

**Meeting Minutes**  
**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board**  
**January 7, 2015**

Present: Bernhagen, Buzza, Clark, Doubek, Gifford, Havlovick, Judy, Ordens, Roberts

Staff present: Piesik, Piotrowski

I Call to order: Buzza called the meeting to order at 4:00 p.m.

II Introductions and welcome of new board members Shirley Bernhagen and Judy Ordens.

III Review/approval of December 3, 2014 meeting minutes; motion was made by Clark to approve, seconded by Doubek; motion carried, voice vote.

IV Correspondence: GWAAR approval of 2015 Aging Plan Amendments.

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

VI Public Notice

VII Fiscal Issues

A. Discussion/Possible Action on 2015 leases/contracts/ "for services" or to "provide services" for \$25,000 or less. Handout reviewed; contracts cover services such as foot care clinic, transportation, Loss of Spouse Support Group, rural home meal delivery.

B. Discussion/Possible Action on 2015 leases/contracts/"for services" or to "provide services" for \$25,001 - \$99,999; none listed yet.

C. Discussion/Possible Action on 2015 leases/contracts/"for services" or to "provide services" for \$100,000 or more; contracts cover bulk food for Nutrition, services provided to CCCW members.

D. Review/discussion of vouchers 20140992, \$39,700.76 (\$2,343, listed as advertising/legal notices actually used for marketing); 20141032, \$16,577.03.

E. Review of procurement card purchase report, 12/18/2014, \$2,869.63 (Charges for \$1273 by RSVP used for Blankets for Homeless Veterans project.)

F. Review of purchase authorization report for \$11,536.16. (Carryover funds of \$10,936 used to purchase/install audio video equipment.)

G. Review of 2014 ADRC monthly budget summary draft, 12/29/2014. Estimated 2014 carryover approximately \$20,000.

VIII Board/Department/Program Issues

A. Review discussion on MIPPA (Medicare Improvements for Patients & Providers Act) 3-year grant for \$60,000. Grant from DHS was received before last board meeting; award amounts to \$20,000 per year.

B. Legislative/advocacy: 1. Central Wisconsin REN Newsletter, pg. 11.

IX Reports

A. GWAAR, 1. Board of directors meeting minutes – October 31, 2014, pgs. 12-14.

B. ADRC Programs

1. Portage County Wellness Committee 2015 priorities list.

2. The Holly Shoppe strategic planning meeting update, December 8, 2014, pgs. 17-19. Committee is favoring a partnership with ADRC; software tailored to the program will be reviewed. Next meeting scheduled for late January.

3. Resource Center complaint and grievance report was postponed due to Miller's absence.

C. Family Care/Long Term Care Waiver programs

1. State, a. Wisconsin Long-Term Care advisory council – no minutes posted for November meeting. 2. Local, a. Aging & Disability Resource Center (ADRC) 1) Monthly contact report, November, 2014; 2) Long-Term Care enrollment report, January – November, 2014 – no December meeting; b. Community Care Connections of Wisconsin (CCCW) 1) Membership report and 2) Regional statistical report – no December meeting. State regulation and functional screen make it tougher to meet eligibility requirements. State regulation and functional screen make it tougher to meet eligibility requirements. Aging population is increasing, requiring more services. Piotrowski will provide board with a sample of functional screen and invite Miller to speak at a future meeting.

D. DHHS Home Care rule

Home Care Rule directs that home care workers must be paid for more hours. A consumer's right and desire to remain in their own home with good care must balance with the rising cost of services.

E. Director's report

Portage County's new software system, ERP (Enterprise Resource Program) scheduled to go online in April. Training will require additional staff time. ADRC staff are working with Finance and Purchasing to determine process for purchase orders.

Adult Day Center nears a contract agreement with the Veterans Administration; contract is being reviewed by Corporation Counsel. ADC staff have completed training for Music in Memory program. Piotrowski will send members a video clip demonstrating how persons with dementia respond to music. Piotrowski plans to set up the Virtual Dementia Experience for board members before or after a future meeting. Dementia Friendly Community Task Force meeting minutes will be included in next packet. Year-end wrap up for 2014 is in progress. The Holly Shoppe's rummage sale scheduled for January 14-16 (ends 2 p.m. Friday.) Updated board roster on pg. 10 of packet.

X Personnel Issues

A. Position refills

Approved staff position and status changes have been processed, effective January 4. Portage County Health Care Center's contracted dietitian has resigned; former dietitian will fill an LTE position for ADRC Nutrition Program. Interviews in progress for the Evidence-based Prevention/Health Promotion Coordinator position. Seasonal Benefit Specialist Prescription Drug Assistance has ended. Additional hours added to part-time Elder Benefit Specialist and Disability Benefit Specialist positions for 2015.

XI Next meeting date and time, Wednesday, February 4, 2015, 4 p.m. Meeting adjourned by unanimous consent at 4:54 p.m.

**Meeting Minutes**  
**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board**  
**February 4, 2015**

Present: Bernhagen, Buzza, Clark, Doubek, Gifford, Havlovick, Judy, Ordens, Roberts

Staff present: Miller, Piesik, Piotrowski, Vacha

I Call to order: Buzza called the meeting to order at 4:01 p.m.

II Introductions

Maureen Miller, ADRC Assistant Director and Karen Vacha, Elder Benefit Specialist

III Nominations and Election of Officers

A. Chair: Roberts motioned/Judy seconded nomination of Buzza; 2<sup>nd</sup> and 3<sup>rd</sup> request for nominations made; Clark moved to close nominations. Roberts motioned, Doubek seconded to elect Buzza to serve as chair. All in favor, motion carried.

B. Vice Chair: Judy nominated Ordens; 2<sup>nd</sup> and 3<sup>rd</sup> request for nominations made; Clark motioned, Judy seconded to elect Ordens to serve as vice chair. All in favor, motion carried.

IV Review/approval of January 7, 2015 meeting minutes; motion was made by Gifford to approve minutes; Clark seconded; motion carried, voice vote.

V Correspondence: none.

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

VII Public Notice

VIII Fiscal Issues

A. Review/discussion of vouchers: 1. 20150025, \$14,119.27; 2. 20150053, \$14,064.93; 3. 20150076, \$6,265.83

All vouchers covered usual monthly expenses.

B. Review of procurement card purchase report, 1/20/2015, \$5,054.83

C. Review of purchase authorization report for \$205.02. Spending was minimal due to end of year closeout.

D. Review of December 2014 and January 2015 ADRC draft monthly budget summaries as of 1/27/2015.

Hake states that carryover and surplus amounts will change with year-end closeout starting in next few weeks. Surplus dollar amounts were greater in previous years due to large numbers of staff turnover and resulting vacancies. The DCS impact on 2015 budget state contract amendment for 2015 increases the budget for Dementia Care Services by \$20,000. ERP will reconfigure budgets and categories; permission will be necessary to move funds around to other programs.

## IX Board/Department/Program Issues

A. Legislative/advocacy: 1. Central Wisconsin REN newsletter; 2. WAN letter reauthorization of Older Americans Act. Movement in the Senate to get OAA reauthorized (pg. 8)

## X Reports

### A. ADRC Programs

1. Elder Benefit Specialist 2014 Financial Impact Report, pg. 9 - Vacha reviewed the Agency Summary Report reflecting a financial impact of \$4,246,382.25 for services to 841 clients in calendar year 2014.
2. Resource Center Complaint and Grievance Report, pg. 10 – Miller reviewed the 2014 report, as per state requirements to disclose agency complaints and grievances at least annually to the COA ADRC Board.
3. Long Term Care Facilities Report: July – December, 2014, pg. 11 – includes violations cited to nursing home and area assisted living facilities. Miller noted that Portage County Health Care Center received no violations on their recent inspection.
4. The Holly Shoppe Strategic Planning Meeting Update, January 19, 2015 – the next meeting is scheduled for Monday, February 9 at 1 p.m. Hake hopes to demonstrate two potential consignment software programs to Piotrowski before the meeting.

### B. Family Care/Long Term Care Waiver Programs

1. State: a. Wisconsin Long-Term Care Advisory Council draft meeting minutes, November 11, 2014.
2. Local: a. Aging & Disability Resource Center (ADRC) 1) monthly contact report, December, 2014; 2) Long-Term Care enrollment report, August – December, 2014. b. Community Care Connections of Wisconsin (CCCW): 1) membership report – January 2015; 2) regional statistical report, June - December 2014. CCCW has not been able to separate report by Portage County statistics only.

### C. Director's Report

Restroom construction completed with the exception of a few issues that need to be corrected. Liturgical Press International (LPi) will assume printing ADRC's The Post newsletter starting with the May/June issue. LPi has been soliciting sponsors for the publication. Copies will be distributed at Lincoln Center and numerous drop-off sites within the community. Costs for the current format equals just under \$1,200 per issue.

New managed print system is in place within the county.

ERP meetings continue; trainings are scheduled for upcoming months.

Music & Memory link was previously sent to board members; Piotrowski will forward a link for the song "I'm Not Gonna Miss You" from Glen Campbell's Goodbye Tour.

Piotrowski attended a meeting about potential partnership between Portage County Health Care Center and Sisters of St. Joseph.

The Virtual Dementia is being offered to individuals, board members, and staff. A signup sheet was circulated to board members.

Veterans Administration contract with Adult Day Center has been signed; 2 veteran participants are scheduled to start in the near future.

Room Tracker room reservation software has failed. Staff are re-entering existing room reservations into Microsoft Outlook room scheduler, which will be used countwide in the future.

Dementia Care Specialist Barb Evans joined Charles Schoenfeld and host Glen Moberg Charles on Wisconsin Public Radio's Route 51, which focuses on Alzheimer's disease and development of dementia friendly communities in North Central Wisconsin. Schoenfeld, Certified Nursing Assistant, is author of "A Funny Thing Happened on My Way to the Dementia Ward."

The Governor's budget has been released. ADRC funding remains flat and includes funding for existing dementia care programs through the biennium. Family Care will expand statewide into all 72 counties; budget contains provisions for ombudsmen. Senior Care program is on the chopping block.

One-time allowance of \$20,000 for Dementia Care Services programming will be put toward marketing, recruiting volunteers for programs and radio advertising for MIPPA. Volunteers for 1 on 1 exercise are currently being recruited. Piotrowski, Evans, and Dementia Care Services Director Tonia Simmons will attend Aging in America Conference, by American Society on Aging, in Chicago this March; registration is \$700 per person.

#### XI Personnel Issues

A. Position refills – currently hiring substitutes for ADC and Nutrition program.

B. New hires: Kitt Belanger, formerly with DVR, Prevention/Health Promotion Coordinator; Jennifer Stuczynski, Amherst/Junction city senior dining site manager.

XII Next meeting date and time, Wednesday, March 4, 2015, 4 p.m. Judy motioned to adjourn; all in favor, meeting adjourned at 5:05 p.m.

**Meeting Minutes**  
**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board**  
**March 4, 2015**

Present: Buzza, Doubek, Gussel, Havlovick, Judy, Ordens, Roberts (Clark, Gifford excused)

Staff present: Hake, Piesik, Piotrowski

Also present: Co Executive Dreier, Mark Hilliker

I Call to order: Buzza called the meeting to order at 4:00 p.m.

II Introductions: welcome new board member Charles Gussel, who serves as District 20 County Board Supervisor.

III Review/approval of February 4, 2015 meeting minutes; motion made by Doubek to approve minutes; Judy seconded; motion carried, voice vote.

IV Correspondence: none.

V Public comments: Kathy Dugan registered to address the board on the state budget regarding ADRCs.

VI Public Notice

VII Fiscal Issues

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

B. Review/discussion of vouchers: 1. 20150094, \$41,702.96; 2. 20150121, \$6,652.32; 3. 20150143, \$24,543.96.

C. Review of procurement card purchase report, 2/19/2015, \$3,508.72. Charges include three staff registrations for American Society on Aging conference in Chicago at the end of March.

D. Purchase authorization report - no requisitions for this period.

E. Review of January 2015 ADRC monthly budget summary as of 2/24/2015. Spending remains below 16% for all programs.

VIII Reports

A. GWAAR advisory council meeting minutes, November 19, 2014.

B. ADRC Programs

1. The Holly Shoppe advisory board meeting minutes, January 26, 2015. In process of purchasing point-of-sale software; committee is working to create a charter and adopt an independent business model.

2. Nutrition program advisory council draft meeting notes, February 9, 2015.

3. Sixth grade essay contest - winners will present their essays at the May COA ADRC Board meeting.

C. Family Care/Long-Term Care Waiver programs

1. State

a. Long-Term Care advisory council meeting, Jan 13 – no minutes posted. Piotrowski reports that the advisory council has disbanded and will reformat as new group; no meetings until further notice.

2. Local

b. Aging & Disability Resource Center 1) monthly contact report; 2) January 2015 Long-Term Care enrollment report. Enrollment has decreased with fewer people moving to Portage County for services, greater difficulty to qualify with stricter requirements.

c. Community Care Connections of Wisconsin (CCCW) 1) 2014 year-end report; 2) January 2015 membership report. Institutional populations have increased with expansion to northwest region which has more members in nursing facilities and less community-integrated housing options. 3) Regional statistical report, August 2014 – January 2015

C. Director's Report. Updated list of acronyms included in packet. LGBT Safe Zone training was held last month; Health and Human Services employees were also invited to attend.

IX Board/Department Program Issues

A Discussion possible action on building use policy amendment (changes italicized, pg. 35). Piotrowski requests that the ADRC director may waive or reduce room fees for groups listed in Section IB of policy if majority of active membership consists of adults age 55 or older or adults with disabilities, or they have a long standing relationship with the ADRC. Multipurpose room rates were lowered to \$50 for half day, \$100 all day (pg. 37). Doubek motioned to approve changes/Judy seconded; all in favor, motion carried.

B. Aging Unit/ADRC 2014 self-assessment changes appear in green. Staff will refer to the assessment throughout the year as grant dollars are tied to listed goals.

C. Discussion/possible action on United Way application, due end of March. Staff are preparing narratives and outcomes; Hake is prepared to insert dollar amounts into application. Buzza will review and sign when completed.

D. Legislative advocacy – discussion/possible action on state budget.

a. Family Care, Mark Hilliker, CEO, CCCW.

Provisions of state budget are to expand Family Care statewide with oversight by the Office of Commissioner of Insurance. The proposed model for Family Care 2.0 requires that the managed care organization be state certified and licensed as a health management organization and must integrate acute and primary care. None of the existing MCOs would be able to do this thus forcing them to close. The model will support large national insurers who have huge capital resources and no local connections as well as no real experience in providing long-term care. The Long-Term Care districts and/or MCOs would dissolve by mid-2017; more than 50,000 people would transition to new model within 18 months.

There are concerns about the quality of care. There is no financial benefit to the state in making this change. Family Care is a successful, nationally recognized model.

b. Proposed Family Care changes will eliminate IRIS; members will have the option to self-direct within the new Family Care model, but it is doubtful that it would be the same extent of self-direction within IRIS.

c. Aging & Disability Resource Centers, Piotrowski.

Budget proposal will remove the counties' right of first refusal and disband ADRC boards, eliminating the voice of populations represented by the boards. Options counseling and functional screening would be eliminated, affecting federal match dollars (\$208,000) and both the elder and disability benefit specialist positions. This would impact other programs throughout the agency as well.

Comparisons for cost savings that cover the entire state have not been done. Model for Kansas DHE–KanCare – which integrates Medicaid with long-term care, has not proven successful. Transportation brokerage systems through Logisticare and MTM have not benefited the clients receiving rides nor increased quality of service.

Joint Finance Committee will hold public hearings; budget to be approved by end of May. Tentative date is set with Rep. Shankland and Sen. Lassa to conduct a listening session and get information to the public. (Rep. Krug will be invited.)

Roberts asked if board members could draft a letter; Piotrowski will forward samples. Dreier will prepare a resolution to present to County Board. Dugan suggested contacting a journalist from Portage County Gazette or Stevens Point Journal. Piotrowski will forward electronic copies of budget pages with relevance to Long-Term Care system (available at [myccw.org](http://myccw.org)).

Handouts: ADPAW & GWAAR Summary of Proposed Changes Related to Aging & Disability Programs; Chapter 3, Organizational Requirements for Aging Units.

X Personnel Issues - none

XI Special meeting date Wednesday, March 18, 2015 at 4:00 p.m. motion to adjourn; all in favor. Meeting adjourned at 5:28 p.m.

**Meeting Minutes**  
**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board**  
**March 18, 2015**

Present: Buzza, Doubek, Gifford, Gussel, Havlovick, Judy, Ordens; (Clark, Roberts absent/excused; Gussel left meeting at 5:25 p.m.)

Staff present: Hake, Miller, Piesik, Piotrowski

Also present: Co. Executive Dreier

I Call to order: Buzza called the meeting to order at 5:00 p.m.

II Review/approval of March 4, 2015 meeting minutes with addition of Hake to staff present; motion made by Doubek to approve minutes; Gussel seconded; motion carried, voice vote.

III Correspondence: Letter from GWAAR regarding Portage County 2014 Aging Unit self-assessment. Assessment approved at last meeting and submitted; recommendation by GWAAR to bring back Senior Statesman program.

IV Public comments:

None

V Public Notice

None

VI Reports

A. Director's report

1. State budget local impact report

Implications of loss to ADRC of Portage County: one-stop "shopping," accountability for service, board representation of groups served. Locally there could be other losses like the chore provider list, loan closet, support groups, coalitions and staff reductions. Information & Assistance services - options counseling, long-term care functional screens, referrals - could be contracted to outside entities. OAA, United Way, RSVP and FGP programs would remain. Pages 11-12 reflect loss in dollars, unduplicated number of citizens served, and financial impact. Majority of people served do not enroll in long term care.

Page 13 State Budget Proposal fact sheet front page - extra copies available with legislator contact information on back; request stories to present to Joint Finance Committee. Representative Shankland and Senator Lassa will conduct a listening session March 27, 10 a.m. to 12 p.m., Lincoln Center Multipurpose Room.

Co. Executive Dreier will conduct a press conference Tuesday, March 31, 11 a.m., to be videotaped and posted on youtube.com. Piotrowski will testify at Joint Finance Committee hearing on Thursday, March 26 in Reedsburg; alternative budget hearings Saturday, March 21 in Marathon County.

## 2. State budget advocacy update

### a. State-wide efforts

Piotrowski serves on WI Long-Term Care Coalition. Several documents including those from the Survival Coalition are being shared through this coalition.

### b. Local story collection - Piotrowski asks for more people to share stories.

Addressing Co. Executive's Dreier's questions, Piotrowski explained that loss of federal match dollars for Medicaid reimburseable programs (information & assistance specialists, elderly and disability benefit specialist positions) will impact county levy for nutrition, transportation and other agency services as levy is put back into the EBS position specifically.

Gifford commented on the trend toward privatization (shifting services from non-profit to for-profit providers) and raises concern that private entities could chose to discontinue services if not profitable. Piotrowski states that the ADRC has a staff heavy budget, however, staff cuts will cause elimination of services. Length of time to move emergency placements on to Family Care and recertification of small adult family homes are not addressed in the budget. Current transportation model through out of state contractor has been difficult to use.

Pages 28, 29 and 30: initial emails on biennial budget.

### c. Outreach efforts: Piotrowski has met with Senator Lassa and Representative Shankland; constituents of representatives Krug and Vander Meer are urged to contact their legislators.

MILC staff member present said the message of groups assembling at state capitol are focused on preserving Family Care and IRIS, not ADRCs.

## VII Board/department program issues

### A. Legislative advocacy

#### 1. Discussion/possible action on state budge advocacy

a. Joint Finance Committee Meetings - Piotrowski: will board approve organizing transportation for a group to attend March 26 hearing in Reedsburg. Buzza will let Piotrowski decide if enough people sign up. Judy requested dates, times and purpose of meetings be emailed to board members. Co. Executive Dreier suggested hand-delivering stories for greater impact. Buzza recommends use of social media to capture the ear of legislators. Facebook page: Save the ADRCs. Comments can be emailed directly to [BudgetComments@legis.wisconsin.gov](mailto:BudgetComments@legis.wisconsin.gov).

b. Local listening session on ADRCs and Long-Term Care - information page 33 (Friday March 27, 10 a.m. to 12 p.m.)

#### c. Aging & Disability Resource Centers statewide efforts

The ADRCs statewide have begun putting forth a coordinated effort. A 2 page white paper on the impact of the budget in ADRCs is expected to be released soon.

2. Discussion/possible action on Long-Term Care Coalition resolution, page 34. Piotrowski requested approval to sign/endorse online; Doubek motioned to approve, Judy seconded; all in favor, voice vote.

3. Discussion/possible action on ADRC/Long-Term Care of Portage County resolution, draft copy pages 35-36. Resolution will be brought to COA ADRC board at April 1 meeting for approval/ signature; presented to County Board at April meeting (Corporation Counsel making final review.)

B. Discussion/possible action on United Way application. Addressed at last meeting, but errors in financial sheets need correction (increasing from 1% to 2%). Piotrowski will get revised application to Buzza next week to sign.

VIII Next meeting date & time: Wednesday, April 1, 2015 at 4 p.m. Gifford motioned to adjourn, Doubek seconded; all in favor. Meeting adjourned at 5:45 p.m.

**Meeting Minutes**  
**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board**  
**April 1, 2015**

Present: Buzza, Doubek, Gifford, Gussel, Havlovick, Judy, Ordens, Roberts; Clark excused.  
Staff present: Hake, Miller, Piesik, Piotrowski

I Call to order: Buzza called the meeting to order at 4:00 p.m.

II Review/approval of March 18, 2015 meeting minutes; motion made by Gifford to approve minutes, Doubek seconded; motion carried, voice vote.

III Correspondence: none.

IV Public comments: none.

V Public notice: none.

VI Fiscal issues

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

B. Review/discussion of vouchers: 1. 20150200, \$14,593.28; 2. 20150238, \$29,534.43.

C. Review of procurement card purchase report, print date 3/24/2015, includes registration fees for WVCA Conference and tuition for Ignite Leadership training.

D. Purchase authorization report – no requisitions report available this period.

E. Review of 2015 ADRC draft monthly budget summary as of March 23, 2015; no grant revenue received yet.

F. 2014 budget closeout and carryover (handout).

The amount of money being returned to the county was more than \$70,000 which was significantly higher than the amount originally projected by finance personnel. Adult Day Center (ADC) budget reflects a deficit of \$37,350 which is being taken from its reserve account; The Holly Shoppe did not need to access as much in reserves as projected. Nutrition reserve was increased by \$6,329.

Bartkowiak estate interested earned \$10,333. Not all carryover requested was spent (more affordable prices on items purchased). State re-budgeted, giving Foster Grandparent Program (FGP) the bulk of their funding which was \$10,000 of the 2014 carryover request. ADC staff to participant ratio will be reviewed and adjusted as needed. The Holly Shoppe equipment and Lincoln Center furnishings will be purchased from reserves. Piotrowski requested board's approval to spend \$1,000 from carryover for Leadership Portage County tuition; Roberts motioned to approve, Judy seconded the motion, all in favor, voice vote.

VII Reports

A. GWAAR, 1. National Retirement Planning Week, April 13 – 17, pages 7, 8; provides information on planning for retirement.

B. ADRC programs, 1. The Holly Shoppe advisory board meeting minutes, February 23, 2015 (Judy pointed out that his name was omitted from the attendance list.) Permission to purchase point of purchase software from reserves could be requested.

C. Family Care/Long-Term Care waiver programs:

1. Local, a. ADRC, 1) monthly contact report, February, 2015. Piotrowski is hopeful that AS400 and state data systems will be reconciled.

2. Long-Term Care enrollment report, January-February; b. CCCW, 1) membership report; 2) regional statistical report, September 2014-February 2015.

D. ERP update: new accounting system software Go Live date was changed to May 11 (May 12 for end users); trainings begin in 2 ½ weeks.

E. Director's Report

April is Volunteer Month. Mayor Wescott delivered a proclamation honoring Americorp and SeniorCorp volunteers earlier today in the Multipurpose Room. United Way application reviews were submitted. The Holly Shoppe bake sale is scheduled for Thursday, April 2, 8 a.m. until sold out; open house slated for Tuesday, April 7, plant sale tentative date is Saturday, May 23. FGP recognition is Tuesday, April 14 at Golden Corral; RSVP Recognition Breakfast scheduled for Tuesday, April 21 at Golden Corral. Barb Evans, Sharon Anderson and Tonia Simmons attended American Society on Aging Conference in Chicago. Tenth member will join the board for May meeting.

VIII Board/department program issues

A. Discussion/possible action on resolution opposing provisions in the proposed state budget  
Buzza distributed Inside Track newsletter issued by the State Bar of Wisconsin (handout) summarizing proposed changes to services (see items 7, 8; item 9 eliminates governing boards.) The resolution, originally drafted by Ozaukee County, has been approved by Corporation Counsel. Gifford motioned to approve sending the resolution to County Board. Judy seconded (correction pointed out by Ordens to the third paragraph changing "series" to "services"). All approved, motion carried. Piotrowski testified before the Joint Finance Committee on March 26 in Reedsburg. More than 160 attended listening sessions on March 27; over 100 were present at County Executive Dreier's press conference Tuesday, March 31. Information will be shared with Assembly Representatives VanderMeer and Krug.

B. Legislative advocacy, 1. Wisconsin Long-Term Care Coalition (handout) Keep Our Care at Home; 2. Central Wisconsin REN, March 13 newsletter.

C. Discussion/possible action on Transportation/Mobility and the Governor's budget recommendations, page 23. Senior & Individuals with Disabilities Specialized Transportation budget increases 1%; proposed budget eliminates broker for non-emergency Medical Transportation.

D. Review of Specialized Transportation Assistance Grant Agreement between State of Wisconsin and Portage County; S.85.21 grant was acquired.

Piotrowski distributed portfolios to each member for Volunteer Month.

IX Next meeting date & time, Wednesday, May 6, 2015, 4:00 p.m. Meeting adjourned at 5:03 p.m. by unanimous vote.

**Meeting Minutes**  
**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board**  
**May 6, 2015**

Present: Buzza, Doubek, Gifford, Gussel, Havlovick, Judy, Ordens, Roberts, Woitczak; Clark excused.

Staff present: Adamczak, Piesik, Piotrowski.

Others present: Joel Lemke, Stevens Point Department of Public Works, Susan Lemke, Stevens Point Transit.

I Call to order: Buzza called the meeting to order at 4:06 p.m.

II Welcome/Introduction of new board member Bernice Woitczak (previously served on the COA/ADRC Board.)

III Review/approval of April 1, 2015 meeting minutes; motion made by Gifford to approve minutes, Doubek seconded; motion carried, voice vote.

IV Correspondence: none.

V Public comments: none.

VI Public notice: none.

VII Fiscal issues

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

B. Review/discussion of vouchers: 1. 20150261, \$16.00; 2. 20150282, \$14,115.07; 3. 20150317, \$14,758.14. RSVP volunteer liability insurance premium included in voucher 20150282.

C. Review of procurement card purchase report, print date 4/16/2015; included conference costs.

D. Purchase authorization report, 4/16/2015, \$5,372.45.

E. Review of 2015 ADRC draft monthly budget summary as of 4/29/2015.

VIII Board/department/program issues

A. Transportation – Dave Adamczak, Mobility Management Director Presentation: County/City Coordinated Transportation Program. Dave gave an overview of ADRC Transportation program services covering bus transportation, shopping routes, Driver Escort program, Disabled American Veteran/Veteran Transportation Service (DAV/VTS) wheel chair accessible van service (doubling the number of riders served) and subsidized taxi services. After hours transportation for discharged emergency room patients was started locally by the Mobility Management program.

A 2012 study by RLS & Associated demonstrates dollars gained if Portage County Transportation merges operations with Stevens Point Transit. S. Lemke explained that both entities now complete for federal 5310 funding; combining services would bring equal \$717,575 additional operating dollars and increase services locally (handout). Developing one call center will eliminate

duplication of services and provide lower prices for rides. Adamczak explained that 10 rides for a wheelchair bound client depleted paratransit funds by \$3,600. ADRC Transportation vehicle fleet and staff would be moved under Stevens Point City Transit. J. Lemke said that use of county levy dollars would be determined by coordinating committees. Piotrowski explained that the most efficient model for oversight of biennial contract/service operations would be by a committee of 2 city, 2 county, 1 Transportation Coordinating Committee (TCC) member. Piotrowski asked permission to take a presentation before County Board & finance committee.

- B. Discuss/possible action on proposed changes to The Holly Shoppe policy statement. Proposed changes made to #7; elimination of #8 (changes as per page 33.) Judy motioned to approve, Ordens seconded. Gifford asked that policy regarding quantity of items allowed for display (#11) be further clarified, and “who” replace the word “that” in reference to members selling merchandise (#6). Judy motioned to approve with changes, Ordens seconded, motion carried.

The Holly Shoppe Strategic Planning Committee will seek 501C3 not-for-profit status. Buzza recommended registering with state before filing form 1023 (Recognition for Exemption Under Section 501C3 of the Internal Revenue Code); mission statement language to included wording used by other shops with same status. The Holly Shoppe manager has tendered her resignation; last day is May 15. Piotrowski will consult with Human Resources to refill with and LTE position until early 2016 when transition is completed. ADRC will provide business space; new computers and inventory software have been ordered. The Holly Shoppe plant sale event is Saturday, May 16.

C. Legislative advocacy:

1. Wisconsin Long-Term Care Coalition March 2015 Keep Our Care at Home Newsletter.

2. Wisconsin Long-Term Care Coalition April 2015 press release regarding Gemini Cares. Gemini has cited closing due to governor’s proposed budget.

3. Aging & Disability Resource Centers April 2015 Fact or Fiction Sheet.

4. State budget update – map on page 34 indicates Wisconsin counties that have passed or are pending resolutions in support of ADRCs. A proposal has been made to set up 6 regions in the state, modeled after the income maintenance consortium. Molina Healthcare and United Healthcare are among large insurers that have expressed interest in managing long term care statewide. Wisconsin Long-Term Care Coalition and ADRC Directors are actively advocating for keeping the current ADRC model. Janet Zander - GWAAR, and Helen Marks Dicks - AARP are meeting with the Legislative Fiscal Bureau today. Constituents of Rep. Scott Krug (district 72) and Rep. Nancy VanderMeer (district 70) are urged to contact them with concerns.

IX Reports

A. GWAAR

1. Board of Director’s Meeting Minutes, December 12, 2014 (page 6).

2. GWAAR Advisory Council Meeting Minutes, February 18, 2015 (page 9).

B. ADRC programs:

1. The Holly Shoppe advisory board March 23, 2015 meeting minutes.

2. Report on RSVP fleece blanket project for homeless veterans (shelter is slated to close soon).
3. RSVP advisory council February 10, 2015 meeting minutes.
4. Senior Center advisory council January 21, 2015 meeting minutes. Council member's open letter re: governor's proposed budget on page 29.

C. Family Care/Long-Term Care Waiver Programs

1. Local

a. ADRC, 1) monthly contact report, March, 2015; 2) Long-Term Care enrollment report, January-March 2015; numbers have increased.

b. CCCW: 1) March 2015 membership report; 2) October 2014-March 2015 regional statistical report.

D. ERP Update: Go Live date is next Monday, financial system shuts down tomorrow; Munis program ready for end users on Tuesday.

E. Director's Report

New format for The Post, printed by Liturgical Publications, Incorporated will be published 6 times per year. GWAAR 3-year aging plan - final instructions upcoming. The ADRC annual report will be available next meeting.

X Personnel issues

A. Resignations:

1. The Holly Shoppe manager (see Board/Department/Program Issues, section B, above).

2. Information & Assistance Specialist, Carrie Silva has submitted her resignation for the end of June; no job offers will be made until state budget is resolved.

IX Next meeting date & time, Wednesday, June 10, 2015, 4:00 p.m. Meeting adjourned at 5:35 p.m. by unanimous vote.

**Meeting Minutes**  
**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board**  
**June 10, 2015**

Present: Buzza, Clark, Gifford, Gussel, Havlovick, Judy, Ordens, Roberts, Woiteczak; Doubek excused.

Staff present: Miller, Piesik, Piotrowski.

I Call to order: Buzza called the meeting to order at 4:00 p.m.

II Review/approval of May 6, 2015 meeting minutes; motion made by Gifford to approve minutes, Roberts seconded; motion carried, voice vote.

III Correspondence:

- A. United Way funding requests. ADRC was fully funded at the amount requested; funding is for a 2-year commitment.
- B. Irene Kubisiak trust: a check for \$500 has been received.

IV Public comments: none.

V Public notice: none.

VI Fiscal issues

- A. Discussion/possible action on special per diems – none.
- B. Review/discussion of vouchers: 1. 20150346 - \$17,844.22. Total includes \$2,249 payment for the RSVP Recognition Breakfast event held in April.
- C. Review of 2015 ADRC Financial Statements – not available until July.

VII Board/department/program issues

A. Legislative advocacy:

1. Review/discussion state budget.

The Joint Finance Committee met on May 27. ADRCs will remain in place, but DHS was given charge to determine what other budgetary changes should be made. The proposed budget still contains language to remove IRIS. Managed Care Organizations (MCOs) may be given the option to convert to Integrated Health Agency's (IHAs) by partnering with insurance companies in order to provide primary and acute long-term care. Nothing will happen as of July 1.

ADRC Resolution Mapping, page 18 show statewide counties in favor of keeping ADRCs local.

B. Community Resource section, Maureen Miller

Miller gathered data to explain the reduction in CCCW numbers. Changes to functional screening requirements made by the state have made it tougher for individuals to qualify for Family Care. Reasons for disenrollment: death; incarceration; exceeding financial limits for Medicaid; client non-payment of cost share; inability to make contact with a client. Most counties now have Family

Care, so fewer people are moving into Portage County just to receive benefits. Financial requirements for group C has changed; higher income individuals (\$3,000 per month) living in assisted living facilities would now qualify. Human Resources has granted permission to replace an I & A Specialist who will resign as of June 30.

C. Three-year Aging Plan 2016-2018

1. Discussion on the COA/ADRC Board's involvement and
2. Discussion on other considerations for the plan.

GWAAR requires advisory board involvement in developing the Three-year Aging Plan. A public hearing is required; listening sessions may be scheduled (though small turnouts are usually expected). Transportation was cited as a big issue for seniors and adults with disabilities in the past. In the past the COA/ADRC board has made phone calls to complete participant surveys. Some programs do annual surveys. All services are advertised in The Post. Board members suggested tracking website hits, attaching an electronic survey to the website, and discussed attending the listening sessions and presenting at local service club meetings.

VIII Reports

A. Review/discussion ADRC 2014 Annual Report

Draft of the annual report on pages 26-39; the report now includes photos from our agency. Buzza suggested inserting a tribute to the late Chair Steinke on the Governance page. The Nutrition Program heading will be moved to the top of the next column (page 2). Color copies of the report will be printed and sent to board members and community partners.

B. GWAAR - no reports

C. ADRC Programs

1. RSVP Advisory Council draft meeting minutes, April 28, 2015; the recognition event at Golden Corral was very successful.

2. Senior Center Advisory Council draft meeting minutes, April 8, 2015

3. The Holly Shoppe Advisory Council revised meeting minutes, March 23, 2015

The Holly Shoppe Strategic Planning Committee is still pursuing separation from the county; Corporation Counsel has helped another program become their own 501c3. Hardware for the new computer program has been received.

4. The Holly Shoppe Advisory Council draft meeting minutes, April 17, 2015

5. The Holly Shoppe update: plant sale proceeds totaled \$7,258, store sales \$640. Sales are slightly higher than the 2014 sale.

6. Proclamation for Dementia Awareness Week, May 18-25, 2015

County Executive Dreier issued the proclamation for Portage County. The Dementia Friendly Community Initiative's marketing committee advocated for the designation.

D. Family Care/Long-Term Care Waiver programs

1. Local

a. Aging & Disability Resource Center 1) monthly contact report, April 2015; 2) Long-Term Care enrollment report, April, 2015; IRIS enrollments for March total 925 not 861 as reported. Pilot counties may be seeing more decline in numbers than counties newer to Family Care.

b. CCCW 1) membership report, April 2015; 2) regional statistical report, April, 2015

E. ERP update

Go Live date was May 12; Tyler Technologies staff feel that the implementation has been going smoothly. Phases 2 and 3 will be ready to go live in January 2016. A universal financial reporting format will be created for all county committees.

F. Director's report

State audit (page 58) reveals implementation problems for non-emergency medical transportation (NEMT). Clients report late pickups and missed appointments, resulting in the need to reschedule. A call center model with an out-of-state operator has not been an efficient model for serving clients.

Government accountability for affordable housing for seniors is a concern in this community.

Monday, June 15 is World Elder Abuse Day (WEAD). In recognition, the ADRC has sent a mailing to area churches with information to include in church bulletins. ADRC and HHS displayed banners on the outside of each agency's building. Piotrowski will speak on WSPT's morning radio show the morning of June 15 with the Stevens Point Community Resource Officer. The ADRC is planning the Spirit of '45 event on Friday, August 14 to commemorate the 70<sup>th</sup> anniversary of the end of WWII. Veterans will be invited to lunch at Lincoln Center senior dining site followed by presentation of colors by an honor guard, speakers on WWII and music from the era. Jeff Jester is also helping to coordinate the event, in collaboration with Mike Clements, Portage County Veterans Service.

Maureen Miller expressed her appreciation to the Board for allowing her to attend Leadership of Portage County this past year.

IX Personnel issues: position refills.

Current position refills posted: I & A Specialist, The Holly Shoppe Manager – LTE. Two Typist II Receptionist on-call casual substitutes have been hired.

X Next meeting date and time, July 1, 2015, 4:46 p.m. at Lincoln Center. Meeting adjourned by unanimous consent.

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board  
Draft Meeting Minutes - Wednesday, July 1, 2015**

Present: Buzza, Clark, Doubek, Gussel, Havlovick, Judy, Ordens, Roberts, Woitczak; Gifford excused.

Staff present: Miller, Piesik

I Call to order: Buzza called the meeting to order at 4:00 p.m.

II Review/approval of June 10, 2015 meeting minutes; motion made by Clark to approve minutes, Ordens seconded; motion carried, voice vote.

III Correspondence:

A. none

IV Public comments: none.

V Public notice: none.

VI Fiscal issues

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

B. Review of 2015 ADRC Financial Statements – not available until August.

VII Board/department/program issues

A. Legislative advocacy - portions of State budget were passed on Tuesday; transportation and stadium were the biggest issues.

B. Discussion/possible action on sense of the Board resolution on Transportation coordination. Finance Committee requested that a resolution go to County Board for consideration. Roberts moved and Clark seconded proceeding with the resolution; the signature page was circulated.

C. Discussion/possible action on resolution for the Spirit of '45, a joint resolution with Portage County Judicial/General Government Committee. Clark motioned/Doubek seconded approval for a celebration honoring Portage County veterans; signature page was circulated.

D. Discussion/review on ADRC 2014 Annual Report – a color copy with final revisions was included in board packets.

E. Discussion/review on Portage County's 2016-2018 Aging Plan.

1. Three listening session have been scheduled at senior dining sites as follows: Monday, July 20, 1 p.m. at Lincoln Center; Thursday, July 23, 1:30 p.m. at Plover Municipal Building; Tuesday, July 28, 10:30 a.m. at Faith Lutheran Church, Rosholt.

2. A hearing on the draft plan is scheduled on Tuesday, August 25, 1 p.m. at Lincoln Center.

3. Other outreach – board members are asked to attend a sessions (signup sheet was circulated); members were encouraged to invite other seniors.

## VIII Reports

### A. GWAAR

1. Board of Directors Meeting Minutes, April 10, 2015

2. Advisory Council Meeting Minutes, May 1, 2015

### B. ADRC Programs

1. Nutrition Program Advisory Council Meeting Notes, May 6, 2015

### C. Family Care/Long-Term Care Waiver programs

#### 1. Local

a. Aging & Disability Resource Center 1) monthly contact report, May 2015; 2) Long-Term Care enrollment report, May, 2015. Miller is still gathering information from pilot counties; only data from the past year is accessible, so IT is assisting with ability to look back further than 1 year.

b. CCCW 1) membership report, May 2015; 2) regional statistical report, May, 2015; May statistics reflect a slight rise in numbers. Buzza commented that one home health care agency stated that they would be out of business if the new budget as written were to pass.

D. Director's report (any items mentioned in discussion above).

## IX Personnel issues

### A. Reclassifications

1. Reconsideration of caregiver support services director position reclassification to a management position. The ADRC will be limited to 2 management staff if the City/County transportation merger occurs. Reclasses are made through the budget process.

B. Position Refills – Senior Center Director Calhoun will review applications for The Holly Shoppe Manager LTE position. Information & assistance specialist interviews have been completed. An offer will be made regardless of any state budget decisions; an I & A specialist retirement is expected early next year.

X Next meeting date and time, Wednesday, August 5, 2015, 4:00 p.m. at Lincoln Center. Meeting adjourned at 4:16 p.m. by unanimous vote

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board  
Meeting Minutes - Wednesday, August 5, 2015**

Present: Buzza, Clark, Gussel, Judy, Ordens, Woitczak.

Excused: Doubek; Havlovick and Roberts.

Citizen present: David Medin.

Staff present: Evans, Miller, Piesik, Piotrowski, Simmons

- I. Call to Order – Buzza called the meeting to order at 3:59 p.m.
- II. Review/approval of minutes: July 1, 2015. Clark motioned to approved minutes as written, Ordens seconded; motion carried voice vote.
- III. Correspondence – none
- IV. Public Comment: On matters relating to the charge of the board (representing the needs, concerns, interests, and well-being of seniors and adults with disabilities in Portage County), but not agenda items, may be made at this time under authority of sec. 19.84(2).
- 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 diem for attendance at Portage County’s 2016-2018 Aging Plan listening sessions and hearing. Gussel stated that things come up but by the time they reach the COA/ADRC Board or County Board, members are not always aware of what is happening. Therefore, board members should be expected to attend in order to learn about the issues. Piotrowski said that GWAAR requires that board members are asked to participate in such events. Clark and Buzza agreed that the Board forego approving special per diem this time. Going forward, special per diem requests will be listed as an agenda item prior to an event and a decision will be made before each instance on a case per case basis.

Board members can still sign up to attend the public hearing on Tuesday, August 25.
  - B. Review of 2015 ADRC financial statements - no statements available at this time.
  - C. 2016 budget. – The department is in the middle of the process. Not all glitches have been worked out in Munis for budget entry. Staff are completing their portions of the agency work plan as relates to the County budget. There will be a 2% decrease in funds even though County levy will increase in the unapproved budget. Caregiver Support Services, Nutrition, Transportation, RSVP, Senior Center & Administration receive County levy. It is anticipated that money saved from employees dropping or that do not need health insurance will fill any expected deficit.

## **VII. Board/Department Program Issues**

- A. Discussion/possible action on resolution to approve contract between Stevens Point School District and Senior Nutrition Program. Contract is renewed every year per state statutes. The school district has the first right of refusal to provide meals. Annual contract exceeds \$100,000. Corporation Counsel has reviewed the contract; the resolution now needs approval. Judy motioned to approve the resolution, Gussel seconded; motion approved by all.
- B. Discussion/review on price increase for meals purchased from Ministry St. Michaels Hospital. Price per meal for low sodium/special meals will increase 3% from \$2.94 to \$3.03 for frozen meals, \$4.54 to \$4.68 for hot meals.
- C. Discussion/possible action on transportation van and bus. ADRC received a grant to purchase a bus and wheel chair accessible van. Piotrowski explained that a van would be a better use of resources when the number of passengers is low. The van will be purchased through state contract via Purchasing with money from the vehicle replacement fund. The ADRC DAV vans are also wheel chair accessible.
- D. Discussion/Review on Portage County's 2016-2018 Aging Plan
  1. Listening session review and 2.draft plan hearing, August 25. Staff are completing the plan. Attendance: Lincoln Center - 11 participants, 4 board members, 2 staff; Plover - 7 participants, 1 board member, 2 staff; Rosholt – 2 staff. Various questions, comments and concerns included: The Holly Shoppe; expanding evidence-based health programs and other activities to other/rural locations; scheduling of classes; easier access to mental health services; additional marketing for Information & Assistance services; an agency hotline. The biggest concern is transportation. The Rosholt area has a campaign training the public on how to identify issues in their neighbors. Nutrition senior dining sites and ADRC services in general received many compliments.
- E. Legislative Advocacy
  1. RAISE Family Caregivers Act is bipartisan legislation calling for the establishment of a National Family Caregiver Project. RAISE is the acronym for Recognize, Assist, Include, Support, and Engage.

## **VIII. Reports**

### **A. GWAAR**

1. Beyond the White Lines Newsletter, July, 2015, discusses what is going on with transportation, best practices, changes to federal law, etc.

### **B. ADRC Programs**

#### **1. Long-Term Care Facility Report 2015**

Miller reviewed the statement of deficiencies for the last 6 months for facilities in area. North Haven paid a \$10,300 forfeiture for 9 deficiencies including rehiring an employee on the 'do not hire' caregiver list; a controlled substance was not secured and went missing without report to authorities in a timely manner; residents observed restrained unnecessarily. North Haven's attorney will file a dispute. Violations are posted on the DHS website; anyone in the public can

access reports. Facilities must post their violations. Consumers are urged to make unannounced visits to facilities that they are considering for placement of a family member.

2. Dementia Friendly Community update, Tonia Simmons, Caregiver Support Services Director and Barb Evans, Dementia Care Specialist. The project began with creation of the Dementia Friendly Community Task Force, comprised of individual committees for safety & security, training, resources, and marketing. Agencies and businesses collaborating on the initiative include: Portage County Sheriff's Department, PCHHS staff, Adult Protective Services, Ministry Health, Stevens Point Transit, Alzheimer's Association, CCCW and Grazies Restaurant. The main function is to provide training to businesses on how to interact with patrons/customers with dementia. Businesses are awarded a certificate of completion and given a purple angel symbol to display. Local law enforcement and EMS teams from area townships have committed to 100% staff participation in the trainings.

Adult Day Center staff have completed Music in Memory training.

Powerful Tools for Caregivers, an evidence-based support group, is offered in the evenings at Lincoln Center. An additional daytime caregiver support group has been added.

Evans reported over 165 contacts made since she started as Dementia Care Specialist; she has also participated in state conference calls as a presenter.

3. Disability Benefit Specialist Program 2014 Summary Report  
The State report reflects monetary impact of ADRC benefit specialist programs. Average monetary impact of a single DBS in 2014 was \$971,188. Actual for 1.5 EBS positions in Portage County, \$2, 574,722, well above the state average.

### C. Family Care/Long-Term Care Waiver Programs

1. Local
  - a. Aging & Disability Resource Center 1) monthly contact report and 2) Long-Term Care enrollment report, June, 2015.
  - b. Community Care Connections of Wisconsin 1) membership report and 2) regional statistical report, June, 2015.

### C. Director's Report

ADRC's movie license application recently completed. A tree on premises with Dutch elm disease must be removed.

Amendment of resolution sent to County Board last month regarding city/county transportation merge will be in the September packet. There was concern about which County Board Supervisors are being appointment to committee the transportation oversight committee. It will be comprised of the following: County Board Chair or designee; ADRC Board Chair or designee; Transportation Committee Chair or designee.

During a recent conference call with the Office of Resource Center Development, Piotrowski and Miller learned that sources are questioning if any organization doing enrollment counseling can receive money from managed care organizations (which would include all Older Americans Act

programs). Piotrowski will be watching the situation closely and will forward any information to the Board.

ADRC staff Calhoun, Belanger, Miller, Piotrowski, and Simmons will attend the Healthy Aging Conference later this week.

A functional assessment (FAST) training is scheduled for September 23. All ADRC professional staff will be trained to perform functional assessments for emergency management in case of an emergency situation.

“The Age of Love,” a documentary about seniors, dating, and relationships will play this Thursday evening, 7:30 p.m. at Holiday Inn.

Spirit of '45 celebration for World War II veterans is scheduled on Friday, August 14 at Lincoln Center; so far, approximately 15 are registered to attend. The Commander of Post 6 will serve as Master of Ceremonies; Father Dennis Lynch will deliver the invocation; John Regnier will give a brief talk on WWII; music by Pat Keller and by The Grenadiers. Lunch will be served with cake to follow after the ceremony.

#### **IX. Personnel Issues**

A. Discussion/possible action on new 18 hour per week ADRC Office Assistant position. Piotrowski is uncertain if this will be titled as a Typist II or Aide. Position will be funded by federal match dollars that are usually given back at the end of the year. The current office assistant through Citizens Employment & Training has tremendously impacted the efficiency of the agency. Duties include inputting data for all programs, making recurring phone calls, photocopying and scanning, organization of Knowledge Nook resources and miscellaneous tasks. The hiring process would be open to the public. Clark motioned to approve, Woitczak seconded, motion carried all in favor.

#### **B. Position Refills**

##### **1. I & A Position Refill**

Two candidates have turned down the position; Miller is conducting a second round of interviews, with plans to repost if nobody qualified. One candidate commented that the benefits offered are not good enough.

##### **2. The Holly Shoppe Manager**

Some interviews for the LTE position have been conducted. IT now has the new consignment software.

**X. Next Meeting Date & Time:** Wednesday, September, 2, 2015. All agreed to adjourn at 5:08 p.m.

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board  
Meeting Minutes - Wednesday, September 2, 2015**

Present: Buzza, Clark, Doubek, Gussel, Havlovick, Medin, Judy, Ordens, Roberts, Woitczak.

Staff present: Hake, Piesik, Piotrowski

Also present: Sari Lesk, Stevens Point Journal

- I. Call to Order – Buzza called the meeting to order at 4:01 p.m.
- II. Introductions – welcome new board member David Medin.
- III. Review/approval of minutes: August 5, 2015. Clark motioned to approve minutes as written, Ordens seconded; motion carried voice vote.
- IV. Correspondence – GWAAR letter regarding Nutrition Program assessment. The program is in good shape; the letter offered a few minor suggestions for improvement.
- V. Public Comment: On matters relating to the charge of the board (representing the needs, concerns, interests, and well-being of seniors and adults with disabilities in Portage County), but not agenda items, may be made at this time under authority of sec. 19.84(2).
- VI. Public Notice: Members of the public who wish to address the Commission/Board on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Commission/Board Chair as set forth in Robert's Rules of Order.
- VII. Fiscal Issues
  - A. Discussion/possible action on special per diems – none.
  - B. Review/discussion of vendor invoice list reports (formerly voucher reports): 1. May, 2015, \$24,550.49; 2. June, 2015, \$40,693.54; 3. July, 2015, \$28,495.51. Hake stated that Finance is still tweaking descriptions listed on the report.
  - C. Review/discussion of memo regarding Portage County Ordinance 3.8.12, Travel and Business Expenses Policy. Time limit for claiming mileage reimbursement is 60 days for employees and elected officials; 90 days for board members.
  - D. Review/discussion of ADRC Budget Work Plan.

Items included in the budget work plan:  
Transportation merger with Stevens Point City Transit to provide a one-stop call center.

National Corporation for Community Service (CNCS) has changed recruitment rules for RSVP programs. Volunteers must fit into categories called silos according to service; 40% must be in community-identified focus areas. Jester and staff identified who is still active and eliminated many volunteers through attrition. RSVP will still have a large community service focus.

ADRC is developing a detailed marketing plan, including implementation of a Facebook page with focus on something different every day. A marquee board is in future plans.

Transition of Holly Shoppe to 501c3 status continues. Corporation Counsel has assigned as attorney to help file paperwork and establish articles of incorporation, etc.

Sustainability of Evidence-based health programs is a priority. Aspirus is on board to help promote classes and we are meeting with Ministry to bring them on board as well. ADRC is working on meeting the minimums for United Way funding. Classes are offered at other locations; Whispering Pines, PCHHS, and Jensen Center. Piotrowski will speak to Wisconsin Towns Association about falls prevention and the Adult Day Center.

Adult Day Center census will be increased and staff-participant ratios will be closely monitored. Piotrowski will meet with WSPT and sister stations about advertising on the morning show.

Nutrition Program's goal is to increase dining site numbers. ADRC staff will work to develop a policy to determine when to keep a site open or when to make changes. Home-delivered meals in the Almond will be reviewed and opening another dining site in the area may be explored.

Board members should contact Piotrowski with changes and suggestions.

### **VIII. Board/Department Program Issues**

- A. Discussion/possible action on resolution on sense of the board on transportation coordination. The resolution was sent back by County Board requesting clarification on who would serve on this team. The Portage County Chair or his appointee will serve. Doubek motioned to approve the resolution, Roberts seconded. Medin had questions including who would be present at the County Board meeting to support the resolution. Piotrowski will review slides with Medin before the meeting. A merge would locate City and County Transportation staff at one facility, allowing clients a one-stop call center for services tailored to their needs, and will result in economic benefits county-wide. Motion was approved by all. Volunteers are invited to serve on the committee.
- B. Discussion/review of Portage County's 2016-2018 Aging Plan  
Piotrowski included portions of plan in the packet that reflect what was submitted. Page 3 reviews the role of the policy-making board and content of minutes relating to the plan. The plan currently has 36 goals. ADRC goals for the plan period (6A, 6B, page 12 - are predetermined goal areas. Local priorities: Transportation; RSVP - CNCS compliance with volunteer placement, review of county volunteer policy and volunteer assessment; quality improvement, marketing and outreach, sensitivity training and mental health services for Resource Center.
- C. Legislative Advocacy
  - 1. Survival Coalition memo regarding Iris waiver renewal.

### **IX. Reports**

- A. GWAAR
  - 1. GWAAR board of Directors meeting minutes, June 12, 2015, page 41.
  - 2. Beyond the White Lines newsletter, August, 2015, refocuses priority on transportation issues.

## B. ADRC Programs

### 1. Update on The Holly Shoppe:

Candis Schneider started yesterday as LTE Holly Shoppe Manager; she has experience with volunteer management. IT is preparing for launch of software and transfer of AS400 information into new software. Volunteers have been gracious during the time without a shop manager. Judy would like her introduce Candis at an upcoming meeting.

## C. Family Care/Long-Term Care Waiver Programs

### 1. Local

a. Aging & Disability Resource Center 1) monthly contact report and 2) Long-Term Care enrollment report, July, 2015. Long-Term Care has increased to 930 enrollments.

b. Community Care Connections of Wisconsin 1) membership report and 2) regional statistical report, July, 2015. People are no longer moving to Portage County for services. Statistical report reflects an increase in services to people age 80+.

### C. Director's Report

Falls Prevention Awareness Day is Tuesday, September 22, 10 a.m. to 2 p.m. at ADRC. Keynotes will speak on medication management and emergency preparedness. Excess emergency planning kits will be given to participants in emergency preparedness session and Vital Information Program enrollees.

Several ADRC staff will attend another FAST (Functional Assessment Service Teams) training on September 23.

Packet includes a calendar of upcoming Holly Shoppe events.

Pest control issues in the loading area of the building. Wil Kil is providing pest control for the problem; this has led to a discussion regarding Facilities cleaning procedures.

Adult Day Center will work at marketing to increase numbers, collaborating with Potage County Veterans Office and surrounding counties.

Piotrowski was 1 of 3 ADRC directors who attended a symposium on people with disabilities at the State Capitol on Monday.

Piotrowski is still a member of the Long-Term Care Coalition. The State has announced 8 listening sessions, town halls or public hearings on the topic. The first meeting will be held on September 9 in Green Bay; no time or location has been announced. Piotrowski will develop talking points on an alternate plan for Joint Finance Committee's consideration.

The budget disclosure has resulted in layoffs for Adult Day Center staff, which will be adjusted according to census. Lincoln Center Senior Dining Site Manager position will be cut 3 hours weekly; Hi Rise Senior dining site manager reduced 1 hour; no health insurance needed for this position. Senior Center Director position reduced from 40 to 35 hours.; Volunteer Caregiver Coordinator, 2-hour reduction.

Recommended adding Office Assistant position out of ADRC funds as money is usually given back from this pot of money.

**X. Personnel Issues**

**A. Position Refills**

1. Information & Assistance Specialist, Katie Gerczak started on Monday, August 24 (formerly with UW-Extension Healthy Beginnings Program).
2. New Holly Shoppe Manager Candis Schneider started Tuesday, September 1.
3. Benefit Specialist Prescription Drug Assistance 3-month position starts next month; the same person from 2014 will return to this position.

**XI. Next meeting date & time: Wednesday, October 7, 2015. All agreed to adjourn at 5:09 p.m.**

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board  
Meeting Minutes - Wednesday, October 7, 2015**

Present: Clark, Doubek, Gussel, Havlovick, Medin, Judy, Ordens, Woitczak. Buzza and Roberts excused.

Staff present: Adamczak, Hake, Piesik, Piotrowski

Others present: Carrie Porter, GWAAR

- I. Call to Order – Ordens called the meeting to order at 4:00 p.m.
- II. Introductions: welcome new board member, Dave Medin.
- III. Review/approval of minutes: September 2, 2015. Judy motioned to approve minutes as written, Clark seconded; motion carried voice vote.
- IV. Correspondence – none.
- V. Public Comment: On matters relating to the charge of the board (representing the needs, concerns, interests, and well-being of seniors and adults with disabilities in Portage County), but not agenda items, may be made at this time under authority of sec. 19.84(2). - 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. - None
- VII. Fiscal Issues
  - A. Discussion/possible action on resolution re: authorization for 2015 budget adjustment for purchase of a vehicle – van and
  - B. Discussion/ possible action on resolution re: authorization for 2015 budget adjustment for purchase of a vehicle – bus.

Hake explained that the new ERP Munis system requires that such purchases must be either included in the budget or a budget adjustment must be approved in the form of a resolution. Previously, vehicles had been in capital improvements, but were removed from that process. Both vehicles have been purchased using vehicle replacement funds; a budget adjustment will increase revenues and expenses in this fund. Judy and Clark recommended voting on both resolutions as one item; Clark motioned to pass both resolutions; Gussel seconded the motion. Medin questioned whether Finance Committee was aware that the resolutions were forthcoming; Hake, Adamczak and Piotrowski answered that the committee was aware of 5310 funding designated for vehicle purchases, so the matter is not considered as overspending. All voted in favor of the motion to authorize both resolutions.
  - C. Review/discussion of vendor invoice list reports (formerly voucher reports): August, 2015, \$46,561.29 – no payments out of the ordinary.
  - D. ADRC budget summary: not available at this time. Finance is working on creating a uniform format for all County departments. Budget discussion is scheduled for next Tuesday, October 13; the budget should be adopted at November 4 meeting.

## VIII. Board/Department Program Issues

### A. Discussion/possible action on approval of 2016-2018 Aging Plan.

#### 1. GWAAR's role in the development of the plan.

Piotrowski introduced Carrie Porter, the Older American's Act consultant for Portage County at Greater Wisconsin Agency on Aging Resources (GWAAR). GWAAR is a non-profit area agency on aging covering 70 counties and 11 tribes that contracts with the state to provide administration of funds, oversight, and technical assistance to aging units and staff to set and meet goals in each 3-year aging plan by selecting appropriate focus areas, timelines and guidelines. The 3-year aging plan is essentially the agency's application for funding.

#### 2. Board's role in the development of the plan.

GWAAR requires involvement of older adults and that goals, based on input of area residents, be met. The Aging Plan serves as an application to receive Older Americans Act funds. Agencies have a chance to amend plans annually by reviewing goals progress. Porter reviewed the 2016-2018 plan and Fiscal has approved the budget; Piotrowski will submit the plan with required signatures.

Changes: the minutes were added on page 12 and are required to prove input from the Board.

Caregiver services changed to percent of services hours or units rather than people served.

Workplace presentations will be increased due to employer concern for worker absences for caregiving.

Piotrowski clarified the Dementia Friendly Community initiative and put it in SMART goal format.

Transportation goal was broken apart; added increase in rural wheelchair accessible services.

Assistance with legal documentation in time of crisis: ADRC recently hosted a POA presentation by Dave Hickethier of Corp Counsel.

A checkbox on NFCSP on Public Information was marked (ADRCs are required to spend money in specific areas).

Page 20 - falls numbers were updated.

Doubek moved to approve plan with corrections/changes; Woitczak seconded; all in favor

### B. Legislative Advocacy

#### 1. AARP's position on the Family Care/IRIS redesign.

AARP issued a statement supporting keeping the current Family Care and Iris in place. Piotrowski attended the Long-Term Care Coalition Summit and created a concept document offering alternatives to the DHS overhaul plan. Representatives VanderMeer, Shankland, Krug and Senator Lassa have all been very supportive of keeping the current system in place.

Medin – can a motion be made to accept reports as part of the official proceeding? Piotrowski answered that an action must be listed on the agenda to make a motion. November's agenda will include an item for action.

#### 2. Long-Term Care Coalition Summit, October 6, 2015

a) ADRC Concept Paper – see #1 above.

## IX. Reports

A. GWAAR Beyond the White Lines newsletter, September, 2015, written by Carrie Porter.

B. ADRC 2016 Contract

## 1. Summary of Changes

2. Comments on the 2016 draft contract have been submitted to DHS. The ADRC of Portage County tree logo can be kept going forward. Individual seat cushion hearing loops will be purchased in the near future. ADRCs will switch to an online database system. Phone system and webpage will remain as whatever Portage County provides to departments; (the County sponsored website is not running compatibly at this time). Marketing materials at a fifth-grade reading level is not realistic. Piotrowski plans to contact Ann Olson of DHS to set up a meeting that could explain how counties work. Piotrowski hopes to purchase a marquee sign using reserves. The ADRC is 1/3 of the agency budget but the state dictates a lot of what is integrated. Piotrowski has concerns about timely approvals for presentations, marketing pieces, etc.

C. Fifty-year anniversary of the Older Americans Act (OAA); still waiting for reauthorization.

## D. ADRC Programs

1. Nutrition Program advisory council draft meeting notes, August 6, 2015

## E. Family Care/Long-Term Care Waiver programs

### 1. Local

a. Aging & Disability Resource Center 1) summary of Community Resource 2015 quarterly survey – comments will be added under questions next survey. 2) monthly contact report, August 2015; 3) Long-Term Care enrollment report, August, 2015 – highest enrollment in nearly a year. I & A provides the first point of contact, determines eligibility, enrollment counseling, connects with ombudsman services.

b. Community Care Connections of Wisconsin 1) membership report and 2) regional statistical report, August, 2015.

## F. Director's Report

United Health Foundation ranked Wisconsin 7<sup>th</sup> overall in health for seniors.

Candis Schneider is the new LTE manager for The Holly Shoppe.

Updated copy of the ADRC board member list, page 72. Judy requested an updated staff listing in the next meeting packet.

Salary survey study for Portage County employees by McGrath Human Resources Group is under way – completed surveys are due to Human Resources next week.

## X. Personnel Issues

A. May go into closed session pursuant to Section 19.85(1)(f) to consider cases which involve social or personal histories of specific persons which if discussed in public would be likely to have a substantial adverse effect upon the person's reputation.

B. Return to open session (if necessary)

There was no need for closed session this meeting.

## XI. Next meeting date & time:

Thursday, November 5 at 4 p.m. (Note change of day); all agreed to adjourn at 5:08 p.m.

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board  
Meeting Minutes – Thursday, November 5, 2015**

Present: Buzza, Clark, Doubek, Gussel, Havlovick, Medin, Judy, Ordens, Woitczak; Roberts excused.

Staff present: Adamczak, Hake, Jester, Piesik, Piotrowski, Schneider

- I.** Call to Order – Buzza called the meeting to order at 4:00 p.m.
- II.** Review/approval of minutes: October 7, 2015. Doubek and Clark motioned to approve minutes as written, Woitczak seconded; motion carried voice vote.
- III.** Correspondence – Piotrowski handed out a copy of a letter from Charity Navigator to the United Way congratulating the agency on achieving the 4-star rating for sound fiscal management and commitment to accountability and transparency. United Way funds ADRC programs: home-delivered meals program, ADC, Volunteer Caregivers, evidence-based health programs.
- 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. Review/discussion of vendor invoice list report, 1. September, 2015, \$38,433.64 –includes payment to Bob’s Catering for Amherst and Rosholt dining site picnics. \$1,783.22 incorrectly charged to ADRC account (invoice list report total should be \$36,650.42)
  - B. ADRC budget summary: not available at this time.
- VII.** Board/Department Program Issues
  - A. Discussion/possible action on disposal of ADRC bus. Adamczak stated that bus #4 needs approximately \$2,000 in maintenance. Adamczak said that the bus could be repaired and kept as a backup vehicle or sold at auction. Adamczak recommended selling the bus; remaining vehicles should be adequate to cover all routes. Judy motioned to approve selling the bus at auction, Clark seconded; all in favor.
  - B. Legislative Advocacy
    1. Piotrowski explained that the Long-Term Care Coalition continues to work on Family Care/IRIS 2.0 redesign and that integration is not a requirement of Legislature but preference of the Administration. Piotrowski attended a meeting in Wausau earlier today; the Wisconsin Dementia Care Guiding Principles booklet was distributed to interested board members.

## VIII. Reports

A. GWAAR Board of Directors Annual Meeting Minutes, August 14, 2015.

B. GWAAR Advisory Council Meeting Minutes, September 10, 2015.

C. GWAAR Beyond the White Lines newsletter, October, 2015.

D. GWAAR BENSPECtrum Newsletter, October, 2015. Karen Vacha, Elder Benefit Specialist, was highlighted in this issue for her successful appeal to the Administrative Law Judge for reimbursement of a client's prescription drug costs that should have been covered by Medicare Part D.

### E. ADRC Programs

1. Lincoln Center Advisory Council Meeting Minutes, July 15, 2015

2. RSVP Update, Jeff Jester, Director

RSVP is a senior volunteer program funded by the Corporation for National and Community Service (CNCS). Portage County volunteers age 55 and older are offered benefits. New guidelines now require that volunteers serve in 1 of 6 focus areas; a certain percentage must serve in these areas: Healthy Futures, Education, Economic Opportunity, Disaster Services, Environmental Stewardship, Veterans and Military Families (see handout). Partnerships have been strengthened with UW-Extension, American Red Cross and veteran service agencies and organizations. Volunteers not serving in these areas will be 'graduated' out of RSVP referred to other Portage County sites; benefits such as mileage and liability insurance are provided through the county. The RSVP Assistant now tracks and processes paperwork for all county volunteers. Progress reports for the halfway point of the CNCS grant have been completed.

### F. Family Care Long-Term Care Waiver Programs

1. State

a. Long-Term Care redesign update

2. Local

b. Aging & Disability Resource Center 1) monthly contact report, September 2015; 2) Long-Term Care Enrollment Report, September, 2015. As a result of the ADRC moving to the state database in 2016, the monthly contact report will be changing.

c. Community Care Connections of Wisconsin (CCCW) 1) membership report, September, 2015; 2) Regional statistical report, September, 2015

Medin asked Piotrowski to elaborate on the redesign of Family Care. While Department of Health Services has stated that the benefit package will not change, Piotrowski questions how combining Family Care and IRIS, two totally different models, could work. The current model utilizes local supports and local service agencies; there is great concern for having big insurance companies serve as integrated health agencies. Wisconsin has about 12,000 adults enrolled in IRIS; elderly Hmong individuals make up a large portion in Portage County.

### G. Director's Report

Piotrowski introduced new Holly Shoppe Manager Candis Schneider (started September 1). She, is working on transition to a 501c3 with Brianna Sweeney of Corporation Counsel, and IT staff Josh Schwantes on transferring records to the new database.

Schneider is a Stevens Point native with a background in insurance and health care. Candis has been an activity assistant with PCHCC and holds a bachelor's degree in business administration.

A Staff directory and ADRC phone list are included in the packet; Piotrowski gave a handout of the ADRC Staff organizational chart.

National Institute on Financial Security handout indicates Wisconsin retirees are somewhat less secure than in the past.

Piotrowski will present to Wisconsin Towns Association on ADRC programs. Town of Lanark Chair Mike Pagel is interested in bringing ADRC programs to Lanark residents.

The Dementia Friendly Community will be launched on December 15 at 3 p.m. Speakers are Rev. John and Susan McFadden, who brought Memory Café to the Fox Valley. Piotrowski said that all three law enforcement agencies are on board; Fire Department EMTs are being trained. An online tool kit for Dementia Friendly employers is available and work is being finished on a training packet for presentation to businesses.

The ADRC contract requires that the logo be changed, though many items that were not feasible nor realistic have been removed. Piotrowski will meet Monday with DHS staff Carrie Moehlke and Anne Olsen to discuss how counties work.

Piotrowski announced that Adamczak received certification as a mobility manager.

Buzza inquired about availability of loan closet items; Piotrowski explained that items are loaned on a first-come first-served basis and inventory varies day by day. Items are available for short and long term use.

Woitczak thanked Piotrowski for speaking on behalf of Edgewater Manor. Piotrowski clarified that forced moves impact mortality for seniors.

H. Discussion/possible action to accept the reports and place on file. Medin recommended that a motion be made following reports to accept into the record. Buzza asked to table the discussion/possible action and put back on the agenda for next month's meeting following additional thought on the topic.

#### **X. Personnel Issues**

A. None.

**XI. Next meeting date & time:** Wednesday, December 2 at 4 p.m. adjourned at 5:06 p.m.

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board  
Meeting Minutes – Wednesday, December 2, 2015**

Present: Buzza, Clark, Doubek, Gussel, Havlovick, Judy, Medin, Ordens, Roberts, Woitczak

Staff present: Hake, Piesik, Piotrowski

Also Present: Janet Zander, GWAAR

- I. Call to Order – Buzza called the meeting to order at 4:00 p.m.
- II. Review/approval of minutes: November 5, 2015. Clark motioned to approve minutes as written, Doubek seconded; motion carried voice vote.  
  
Clark/Doubek
- III. Correspondence –
  - A. Letter regarding GWAAR’s approval of the 2016-2018 Aging Plan.
  - B. Wisconsin Department of Transportation Approval of 5310 Grant approved; allows for Mobility Management programming.
- 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. Review/discussion of vendor invoice list report, October, 2015, \$57,800.59
  - B. ADRC budget summary: not available at this time. Hake reports that Finance is still working on a format for the new financial reports.
- VII. Board/Department Program Issues
  - A. Legislative Advocacy
    1. Janet Zander, GWAAR Advocacy & Public Policy Coordinator, advocacy update report: Zander began by introducing herself as a registered lobbyist, representing GWAAR which includes 70 Wisconsin counties and 11 Tribes.

Advocacy Update Report:

Bill AB453 would expand Family Care and IRIS to Rock County by July 1, 2016, and exempts the Department of Health Services from using the competitive bid process to select an MCO for Rock County.

DHS conducted public hearings in September and October to receive testimony from consumers on the legislature-directed changes to Family Care and IRIS. DHS is drafting the waiver application for Family Care/IRIS 2.0 to submit for approval at the federal level. The Centers for Medicaid Services have laid out their expectations for stakeholder involvement in creating the new system, though public comment will not have a bearing on the final decision for integration. Rep. Thomas

Weatherston, R-Caledonia, chairs the Committee on Aging and Long-Term Care. DHS must submit a report to the Joint Finance Committee by April, with a target implementation date of July, 2017, though predictions are that the process will take longer. Senator Petrowski and MCO's have been working to draft a bill to create a path into the system; Zander is certain that DHS will look to existing MCOs like Community Care Connections of Wisconsin for guidance. Long-term care will likely result in one large umbrella program rather than the current Family Care/IRIS model. CMS will consider at dual eligibility for Medicare and Medicaid; people can't be forced to give up their Medicare Advantage Plans or network of providers to fit into a plan. IRIS was developed specifically for Wisconsin and has approximately 12,000 participants, far exceeding the initial prediction of 600 members.

After 35 extensions, The House of Representatives approved an extension to continue funding road and bridge projects through December 4. The bill should pass by the end of this week. (See handout for details)

## VIII. Reports

### A. ADRC Programs

1. RSVP Advisory Council meeting minutes, November 10, 2015. A monthly article highlighting a volunteer, written by an RSVP Advisory Council member, has had the desired impact; several people have come in to volunteer as drivers.

### B. Family Care Long-Term Care Waiver Programs

#### 1. Local

a. Aging & Disability Resource Center 1) monthly contact report, October, 2015; 2) Long-Term Care Enrollment Report, October, 2015

b. Community Care Connections of Wisconsin (CCCW) 1) membership report, October, 2015; 2) regional statistical report, October, 2015. A high rate of institutionalization is due to Portage County having Family Care in place longer than other counties.

### C. Director's Report

Piotrowski invited board members to take an ADRC messenger bag and 2016 calendar.

RSVP Director Jeff Jester recently participated in a conference call with the Corporation for National and Community Service. Silos for categorizing volunteers according to type of service will be eliminated going into the next cycle. RSVP programs will have a formula to use in placing volunteers in service areas, which will make it easier to place volunteers where they are needed.

Portage County's Dementia Friendly Community kickoff is December 15. County Executive Dreier will issue a proclamation marking the event. Piotrowski stated that all Portage County law enforcement staff will be trained by the end of next year. Next will be the launch of the business portion; Portage County Dementia Support Network will provide presentations to area businesses. A 'train the trainer' session is scheduled for next week.

The ADRC Fall All Staff meeting was held yesterday, December 1, featuring guest speaker Brian Udermann, PhD, on humor and laughter and the effect on stress.

The Community Resource Directory will be a joint directory with the ADRC, Portage County Health and Human Services and United Way of Portage County; costs will be split between the three agencies. The first draft has been reviewed.

Piotrowski and staff are in the process of placing the marketing order.

Piotrowski attended a recent Stevens Point Deanery meeting to talk about services in Portage County. A similar visit was made to a meeting of Lutheran Pastors by another ADRC program, providing them with information packets on ADRC services.

Piotrowski has met with Laurie Riley, Director of Case Managers, Ministry Medical Group, to set up a referral system for ADRC's Evidence-based Health Programs.

Wills for Seniors event, sponsored by the Elder Law Center at GWAAR, took place today at Lincoln Center. Corp Counsel requested that a separate letter of agreement with GWAAR be drafted, but the request came too late to complete.

Mobility Manager David Adamczak is setting up a program to transport people to the Department of Motor Vehicles to obtain a photo ID which is now required for voting. Adamczak will distribute information to all Portage County town clerks.

D. Discussion/possible action to approve and accept the reports and place on file. The board agreed that the motion will be included on the agenda on an as-needed basis.

#### **X. Personnel Issues**

A. May Go into Closed Session Pursuant to Section 19.85(1)(f) to Consider Cases Which Involve Social or Personal Histories of Specific Persons Which If Discussed in Public Would Be Likely to Have a Substantial Adverse Effect upon the Person's Reputation.

The meeting went into closed session at 4:42 p.m. to discuss personnel issues.

B. Return to Open Session (If Necessary)

The meeting came out of closed session at 4:49 p.m.

**XI.** Next meeting date & time: Wednesday, January 6, at 4 p.m. Gussel motioned to adjourn, seconded by all; meeting adjourned at 4:49: p.m.