Budget Summary (as of 8/29/13): the budget is on track, with a surplus currently on hand.

IX BOARD/DEPARTMENT/PROGRAM ISSUES

- A. Discussion/possible action on date change for board meeting: Cindy Piotrowski has requested changing the meetings to another day other than the first Wednesday. Fiedler/Allison moved to approve changing to the first Thursday of each month; motion carried.
- B. Discussion/possible action re: Notice of Public Records Policy – Cindy Piotrowski requested changing the policy to reflect her name as agency director; Robert/Fiedler moved; motion carried.

C. Discussion/possible action Complaint and Grievance Policy – Cindy Piotrowski requested changing the policy to reflect her name as agency director; Levin/Steinke moved, motion carried.

D. Legislative/Advocacy:

- 1.) Sequestration: the impact on Portage County's budget will double next year - 10% cuts are foreseen. (See pgs. 40 & 41 in the packet.) Congressman Ron Kind is currently at UW-SP advocating for the passing of the Older Americans Act and an end to sequestration.

Affordable Care Act (A.C.A.): the Office of Resource Development states that the ADRC's will act as movers but not assisters for the A.C.A; staff may direct clients to other agencies that will assist with enrollment (currently no other agency is performing this task.) A resource list is available for the public and will be forwarded to board members.

X NEXT MEETING DATE & TIME: Thursday, October 3, 2013, Room F at Lincoln Center.

XI ADJOURN: Roberts/Buzza moved to adjourn; motion approved, 4:55 p.m.

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

Thursday, October 3, 2013, 4:00 – 5:18 p.m.

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

Staff present: Piesik, Piotrowski, Simmons

I Call to Order

II Review/approval of minutes: September 4, 2013 – Roberts motioned to approve; Levin seconded with the following corrections: VI Reports, item B. 2.), remove the word ‘week’ preceding ‘Benefit Specialist’ in 5th line; IX, Board/Department/Program issues, item A., change the word approved to approve, second line. Motion carried.

III Correspondence: CCCW memo updating expansion of service area to the 11 county northwest WI Family Care service region currently served by Northern Bridges (pg. 6 in packet.)

IV Public Comment: none.

V Public Notice: none.

VI Reports:

A. Greater Wisconsin Agency on Aging Resources (GWAAR) – no approved meeting minutes. GWAAR board member recruitment flyer pg. 7 of packet. The Aging Plan amendment will be listed on the next ADRC board meeting agenda.

B. ADRC Programs: 1.) Caregiver Support Services: Tonia Simmons started as director in July. She had served on the CSS advisory council while at her previous job at a local assisted living facility. Adult Day Center just celebrated their 30th Anniversary and Adult Day Center week from September 16 through 27. Various celebration events included Taste of the Town featuring ethnic foods, a bowling party, fish fry, trips to the Rudolph Cheese Factory and Belts, and a dinner/dance on the evening of September 25. Simmons has some upcoming media promotions planned. Leslie Smith started as Volunteer Caregivers Coordinator; Smith has many year of experience in supportive employment. Five students, 3 interns, 2 service learning students and 73 volunteers currently serve in Caregiver Support programs. State and federal funding is used to provide respite, training, support groups, and the chore provider program. Chore providers are screened via background and reference checks and categorized by chore; prices can be adjusted according to a client’s ability to pay for services. Tonia will also train as a Powerful Tools for Caregivers presenter.

2.) Affordable Care Act, Health Insurance Marketplace and Medicare - Representative Katrina Shankland is coordinating a local enrollment effort; Maria Meyer gave the first of 3 presentations today at Lincoln Center. The ADRC has 2 staff, 1 volunteer and 2 Disability Benefit Specialists to give assistance to Medicare Part D recipients. Benefit specialists can enroll clients with their attorney’s approval. The computer lab has been offered to a local group that includes several retired UWSP professors to provide volunteer assistance to the general public on Tuesdays, Thursdays and Friday afternoons. Medicare recipients and Part D plans will not be impacted by the A.C.A.

C. Family Care/Long Term Care Waiver Programs: 1.) State, a) Wis. Long Term Care Advisory Council – none; b) Include, Respect, I Self Direct (IRIS) – none; c) IM Consortium – none. 2.) Local: a) Aging & Disability Resource Center, 1. Monthly Contact Report, July 2013: pg. 10. 2. Long Term Care Enrollment Report, August 2013, pg. 11. b) Community Care of Central Wisconsin: 1.) Membership report, June – August

2013. Next year's membership report will also include data from counties in the new expansion area. (pg. 12.)
2.) Regional Statistical Report, March – August 2013: numbers appear stable; approximately 90 people remain on the waiting list.

D. Director's Report: Rose Williams replaces Rea Bushey as Office Assistant through Citizens Employment and Training. Williams has experience working for veterans organizations and helped set up the disabled van transportation program with her late husband. RSVP is helping recruit volunteers to do enrollments for the Vital Information Program (VIP.) Current medical/prescription drug and emergency contact information is kept in the packets, which are attached to the participant's refrigerator and are clearly visible to ambulance crews. Premise Information Enhance 911 provides additional information for easier tracking. A fall festival took place earlier today, Oct. 3, at the Plover nutrition dining site. The Holly Shoppe is advertising 20% off all purchases, and a free treat bag to the first 150 customers at the "Haunted Holly Shoppe" Halloween sale, scheduled for October 15 and 16. Updated office furnishings are being installed in the Holly Shoppe manager's office. Thirty participants attended the first Falls Prevention Awareness Day on September 23. The annual Lincoln Center Volunteer Appreciation Pie Social took place on Monday, September 30; over 100 attended the event. The October through December issue of the Post has been printed and should appear as an insert in the October 5 issue of the Stevens Point Buyers Guide.

VII Personnel Issues:

- A. Home Deliver Meals Coordinator position – applications are coming in and the interview process will take place soon.
- B. Assistant Director position – the job posting deadline was October 1.
- C. Half-time Elder Benefit Specialist position has been approved and is in the budget.
- D. Prevention/Health Promotion Coordinator position will change from LTE to permanent for 2014. United Way funding has been moved into the evidence-based programs budget.

VIII Fiscal Issues:

- A. Discussion/possible action on special per diems – none.
- B. Review/discussion proposed budget changes – County Executive Patty Dreier ordered departments to cut the equivalent of one full time position to cover a \$600,000 deficit. The staff had approximately 1.5 days to give the County Executive its recommendations in writing. Piotrowski called together the ADRC Program Director's to come up with the agency's proposals. Sam Levin expressed his disappointment that the process did not include the input of the COA/ADRC Board. Staff determined that three ADRC programs could be cut without violating any existing contracts.
Since the Early Memory Loss (EML) program serves a small number of participants (average of 7 per week), grants funding the program are no longer in place, and county levy was going into the program that was not intended to be levy funded; this program will be eliminated for 2014, resulting in \$18,000 in savings. (The program is no longer eligible for the Helen Bader Grant nor funding through the Brooklyn Foundation.) When asked what the two other options were that the staff came up with to give to the County Executive, Piotrowski shared that they were a restructuring of the Holly Shoppe as a partnership, providing space, storage, office supplies, but no longer providing personnel; and closing the Hi Rise nutrition dining site. Piotrowski stated that she would investigate ways to keep the EML Program going by looking for other entities in the community to take it on. Board members discussed ways to keep EML in the budget, and Levin agreed to take the issue to the Finance Committee for amendment.
- C. Review/discussion of vouchers 1.) Approval number 20130695 for \$13,496.68, and 2.) 20130725 for \$14,701.58.
- D. Review of procurement card purchase report dated 9/17/13 for \$1770.48.
- E. Review of purchase authorization report for \$2130.50.

- F. Review of September 2013 ADRC monthly budget summary dated 9/26/13 – the budget appears to be on track. A question arose regarding whether volunteer mileage reimbursement is feasible considering budget concerns. Eliminating reimbursement would result in savings, however, volunteers are giving time rather than money, and many volunteers could no longer afford to volunteer if not reimbursed.

IX Board Department/Program Issues

- A. Legislative advocacy - 1.) Sequestration/government shutdown continues, outlined in pgs. 20 through 22.
2.) Affordable Care Act Weekly Events Summary, pgs. 23 through 25.

X Next meeting date and time, Thursday, November 7, 4:00 p.m. in room F.

XI Meeting adjourned at 5:18 p.m.

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC)
Board Meeting Minutes
Thursday, November 7, 2013 - 4:00-5:15 p.m.**

Thursday, November 7, 2013, 4:00 – 5:15 p.m.

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

Staff present: Miller, Piesik, Piotrowski, Smith

Also present: Jason Hake, Patty Dreier

I CALL TO ORDER

II REVIEW/APPROVAL OF MINUTES: October 3, 2013: motion/second to approve Levin/Ellenbecker; motion carried.

III CORRESPONDENCE: none.

IV PUBLIC COMMENT: none.

V PUBLIC NOTICE: none.

VI REPORTS

- A. Greater Wisconsin Agency on Aging Resources (GWAAR). Meeting Minutes August 2013, pages 6-9 in packet. Piotrowski and other ADRC staff will meet with Ministry, GWAAR staff and the state Department on Aging regarding Health Promotion and Wellness programs later this month.
- B. Wisconsin Institute for Healthy Aging Fall 2013 newsletter, WIHA Now Supports Powerful Tools for Caregivers in Wisconsin, pages 11-19. Powerful Tools is a collaboration of GWAAR, University of Wisconsin, and the ADRC.
- C. ADRC Program(s):
 - 1.) Lincoln Center and RSVP Advisory Council meeting minutes, pages 20-21, 22-24. A fire drill will be conducted next summer.
 - 2.) Transportation Coordinating Committee August 2013 meeting minutes, pages 25-26.
- D. Family Care/Long Term Care Waiver Programs:
 - 1.) State: none.
 - 2.) Local - a) Aging & Disability Resource Center (ADRC): 1. monthly contact report, September 2013, page 27; 2. long term care enrollment report, September 2013, page 28.
b) Community Care of Central Wisconsin (CCCW): 1. membership report, July-September 2013, pages 20-30; 2. regional statistical report, 6-month period April-September 2013, pages 31-33.
- E. Director's Report
A replacement conference phone costing \$821 and a portable Smartboard have been ordered. The existing Smartboard can't be moved to other rooms for use. The New Freedom grant has been extended through

2014. Holiday Basket applications are now available. Due to changes to the Sentry Insurance benefit plan, the ADRC has received an influx of calls from retirees. Elder Benefit Specialist Maria Meyer has been putting in overtime, but is completely booked for Medicare Part C appointments. Piotrowski will work with Meyer and possibly an insurance representative to provide an evening presentation for people with unanswered questions. Dreier will take this concern to the Portage County Business Council. Civil rights compliance will be covered at the annual all staff meeting on November 12. For security purposes the ADRC is paying for keypad removal at building entrances; staff will use their name badge to access the building outside of business hours. DVDs and materials have been ordered for the Resource Library. Piotrowski plans to begin sending a mid-month email update regarding pressing issues to board members; a printed copy will be sent to members without email.

VII BOARD/DEPARTMENT/PROGRAM ISSUES

- A. Discussion/possible action on Portage County Hunger & Poverty Prevention Partnership grant application for 2014, \$2,000, pages 35-39. Grant money will help to purchase shelf stable meals from CPI to be used by home-delivered meal participants when regular deliveries are cancelled due to inclement weather. Motion/second by Roberts/Ellenbecker to approve grant application; motion carried.
- B. Smith is requesting to contract with Diane's Country Skillet for 1 year, \$5.25 per meal per contract summary, pages 40-41. Discussion/review of 2014 Service Contract for provision of meals in the Rosholt area was not listed as a possible action on the agenda. Steinke asked for any vocal objections to awarding the contract to Diane's Country Skillet. There were none; actual motion will be made at the December meeting.
- C. Discussion/review of Almond/Bancroft area noon meal delivery: current driver has retired; Adam Borys will assume the route effective November 18 (\$17,900 budgeted.)
- D. Discussion/possible action on Wisconsin Legislature 85.21 Specialized Transportation Assistance Program for counties will be deferred until the December meeting; mobility manager David Adamczak will attend.
- E. Discussion/possible action on 2013-2015 Aging & Disability Resource Center of Portage County Plan for Older People and Adults with Disabilities and amendments, pages 42-66. Personnel and date changes are reflected in the plan; motion/second to approve the plan by Buzza/Ellenbecker. Motion carried.
- F. Legislative Advocacy: 1.) Sequestration continues; n4a Legislative Update flyer, pages 67-70. 2.) Older Americans Reauthorization Act of 2013 has been approved by Senate, but not by the House of Representatives. 3.) Affordable Care Act updates in the Central Wisconsin REN Newsletter, page 71. The ADRC computer lab will be used by volunteers for enrollments. 4.) Medicare Part D issues discussed in director's report.

VIII PERSONNEL ISSUES

- A. Update on position refills: Maureen Miller takes Piotrowski's place as assistant director; this creates openings for an Information & Assistance Specialist and Lead Information & Assistance worker. Hiring is in process for a home delivered meal coordinator; two on-call substitute receptionists have been hired.

IX FISCAL ISSUES

- A. Discussion/possible action on special per diems: none.
- B. Review/discussion on proposed budget changes: the Portage County Health Care Center (PCHCC) offers programming similar to the Early Memory Loss Program (EML); therefore, program participants will be transitioned to the PCHCC, with the assistance of ADRC staff.

- C. Review/discussion of vouchers: 1.) approval number 20130775 for \$24,470.19, and 2.) approval number 20130806 for \$22,047.29.
 - D. Review of procurement card purchase report, dated 10/17/13 for \$2,376.57.
 - E. Review of purchase authorization reports for \$10,135.08 and \$4,693.67.
 - F. Review of October 2013 ADRC monthly budget summary as of 11/1/13: expenses remain below budget mainly due to staff vacancies; revenues are on track. Turnover of funds should be less than \$80,000.
- X SCHEDULE NEXT MEETING DATE & TIME: Thursday, December 5, 2013, Room F.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC)
Board Meeting Minutes
Thursday, December 5, 2013 - 4:00-5:15 p.m.

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

Members absent/excused: Havlovick, Onstad

Staff present: Adamczak, Piesik, Piotrowski, Smith

Also present: Jason Hake

I Call to Order

II Review/approval of meeting minutes, November 7, 2013; Roberts/Levin; minutes approved.

III Correspondence: GWAAAR approval of amendment to 2014 Aging Plan.

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:

- A. Discussion/possible action on special per diems; none.
- B. Review/discussion on proposed budget changes; none.
- C. Review/discussion of vouchers #20130848, \$16,164.84; #20130863, \$18,507.98; #20130888, \$14,094.72; #20130910, \$31,701.40.
- D. Review of procurement card purchase report printed 11/14/2013, \$2,973.03.
- E. Review of purchase authorization report, \$13,667.98.
- F. Review of ADRC monthly budget summary as of 11/26/2013.

VII Reports:

- A. Wisconsin Institute for Healthy Aging (WIHA) newsletter, pg. 8 in packet.
- B. ADRC Programs: 1. Nutrition Program advisory council meeting minutes, August 12, 2013. 2. Transportation – New Freedom Grant extended to 2014 for any 2013 recipients. MAP-21 funds pay for 3 hours mobility manager, 3 hours transportation coordinator. There will still be an application process consisting of submission of a budget, a staffing sheet with ridership numbers and milestones to be achieved in 2014. Current funding level is \$34,575 which requires a 20% in kind match by the County. Stevens Point Transit merger: concerns of losing control of a county program resulting in looking at subcontracting services. Merging would result in cheaper fuel costs and access to mechanics. Stevens Point Transit charges a fee; ADRC transportation operates by donation, as mandated by the Older Americans Act.
- C. Family Care/Long Term Care Waiver Program: 1.) State, no report. 2.) Local, a), 1. ADRC monthly contact report, November 2013; 2. Long term care enrollment report through November 2013. b) Community Care of Central Wisconsin CCCW membership report through October 2013; more counties now included due to recent expansion.

D. Director's report: class fee schedules for other counties studied; waiver is based on 50% of the poverty level. ADRC All Staff meeting included civil rights compliance training and customer service reminders. United Way campaign finished yesterday. Due to improper use, computer lab public access will be moved to the 1st floor Knowledge Nook. Password-protected Wi Fi is being installed on the 2nd floor of Lincoln Center. Access keypads will be removed from building entrances. The LCD projector in the Multipurpose room, and the conference phone have been replaced. DVDs titled 'Rethinking Challenging Behaviors' have been acquired. United Way applications will be coming up in January/February. January – March issue of the Post newsletter will be available end of December/early January. Patty Dreier presented a grant writing training on Tuesday, Dec. 3, for ADRC program directors and coordinators. Cindy attended FAST training in Kimberly on Tuesday and Wednesday with the Portage County health officer and Community Health nursing supervisor. Cindy and Maureen will be reviewing elderly benefit specialist position applicants. Parliamentary Procedures (Roberts Rules cheat sheets) were distributed to council members. Board members received a sampling of ADRC marketing items. Vital Information Program enrollments are planned at the St. Joseph Convent, Edgewater Manor and Hi Rise. Sentry Insurance will continue to offer their current benefits plan through next year.

VIII Board/Department/Program Issues:

- A. Discussion/possible actions of 2014 service contract provision of meals in Rosholt area: the caterer that was initially awarded the bid has gone out of business. Joni proposed to increase the meals contracted with Stevens Point School District to include serving the Rosholt dining site. Hours will be increased by 1.5 for the home delivered meal coordinator or clerk typist; meals will be delivered by a volunteer. Savings will equal about \$2,600. Ellenbecker motioned to approve, Allison seconded; motion carried.
- B. 85.21 Specialized Transportation: state grant for \$154,291 offered to counties, provides funds for ADRC buses used for transportation for meals, classes, volunteer mileage.
- C. Review of ADRC 2012 annual report.
- D. Legislative Advocacy: 1), a), Affordable Care Act health exchange enrollment dates, pg. 36. Appointments with volunteers will be available Tuesdays, 2-4 p.m. and Thursdays, 8-12 a.m. in the computer lab; b) Central Wisconsin REN newsletter, pg. 37; c) Changes to Affordable Care Act, pg. 38.

IX Personnel issues:

- A. Full-time information & assistance specialist position applications accepted until December 9. Applications will be reviewed for the half-time elderly benefit position.

X Next meeting date: Thursday, January 2, 2014. Motion to adjourn by Ellenbecker/Roberts; meeting adjourned.