

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC)
Board Meeting Minutes
Thursday, January 2, 2014 - 4:00- p.m.

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

Members absent/excused: Onstad

Staff present: Jester, Piesik, Piotrowski

Also present: Hake

I Call to order.

II Review/approval of December 5, 2013 meeting minutes: Ellenbecker/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) – 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 present

VI Fiscal issues:

A. Discussion/possible action on 2014 leases/contracts/ "for services" or to "provide services" for \$25,000 or less; some changes will need to be made to agreement for aviary services when a cheaper vendor is found.

B. Discussion/possible action on 2014 leases/contracts/"for services" or to "provide services" for \$25,001 - \$99,999 - none.

C. Discussion/possible action on 2014 leases/contracts/"for services" or to "provide services" for \$100,000 or more; CCCW and Nutrition contracts have already been approved.

D. Discussion/possible action on special per diems – none.

E. Review/discussion of vouchers # 20130960 for \$36,336.29 and 20130996 for \$16,535.15; procurement card purchase report dated 12/17/2013 for \$3065.93 and (F.) purchase authorization report for \$788.63. Reports reflect customary monthly and end-of year supplies purchases.

G. Review of December 2013 ADRC monthly budget summary as of 12/27/2013: Hake reported that revenues for FGP are yet to be received; overall expenses are below \$100%. Approximately \$200,000 will be returned, much of that amount due to numerous staff vacancies in 2013.

VII Reports:

A. GWAAR Board of Directors meeting minutes from October 25, 2013: topics covered include health care relationship building, as well as between the aging network and managed care organizations (MCOs.), changes to their bylaws and the federal budget.

B. Wisconsin Institute for Healthy Aging (WIHA) – newsletter was previously forwarded.

C. ADRC programs, 1.) October 28 Holly Shoppe advisory council meeting minutes included in packet. The rummage sale will be held next week.

D. Family Care/Long Term Care Waiver programs: 1.) State – none; 2.) Local – a) ADRC 1. Monthly contact report, November 2013 and 2. Long Term Care enrollment report, November 2013; numbers are steady;

there was no meeting held in December; b) Community Care of Central Wisconsin (CCCW), 1. Membership report and 2. Regional statistical report both available in January; no meeting held in December.

- E. Director's report: Vital Information Program (VIP), Jeff Jester, Retired & Senior Volunteer Program (RSVP) Director. The Vital Information Program is a collaboration between the ADRC and Portage County Emergency Management. The packet is attached to the participant's refrigerator and improves response to a 911 emergency call by listing all of a person's pertinent medical information; current medications, past surgeries and medical conditions, advance directives, emergency contact information, and whether the participant is a caregiver or care recipient. Community Care of Wisconsin routinely enrolls members. RSVP volunteers will conduct enrollments on Friday, January 10 at Hi Rise Manor, on the last three Saturdays in January at the Lincoln Center, and future dates at the Jensen Center and Tomorrow River Villa. Staff and volunteers will assist with enrollments. Jester will check on a possible enrollment site in the Kellner area.

Foster Grandparent Program has taken a \$10,700 cut; Piotrowski discussed the possibility of soliciting schools for funds and will check on Portage County's regulations regarding solicitation of outside funds; this will be an action item for the February meeting. United Way grants will be due in February (United Way helps to fund Adult Day Center, Volunteer Caregivers and Home-Delivered Meals program.) The Post newsletter was distributed last week. The north lobby bathroom remodel project did not take place; no tentative date has been scheduled. The wrong SMARTboard projector was received; the correct model has been reordered. Rosholt dining site meals are now provided by the Stevens Point school district. Volunteers are needed to deliver meals to the Rosholt route. Student interns will start later this month; one is a marketing intern who will be assisting with the Resource Directory and Marketing & Outreach guide. Efforts have been made to replace outdated equipment and furnishings in 2013; Piotrowski will inquire about carryover funds to possibly purchase a marquee sign for the ADRC; typical cost \$15,000 to \$20,000. The Fire Department's marquee is also still available for agency event announcements. Board members are encouraged to send letters to their representatives in support of full funding of the Older Americans Act (OAA), which helps to fund nutrition, the senior center, transportation and evidence-based health programs.

IX Personnel issues: Karen Vacha has been hired as the part-time elder benefit specialist; she will continue to work half time with Portage County Health and Human Services in economic support. An information and assistance specialist should be hired by the end of the month.

X Next meeting date and time, Thursday, February 6, 2014 (will include the Long Term Care report.)

XI Ellenbecker/Roberts motioned/seconded to adjourn; meeting adjourned at 4:55 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC)
Board Meeting Minutes
Thursday, February 6, 2014 - 4:00-6:00 p.m.

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

Members absent/excused: Onstad

Staff present: Miller, Piesik, Piotrowski

Also present: Bera, Hake, Rademacher

I Call to order at 4:00 p.m.

II Review/approval of January 2, 2014 meeting minutes: Roberts motioned/Ellenbecker seconded; 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) – 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 reasonable control of the Commission/Board Chair as set forth in Robert's Rules of Order – none present.

VI Fiscal issues:

- A. Special per-diems, none.
- B. Review and discussions of vouchers 1.) 20140018, \$34,378.13 and 2.) 20140060, \$32,459.93. 3.) Review of procurement card purchase report for 1/20/2014, \$4,228.13. Loan closet has funds available to purchase needed equipment.
- C. Review of purchase authorization report \$4,988.02.
- D. January 2014 ADRC monthly budget summary as of 1/29/2014: revenue received from public charges, client & city Hi Rise payments. Holly Shoppe is budget is now under Senior Center. Year-to-date payroll and salary under budget. RSVP grant appears 1 to 2 months behind; (typical for grant funds.) ADRC will be returning approximately \$180,000.

VII Board/department program issues:

- A. Discussion, possible action Nutrition reorganization. Piotrowski requested approval to combine the 16 hour-per-week typist 2 positions with the 16 hour-per-week home-delivered meals coordinator to create one 32 hour-per-week administrative assistant position. Duties will include data entry into SAMS program; Approximate cost \$2,020 to combine positions. The position has been difficult to keep filled; another staff must fill in when vacant. The

current employee's position would be eliminated. Piotrowski also expressed the need for a dining site policy; some sites are serving only 3 to 8 participants on average; cold weather has affected attendance. Roberts motioned to approve/Ellenbecker seconded; motion carried.

- B. Discussion, possible action United Way Applications. Adult Day Center, Preventative Health, Rural Home-Delivered Meals and Volunteer Caregivers are applying for funding. Application is for 18 months. Roberts motioned/Buzza seconded approval of grant application; motion carried.
- C. Discussion, possible action Foster Grandparent funding: funds have been cut and restored (dollars not restored at same level as budgeted.) Jeff Jester and Piotrowski met with Dr. Weninger, Stevens Point Schools Superintendent, to request donation of \$200 per Foster Grandparent; eighteen currently serve in Stevens Point Schools; (calculates to \$.26 per hour). The other school systems will also be approached for assistance. Carryover can be requested for programs with short budgets.
- D. Discussion, possible action carry-over funds. Wish list includes: sound system for MPR, high speed scanner, Leadership PC tuition, electronic marquee, replacement television for lobby. No action taken at meeting since it is not yet the official carryover point. Fire protections system is in code (fryers not used in building), but is an older system using white powdery substance to extinguish fires. It is not clear who would pay for update, since building is owned by the city. Restrooms need to be updated to ADA compliant fixtures.
- E. Discussion, possible action health care center options: deferred until March meeting.
- F. Legislative Advocacy: 1.) Affordable Care Act, a.) Central Wisconsin REN newsletter January 17 and 24 issues. b.) Flowchart. 2.) Older Americans Act, n4a legislative update: increases for ADRCs and Title II congregate sites proposed at the federal level.

VIII Reports

- A. ADRC programs: 1.) Mind Rewind Early Memory Loss transition plan: PCHCC Director Dave Rademacher and Life Enrichment Coordinator Debbie Bera explained the 6-month transition plan. Debbie will take over ADRC classes; the group will then move to PCHCC. ADRC EML Program Coordinator Katie Bembenek will continue to assist at both locations until July 1. ADRC staff will continue to make referral to the program. Rates for participants will remain the same and scholarships are available through ADRC. 2.) Holly Shoppe advisory council minutes, November 25, 2013. 3.) Senior center advisory council meeting minutes, October 16, 2013. 4.) Nay-osh-ing chapter, Daughters of the American Revolution recognized senior center volunteer crafting instructor Rose Cobb with the Excellence in Community Service Award. 5.) RSVP Juvenile Detention volunteers, and Intergenerational Programs Coordinator Julie Rekowski received the Portage County Alliance for Youth Developmental Asset Building Award.
- B. Portage County Caregiver coalition meeting minutes, January 15, 2014.

- C. GWAAR: 1.) White Paper Specialized Transportation in Wisconsin report looks at federal funding and addresses the importance of specialized transportation for seniors and adults with disabilities. 2.) Legislative Platform & Policy Priorities for 2014-2015 is a new document addressing long term care issues, created by Janet Zander. Contact Janet if interested in advocacy at the local or state level.
- D. Family Care/Long Term Care waiver programs: 1.) State, none. 2.) Local, a.) Aging & Disability Resource Center, 1.) Monthly contact report for December 2013 shows over 300 contacts for the month. 2.) Long Term Care enrollment report, December 2013. 3.) Long Term Care Facility Report for July-December 2013; Miller reports that The Lodge at Whispering Pines received a violation for retaining an incompetent client in a residential care facility. Though 9 violations cited for PCHCC, only 3 residents were involved. Rademacher explained that a grid system is used to rate the scope and severity of a citation. Nursing facilities are surveyed by the state every 9 to 15 months; focus facilities are surveyed every 4 to 6 months to verify that deficiencies have been corrected. b.) CCCW 1.) Membership report for October-December 2013 - appearance of report will be changing due to expansion; 2.) Regional statistical report, July-December 2013.
- E. Director's Report.
Portable SMARTboard may be used in the multipurpose room, A & B and dining room; it does not fit through classroom doorways on 2nd floor. Use of the current ADRC toll free number is being reinforced (866-920-2525); former 800 number used on many ADRC marketing materials has been reissued to a business of ill repute. Stevens Point school district food distribution to Rosholt dining site is going well. The United Way campaign has been finished; Piotrowski will continue to apply for funds per the board's approval. Gordon Miller, caught for misuse of LC computer lab, failed to report for his hearing. Community Resource Directory submitted to the Buyers Guide for release later this month. Piotrowski, Patty Dreier and Jami Gebert recently filmed Portage County matters. GWAAR self-assessment to be included in the next packet. RSVP recently received a 3-year competitive grant for approximately \$100,000 per year. A Plover dining site participant filed a complaint of inappropriate touching by another participant; complaint has been resolved. The supply of emergency meals has been depleted, but Nutrition has reapplied for the grant to obtain meals. ADRC staff have been referring residents/businesses needing propane during the shortage. Adult family homes and CBRFs using propane in rural areas were contacted to get on the waiting list for delivery. Median income level for propane assistance is now at 100%.

IX Personnel issues

- A. Position refills update: Carolyn Silva is the new full time I & A specialist; Silva has also worked for CCCW and ADRC of the Wolf River Region and is certified as a functional screener. Karen Vacha is now the half-time elder benefit specialist. Vacha continues to work half-time for PCHHS in the economic support unit, and is familiar with County programs that benefit seniors.

XI Ellenbecker motioned to adjourn/Steinke seconded; meeting adjourned. (Note: Ellenbecker's last meeting today.)

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC)
Board Meeting Minutes
Thursday, March 6, 2014 4:08 - 5:33 p.m.

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

Members absent/excused: Buzza, Ellenbecker

Staff present: Calhoun, Piesik, Piotrowski

Also present: Dreier, Hake

I Call to Order 4:08 p.m.

II Review and approval of February 6, 2014 meeting minutes; Levin/Suomi; motion approved.

III Correspondence: A. Rhonda Lechner, Regional Quality Assurance Specialist, Wisconsin Office for Resource Center Development, issued a letter to Maureen Miller, ADRC Assistant Director; the Annual Report submitted to the state met contract expectations.

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).
Reid Rocheleau wishes to address the Board during discussion of municipal court.

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 present.

VI Fiscal Issues

A. Special per-diems: none.

B. Review/discussion of vouchers: 1.) 20140084, \$200; 2.) 20140112, \$10,962.25; 3.) 20140161, \$26,302.40; 4.) 20140175, \$450. No unusual charges.

C. Review of procurement card purchase, report dated 2/20/2014, \$1,373.64

D. Review of purchase authorization report, \$850.

E. Review of ADRC monthly budget summary, 2/24/2014: January revenue from fees, donations and grants; expenses year-to-date under percent; comparable with last year.

F. Discussion/possible action on carryover requests (due later this month.) Purchase of electronic marquee can wait. Both kilns are broken down and in need of replacement; no quotes received yet, but could cost \$10,000. Sound system in the dining room too outdated for equipment new equipment. Leadership Portage County tuition cost for Maureen Miller to attend, \$1,000. Fire prevention system is outdated; the issue will be reviewed with the city at the time of next lease renewal. The city does not charge for building use. Approximately \$180,000 will be returned from 2013 budget. Wish list is not in priority order. Roberts/Allison motioned/seconded to approve items on wish list - discretion to be used regarding which

items will be replaced and when; motion approved.

G. Discussion/possible action on capital improvements – none.

VII Board/department program issues.

- A. Discussion/possible action on approval of the Bureau of Aging and Disability Resources Aging Unit Self-Assessment for 2013, pgs. 7-26 in packet. Suomi/Roberts; motion carried.
- B. Discussion/possible action on City of Stevens Point/Village of Plover Municipal Court location. Last week, Dreier and Piotrowski learned of Stevens Point/Plover intent to schedule municipal court proceedings in ADRC/Lincoln Center multi-purpose room. Dreier sent letter to Mayor Halverson (pg. 27) addressing concerns. At the Space and Properties Committee meeting on March 3 that committee directed county staff to further discuss the topic with the City of Stevens Point and Village of Plover, developing a memorandum of understanding, with help from Corporate Counsel. Considerations will be space for parking, priority of senior center programs, security, and custodial support. Until MOU is developed, no further details can be decided. Arrangement will again be reviewed in a year; sooner if there are problems.

Reid Rocheleau, Whiting resident, Stevens Point property owner and utilizer of ADRC/Lincoln Center services addressed the Board. Rocheleau voiced objection, citing parking, senior mobility hazards, and an aging population increasing demand for services in the building.

Roberts noted that security (bailiffs) and decorum of the courthouse are better suited for after-hours court proceedings. Allison also opposed the idea, but recognized that a decision will depend on how the lease reads.

Piotrowski asked Board members to volunteer to review building policies. Currently as written, county/city government meetings are 3rd priority.

Roberts/Levin motioned/seconded that the board not approve use of building for municipal court during or after business hours. Dreier suggested the board draft a letter that would go on record as opposing the action. Suomi felt it is too early in the process to judge the decision and would not support the motion. Levin motioned for an amendment to the original motion to reconsider the issue at next meeting pending more information from Stevens Point/Plover; Suomi recused herself from the vote. Amended motion died. All others in favor of original motion to not approve use of the building for municipal court; motion carried.

- C. Discussion/possible action on Portage County Health Care Center options. PCHCC is scheduled for remodel or construction of a new facility; roughly \$14 million for either option. Neighborhood design is favored over institutional design. Current building would be repurposed if a new facility is built. Levin supports building 100-bed facility if Portage County would remain as operator; private operation would affect Medicaid patients. Suomi suggests a co-meeting with HCC board; Piotrowski could arrange to show the January County Board Meeting in the evening for those interested. Dreier will send out pdf of Schenck study, or post it on County website. Dreier and Debbie Bera, PCHCC Life Enrichment Coordinator, appeared on Portage County Matters.
- D. Legislative/Advocacy:

- 1.) Affordable Care Act: enrollments in the computer lab on Thursdays. a) Central Wisconsin REN Newsletter February 7 and February 24 issues.

VIII Reports

- A. ADRC Programs: Senior Center building use policy will be reviewed March 11 at 1:00. Priority given to programming for persons age 60 and older and adults with disabilities. Document needs to specify policy for damage to equipment, etc. and update deposit/fees to use equipment. Members of the COA/ADRC Board are invited to participate.
- B. GWAAR: GWAAR Board of Directors Meeting, December 13, 2013 minutes.
- C. Family Care/Long Term Care waiver programs: 1.) State, Wisconsin Long Term Care advisory council meeting minutes, July 2013 and September 2013 minutes. 2.) Local:
 - a.) ADRC 1. Monthly contact report, January 2014; 2. Long Term Care enrollment report, January, 2014; b.) CCCW membership report January 2014 and regional statistical report August 2013-January 2014. Thirteen counties are served by CCCW after expansion.
- D. Director's Report
The President's proposed federal budget includes significant cuts to FGP and RSVP programs. Senior Corps would be eliminated, putting RSVP into a volunteer corps; FGP would fall under AmeriCorps. The top 25% of RSVPs would remain intact. Janet Zander, Advocacy & Public Policy Coordinator with GWAAR, will discuss the issue with congressional delegation in Washington, D.C. Dreier will integrate information into the County Board volunteer service presentation. United Way requests have been submitted; presentations are scheduled in April. Compilation of agency statistics for civil rights compliance in-progress. Community Resource directories will be delivered tomorrow. ADRC's CET office assistant Rose William researched updates for the directories.

IX Personnel Issues

- A. Updates on position refills. Working on Adult Day Center refill for 20 hour per week position due to retirement and on-call subs. Health Promotion and Prevention Coordinator LTE position will become permanent.
- B. Position vacancies. RSVP Assistant Abby Beyerl has resigned.

X Next meeting date and time, Thursday, April 3 at 4 p.m.

XI Adjournment: Suomi/Fiedler motioned/seconded; meeting adjourned.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC)
Board Meeting Minutes
Thursday, April 3, 2014 4:00 - 5:03 p.m.

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

Members absent/excused: Ellenbecker

Staff present: Piesik, Piotrowski, Hake, Hogan

Also present: Robert Woehr

I Call to Order 4: p.m.

II Review and approval of March 6, 2014 meeting minutes: Buzza's name to be removed from members present; approval of minutes pending correction Roberts/Buzza, motion carried.

III Correspondence: Sandy Martin, OAA Consultant. GWAAR has accepted submitted Aging Plan with amendments; Martin gave commendations to staff, the board, and agency partners.

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. Citizen Bob Woehr registered to speak on items VI through VIII.

VI Fiscal Issues

- A. Special per-diems: none.
- B. Review/discussion of vouchers 1.) 20140197 for \$13,050.06; 2.) 20140240 for \$18,347.54. Piotrowski approves payment of vouchers.
- C. Review of procurement card purchase report, 3/18/2014 for \$1,468.23.
- D. Review of purchase authorization report for \$96.99
- E. Review of March, 2014 ADRC monthly budget summary as of 3/26/2014, pg. 6 in packet. Hake stated that most tax levy is received in June or July.

VII Board/department/program issues

- A. Discussion/possible action on Dementia Outreach Specialist, full-time permanent position. Letter from Carrie Molke, Bureau of Aging and Disability Resources (pgs. 7-10) awarding \$80,000 to expand 25 hour per week LTE to full-time Dementia Care Specialist position, possibly starting July 1; funding through 2015. Position needs approval from COA/ADRC, Finance, Human Resources and County boards. Roberts/Buzza; all in favor, motion carried.
- B. Update on COA/ADRC board membership: Onstad has stepped off the board due to health reasons; Woehr has been appointed to fill term starting later in April. Jim Clark will replace Ellenbecker. Levin's last meeting today.
- C. Legislative Advocacy: 1.) Rep. DeFazio, D-Oregon, letter of support regarding Senior Corps/RSVP outreach; 2. Discussion/possible action on RSVP: Corporation for National & Community Service (CNCS)

currently RSVP and Foster Grandparent Program (FGP). In the President's proposed 2015 budget, Senior Corps would experience significant cuts. RSVP grants will be made under the Volunteer Generation fund, with 2/3 less funding. FGP would be incorporated into Americorps, significantly reducing number of participants and amount of stipends. Piotrowski requested board members' authorization to send educational information to RSVP and FGP participants; Roberts/Suomi, motion carried.

VIII Reports

- A. ADRC programs: 1.) Holly Shoppe advisory council meeting minutes, February 24, 2014, pg. 17; 2.) Disability benefit specialist 2013 local report: ADRC DBS Maxine Hogan reports nearly \$2.7 million financial impact; state average is \$1.5 million. Clients are assisted with completion of Medicaid or Social Security disability application, releases and auxiliary forms, reinstatement or review process. Twenty five percent of ADRC client applications receiving approval first time through process. Piotrowski will follow-up on proposed Medicare Part D bill. 3.) Disability benefit specialist state report.
- B. Family Care/Long Term Care waiver programs: 1.) Local a) ADRC 1. Monthly contact report, February 2014 (clients may have more than one type of disability listed); 2. Long term care enrollment report, February, 2014, pg. 27; b) CCCW 1. Membership report, February 2014, pg. 28; 2. Regional statistical report, September 2013 – February 2014, pg. 31, now includes additional CCCW contracted counties. Senior center participant statistics are included in ADRC annual report.
- C. Director's report: Dreier contacted Mayor Halverson after March 6 meeting; Halverson agreed to locate municipal court elsewhere. United Way presentations were given on Tuesday evening for Home Delivered Meals program, Adult Day Center, Volunteer Caregivers, Prevention and Health Promotions; all went well. Lincoln Center building use committee has been working on updating building use policies. Notify Piotrowski if interested in viewing presentation on PCHCC. ADRC recognized by Stevens Point School District as a community partner for service of RSVP volunteers, Beginning Alcohol and Addiction Basic Education Studies (BABES) volunteers, Foster Grandparent Program, and Adult Day Center participant volunteers at an awards program on March 31. UW-SP communications class students are conducting surveys for ADRC programs: Nutrition, Transportation, Caregiver Support Services, DBS and Senior Center. Piotrowski will attend their class presentations next week. Portage County is hosting Farm Technology Days August 12-14; ADRC will have a booth at the event, Holly Shoppe will be a vendor. Silver alert bill passed state assembly and senate; next going before the Governor. Silver Alerts program helps to locate at-risk missing adult (compares to Amber Alerts for missing children); Project Lifesaver and Safe & Sound will remain in place. Health ranking for Portage County is 3rd in state; 7th for length of life. Information & Assistance staff will now enter Older Americans Act information into SAMS database program. Winners of the ADRC essay contest, sponsored by RSVP and Senior Center, will be present at the May board meeting. May is Older Americans and ADRC month. Piotrowski extended thanks to Levin and Ellenbecker for their service on behalf of the ADRC.

IX Personnel issues

- A. Update on position refills: 1 permanent and 2 on-call substitute Adult Day Center aides have been hired;
- B. Position vacancies: RSVP assistant hiring in-process; position reduced from 40 to 32 hours (7.5 hours weekly reception coverage removed from job description.) ADRC is going forward with request to fill Nutrition Administrative Assistance position; Prevention/Health Promotions Coordinator position converted from LTE part-time to permanent part-time.

X Next meeting date and time: Thursday, May 1, 2014

XI Adjournment: Roberts/Levin; meeting adjourned at 5:03 p.m.

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

Board Meeting Minutes

Thursday, May 1, 2014 4:03 – 5:23 p.m.

Members present: Allison, Buzza, Clark, Fiedler, Gifford, Havlovick, Roberts, Steinke, Suomi, Woehr.

Members absent/excused: None.

Staff present: Dreier, Piesik, Piotrowski, Hake

I Call to Order 4:03 p.m.

II Welcome and introduction of new board members: Robert Woehr, James Clark, citizen members over age 65 and James Gifford, Portage County Board Supervisor, District 14, Plover.

III Nomination and election of officers: A. Motion/second by Gifford/Clark to nominate Steinke as Chair; motion carried. B. Motion/second by Allison/Clark to nominate Buzza as Vice-chair; Buzza accepted nomination; motion carried.

IV Committee appointments: A. The CWAG convention is held in September; board members have requested more information and details on the convention before appointing a delegate. Piotrowski will gather more information to present at a future meeting.

V Review and approval of April 3, 2014 meeting minutes: Roberts/Buzza; motion carried.

VI Correspondence: none.

VII: 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.

VIII 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.

IX Fiscal issues:

A. Discussion/Possible Action on Special Per Diems – Piotrowski is requesting special per diem for Fiedler's attendance at Wisconsin Department of Transportation Town Hall Meeting, North Central Technical College, Wausau, on April 30, 2014. "Topic was "Why is Transportation Important to Me?" Woehr/Clark motioned/seconded; motioned carried. Woehr requested information on transit consolidation information; Piotrowski said this will be forthcoming, possibly by July meeting.

B. Review/discussion of vouchers 1.) 20142086, \$35,693.16 and 2.) 20140321, \$19,672.80.

C. Review of procurement card purchase report printed 4/22/2014, \$1,435.03: charges include Alzheimer's Conference registrations/hotel reservations.

D. Review of purchase authorization report, \$165.02.

E. Review of budget summary as of 4/23/2014: expenses are on track (should be at 33% or lower at this point in time); not all program revenues recorded yet.

F. Budget closeout 2013 and carryover: County Board approved carryover request of \$44,800, to be used toward water softener, I Pads for ADC and kiln replacements, etc. Question of whether the city or county would cover major repair arose; answer is no, the city does not cover things inside the building, but does cover things outside the building. The understanding is that the building lease will automatically renew for 25 years if we choose to renew.

X Board/departments program issues:

A. Discussion/possible action on request to convert LTE twenty five hour per week ADRC Outreach Specialist – Dementia Care position retitled Dementia Care Specialist to forty hour per week position (Resolution pg. 7). Approved by Human Resources Committee earlier today; Woehr noted the date discrepancy; signed resolution is dated correctly. Clark/Roberts motioned/seconded to approve; motion carried.

B. Discussion/possible action Lincoln Center building use policies: a committee reviewed and made revisions; fees were changed to compare with other agency/organizations. Policy will next go to Corporation Counsel; policy would be effective June 1. Clark/Woehr motioned/seconded approval. Questions/concerns arose regarding the following: I. A. 5. and I. C. 1. political groups/individuals; Piotrowski explained that elected officials from both main political parties (Kind, Kleefisch) have scheduled listening sessions at Lincoln Center, the advantage being for seniors to hear/question elected officials at Lincoln Center. I. B.: should number of people using a room determine the fee? IV, page 14: references made to Appendix B (which does not list information on Facilities rate charges - ADRC will contact Facilities for rates; IV, page 15: remove wording “insert information on Facilities hourly rate charges;” page 16: remove “as confirmed above” from final paragraph. Woehr requested that date reflecting policy revisions be added. Clark/Woehr withdrew their motion to approve; Woehr will serve on the policy review committee.

C. Discussion/possible action on foot care clinic no show charges: Lincoln Center pays Aspirus for participants, whether or not they show for service. Revised policy (pg. 19) reflects additional fee of \$12.50 for 2 consecutive missed appointments. Additions to consider: requiring cancellations 24 hours prior to appointment; authority for Lincoln Center to waive fee if cancellation is due to inclement weather, extenuating circumstances, etc.; add a sentence to reminder card and Post stating why it’s important to make the appointment. Steinke/Clark motioned/seconded to accept policy changes to be amended as discussed; motion carried.

D. Discussion/possible action on Stepping On/falls prevention grant: new opportunity to apply for grant working with evidence-based health promotion programming, pg. 20; next step will be to go before Finance committee for review. Roberts/Suomi motioned/seconded to apply for grant before deadline; County Board approves no-match grants without prior approval.

E. Legislative/advocacy, 1.) Senior Corps funding update: article on pg. 21 ran in the April 18 issue of the Portage County Gazette. GWAAR is increasing outreach to senators to reinstate funding.

XI Reports

A. GWAAR meeting minutes, February 28, 2014, pgs. 22-25 in packet. GWAAR administers Older Americans Act funding in Wisconsin.

B. Alzheimer’s Association Fact Sheet reflects an increase in the number of dementia cases; Piotrowski is uncertain if statistics include early-onset dementia (pg. 27.) Caregiver coalition meeting minutes, January 15, 2014, pg. 28.

C. ADRC programs: 1.) Holly Shoppe advisory council meeting minutes, March 24, 2013, pg. 29. 2.) Holly Shoppe plant sale moved back one week to Saturday, May 10, due to weather. 3.) Lincoln Center advisory board meeting minutes, January 15, 2014, pg. 30. 4.) State Health Insurance Assistance Program (SHIP) funding: an additional \$1,250 awarded to EBS program for 2014/2015. 5.) United Way Portage County funding notifications, pgs. 34-38: all requested funds approved.

D. Family Care/long term waiver programs: 1.)State, a) Wisconsin Aging (Advocacy) Network (WAN) Family Care press release (pg. 39) covers expansion to 64 counties in the state; b) Long Term Care Advisory Council meeting minutes, November 12, 2013 (pgs. 40-50.) 2. Local: a) ADRC 1. Monthly contact report and 2. Long Term Care enrollment report, March, 2014 – many clients no longer qualify for MA; b) CCCW 1. Membership report, March 2014; 2. Regional statistical report, October 2013-March 2014.

E. Director's Report

Silver Alert bill was signed and passed by Governor Walker; this program compares to Amber Alerts for missing children. RSVP volunteers from Charles Fernandez Alternative School Workshop were nominated by the students and received the Community Service Recognition award from Stevens Point Public School District on March 31. May is Older Americans and ADRC month; (essay contest was one of the activities.) Piotrowski has been working with Harriet Redman of Fox Valley Sibling Support Network to address the need for sibling caregivers. The Aging Team/United Way Call to Action are collaborating to form "dementia-friendly communities." *Power Up* a new self-directed volunteer training will be offered 7/31 and 8/1 in Eau Claire. Information and Assistance staff are updating the assistive technology kits; staff are also attending training on estate recovery.

XII Personnel Issues

A. Update on position refills: interviews for RSVP Assistant scheduled the week of May 5; Dementia Care Specialist position will proceed.

XIII Next meeting date & time: (now the first Monday of the month) June 2, 4 p.m.

XIV Adjourn: Fiedler/Buzza motioned/seconded; all in favor, meeting adjourned 5:23 p.m.

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

Board Meeting Minutes

Monday, June 2, 2014, 4:01– 5:20 p.m.

Members present: Buzza, Clark, Gifford, Havlovick, Roberts, Steinke, Woehr.

Members absent/excused: Fiedler, Suomi.

Staff present: Jossie, Miller, Piesik, Piotrowski, Hake

I Call to Order 4:01 p.m.

II Review and approval of May 1, 2014 meeting minutes: Gifford/Clark motioned/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). 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:

A. Discussion/Possible Action on Special Per Diems – none.

B. Review/discussion of vouchers 1.) 201420361, \$17,129.47; 2.) 20140389, \$35,173.51; 3.) 20140419, \$15,697.94.

C. Review of procurement card purchase report printed 4/22/2014, \$1,435.03: charges include Alzheimer's conference registrations/hotel reservations.

D. Review of purchase authorization report, \$496.67.

E. Review of budget summary as of 5/28/2014: closeout does not show up on this report. EML funds (\$9000) from 2013 included in budget; \$44,800 2013 carryover was added in after the budget and will show on future reports. Nutrition carryover (January & February funds from previous year.) "happens every year" per the state budget Percentage of budget should be 41% or lower; revenue statistics appear behind because of delay in receipt of grant funding.

VII Board/department program issues:

A. Review/discussion of Portage County budget process, Jennifer Jossie, Finance Director.

County budget process is similar to state and federal government process (modifications were made after adoption of County Executive government process). Phases of budget: planning at beginning of year; administration level starts in July with orders from county executive. September: County Executive prepares final budget to present to County Board of Supervisors in early October. County Board has until early November to make recommendations to the County Executive's final version. County Executive has the ability to line item veto and can strike out and remove items, however, the entire budget must be vetoed in order for county executive to have items added back in. Board needs 2/3 vote to override a veto or increase county levy

up to allowable level, and may refer to another committee for further information. Finance committee must approve budget amendments before night of adoption of budget. (CIP=Capitol Improvement Plan). COA/ADRC Board meets Aug. 4; Piotrowski will provide members with a list of items that would result in significant programmatic change. Budget information is due to Jossie August 8. Piotrowski can email budget summary with mid-month update. New ERP, designed by Tyler, is set to replace many functions currently performed using the outdated AS-400. The new program will be more user friendly and will make report generation and tracking easier/more efficient.

B. Review/discussion of World Elder Abuse Awareness Day

Piotrowski serves on the I Team through Portage County Health & Human Services. WEAAD is to call attention to elder abuse. Financial abuse is reported to Portage County Adult Protective Services (APS). ADRC will feature a display in the lobby; press releases to be issued. (Flyer in packet, pg. 8)

C. Review/discussion of State database changes – (SAMs 3.0)/

State has required use of SAMs for OAA programs for many years and is now also using SAMS statewide for Information & Assistance (I & A) program. Department of Health Services at the State will cover the \$900 per person cost to change the database if transition is made now. This will eliminate the need to use AS400 as the client database for I & A in the future.

D. Legislative/advocacy, 1.) Specialized Transportation white paper (pgs. 9-15). 2. 85.21 Specialized transportation assistance program for counties was designed for counties to provide transportation to seniors and individuals with disabilities. Approximately \$154,000 in state funds are utilized by the ADRC. MTM, which replaced Logisticare as operator of the Medicaid brokerage system is currently undergoing an audit. MTM is its own authority and receives complaints directly; administration of a third-party complaint system is preferred. MTM receives a capitated rate based on the number of participants before service is provided; this creates an unintended consequence of making it more profitable not to provide service. A per-ride service is being considered to correct the problem. Call-in process to arrange a ride is complicated and clients are charged whether or not they keep the appointment, even if due to uncontrollable circumstance. MTM contract with state is \$56 million per year.

E. Discussion/possible action on board preference on minutes – draft or approved. Because approved minutes are often out of date, board will accept draft minutes, if marked as draft (Gifford/Woehr). Approved minutes may be emailed later.

VIII Reports

A. ADRC programs: Transportation – Dave Adamczak, Mobility Manager

1. Overview of services. ADRC operates 4 12-passenger buses for transportation to senior dining sites, meal delivery, shopping trips (Crossroads Commons, Copsps, Trigs, Fleet Farm, Aldi's, Target.) No fee assessed – OAA funds used – but donations are accepted. Two Adult Day Center staff are trained as drivers; vehicle services are also rented out to assisted living facilities. The driver escort program has 29 active volunteer drivers to transport for personal essential and medical needs (Marshfield, Mayo, surrounding clinics.) Rural residents may use the service for shopping. Subsidized taxi service is used in town/city; \$3.50 copay applies; ADRC covers the remainder (no OAA funds in this program.) The program contracts with CCCW (for cost plus administrative fee) and PCHHS. Volunteer drivers are reimbursed at federal mileage rate. ADRC has 2 vans (DAV & VTS) that transport people with wheelchairs to VA facilities; counties served are Portage, Marathon, Waupaca, Waushara and Wood. (19 WI counties now have DAV vans.) Rate of clients has quadrupled – 892 individuals transported in 2013 to Tomah, Madison, Milwaukee, etc. ADRC provided over 19,000 trips with all transportation programs last year.

2. County/City Coordinated Transportation plan would allow match of \$700,000 extra dollars with addition of wheel chair services for rural communities. Portage County 85.21 funds would be combined with Stevens Point 5311 federal funding for urbanized areas (without requiring County levy). ADRC would contract with Courtesy

Carriers for wheel chair service. The proposal will be brought back to the COA/ADRC Board before going to the Finance Committee. Future transportation needs are changing; public transit use is increasing for the millennium generation.

3. Nutrition program advisory council minutes, November 7, 2013.

B. Family Care/long term care waiver programs:

1. State a) Longer Term Care Advisory Council, January, 2014 minutes (pgs. 16-21).

2. Local a) Aging & Disability Resource Center (ADRC) 1. Monthly contact report, April, 2014; 2. Long term care enrollment report, April, 2014. ADRC was pilot for the behavioral assessment with the Long Term Care Functional Screen. Enrollments are down, mostly due to deaths. b) Community Care of Central Wisconsin (CCCW) 1. Membership report, April 2014, and 2. Regional statistical report, November, 2013-April 2014. Woehr asked if reports could be shortened to reflect only Portage county or possibly the neighboring counties. Miller will ask CCCW if they can produce a spreadsheet with only Portage or with only Portage, Marathon, and Wood counties.

C. Director's Report

Lincoln Center building use policy committee is meeting to make updates. Clarification is needed whether city or county policy applies regarding weapons. Governor Walker issued a proclamation "May is ADRC Month" (pg. 34, received after May meeting). Nutrition program summer events listed on pg. 35; all are encouraged to attend. ADRC is no longer a member of CWAG (Coalition of Wisconsin Aging Groups). Holly Shoppe plant sale proceeds of \$7257/\$630 in-store reflect a budget shortfall; Piotrowski will pay close attention to Holly Shoppe finances this year. Hearing loop has been upgraded to cover the entire perimeter of the Multipurpose Room (cost less than \$700). Still no word on status of Senior Corp budget regarding FGP and RSVP. Time Away training scheduled for June 10. Volunteers provide in-home visits to care receivers with memory loss in order to provide respite to caregivers needing to handle essential business. Volunteer Caregivers annual appeal will go out by end of June. Pool table covers have been replaced. Richard Allison resigned from COA/ADRC Board after the May meeting; County Executive Dreier is working on a new appointment. No mid-month report was sent. Piotrowski off June 26 through July 7.

IX Personnel Issues

A. Update on position refills: RSVP Assistant Cathy MacKay started May 19; hiring for full-time Dementia Care Specialist position advertised/posted and applications are coming in. Position requires a bachelor's degree and 2 years paid experience working with people with dementia as per the state.

XIII Next meeting date & time: July 7, 2014, 4 p.m.

XIV Adjourn: Gifford/Clark motioned/seconded; all in favor, meeting adjourned 5:20 p.m.

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

Board Meeting Minutes

Monday, July 7, 2014, 4:03– 4:39 p.m.

Members present: Buzza, Clark, Fiedler, Gifford, Havlovick, Roberts, Steinke, Woehr.

Members absent/excused: Suomi

Staff present: Hake, Piesik, Piotrowski

I Call to Order 4:03 p.m.

II Review and approval of June 2, 2014 meeting minutes: motion/second Woehr/Buzza to approve minutes; all in favor, 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). None. Citizen Richard Judy also present.

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

A. Discussion/Possible Action on Special Per Diems – none.

B. Review/discussion of vouchers: 1.) 20140471, \$38,470.46; 2.) 20140512, \$11,564.83. RSVP volunteer insurance \$3028.

C. Review of procurement card purchase report printed 6/17/2014, \$991.08. Normal monthly purchases.

D. Review of purchase authorization report, \$265.71. Includes ordinary purchases of office supplies.

E. Review of ADRC June budget summary: 52% revenue received as of 7/1/2014 agency budget on track; \$44,800 carryover funds included in revenue received year-to-date; \$9,000 budgeted from reserve account.

VII Board/department program issues

A. Discussion/Possible Action on resolution to approve contract between Stevens Point School District and Senior Nutrition Program, pgs. 7-11. Cost to ADRC per meal = \$2.81; DPI pays additional 15%. Motion/second Gifford/Woehr to approve contract; all in favor, motion carried. Resolution signature page revised to exclude Judy.

B. Discussion/Possible Action on Title VI Plan Checklist/Review, pg. 12, shows all points verified and in compliance; no action necessary.

C. Review of 2013 ADRC Annual Report, pgs. 13-25. Photos of actual participants incorporated into document.

D. Legislative/Advocacy: 1.) Older Americans Act Reauthorization; act has not yet been reauthorized.

VIII Reports

A. GWAAR April 4, 2014 draft meeting minutes, pg. 27.

B. Family Care/Long Term Care Waiver programs, 1. Local, a) ADRC, 1. Monthly contact report, pg. 30 shows 401 contacts, 551 activities. IT will update program to restore dropped age categories. 2. Long Term Care Enrollment Report, January-May 2014. Numbers tend to increase in summer months; b) 1. CCCW Membership Report, May 2014; August report will include information related to Portage County; 2. Regional Statistical Report, January-May, pgs. 34-37; 2. a) State: Long Term Care Advisory Council March 11 draft meeting minutes, pgs. 38-46, mention redesign of dementia care in the state; b) ADRC ad coverage award for 2014: the state granted funds to increase useage of ADRCs; local television stations will begin broadcasting soon. Ad coverage includes counties of Adams, Langlade, Lincoln, Marathon, Oneida, Portage, Wood (Northwoods region).

C. Director's Report

ADRC is the lead agency for United Way Aging Action Team; Tonia Simmons, Caregiver Support Services Director, chairs the committee. Community Conversations listening sessions will gather input to refocus on what the community wants/needs. Sessions are scheduled: Tuesday, July 15, 5-6:30, ADRC; Wednesday, July 16, 1-2:30 Amherst senior dining site, Jensen Center; Thursday, July 17, 1-2:30 p.m., Plover senior dining site, Municipal Building. Piotrowski will attend 2-day Functional Assessment Service Team (FAST) training in mid-August; participants are trained to identify needs in time of emergency. CCCW has a new name: Community Care Connections of Wisconsin.

IX Personnel Issues

A. Update on position refills: second round of Dementia Care Specialist interviews scheduled week of July 14.

B. Discussion/Possible Action on Reclassification Request for Caregiver Support Services Director: reclassification requested to meet upcoming state expectations for dementia care. Current position would transition from OPEIU grade 4 to non-union management position, effective January, 2015. Motion/second Roberts/Fiedler to approve; all in favor, motion carried.

X Next meeting date & time: Wednesday, August 6, 2014, 4 p.m.

XI Adjourn: Roberts /Fiedler motioned/seconded; all in favor, meeting adjourned 4:39 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC)
Board Meeting Minutes
Wednesday, August 6, 2014, 4:03 – 5:20 p.m.

Members present: Buzza, Clark, Fiedler, Gifford, Havlovick, Judy, Steinke.

Absent/excused: Roberts

Staff present: Hake, Piesik, Piotrowski

I Call to Order 4:03 p.m.

II Welcome to new members was postponed

III Review and approval of July 7, 2014 meeting minutes: Clark/Buzza motioned/seconded to approve minutes. All in favor; motion carried.

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). None.

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 Fiscal Issues

A. No special per diems.

B. Review/discussion of vouchers 20140554, \$13,794.52 and 20140600, \$25,223.63.

C. Review of procurement card purchase report from 7/18/2014, \$1,688.45; includes Healthy Aging Summit registrations for several staff.

D. Review of purchase authorization report, \$1,468.53.

E. Review of 2014 ADRC monthly budget summary as of 7/31/2014. Hake reports that budget is doing well in terms of expenditure/revenues.

VIII Board/department issues

A. Discussion/possible action on shelf stable meals project/Hunger Prevention Partnership grant. ADRC applied for \$2,000 grant for home-delivered meals; \$500 was awarded. Savings will result from not having to purchase those meals from schools. Clark/Gifford motioned/ seconded to approve going forward with accepting altered grant funds.

- B. Discussion/possible action on new position request for Nutrition program assistant. A new position would combine two 16 hour per week positions - home-delivered meals coordinator and typist II - to create one 34 hour per week position. Benefits will be offered, but requiring no additional county levy. Responsibilities will include clerical duties and nutrition volunteer coordination. Gifford/Clark motioned/seconded; motion carried.
- C. Review of St. Michael's meals contract, October 1, 2014 – September 30, 2015. Contract is for special diet meals; amount is less than \$25,000.
- D. Discussion/possible action on resolution to renew lease between City of Stevens Point and ADRC Portage County for the ADRC's occupancy and operation starting in 2015. Corporation Counsel attorney Dave Hickathier drafted the resolution with the option of 25-year renewals to operate Lincoln Center as a senior center. Under the current arrangement, Stevens Point maintains the exterior of the building. Portage County maintains the interior which includes the bathroom remodeling project. Steinke/Buzza motioned/seconded; all in favor, motion carried.
- E. Discussion/possible action on 5310 Grant application: Mobility Management Funded Project 2015 for \$44,677 (pgs. 9 – 13). Formerly titled the New Freedom Grant, funding now falls under Wisconsin's "Moving Ahead for Progress in the 21st Century," serving seniors and adults with disabilities." Capital expenses are reimbursed at 80% with 20% local inkind match; no levy is requested. The \$132,000 vehicle grant, if awarded, will assist with the purchase of replacement vehicles in 2015. A 1997 Taurus has been posted for auction on the Wisconsin surplus website; Transportation hopes to purchase vans to replace buses to save on fuel costs. Clark/Fiedler motioned/seconded to proceed with grant; motion carried.
- F. Legislative advocacy: 1.) Kaiser Commission report, pgs. 14 – 31, breaks down and defines Medicaid and long-term services and supports, where they are provided, and by whom. State and federal trends are moving toward helping people remain in their homes. 2.) Wisconsin DHS Transition Plan: "Take A Stand on the Plan" covers new federal rules for home and community-based settings for people with disabilities and how citizens can voice their concerns. 3.) Survival Coalition of Wisconsin Disability Organizations: recommendations for applying CMS's new home and community-based services rule to residential settings, pgs. 34 – 39, addresses the same topic.

IX Reports

- A. GWAAR draft meeting minutes of June 19, 2014, pgs. 40-44.
- B. ADRC Programs: 1.) April 16 Senior Center advisory council meeting minutes. There have not yet been any missed-appointment charges issued to foot care clinic clients.
- C. Family Care/Long-Term Care waiver programs

1.) Local, a) ADRC, 1. June monthly contact report shows 564 activities for the month. 2. January – June Long-Term Care enrollment report reflects a decline of 14 members. b) CCCW, 1.) June membership report; statistics still include all counties. 2. January – June regional statistical report. 3. Notification of organizational name change to Community Care Connections of Wisconsin; CEO Jim Canales has announced plans to retire.

D. Director's Report

Attorney General J. B. Van Hollen's news release covering Silver Alert program, pgs. 55-57. Piotrowski stresses that citizens' advocacy does have an impact on legislation. Top issues from Community Conversation sessions are listed on pgs. 59-64. Board members should alert Piotrowski if they would like to add anything else. COA/ADRC Board updated roster, pg. 65; list will have further changes next month. Fiedler announced that she has resigned from the Foster Grandparent Program and is now able to vote on FGP related motions.

X Personnel issues

- A. Update on position refills: Dementia Care Specialist Barb Evans started Monday, Aug. 4.
- B. Discussion/possible action on department reorganizations with potential budgetary impact, pgs. 66 - 67.

Per state regulations, a Disability Benefit Specialist cannot serve as Information and Assistance Specialist and conduct long-term care functional screens. The hours are reconfigured so that the I & A/DBS position will be eliminated resulting in 30 hour per week DBS position; the I & A Specialist, RN will increase from 36 to 40 hours; and increasing the half-time elderly benefit specialist position from 20 to 29 hours while eliminating the seasonal prescription drug assistance position. Changes will result in little budgetary impact.

For the Nutrition program, operation of the Hi-Rise senior dining site is contingent upon Stevens Point paying half of the staff costs; arrangement has not yet been confirmed. Sixteen people are served at the dining site, but could be transported to Lincoln Center. A bus serving Junction City dining site could potentially be rerouted to Rosholt senior dining site to increase congregate numbers and reduce the number of home-delivered meals. A volunteer escort could transport dining site participants to Junction City. No budget concerns with Transportation. No budget concerns with RSVP as long as Federal funding holds; the program has been asked to assume administration of Portage County's volunteers program. The RSVP assistant hours would increase from 32 to 40 using county levy beyond what is currently in the ADRC projected budget.

Increase in United Way funding will be used to fund an additional hour for the senior center evidence-based health promotion programs coordinator (now serving 19 hours.) Piotrowski is attending a special meeting on August 8 for The Holly Shoppe Advisory Council. The budget deficit has increased with elimination of United Way funding and

recent low plant sale proceeds. Options to consider are: partnering with ADRC, providing space and office equipment; hiring a non-county employee retail manager; increasing fees to crafters.

Potential changes for the Adult Day Center program could include reducing the coordinator's hours and lay off one aide to better align the staff to census ratio. Piotrowski is exploring ways to increase census including advertising on a WSPT morning radio program. The board suggested charging for a slot whether or not a participant attends; appealing more to the developmentally disabled population as a resource for day care. Piotrowski would prefer not to budget the use reserves for ADC operation costs; an increase of 4 to 5 clients would solve the deficit. There are no concerns with Caregiver Support Services budget or dementia care specialist position. Three to four hours will be added to the Volunteer Caregivers coordinator position to help focus on growing the program using program income.

XI Next meeting date & time, Wednesday, September 3, 2014.

XII Meeting adjourned at 5:20 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC)
Board Meeting Minutes
Wednesday, August 6, 2014, 4:03 – 5:20 p.m.

Members present: Buzza, Clark, Fiedler, Gifford, Havlovick, Judy, Steinke.

Absent/excused: Roberts

Staff present: Hake, Piesik, Piotrowski

I Call to Order 4:03 p.m.

II Welcome to new members was postponed

III Review and approval of July 7, 2014 meeting minutes: Clark/Buzza motioned/seconded to approve minutes. All in favor; motion carried.

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). None.

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 Fiscal Issues

A. No special per diems.

B. Review/discussion of vouchers 20140554, \$13,794.52 and 20140600, \$25,223.63.

C. Review of procurement card purchase report from 7/18/2014, \$1,688.45; includes Healthy Aging Summit registrations for several staff.

D. Review of purchase authorization report, \$1,468.53.

E. Review of 2014 ADRC monthly budget summary as of 7/31/2014. Hake reports that budget is doing well in terms of expenditure/revenues.

VIII Board/department issues

A. Discussion/possible action on shelf stable meals project/Hunger Prevention Partnership grant. ADRC applied for \$2,000 grant for home-delivered meals; \$500 was awarded. Savings will result from not having to purchase those meals from schools. Clark/Gifford motioned/ seconded to approve going forward with accepting altered grant funds.

- B. Discussion/possible action on new position request for Nutrition program assistant. A new position would combine two 16 hour per week positions - home-delivered meals coordinator and typist II - to create one 34 hour per week position. Benefits will be offered, but requiring no additional county levy. Responsibilities will include clerical duties and nutrition volunteer coordination. Gifford/Clark motioned/seconded; motion carried.
- C. Review of St. Michael's meals contract, October 1, 2014 – September 30, 2015. Contract is for special diet meals; amount is less than \$25,000.
- D. Discussion/possible action on resolution to renew lease between City of Stevens Point and ADRC Portage County for the ADRC's occupancy and operation starting in 2015. Corporation Counsel attorney Dave Hickathier drafted the resolution with the option of 25-year renewals to operate Lincoln Center as a senior center. Under the current arrangement, Stevens Point maintains the exterior of the building. Portage County maintains the interior which includes the bathroom remodeling project. Steinke/Buzza motioned/seconded; all in favor, motion carried.
- E. Discussion/possible action on 5310 Grant application: Mobility Management Funded Project 2015 for \$44,677 (pgs. 9 – 13). Formerly titled the New Freedom Grant, funding now falls under Wisconsin's "Moving Ahead for Progress in the 21st Century," serving seniors and adults with disabilities." Capital expenses are reimbursed at 80% with 20% local inkind match; no levy is requested. The \$132,000 vehicle grant, if awarded, will assist with the purchase of replacement vehicles in 2015. A 1997 Taurus has been posted for auction on the Wisconsin surplus website; Transportation hopes to purchase vans to replace buses to save on fuel costs. Clark/Fiedler motioned/seconded to proceed with grant; motion carried.
- F. Legislative advocacy: 1.) Kaiser Commission report, pgs. 14 – 31, breaks down and defines Medicaid and long-term services and supports, where they are provided, and by whom. State and federal trends are moving toward helping people remain in their homes. 2.) Wisconsin DHS Transition Plan: "Take A Stand on the Plan" covers new federal rules for home and community-based settings for people with disabilities and how citizens can voice their concerns. 3.) Survival Coalition of Wisconsin Disability Organizations: recommendations for applying CMS's new home and community-based services rule to residential settings, pgs. 34 – 39, addresses the same topic.

IX Reports

- A. GWAAR draft meeting minutes of June 19, 2014, pgs. 40-44.
- B. ADRC Programs: 1.) April 16 Senior Center advisory council meeting minutes. There have not yet been any missed-appointment charges issued to foot care clinic clients.
- C. Family Care/Long-Term Care waiver programs

1.) Local, a) ADRC, 1. June monthly contact report shows 564 activities for the month. 2. January – June Long-Term Care enrollment report reflects a decline of 14 members. b) CCCW, 1.) June membership report; statistics still include all counties. 2. January – June regional statistical report. 3. Notification of organizational name change to Community Care Connections of Wisconsin; CEO Jim Canales has announced plans to retire.

D. Director's Report

Attorney General J. B. Van Hollen's news release covering Silver Alert program, pgs. 55-57. Piotrowski stresses that citizens' advocacy does have an impact on legislation. Top issues from Community Conversation sessions are listed on pgs. 59-64. Board members should alert Piotrowski if they would like to add anything else. COA/ADRC Board updated roster, pg. 65; list will have further changes next month. Fiedler announced that she has resigned from the Foster Grandparent Program and is now able to vote on FGP related motions.

X Personnel issues

- A. Update on position refills: Dementia Care Specialist Barb Evans started Monday, Aug. 4.
- B. Discussion/possible action on department reorganizations with potential budgetary impact, pgs. 66 - 67.

Per state regulations, a Disability Benefit Specialist cannot serve as Information and Assistance Specialist and conduct long-term care functional screens. The hours are reconfigured so that the I & A/DBS position will be eliminated resulting in 30 hour per week DBS position; the I & A Specialist, RN will increase from 36 to 40 hours; and increasing the half-time elderly benefit specialist position from 20 to 29 hours while eliminating the seasonal prescription drug assistance position. Changes will result in little budgetary impact.

For the Nutrition program, operation of the Hi-Rise senior dining site is contingent upon Stevens Point paying half of the staff costs; arrangement has not yet been confirmed. Sixteen people are served at the dining site, but could be transported to Lincoln Center. A bus serving Junction City dining site could potentially be rerouted to Rosholt senior dining site to increase congregate numbers and reduce the number of home-delivered meals. A volunteer escort could transport dining site participants to Junction City. No budget concerns with Transportation. No budget concerns with RSVP as long as Federal funding holds; the program has been asked to assume administration of Portage County's volunteers program. The RSVP assistant hours would increase from 32 to 40 using county levy beyond what is currently in the ADRC projected budget.

Increase in United Way funding will be used to fund an additional hour for the senior center evidence-based health promotion programs coordinator (now serving 19 hours.) Piotrowski is attending a special meeting on August 8 for The Holly Shoppe Advisory Council. The budget deficit has increased with elimination of United Way funding and

recent low plant sale proceeds. Options to consider are: partnering with ADRC, providing space and office equipment; hiring a non-county employee retail manager; increasing fees to crafters.

Potential changes for the Adult Day Center program could include reducing the coordinator's hours and lay off one aide to better align the staff to census ratio. Piotrowski is exploring ways to increase census including advertising on a WSPT morning radio program. The board suggested charging for a slot whether or not a participant attends; appealing more to the developmentally disabled population as a resource for day care. Piotrowski would prefer not to budget the use reserves for ADC operation costs; an increase of 4 to 5 clients would solve the deficit. There are no concerns with Caregiver Support Services budget or dementia care specialist position. Three to four hours will be added to the Volunteer Caregivers coordinator position to help focus on growing the program using program income.

XI Next meeting date & time, Wednesday, September 3, 2014.

XII Meeting adjourned at 5:20 p.m.

Meeting Minutes
Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
September 3, 2014

Present: Buzza, Clark, Doubek, Gifford, Judy, Roberts, Steinke.

Absent/Excused: Havlovick; Fiedler has resigned.

Staff present: Hake, Miller, Piesik, Piotrowski

I Call to Order: Steinke called the meeting to order at 4 p.m.

II Review/Approval of Minutes

Motion was made by Buzza to approve August 6, 2014 meeting minutes; seconded by Judy. Motion carried, voice vote.

III Correspondence: None.

IV Public Comments: no one registered to speak before the board.

V Public Notice

VI Fiscal Issues

A. Discussion/possible action on special per diems – none.

B. Review/discussion of vouchers 20140620, \$30.00; 20140650, \$12,609.10; 20140687, \$28,560.09.

C. Review of procurement card purchase report, 8/19/2014, \$1,396.15.

D. Review of purchase authorization report for \$702.47

E. Review of 2014 ADRC monthly budget summary, 8/25/2014. Expenses under budget.

VII Board/Department/Program Issues

A. Discussion/possible action on postponed resolution to renew lease between city of Stevens Point and Portage County for ADRC's occupancy and operation. Judy motioned to resubmit resolution and lease (pg. 8 in packet) to County Board; Roberts seconded; motion carried, voice vote. Twenty five year lease extends to 35 years through 2015.

B. Discussion of ADRC 2015 budget; Hake presented the color budget summary sheet.

C. Discussion/possible action on carry funds; all requested items have been purchased except for the water softener and suppression hood for the kitchen.

D. Legislative advocacy: handouts of Governor Walker's propane early tank fill program press release encouraging people to order heating fuel supplies early.

VIII Reports

A. Greater Wisconsin Agency on Aging (GWAAR): no meeting held.

B. ADRC programs: 1. Nutrition program, May 2 advisory council meeting notes.

C. Family Care/Long-Term Care Waiver Programs

Local: Aging & Disability Resource Center (ADRC) July 2014 monthly contact report; January – July Long-Term Care enrollment report; and January – June. Long Term Care facilities report. Violations noted: Northridge for individual who was unable to obtain medications upon discharge; Ambrosius House dryer not vented properly; Generations LLC service plans lacking proper signature and unlocked narcotics box, freezer meals not labelled properly. No violation for Whispering Pines and Sylvan Crossings; Brown's Hazel Inn has closed. Portage County Health Care Center violation free.

CCCW: Review of July membership report; February – July regional statistical report.

State: Long-Term Care, May 13 advisory council meeting draft minutes.

D. Director's report

Annual ADRC Allstaff Meeting scheduled November 11 at 2:30, topic is on ADRC services.

Emily Fiedler has resigned from the ADRC Board.

Chris Doubek, District 2 supervisor and SPASH Special Education teacher is the newest appointed board member.

The Holly Shoppe advisory council met to discuss future plans for the program. Reserves will need to be spent unless changes are made. Piotrowski cited discontinuation of United Way funding and poor weather for recent plant sales as major causes for the deficit. An upcoming meeting will be scheduled to gather input and strategic planning, which might involve utilizing UWSP business students or UW Extension staff Nathan Sandwick to develop a business model.

Closing of the Copps Distribution Center is not expected to impact ADRC programs.

Falls Prevention Awareness Day is September 23; flu shots and balance testing to be included.

ALS Ice Bucket Challenge: Senior Center Director Donna Calhoun and Seniorobics class members performed the challenge on August 26. The event was posted on the Portage County Gazette website.

IX Personnel Issues

Reuille Green has been hired as seasonal benefit specialist – prescription drug assistance; she will start on September 15. Next year, funding for this position will combine with the part-time elder benefit specialist position for completion of Medicare Part C enrollments.

X Next meeting date and time, Wednesday, October 1, 2014, 4 p.m.

XI Roberts motioned to adjourn, Clark seconded; meeting adjourned at 5:03 p.m.

Meeting Minutes
Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
October 1, 2014

Present: Buzza, Clark, Doubek, Gifford, Havlovick, Judy, Roberts, Steinke.

Staff present: Piesik, Piotrowski

I Call to Order: Steinke called the meeting to order at 4 p.m.

II Review/Approval of Minutes

Motion was made by Judy to approve September 3, 2014 meeting minutes with the following correction; Roberts will be added to members present. Doubek seconded; motion carried, voice vote. Judy/Doubek

III Correspondence: None.

IV Public Comments: no one registered to speak before the board.

V Public Notice - none

VI Fiscal Issues

A. Discussion/possible action on special per diems – none.

B. Review/discussion of vouchers 20140725, \$7,121.06 and 20140761, \$22,404.67.

C. Review of procurement card purchase report, 9/22/2014, \$3,644.17.

D. Review of purchase authorization report for \$5,983.97.

E. Review of 2014 ADRC monthly budget summary dated 9/22/2014. Piotrowski reviewed the budget summary in Hake's absence. Totals reflect \$31,819 donation from Helen Bartkowiak memorial fund and 2014 carryover.

VII Board/Department/Program Issues

A. Discussion/possible action on raising fees for The Holly Shoppe as recommended by the Holly Shoppe Advisory Council: increase shop sales consignment from 25% to 30% beginning January 2015; increase annual membership fee \$1 per year until fee reaches \$10 (2018); change the money/merchandise donation policy (in lieu of time donation) from 5% of artisan/crafter annual sales or minimum \$10 (whichever is greater) to a flat \$25 annual fee. Manager will handle financial hardship situations on a case by case basis. Gifford/Roberts motioned to adopt proposed changes (budget will be reviewed frequently); all in favor, motion carried voice vote.

B. Discussion/possible action on MedWise program grant of approximately \$5,000; Judy/Buzza motioned to accept the grant; motion carried voice vote.

C. Legislative advocacy: 1.) Federal Surface Transportation Act reauthorization for 2014.
2.) Discussion/possible action to allow League of Women Voters and Janet Zander to present information on Wisconsin voting laws/voter ID at Lincoln Center (pg. 13-14). Clark/Doubek; all in favor, motion carried voice vote.

VIII Reports

A. ADRC programs: 1. Holly Shoppe August 18 advisory council meeting minutes. Open forum is scheduled on Thursday, October 9, 4 to 6 p.m.

B. Family Care/Long-Term Care Waiver Programs

Local: Aging & Disability Resource Center (ADRC) August 2014 monthly contact report; January through August Long-Term Care enrollment report.

CCCW: program update from CEO Jim Canales and COO Mark Hilliker on expansion to 11 counties in northwest region of state to total 16 counties serving 5,600 elders and adults with disabilities. Request for proposal in process to add eastern counties of Brown, Oconto, Shawano, Menominee, Door and Kewaunee. Vilas, Oneida, Forest, Florence, Taylor, Adams, Dane, and Rock counties do not have Family Care, CCCW's estimated worth fiscally is approximately a quarter billion dollars, overseen by the Office of the Commissioner of Insurance. Hilliker reported on CCCW's focus to assist members to remain in their own homes through community supported model Common Unity. Transition to new information technology systems upcoming. Hilliker will replace Canales, who is retiring. Review of August membership report and March through August regional statistical report.

State: Long-Term Care advisory council draft minutes from July 8 meeting.

C. Director's report

The Holly Shoppe open forum scheduled Thursday, October 9, 4 to 6 p.m.

ADRC Allstaff Meeting is scheduled for November 11.

A \$31,819 donation from the Helen Bartkowiak estate applied to the reserve account until specific use is determined.

Lincoln Center building use policy will be forwarded Corp Counsel for review. A letter of intent to renew the lease was hand delivered to Mayor Halverson. Some ADRC services could be delivered via the rural sites.

Piotrowski will consult with Corp Counsel regarding changes to the memorandum between Stevens Point Schools and Foster Grandparent Program. School district is now requiring that each Foster Grandparent become certified to work with special education students. ADRC has requested a donation of \$200 per Foster Grandparent to offset costs.

Falls Prevention Awareness Day was held September 27 at Lincoln Center. Channel 7 telecast staff interviews and news coverage of event. Activities included balance testing, memory screening and a flu immunization clinic. Estimated 90 to 100 people attended.

Medicare Part D enrollment runs from October starts next week, ending Dec. 7. Two elder benefit specialist and 1 LTE Benefit Specialist - Prescription Drug Assistance are available for appointments. Medicare now sends a reminder letter to enrollees.

Nathan Sandwick, UW-Extension Community Resource Development Educator, presented on preparing meeting minutes/agenda items and Wisconsin open meetings law at September program staff meeting. Piotrowski will find out if sending mid-month email updates to board members is in violation of open meeting law.

ADRC is recruiting new community board members. Please inform Piotrowski if you are aware of anyone who might be interested.

The Dementia Friendly Community task force met last week. Members include staff from ADRC, Portage County Sheriff's Dept., PCHHS, Ministry Medical Group, Alzheimer's Association, area assisted living facilities and home health organizations.

GWAAR is recruiting new board members; see Piotrowski for applications.

Flu immunization clinics are scheduled at Lincoln Center for Wednesday, Oct. 15 and Thursday, Oct. 16, 8:30 to noon. Outlying clinic locations are listed in the Post.

IX Personnel Issues

Barb Feltz has resigned from the Prevention/Health Promotion coordinator half time position.

X Next meeting date and time, Wednesday, November 5, 2014, 4 p.m.

XI Gifford motioned to adjourn, Roberts seconded; meeting adjourned at 5:05 p.m.

Meeting Minutes
Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
November 5, 2014

Present: Buzza, Doubek, Gifford, Havlovick, Judy, Roberts.

Absent/Excused: Clark, Steinke.

Staff present: Evans, Piesik, Piotrowski, Simmons, Donegan (Nutrition Program intern)

I Call to Order: Buzza called the meeting to order at 4:02 p.m.

II Review/Approval of Minutes

Motion was made by Gifford to approve October 1, 2014 meeting minutes; seconded by Judy. Motion carried, voice vote.

III Correspondence: None.

IV Public Comments: no one registered to speak before the board.

V Public Notice

VI Fiscal Issues

A. Discussion/possible action on special per diems – none.

B. Review/discussion of vouchers 20140807, \$23,610.84; 20140818, \$101.05; 20140840, \$33,437.52; 20140888, \$13,250.64. Judy moved to approve payment of vouchers, seconded by Doubek.

C. Review of procurement card purchase report, 10/17/2014, \$2,206.18.

D. Review of purchase authorization report for \$2,821.26.

E. Review of 2014 ADRC monthly budget summary draft, 10/29/2014 in packet, and final 11/3/2014 handout. Budget on target; a new spreadsheet will be available by January showing levy for each program. Totals now reflect grant or other sources of revenue excluding levy.

VII Board/Department/Program Issues

A. Discussion/possible action on Aging & Disability Resource Center/Lincoln Center Building Use Policies. Reviewed and updated (changes highlighted) by Corporation Counsel McKenna; policies do not need to go to Space and Properties. Gifford motioned to approve the policies, Judy seconded; motion carried, voice vote. Piotrowski will follow up with Mayor Halverson's office on status of building lease.

B. Legislative advocacy, 1; Central WI REN newsletter informs readers of Medicare Part D and Affordable Care Act renewal periods (ACA renewals at PC Library). 2. N4A newsletter, forwarded by Bob Kellerman, GWAAR, covering Home Care Rule's provision of home health to seniors through their existing Medicare/Medicaid plans. Piotrowski will provide further information at the next meeting.

VIII Reports

A. Greater Wisconsin Agency on Aging (GWAAR) meeting minutes, August 1, 2014.

B. Portage County Transportation Coordinating Committee meeting minutes, October 14, 2014. TCC, a County Board committee, directs the use of ADRC transportation grants. A committee of County Board and City Council members will be assembled for future planning.

C. ADRC programs:

1. October 15, 2014 Senior Center advisory council meeting minutes; a license was purchased to allow the agency to show movies for classes, programs, etc.

2. Caregiver Support Services and Dementia Care Specialist updates on programs.

Simmons: Adult Day Center participant numbers have increased recently. Contract between Veterans Affairs and ADC, to provide funding for veterans to attend ADC is in progress; facility passed inspection free of any citations. Alzheimer's Family and Caregiver Support Program (AFCSP) funds state funds will be used to implement Music in Memory or similar programs for participants; activities, new technology (SMART board) used to stimulate participants' memory. Caregiver Coalition providing outreach through business wellness programs to "the sandwich generation" caring for older individuals.

Evans: currently attending training sessions, providing dementia awareness outreach to businesses, designing dementia friendly community initiative; providing families with information on LEEPS, Memory Care Connections. Evans is promoting Safe & Sound to families with members who wander; work on the Memory Café, a program to stimulate memory in individuals with dementia, continues.

3. The Holly Shoppe strategic planning meeting was held October 17. Calhoun, Duncan, Hake, Piotrowski and Nathan Sandwick (UW-Extension) and COA/ADRC board member Judy will assist The Holly Shoppe committee to explore other program models and options excluding county levy and reserves. Changes are to be implemented by 2016.

D. Federal Health Insurance Marketplace special enrollment period ended November 2.

E. Family Care/Long-Term Care Waiver Programs

Local: a) Aging & Disability Resource Center (ADRC) September 2014 monthly contact report; January – September Long-Term Care enrollment report. b) CCCW: Review of September, 2014 membership report; April – September regional statistical report.

F. Director's report

Sandwick and County Clerk Shirley Simonis have expressed concerns about walking quorum (email updates to board members could be in violation of open meeting law). Piotrowski will verify with Corp. Counsel McKenna whether it would be appropriate to send emails by adding a "do not reply to this email" disclosure.

RSVP will partner with the Boys and Girls Club to make fleece blankets for residents at the homeless veteran centers in Tomah and King.

Piotrowski has been notified the dollar amount for AOA Chronic Disease Management grant is \$5,360.

Staff have been in contact with The Buyers Guide and Liturgical Press regarding possible changes to the format of the Post newsletter.

Articles regarding Wisconsin Voter ID Law were omitted from the Post following the Supreme Court's rejection of the law.

Staff are collecting resources for Lesbian, Gay, Bisexual and Transgender (LGBT) population on aging, including DVDs and books; a plan to bring the movie "Gen Silent" to Stevens Point is in the works.

ADRC All Staff meeting is Tuesday, November 11. Director of Human Resources Bellanger-Tess will review changes to the Portage County Health Care Plan; ADRC program directors will each present a brief overview. Board members are welcome to attend.

A draft memorandum of understanding between ADRC Foster Grandparent Program and Stevens Point Public School District is included in the packet (pgs. 37-41). One MOU will cover schools in the entire district. The MOU will be voted on by the school district.

Updated board member directory, pg. 42 in packet.

Board members are encouraged to send will wishes to Chair Steinke.

IX Personnel Issues

Barb Feltz, Prevention/Health Promotion Coordinator has resigned effective October 16; Calhoun is working with HR to advertise a 20-hour-per-week position to start in January

X Next meeting date and time, Wednesday, December 3, 2014, 4 p.m.

XI Roberts motioned to adjourn, Clark seconded; meeting adjourned by unanimous consent at 5:05 p.m.

Meeting Minutes
Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
December 3, 2014

Present: Buzza, Doubek, Gifford, Havlovick, Judy, Roberts.

Staff present: Hake, Piesik, Piotrowski

I Call to order: Buzza called the meeting to order at 4:02 p.m.

II Review/approval of November 5, 2014 meeting minutes. Motion was made by Judy to approve November 5, 2014 meeting minutes; seconded by Doubek . Motion carried, voice vote.

III Correspondence: None.

IV Public comments: no one registered to speak before the board.

V Public Notice

VI Fiscal Issues

A. Discussion/possible action on special per diems – none.

B. Review/discussion of vouchers 20140895, \$28,882.70; 20140952, \$17,958.13.

C. Review of procurement card purchase report, 11/19/2014, \$4,778.04.

D. Review of purchase authorization report for \$568.05

E. Review of 2014 ADRC monthly budget summary draft, 11/24/2014 in packet, and final, 12/2/2014 (handout). FGP has not yet received all funds; re-budget will be done year-end.

F. Review of reserves and donations. Hake handed out 2013 year-end final closeout of reserve accounts. Duplicate accounts will be combined when ERP is implemented. Reserve funds are invested in designated secure, liquid county accounts; only income or gain from investments may be spent. Piotrowski mentioned that funds could be used to replace original lobby furnishings and to purchase a marquee sign. The Loan Closet provides durable medical equipment for short or long-term use to county residents; reserves could be used to purchase knee walkers, whatever else is in short supply.

VII Board/Department/Program Issues

A. Discussion/possible action on MIPPA (Medicare Improvements for Patients & Providers Act) 3-Year Grant for \$20,000. Grant has been received. Roberts motioned to approve grant (to be forwarded to Finance); Judy seconded, motion carried voice vote.

B. Discussion/possible action 2015 Aging Plan Amendments. Piotrowski highlighted changes: pg. 13, organizational chart and COA ADRC Board updated; pgs. 14-16, additional staff information updated; pg. 22, updated quality improvement process for 2015 and made 1 change to transportation; pg. 23, updated nutrition goals (removed 12. - pertained to caterer no longer utilized at Rosholt senior dining site); pg. 24, changed Living With Alzheimer's Disease training date; pg. 25, removed 'LTE' from Prevention/Health Promotion Coordinator position; pg. 26, A6 - eliminated goal of caregiver fair (staff targets potential clients through businesses, community networking), removed B8 – UW Extension Caregiving Relationships no longer offered;

pg. 27, changes to Caregiver Coalition goals; pg. 28, changes to The Holly Shoppe goals including to seek new sources of revenue. Roberts motioned to approve, Gifford seconded; motion carried voice vote.

C. Discussion/possible action on The Holly Shoppe appeal letter, sent out to membership and several community business; clarification needed regarding to whom donations/checks are sent. Plant sale rescheduled to Memorial weekend for 2015.

D. Review/discussion on 5310 Transportation Grant, \$37,897, pg. 33. Transportation Coordinating Committee is a standing County Board committee.

E. Legislative advocacy: 1. Central Wisconsin REN Newsletter, containing enrollment network and Affordable Care Act information; 2. Wisconsin DHS Nursing Home Falls Prevention Initiative provides statewide statistic on Long-Term Care.

VIII Reports

A. GWAAR, 1. Advisory council meeting minutes – February 20, 2014.

B. WIHA (Wisconsin Institute for Healthy Aging) Leader News Newsletter - Fall 2014; focuses on evidence-based programs offered throughout the state. (pg. 44 mentions Stepping On leader training held at ADRC in October.)

C. ADRC Programs

1. The Holly Shoppe advisory council meeting minutes, September 22, 2014.

2. The Holly Shoppe strategic planning meeting update.

3. Nutrition program advisory council meeting notes, August 21, 2014.

4. Nutrition program advisory council meeting draft notes, November 6, 2014.

5. Nutrition program Almond Bancroft route update - Adam Boris has resigned; a request for proposal for bids was submitted, 1 person has responded.

D. Family Care/Long Term Care Waiver Programs

1. State, a. WAN (Wisconsin Aging Advocacy Network) Family Care Expansion news release; b. Wisconsin Long-Term Care advisory council meeting draft minutes, September 9, 2014. See pages 63-67 for overview of Family Care and managed care organizations.

2. Local, a. Aging & Disability Resource Center (ADRC) 1) Monthly contact report, October, 2014; 2) Long-Term Care enrollment report, January – October, 2014;

b. Community Care Connections of Wisconsin (CCCW) 1) Membership report, November, 2014; 2) Regional statistical report, May – October, 2014.

E. Director's Report

Mid-month email updates to the board will continue with disclaimer. Lincoln Center building lease with City has been secured by automatic right of renewal. The lobby restroom remodel is still in progress. Piotrowski and Senior Center Director Donna Calhoun working to expand evidence-based programming into county rural areas. Piotrowski waiting on direction whether the COA ADRC Board needs to elect a new chair and vice-chair (chair does not have to be a County Board member).

IX Personnel Issues

A. Discussion/possible action on resolution to combine senior dining site manager position for Amherst and Junction City, 25 hours weekly. Junction City's senior dining site manager has retired; Amherst's will be reassigned to Nutrition Program Assistant position. Clark motioned to approve, Judy seconded, motion carried voice vote. Position change will go to Human Resources Committee December 4.

B. Discussion/Review on additional hours for Mobility Manager and Transportation Lead Worker. New

Freedom Grant funds have been awarded consistently; Piotrowski proposed that 3 hours LTE for Mobility Manager and 2 LTE hours for Lead Worker be converted to permanent hours. No financial impact expected; both employees are at a full-time benefit level.

C. Personnel reassignment Nutrition - discussed above in B.

X Next meeting date and time, Wednesday, January 7, 2015, 4 p.m. Meeting adjourned by unanimous consent at 5:01 p.m.

Meeting Minutes
Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
December 3, 2014

Present: Buzza, Doubek, Gifford, Havlovick, Judy, Roberts.

Excused: Clark

Staff present: Hake, Piesik, Piotrowski

I Call to order: Buzza called the meeting to order at 4:02 p.m.

II Review/approval of November 5, 2014 meeting minutes. Motion was made by Judy to approve November 5, 2014 meeting minutes; seconded by Doubek. Motion carried, voice vote.

III Correspondence: None.

IV Public comments: no one registered to speak before the board.

V Public Notice

VI Fiscal Issues

A. Discussion/possible action on special per diems – none.

B. Review/discussion of vouchers 20140895, \$28,882.70; 20140952, \$17,958.13.

C. Review of procurement card purchase report, 11/19/2014, \$4,778.04.

D. Review of purchase authorization report for \$568.05

E. Review of 2014 ADRC monthly budget summary draft, 11/24/2014 in packet, and final, 12/2/2014 (handout). FGP has not yet received all funds; re-budget will be done year-end.

F. Review of reserves and donations. Hake handed out 2013 year-end final closeout of reserve accounts. Duplicate accounts will be combined when ERP is implemented. Reserve funds are invested in designated secure, liquid county accounts; only income or gain from investments may be spent. Piotrowski mentioned that funds could be used to replace original lobby furnishings and to purchase a marquee sign. The Loan Closet provides durable medical equipment for short or long-term use to county residents; reserves could be used to purchase knee walkers, whatever else is in short supply.

VII Board/Department/Program Issues

A. Discussion/possible action on MIPPA (Medicare Improvements for Patients & Providers Act) 3-Year Grant for \$20,000. Grant has been received. Roberts motioned to approve grant (to be forwarded to Finance); Judy seconded, motion carried voice vote.

B. Discussion/possible action 2015 Aging Plan Amendments. Piotrowski highlighted changes: pg. 13, organizational chart and COA ADRC Board updated; pgs. 14-16, additional staff information updated; pg. 22, updated quality improvement process for 2015 and made 1 change to transportation; pg. 23, updated nutrition goals (removed 12. - pertained to caterer no longer utilized at Rosholt senior dining site); pg. 24, changed Living With Alzheimer's Disease training date; pg. 25, removed 'LTE' from Prevention/Health Promotion Coordinator position; pg. 26, A6 - eliminated goal of caregiver fair (staff targets potential clients through

businesses, community networking), removed B8 – UW Extension Caregiving Relationships no longer offered; pg. 27, changes to Caregiver Coalition goals; pg. 28, changes to The Holly Shoppe goals including to seek new sources of revenue. Roberts motioned to approve, Gifford seconded; motion carried voice vote.

C. Discussion/possible action on The Holly Shoppe appeal letter, sent out to membership and several community businesses; clarification needed regarding to whom donations/checks are sent. Plant sale rescheduled to Memorial Day weekend for 2015.

D. Review/discussion on 5310 Transportation Grant, \$37,897, pg. 33. Transportation Coordinating Committee is a standing County Board committee.

E. Legislative advocacy: 1. Central Wisconsin REN Newsletter, containing enrollment network and Affordable Care Act information; 2. Wisconsin DHS Nursing Home Falls Prevention Initiative provides statewide statistic on Long-Term Care.

VIII Reports

A. GWAAR, 1. Advisory council meeting minutes – February 20, 2014.

B. WIHA (Wisconsin Institute for Healthy Aging) Leader News Newsletter - Fall 2014; focuses on evidence-based programs offered throughout the state. (pg. 44 mentions Stepping On leader training held at ADRC in October.)

C. ADRC Programs

1. The Holly Shoppe advisory council meeting minutes, September 22, 2014.
2. The Holly Shoppe strategic planning meeting update.
3. Nutrition program advisory council meeting notes, August 21, 2014.
4. Nutrition program advisory council meeting draft notes, November 6, 2014.
5. Nutrition program Almond Bancroft route update - Adam Boris has resigned; a request for proposal for bids was submitted, 1 person has responded.

D. Family Care/Long Term Care Waiver Programs

1. State, a. WAN (Wisconsin Aging Advocacy Network) Family Care Expansion news release; b. Wisconsin Long-Term Care advisory council meeting draft minutes, September 9, 2014. See pages 63-67 for overview of Family Care and managed care organizations.
2. Local, a. Aging & Disability Resource Center (ADRC) 1) Monthly contact report, October, 2014; 2) Long-Term Care enrollment report, January – October, 2014; b. Community Care Connections of Wisconsin (CCCW) 1) Membership report, November, 2014; 2) Regional statistical report, May – October, 2014.

E. Director's Report

Mid-month email updates to the board will continue with disclaimer. Lincoln Center building lease with City has been secured by automatic right of renewal. The lobby restroom remodel is still in progress. Piotrowski and Senior Center Director Donna Calhoun meeting with United Way on evidence-based programming and expanding more into county rural areas.

Piotrowski waiting on direction whether the COA/ADRC Board needs to elect a new chair and vice-chair (chair does not have to be a County Board member).

IX Personnel Issues

A. Discussion/possible action on resolution to combine senior dining site manager position for Amherst and Junction City, 25 hours weekly. Junction City's senior dining site manager has retired; Amherst's will be reassigned to Nutrition Program Assistant position. Clark motioned to approve, Judy seconded, motion carried voice vote. Position change will go to Human Resources Committee December 4.

B. Discussion/Review on additional hours for Mobility Manager and Transportation Lead Worker. New Freedom Grant funds have been awarded consistently; Piotrowski proposed that 3 hours LTE for Mobility Manager and 2 LTE hours for Lead Worker be converted to permanent hours. No financial impact expected; both employees are at a full-time benefit level.

C. Personnel reassignment Nutrition - discussed above in B.

X Next meeting date and time, Wednesday, January 7, 2015, 4 p.m. Meeting adjourned by unanimous consent at 5:01 p.m.