

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Meeting Minutes – Thursday, January 5, 2017**

Present: Buzza, Clark, Doubek, Gussel, Havlovick, Johnson, Judy, Ordens, Woitczak

Staff present: Adamczak, Hake, Piesik, Piotrowski

Others present: County Executive Dreier

- I. Call to Order – Buzza called the meeting to order at 4:14 p.m.
- II. Review/Approval of Minutes: December 1, 2016 Clark motioned/Doubek seconded; motion carried.
- III. Correspondence - none
- IV. Public Comment: On matters relating to the charge of the board (representing the needs, concerns, interests, and well-being of seniors and adults with disabilities in Portage County), but not agenda items, may be made at this time under authority of sec. 19.84(2).
- V. Public Notice: Members of the public who wish to address the Commission/Board on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Commission/Board Chair as set forth in Robert's Rules of Order.
- VI. Fiscal Issues
 - A. Discussion/possible action on resolution authorizing a 2017 budget adjustment for the Aging & Disability Resource Center re: Foster Grandparent Program.
A resolution is necessary since funds for the Foster Grandparent Program were not budgeted initially due to uncertainty on continuation of the program. The State will cover program costs through January and there is excess in reserves, so no County levy is needed. We will know in January if the contract is approved to continue the program and that will require another Resolution. Judy motioned/Ordens seconded; motion carried, all in favor.
 - B. Discussion/possible action on County Aging Unit Plan Budget 2017
Money for Alzheimer's Family Support programs has increased. The budget for the aging plan was approved. Clark motioned/Johnson seconded; motion carried.
 - C. Discussion/possible action re: ADRC of Portage County's intent to apply for Walk with Ease Amount request for expansion is \$7,000; Judy motioned/Gussel seconded; motion carried.
 - D. Review/Discussion of Vendor Invoice List Report, 12/1/2016, \$60,113. Report includes payments for a Senior Center trip, replacement freezer for Nutrition, floor mats and marketing calendars.

E. ADRC Budget Summary – handout

Hake said that some December expenses, Resource Center grants and tax levy have yet to be posted.

VII. Reports

A. ADPAW recommendations for Aging & Disability Resource Center and Aging Integration
Piotrowski served on the ADPAW Integration Task Force; the group met three times. The State recommends integration but will not force County Aging Units and ADRCs to do so.

B. Survival Coalition of Wisconsin Disability Organization’s news release: New Survey Shows Direct Impact of Wisconsin’s Direct Care Workforce Crisis. Piotrowski explained that the key point is balancing how much direct care workers (offer benefits) are paid and keeping services affordable, especially for Medicaid and Medicare recipients. .

C. Family Care/Long-Term Care Waiver programs

1. State – none

2. Local

a. Aging & Disability Resource Center

1) SAMS Agency Call Report – November, 2016

2) SAMS Call Profiler Report – November, 2016

3) Long-Term Care Enrollment Report – October and November, 2016

Miller explained that Community Link, Inc. has not been providing data, though that may change for 2017.

b. Community Link, Inc. (CLI)

1) Membership and 2) Regional Statistical reports– may no longer be available per email from Tara Adam of CLI.

D. Director’s report

ADRC Program Managers will begin work on a 2017/2018 work plan.

Remodeling is progressing with painting, carpeting, and replacing lobby furniture. Piotrowski is striving to remain on-budget; there is also money in reserves.

The Holly Shoppe is now a Wisconsin non-profit. Candis Schneider will not be staying on to manage the organization. The annual winter rummage sale will be January 18 – 20.

(Co. Executive Dreier joined the meeting at this point.)

Presentation – With Appreciation - Portage County Transportation Program 2016.

Transportation Coordinator Donna Betro and Administrative Associate I Rose Williams gathered passenger testimonies for the PowerPoint. The Board has requested that the PowerPoint be posted on the website or Facebook page, if possible.

VIII. Personnel Issues

A. Position refills

1. Information & Assistance Specialist

Lai Lor starts on Monday, January 9; Lai is currently an Economic Support Worker for PCHHS.

2. Bus Driver

Interviews are upcoming.

IX. Board/Department Program Issues

A. Legislative Advocacy

1. WAN Advocacy Brief Newsletter, November/December 2016

Representative Katrina Shankland will serve on the 2017/2018 Joint Finance Committee.

2. WAN Advocacy Alert – Save Medicare, December 16, 2016

Piotrowski plans to invite Senator Testin to the ADRC. Executive Dreier announced that Senator Testin will be sworn in at the Portage County annex on Friday, January 13.

3. Discussion/possible action allowing ADRC Director to participate in 2017 advocacy efforts re: issues for seniors and adults with disabilities. Piotrowski said that Governor Walker's budget will be available in one month, and wants to continue educating people on what the ADRC does. Repeal of the Affordable Care Act and issuance of Medicaid block grants could greatly impact existing programs like SeniorCare. Johnson motioned/Doubek seconded; motion carried.

B. Discussion/possible action on resolution regarding authorizing an agreement for the merger of City of Stevens Point and ADRC of Portage County Transportation Services effective July 1, 2017
The merger budget information sheet for 2017 (handout) includes the addition of one mechanic and two dispatch positions. The full-time Mobility Manager position will be funded through 5310; the Lead Worker position will be upgraded to a Rural Services Supervisor position. The City agreed to being training in volunteer management, the incorporation of volunteers into their programming, the training of their staff on working with seniors and adults with disabilities and the restoration of the Mobility Manager position. Dreier recommended that volunteer management training be provided by ADRC; Piotrowski added that she intends to involve RSVP, and possibly MILC or CIC to train staff on working with passengers with disabilities. Vehicles would be kept at the City bus garage. Vehicles purchased by the county via county grants or county funds remain property of the county.

Dreier raised concern for upcoming political changes and possible effects on future OAA and 8521 grants. She proposed enhancing the exit strategy clause in the agreement to read that either City or County be allowed to terminate at the end of a calendar or funding year if either risks losing significant amounts of grant money.

Buzza asked if the Board wished to pass the resolution with the attached agreement, or agree to a modified version of said resolution, which would delay the action. Doubek explained that an amendment can be made on the County Board floor.

Johnson pointed out unclear language on page 55 under section k; she stated that the ADRC should

become an Ex Officio voting member of the Transportation Coordination Committee. Dreier requested that the charge of the TCC, by separate action, be amended that the ADRC become a voting member of the committee.

Piotrowski will speak with Joel Lemke, Director of Public Utilities and Transportation, about amending the exit strategy clause, will make the needed adjustments, and send the revisions to Buzza and Board members for review before the TCC meeting on Monday, January 9. Johnson and Doubek will provide their statements on the floor at the County Board of Supervisors meeting and ask for an amendment to the service agreement.

The Board approved the resolution as written subject to amendment of the draft service agreement to provide an exit strategy clause allowing the City or County to exercise an early exit from the agreement should either party experience a loss of funding or services. The document will be approved by both City and County councils before final approval. Johnson motioned/Judy seconded the motion; motion carried.

Everman has resigned from the Board; recruitment for a replacement is underway.

- X. Adjourn - Next Meeting Date & Time: Thursday, February 2, 2017, 4:15 p.m.
All agreed to adjourn at 5:37 p.m.

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Meeting Minutes – Thursday, February 2, 2017**

Present: Buzza, Clark, Doubek, Gussel, Johnson, Judy, Woitczak

Excused: Havlovick, Ordens

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

Others present: Brianna Sweeney, Assistant Corporation Counsel, Portage County; Andrew Logan Beveridge, Attorney, City of Stevens Point

I. Call to Order 4:15

II. Review/Approval of Minutes: January 5, 2017
Clark motioned/Doubek seconded; motion carried.

III. Correspondence

A. Letter from Jill Renken, MPH, CHES, OAA Consultant & Community Research Associate, GWAAR regarding approval of the 2017 Portage County Aging Plan budget.

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

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

VI. Board/Department Program Issues

A. Discussion/Possible Action on a resolution authorizing and agreement for the merger of city of Stevens Point and Portage County ADRC Transportation services effective January 1, 2018
Assistant Counsel Sweeney and City Attorney Beveridge agreed that there is redundancy in the escape clause added at the request of the Board. Discussion included the following points:

Language at the bottom of page 14 of the agreement states that if either party fixes its contribution at less than the amount requested by City staff, the contribution of the other will be decreased proportionately. Both parties would maintain overall equity of funding from the outset of the agreement.

The new termination conditions would not be faster than the usual termination conditions; if termination were to happen at the beginning of the next calendar year, submitted grant application amounts would be incorrect, thus jeopardizing larger pieces of funding.

Both parties are in favor of removing the new language, and asked if the Board could clarify what they are trying to accomplish.

Current language allows that by reason of mutual agreement, the parties could terminate at any time.

ADRC Director and Board member concerns:

The lag time between when grant money is approved and received, and the time frame needed to get out of the agreement if the grant amount would be substantially lower the following year.

New administration changes or cuts would change matters. A 20% cut would change the formula enough to impact how our programs are calculated into the formula. The Governor's Budget comes out next week, and there could be significant cuts to services for seniors and adults with disabilities and/or transit.

The City has agreed to utilizing volunteers, staff training, reinstatement of Mobility Management; however, taking a hit would result in a lot of work for a little bit of money.

County and City grants would likely be cut by the same amounts; how would the ADRC provide services with what remains? Will the agreement guard the program against volatility at the federal level and contain wording to match?

The main idea behind the merger is to find more efficient ways of providing services to Portage County citizens, not just about pooling money sources.

Beveridge and Sweeney agreed to expanding language under section VII to incorporate a proportionate decrease of contributions, in the event of unexpected decreases in grant funding, or if cut significantly in a calendar year, some sort of agreement for altering it. Both will work together to modify the agreement language; the resolution will be brought back to the Board in March. Buzza asked to have modified language by February 23 for his review. The resolution was tabled until next meeting.

B. Legislative Advocacy

1. Memo regarding: Straight Talk for Seniors, Janet Zander, CSW, MPA, Advocacy & Public Policy Coordinator, GWAAR Elder Law & Advocacy Center.
People can register on the website to receive NCOA Advocacy Alerts

2. Wisconsin Long-Term Care Coalition, Keep Our Care at Home
 - a. State of the State Highlights Medicaid Coverage, January 10, 2017

About issues with Medicaid Block Grants and how they would affect ADRC list of elected officials to contact

- b. Briefing Paper on Medicaid Block Grants, January, 2017
- c. Medicaid Block Grant Talking Points for Communications with Elected Officials, January 17, 2017

- d. Questions for Wisconsin Policymakers: How Will Medicaid Block Grants Impact Me? January, 2017

VII. Fiscal Issues

A. Discussion/possible action on resolution re: authorizing a 2017 budget adjustment for the Aging & Disability Resource Center Foster Grandparent Program.

Piotrowski was notified of the grant award by Amy Sue Vruwink of Congressman Kind's office, and by the Corporation for National and Community Service. Doubek motioned/Woiteczak seconded; motion carried; resolution will go to the Finance Committee.

B. Discussion/Possible Action a resolution re: authorizing a 2017 budget adjustment for the purchase of new Lobby furniture at the Aging & Disability Resource Center. Durable, waterproof furniture was purchased to replace original 1981 furnishings. Building reserve funds are available to pay for the purchase if needed. Judy motioned/Clark seconded; motion carried. Resolution will go to the Finance Committee.

C. Review/Discussion of Vendor Invoice List Report, 1/3/2017, \$60,386.59

D. ADRC budget summary; Hake gave a verbal update.

VIII. Reports

A. Wisconsin Department of Health Services report to the Joint Finance Committee: Reliability and consistency of Aging and Disability Resource Center Functional Screening and Options Counseling

B. ADRC Programs

1. 2017 Agency Work Plan

Staff will begin working on the plan. The County Executive uses the plan for budgeting; a deficit in County funds is anticipated for 2018. Piotrowski said that policies will be used to guide how we make programmatic decisions (i.e., dining site closures, discontinuing classes, etc.). The agency also needs to prepare a strategic plan and Piotrowski asked for assistance from Board members. Lincoln Center Senior Center is due for recertification in 2018, so 2017 is a good time for them to update their policies.

C. Director's Report

United Way Life Report surveys are out; Board members were also given a survey to review.

The Volunteer Caregiver Program received a \$2,000 donation.

The Transportation Program has been awarded the 8521 Grant.

Ask Law Enforcement is scheduled at a new location, Rosholt Senior Dining Site, on March 9.

The Memory Café is up to 14 participants.

A few staff will receive Virtual Dementia Tour training; tours will again be offered by the ADRC.

The Holly Shoppe has signed a memorandum of understanding with the ADRC.

IX. Personnel Issues

A. Position Refills

1. Transportation Coordinator

Donna Betro's last day was today; the position is posted.

2. Bus Driver
David Adams starts Monday as the 34-hour per week bus driver.
 3. Bus Driver On-Call Substitutes and
 4. Administrative Associate I On-Call Substitutes positions are posted. Additional Adult Day Care Aides are needed, too.
 5. Nutrition Program Manager
Joni Smith has announced her plan to retire on March 3 after 35 years serving the County (18 years as Nutrition Director).
 6. Dining Site Manager On-Call Substitute - several subs are needed.
- X.** Adjourn - Next Meeting Date & Time: Thursday, March 2, 2017, 4:15 p.m.
All agreed to adjourn 5:11 p.m.

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Meeting Minutes – Thursday, March 2, 2017**

Present: Buzza, Gussel, Havlovick, Judy, Ordens, Woitczak

Excused: Clark, Doubek, Johnson

Staff present: Miller, Piesik, Piotrowski

Others present: Jean Pokorny, Todd Neuenfeldt, Betsy Abramson

I. Call to Order: Buzza called the meeting to order at 4:12 p.m.

II. Review/Approval of Minutes: February 2, 2017.

Ordens motioned/Woitczak seconded; motion carried approving minutes as written.

III. Correspondence

1. Rep. Ron Kind congratulates Wisconsin organizations on receiving Foster Grandparent Program grants; all legislators were instrumental in advocating for the program.
2. Lakeland Care was chosen by Wisconsin Department of Health Services to serve as a managed care organization in Portage County, beginning on July 1.
3. Adult Day Center compliance visit; no citations or violations were found.

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. Presentation

- A. Presentation recognizing Jean Pokorny for her response during The Holly Shoppe fire. Todd Neuenfeldt, Facilities Director, showed filmed footage of the fire and presented a plaque to Jean Pokorny, Holly Shoppe volunteer, for her quick action to extinguish the fire. (Volunteer Bernie Domaszak was recognized at the County Board meeting in February.) Facilities is working on getting an audible fire alarm system approved for Lincoln Center.
- B. Wisconsin Institute for Healthy Aging (WIHA) Business Acumen presentation, Betsy Abramson, Executive Director. Abramson read WIHA's mission, to bring evidence-based health program research results back to the state for programs to keep older adults healthy and prevent long-term care. Older Americans Act (OAA)-funded health promotion programs must be evidence-based. Results of such programs

benefit not only the participant but health entities (Medicare Advantage plans, Medicaid, insurance plans) and providers (health systems, hospitals, care organizations, etc.). With no increase in OAA dollars foreseen, Abramson explained WIHA's proposal to work with the ADRC as an aging network partner (ANP) or community-based organization (CBO) to offer evidence-based programs for a cost. WIHA would enter into a memorandum of understanding (MOU) with the ADRC and contract with a health care entity. WIHA and the health care entity will share data (referrals, enrollment, completion and outcomes). The health care entity pays WIHA, as per a contracted amount; WIHA pays the ANP/CBO (ADRC of Portage County) for the amount agreed upon in the MOU.

Piotrowski asked the Board for approval to move forward.

Board concerns and discussion:

Are there any bylaws or regulations from the state entity that prevent such agreement?

The Wisconsin Bureau of Aging and Disability Resources (BADR) and GWAAR both approve and ADRC currently contracts with a managed care organization (MCO). Piotrowski would send the proposal to Corporation Counsel for review.

How do we (the Board) address economic concerns of health care (i.e., only initial treatments may be covered, but not follow-up)?

This amounts to a bigger advocacy issue as the health care industry is no longer a non-profit industry.

Insurance companies do not distribute their savings to client premiums.

Money received must be considered grants; WIHA would pay the ADRC. No funds would be received from an insurance company. The organization uses due diligence in approaching 'good' companies as partners.

The Healthy Living with Diabetes program is a closed session.

Judy motioned/Gussel seconded approval to move forward.

VII. Fiscal Issues

- A. Discussion on 2017 leases/contracts "for services" or to "provide services" for \$25,000 or less.
- B. Discussion on 2017 leases/contracts "for services" or to "provide services" for \$25,001- \$99,999.
- C. Discussion on 2107 leases/contracts "for \$100,000 or more.
- D. Review/Discussion of Vendor Invoice List Report, February 1, 2017, \$68,121.55.
- E. ADRC budget summary will be available next month.

VIII. Board/Department Program Issues

A. Discussion/possible action on WIHA proposal re: evidence-based services to WPS Insurance. (See under VI. Presentations, above, item B.)

B. Discussion/possible action on a resolution authorizing an agreement for the merger of City of Stevens Point and Portage County ADRC Transportation services effective January 1, 2018.

Changes to the Agreement:

Correction to the date on page 29 from 1/29/2017 to 1/29/2018

Personnel update on Appendix B

Exit strategy clause terminology added

Reinstatement of mobility management

Added volunteer training for volunteers and staff

Ordens motioned/Woitzak seconded, motion approved, all in favor.

C. Discussion/possible action on Bureau of Aging and Disability Resources Aging Unit self-assessment for 2016.

Correction to the date on page 40 referring to the Voter ID Presentation from September 22, 2017 to September 22, 2016. Judy motioned/Gussel seconded; motion carried, all ayes.

D. Discussion/possible action on Caregiver Support Services financial assistance policies
Piotrowski asked to raise the dollar amount available to families to \$4,000 because of the substantial increase (\$20,000) to Alzheimer's Family & Caregiver Support Program (AFCSP) funds, in order to disburse to more to families in need. Judy motioned/Ordens seconded, motion carried, all in favor.

E. Discussion/possible action re: Lincoln Center Building Trust Fund Policy Statement.
Existing \$100 Club policy was adopted by Portage County commission on Aging in 1991. Piotrowski asked the Board permission to raise the minimum donation amount for a memorial plate or other such acknowledgement to \$250 or \$500. Buzza asked to table the discussion and bring it back to the Board on next month's agenda as a resolution.

F. Legislative Advocacy

1. Wisconsin Long-Term Care Coalition Keep Our Care at Home: Long-Term Care Stakeholders. Governor Walker is building on Wisconsin's nationally recognized Long-Term Care system. (color handout)
2. Wisconsin Long-Term Care Coalition Keep Our Care at Home: Letter to Paul Ryan, Speaker of the United States House of Representatives re: Medicaid block grant proposal.
3. ABC for Health, Inc. HealthWatch Wisconsin press release re: proposed repeal of the Affordable Care Act affects everyone.
4. Guidance on citizenship/alien status as applicable to Older Americans Act and other programs administered by the Aging Network from GWAAR.
5. Dementia Care Specialist

Funding for the position is slated to end July 31. Piotrowski noted that participation in the Memory Care program delays admittance to a nursing home by 18 months.

IX. Reports

A. GWAAR Board of Directors Meeting minutes, December 2, 2016

B. ADRC Programs

C. Long-Term Care Facility report, August-December, 2016

No important violations to note.

D. Family Care/Long Term Care Waiver Programs

1. Local

a. Aging & Disability Resource Center (ADRC)

1) SAMS Agency Call Report – December, 2016 and January, 2017

2) SAMS Call Profiler Report – December, 2016 and January, 2017

Miller is getting numbers from IRIS and Family Care and has figured out how to generate a way to show call type (walk in, home visit, email, etc.) on the report.

3) Long-Term Care Enrollment Report – December, 2016 and January, 2017

E. Director's Report

Lobby furniture ordering is almost complete.

A volunteer recognition is scheduled for Monday, April 17 at the new Springville Wharf. Registration begins at 8:30 a.m., breakfast starts at 9; the event will include presentations.

X. Personnel Issues

A. Position Refills

Adult Day Center, Nutrition, Reception and Transportation on-call substitutes are needed.

B. Interviews for a Nutrition Manager are taking place today and tomorrow.

XI. Adjourn - Next Meeting Date & Time: Thursday, April 6, 2017, 4:15 p.m.

Buzza declared the meeting adjourned at 5:36 p.m.; all in favor, meeting adjourned.

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Meeting Minutes – Thursday, April 6, 2017**

Present: Buzza, Clark, Doubek, Gussel, Johnson, Judy, Ordens, Woitczak

Excused: Havlovick

Staff present: Hake, Piesik, Piotrowski

- I.** Call to Order: Buzza called the meeting to order at 4:13 p.m.
- II.** Review/Approval of Minutes: March 2, 2017 - Judy motioned/Clark seconded, motion carried.
- III.** Correspondence
 - A. Aging & Disability Resource Center receives the Portage County Charitable Community Award on May 5, 7:15 a.m. at Sentry World. Any Board members interested in attending should notify Piotrowski. Comments include that winning the award provides a good public relations opportunity.
- 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 re: approval to purchase \$20 gift certificates for Foster Grandparent Program recognition. Johnson motioned/Ordens seconded the motion, all in favor.
 - B. Review/discussion of Vendor Invoice List Report, 3/1/2017, \$51,780.15. cost to replace the agency sign, \$1,175, paid to Bushman Electric Crane & Sign; half of the reserve account paid out to The Holly Shoppe, \$14,465.
 - C. ADRC Budget Summary (handout) Hake said that 2016 closeout is in process; current expenses are under 25%.
- VII.** Board/Department Program Issues
 - A. Discussion possible action re: Portage County Business Council Charitable Community Award presentation. (See under III A. above.)

B. Discussion/possible action re: United Way update.

Four ADRC programs receive an approximate total of \$100,000 in United Way funding; reports were due April 5.

C. Discussion/possible action re: Strategic Planning

Packet includes last plan from 2011. Piotrowski invited board members to review and assist with planning. Doubek volunteered; meetings will be held the Mondays in May, 3:30 p.m.

D. Discussion/possible action on Lincoln Center Building Trust Fund Policy. The original purpose of the fund was for purchasing furnishings and equipment for the new building; the policy was adopted in 1991. Piotrowski requested to increase the minimum for a small donation/memorial nameplate from \$100 to \$250. Woitczak motioned/Ordens seconded; motion carried, all in favor.

E. Discussion/possible action re: ADRC Picnic/Open House

Piotrowski proposed holding an agency picnic in order to bring in the public. The event would be on a Wednesday in August between 10 a.m. and 2 p.m. and include a cookout, tours, and displays on ADRC services. Costs could come out of the Nutrition Program and the reserve fund; general donations would be accepted. Board members would be welcome to participate. Judy motioned/Johnson seconded, motion carried, voice vote.

F. Legislative Advocacy

1. WAN Bulletin – Dementia Care Specialist Program A Wise Investment: Crucial to Containing Costs explains efforts to put funds for the Dementia Care Specialist position back into the State budget. Piotrowski testified before the Joint Finance Committee, referring to the advocacy document by the late Kitty Rhoades, DHS Secretary, and expressed concerns with block granting. Piotrowski will submit written testimony and advocacy letters from County Board Supervisor Dale O'Brien and Sheriff Mike Lukas. On Monday, Senator Testin toured the ADRC and met with staff; Representative Shankland will visit next Monday. Piotrowski will discuss dementia risk and impact of early intervention with Helen Marks Dicks, State Advocacy Director for AARP, per Buzza's suggestion.

2. Aging Advocacy Days

Janet Zander organizes the event, held on May 17 in Madison. Any Board members that wish to attend should contact Piotrowski.

VIII. Reports

A. Administration for Community Living Update: Profile of Older Americans 2015/2016

B. Dementia Care Specialist 2016 Activity Report

Local numbers will be included in the Annual Report. AARP is working to get a \$1,000 tax credit established for family members who must spend money as caregivers.

C. Long-Term Services and Supports Scorecard

D. AARP Checklist for Person- and Family-Centered Practices in No Wrong Door Systems ‘No Wrong Door’ policy means person-centered services; ADRC clients will always receive whatever help the agency can give including a referrals to other agencies.

E. GWAAR

1. Beyond the White Lines Newsletter, March, 2017

Topics include reduced funding for specialized transportation, and implementing a tourism tax to pay for deficits.

F. ADRC Programs

1. Local, a. ADRC Dementia Friendly Community Newsletter, March/April, 2017. Former Gov. Martin Schreiber will speak about Alzheimer’s disease and his role as caregiver for his wife, Elaine, on May 17, 6 p.m. at Mid-State Technical College.

2. Long-Term Care Waiver Programs

a. Local - Aging & Disability Resource Center (ADRC)

i. SAMS Agency Call Report – February, 2017

ii. SAMs Call Profiler Report – February, 2017

iii. Long-Term Care Enrollment Report – February, 2017

3. Director’s Report

Piotrowski has submitted a grant application to GWAAR to cover the services of a consultant to review the ADRC’s Nutrition Program and make it more attractive to ‘younger’ participants.

A request has been made to hold a memorial service at Lincoln Center for a participant who was very involved in advocacy for the ADRC. Revisions would be made to the Building Use Policy giving the Director the ability to waive rules as deemed fit. Piotrowski will email the revised policy to the Board for review and will present it at the next meeting.

The RSVP Annual Volunteer Recognition is planned for Monday, April 17 at Memories; a program will be included. Members interested in attending should contact Piotrowski.

ADRC is still seeking candidates for a Board member to represent the physically disabled. This person should be physically disabled or have a family member/loved one with a disability.

IX. Personnel Issues

A. Position Refills

1. Nutrition Program Manager

Kristi Cooley, WIC Director at PCHHS, will start on April 24.

X. Adjourn - Next Meeting Date & Time: Thursday, May 4, 2017, 4:15 p.m.

All agreed to adjourn at 5:16 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board Meeting Minutes – Thursday, May 4, 2017

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

Excused: Johnson

Staff present: Miller, Piesik, Piotrowski

- I. Call to Order: Buzza called the meeting to order at 4:15 p.m.
- II. Review/Approval of Minutes: April 6, 2017 - Judy motioned/Doubek seconded, minutes approved.
- III. Correspondence:
 1. Letter Re: Aging Self-Assessment
- IV. Public Comment: On matters relating to the charge of the board (representing the needs, concerns, interests, and well-being of seniors and adults with disabilities in Portage County), but not agenda items, may be made at this time under authority of sec. 19.84(2).
- V. Public Notice: Members of the public who wish to address the Commission/Board on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Commission/Board Chair as set forth in Robert's Rules of Order.
- VI. Fiscal Issues
 - A. Review/discussion of Vendor Invoice List Report, 4/3/2017, \$57,699.82, included a \$1,700 payment to NextThing Technologies, Inc. for Route Coordinator software.
 - B. Carryover Request
Piotrowski requested using carryover rather than reserves for first floor remodeling and purchase of a Smartboard for the 2nd floor. Judy motioned/Doubek seconded; motion carried, all in favor.
 - C. ADRC Budget Summary
Nutrition expenses are high to encumbrances.
- VII. Board/Department Program Issues
 - A. Discussion possible action on Senior Center Policies: Age Criteria, Instructor Payment, Instructor/Leader Mileage Reimbursement, Refund Policy
The Senior Center is up for recertification in 2018; policies have been reviewed and updated. Age criteria for Senior Center classes, programs and activities was lowered match requirements for RSVP and Foster Grandparent Program. The Adult Day Center and The Holly Shoppe allow people age 55 and over and adults with disabilities to participate. Some instructors are paid (yoga). The Finance Department requires that refunds be issued by check. Ordens motioned/Gussel seconded to approved proposed changes; motion carried, all in favor.

B. Discussion/possible action on ADRC/Lincoln Center Building Use Policies

Changes will allow exceptions to building use at the discretion of the Director; the agency title was updated; outdated parking maps removed. Judy motioned/Clark seconded; motioned carried, all in favor.

C. Discussion/possible action on ADRC Employee Handbook

Discussion/possible action was tabled until the next meeting. After additional updates are made, an electronic copy of the document will be emailed to Board members prior to next month's meeting for review. The handbook addresses policies determined at the agency rather than the county level.

VIII. Reports

A. EBS program statistics, 2016

Monetary impact for 2016 - \$4, 815,243.

B. Alzheimer's Statistics

Piotrowski wanted to present some dementia statistics in light of the upcoming Dementia Awareness Week May 15-19.

C. Proclamation by Governor Scott Walker declaring May, 2017 as Aging and Disability Resource Center Month

D. GWAAR

1. Board of Director's meeting minutes, February 10, 2017

Clark explained that GWAAR continues to work on plans to sell services; Betsy Abramson delivered a presentation on business acumen at the March meeting.

E. ADRC Programs

1. Lincoln Center Advisory Council minutes – February 1, 2017

2. Evidence-Based Health Programs

Upcoming classes: Healthy Living with Diabetes – classes to be held at St. Michaels and Lincoln Center; a retired physician has volunteered to instruct the class and facilitate a diabetes support group. Other classes: Stepping On at Midstate Independent Living Consultants and Stevens Point Fire Department; Living Well with Chronic Conditions at Lincoln Center.

3. FGP/RSVP Advisory Council meeting minutes, February 21, 2017

The two advisory councils recently merged into one.

Family Care/Long-term Care Waiver Program

1. Local

a. Aging & Disability Resource Center (ADRC)

1) SAMS Agency Call Report – March, 2017

2) SAMs Call Profiler Report – March, 2017

3) Long-Term Care Enrollment Report – March, 2017

F. Director's Report

1. The ADRC Picnic is scheduled for Wednesday, August 16. Ordens and Doubek volunteered to help plan or assist at the event. Other Board members are welcome to volunteer and encouraged to attend the picnic.
2. Strategic planning first strategic planning session on Monday reviewed what we already have in place next meeting will look at program priorities
3. Other
A list of upcoming Nutrition Program dining site celebrations is included in the packet. The new Program Manager Kristi Cooley has been attending trainings during her first two weeks; she will attend the next board meeting.

Piotrowski attend a training sponsored by the Helen Bader Foundation, on Building Great Communities & Strengthening Capacity Gathering. One of the presentations, Aging in Place: How Engagement, Happiness and Attachment Could Shape the Future of Rural Communities. gave a positive approach to aging. Communities are encouraged to focus on strengths and build on them. One example is a community that has partnered with Habitat for Humanity to improve housing so that people can adapt to 'the rigors of daily life' and remain in their homes. People should be asked "what would it take for you to stay in your home?" rather than "would you like to stay in your home?" Solutions: consider how far older adults in rural communities need to go for shopping, medical care, etc. Avoid ageism – using words like 'aging' and 'senior.' Provide socialization and interaction – transporting the person to a meal, rather than delivering a meal to the person. Concentrate on what is already being done well and then grow from there. Funding should be about the complexity of the problem rather than the number of people served.

The Holly Shoppe Plant Sale is Saturday, May 13, 8 a.m. until sold out.

Dementia Awareness Week is May 15-19. ADRC events will include a presentation by former Governor Martin Schreiber at MSTC on Wednesday, May 17, 6 p.m. Board members each received a Purple Angel pin.

IX. Personnel Issues

- A. Position Refills (see under G. 3. above.)

- X. Adjourn - Next Meeting Date & Time: Thursday, June 1, 2017, 4:15 p.m. Clark motioned/Judy seconded, meeting adjourned at 5:13 p.m.**

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board Meeting Minutes – Thursday, June 1, 2017

Present: Buzza, Clark, Doubek, Gussel, Havlovick, Johnson, Judy, Ordens, Woitczak

Staff present: Hake, Piesik, Piotrowski

Others present: Amy Sue Vruwink – Congressional Aide for Congressman Ron Kind

- I. Call to Order**

Buzza called the meeting to order at 4:15
- II. Review/Approval of Minutes: May 4, 2017**

Doubek motioned/ Judy seconded, minutes approved.
- III. Correspondence**
 - A. Annual report submitted to DHS Office for Resource Center Development
- 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. Review/Discussion of Vendor Invoice List Report, 5/1/2017, \$41,904.46
\$2,009 payment to Midstate Truck Services for repairs to Bus 1.
 - B. ADRC Budget Summary
Hake cited no concerns; overall expenditures are slightly lower than expected.
- VII. Board/Department Program Issues**
 - A. Discussion/Possible Action on 2016 ADRC Annual Report
Judy motioned/Clark seconded, all voted in favor to approve the report.
 - B. Discussion/Possible Action on RSVP Financial Management Policy and Procedure Manual
A compliance visit by the Corporation for National and Community Service was completed the week of May 15. Piotrowski will receive a formal letter addressing items that need adjustment. The Board requested that the RSVP Financial Management Policy effective date be changed to June 1. Gussel motioned/Ordens seconded; policy approved, all in favor.
 - C. Discussion/Possible Action on ADRC Employee Handbook
Some slight changes were made as per Portage County Human Resource Policies.

(Johnson arrived at 4:25 p.m.)

Judy motioned/Gussel seconded; the handbook was approved, all in favor.

D. Legislative Advocacy

1. Analysis of the President's Funding Year 2018 Budget Proposal (n4a)

The proposed budget will significantly impact many programs: SHIP, OAA, HHS, ADRCs, housing, transportation, CNCS programs, Medicaid and Medicare; Family Caregiver Support would be flat-funded. A Kaiser Family Foundation analysis states that the highest increase in health insurance will fall on rural seniors and people purchasing insurance through the Marketplace.

Board recommendations:

Draft a letter or document listing the top five or six key issues/programs that would be affected by the proposed budget (Buzza will review the final version.) The document will be sent to representatives and printed in the next newsletter.

2. Wisconsin Long-Term Care Coalition: Keep Our Care At Home News Release

VIII. Reports

A. ADRC Programs

(No significant updates.)

B. Family Care/Long-Term Care Waiver Programs

1. Local

a. Aging & Disability Resource Center (ADRC)

1) SAMS Agency Call Report – April, 2017

2) SAMS Call Profiler Report – April, 2017

3) Long-Term Care Enrollment Report – April, 2017

C. Director's Report

New chairs and tables should arrive next week; loveseats are on order.

Second floor carpeting will be replaced this summer.

Executive Dreier suggested a re-dedication at the ADRC open house (Wednesday, August 16).

Piotrowski displayed the Portage County Charitable Community Award plaque and Citation of Commendation issued by Katrina Shankland; both were presented to the ADRC on May 5.

There will be no carryover money allowed to County programs.

RSVP compliance visit went well; CNCS staff plan to meet with the volunteer work sites next compliance visit.

Strategic planning resumes on Monday at 3:30 p.m.

Former Governor Martin Schreiber gave a talk on his experience as caregiver for his wife who suffers from dementia. The event was held at MSTC on Wednesday, May 17.

The newest analysis of funding for the new Health Care Center indicates that it will not be self-sustaining. Johnson gave an update of meeting discussions and invites Board members to attend. The committee meets the third Wednesday of the month.

Piotrowski will be out June 23 until July 10.

IX. Personnel Issues

A. Position Refills

1. Kristi Cooley, Nutrition Program Manager, will attend next month's meeting.
2. Substitute position postings have been removed from the County website; most positions have been filled.

X. Adjourn - Next Meeting Date & Time: To Be Determined

The Board agreed to meet on Thursday, July 13 at 4:15 p.m. due to Piotrowski's absence on the first Thursday in July. All in favor to adjourn at 4:54 p.m.

Important Notices

1. Any person who has special needs and plans on attending this meeting should contact the Aging & Disability Resource Center at 715-346-1401 as soon as possible to ensure that reasonable accommodations can be made.
2. A quorum of the Portage Co. Board of Supervisors, or any committee thereof, may be present at this meeting.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board Meeting Minutes – Thursday, July 13, 2017

Present: E. John Buzza, James Clark, Chris Doubek, Charles Gussel, Barbara Havlovick, Meleesa Johnson, Richard Judy, Judy Ordens, Bernice Woitczak, William Zimdars

Staff present: Kristi Cooley, Karen Piesik, Cindy Piotrowski, Tonia Simmons

- I.** Call to Order: Buzza called the meeting to order at 4:13 p.m.
- II.** Introductions
 - A. Bill Zimdars, new Board member
- III.** Review/Approval of Minutes: June 1, 2017 - Judy motioned/Clark seconded, motion carried all in favor.
- IV.** Correspondence
 - A. United Way Letter Re: 2018 Program Funding Levels
Financial reports for some programs were submitted late to the United Way, resulting in no increase in funding. Questions were raised by United Way about the cost of evidence-based health programs. Piotrowski and other staff will attend the vision council meeting in September to address their concerns.
 - B. Corporation for National and Community Service (CNCS) Compliance Monitoring Site Visit Report
Reviewers completed an intense 3-day visit, meeting with Piotrowski, RSVP and Finance Department staff. CNCS staff were extremely pleased with the program and how it is run. RSVP Manager Barb Evans will address any findings in her response. Language will be added to the criminal background check history forms and reviewed by Corporation Counsel.
 - C. GWAAR Letter Re: Contract Amendment for Nutrition Services Incentive Program (NSIP) 2016-2017
The ADRC will receive an additional \$6,959.
- 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 Resolution to Approve Contract between Stevens Point School District and Senior Nutrition Program

Under item number 10 on the Portage County Contract Summary Form, the contract year has been corrected to 2017. Corporation Counsel noted a double negative on page 19, section E. The word 'not' should be removed from the following language: "Neither agency shall not be held liable for any injury, illness or other affliction resulting from the other agency's negligence." School Agency Representative Meg Erler will have to re-sign and may need to take the agreement corrections back to the school board. The price increased by \$.09 per meal in order to improve protein sources on the menu. Doubek motioned to approve the contract with above corrections, Clark seconded; motion carried, all in favor.

B. Review/Discussion of Vendor Invoice List Report, 6/1/2017, \$71,976.83. A payment of \$26,602 was paid to Emmons Business Interiors for lobby furniture.

C. ADRC Budget Summary

VIII. Board/Department Program Issues

A. Discussion/Possible Action on Elder Nutrition Program Revitalization Grants

1. My Meal, My Way

The Bureau of Aging and Disability Resources (BADR) has offered implementation and revitalization mini-grants for up to \$7,500; applications were due July 1. Cooley explained that ADRC would partner with Adventure 212 Bistro, providing a lunch location alternative for participants.

2. Market Square Local Foods

Central Rivers Farmshed would provide fresh product to Stevens Point school district's food service to incorporate ½ cup fresh, local produce into the senior dining site menu.

Cooley did not submit a grant application for the salad bar model at this time. Judy motioned to approve/Johnson seconded, motion carried, voice vote.

B. Discussion/Possible Action on Proposed Increase of National Family Caregiver Support Program (NFCSP) and Alzheimer's Family Caregiver Support Program (AFCSP) Annual Allocation Amount per Applicant

On behalf of the Caregiver Support Services Advisory Council, Simmons is requesting that the annual allocated amount be raised to \$2,500 per applicant per program. An allocation of \$1,500 was approved in 2012. Funds can be used toward the cost of caregiver training materials (manuals for Powerful Tools for Caregivers), Adult Day Center fees, etc. Doubek motioned to approve the increase/Clark seconded; motion carried.

IX. Reports

A. Long-Term Care Workforce Crisis

B. Healthy Insurance in Portage County

C. Family Care/Long-Term Care Waiver Program

1. Local

a. Aging & Disability Resource Center (ADRC)

- 1) SAMS Agency Call Report, May, 2017
- 2) SAMs Call Profiler Report, May, 2017
- 3) Long-Term Care Enrollment Report, May, 2017

D. Director's Report

Piotrowski will attend a Family Caregiver Support Summit, held at the Johnson Foundation at Wingspread in Racine on August 3. Miller will be present at the August Board meeting.

Piotrowski noted that Frank Frassetto, Division Administrator for the Wisconsin Department of Agriculture, Trade and Consumer Protection on Wednesday, July 19 at Lincoln Center.

1. Disability Coalition

Donna Calhoun organized the coalition with various organizations including MILC, YMCA, and with caregivers for people with disabilities. The group will plan community events, like dances, for people with disabilities in Portage County.

2. Commission on Aging/Aging & Disability Resource Center Board Member List, July, 2017
Buzza's phone number will be corrected to 715-997-9080 and a revised list distributed next month.

The June 12 storm resulted in damage to The Holly Shoppe entrance and the building roof; Room C and the Knowledge Nook are closed off. City inspectors ordered that a structural engineer review the damage and will not approve use of the rooms until repairs are completed. Meetings are being shifted to other rooms and furniture removed from the lobby for less congestion. The elevator shaft pump failed causing flooding to the basement. The city pays for external repairs to the building and the county is responsible for internal repairs, except HVAC. Piotrowski suggests cancelling the Open House and having it next spring. The Board agreed to cancel and reschedule the event

X. Personnel Issues

A. Position Refills

1. Piotrowski received resignations from two dining site subs. Lincoln Center Dining Site Manager Sharon Rozak has announced her retirement as of July 20. Rozak has been in the position for 9 years, and served a total of 30 years with Portage County.

- XI. Adjourn - Next Meeting Date & Time: Thursday, August 3, 2017, 4:15 p.m. Meeting adjourned at 5:19 p.m., all in favor.**

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board Meeting Minutes – Thursday, August 3, 2017

Present: Jim Clark, Chris Doubek, Charles Gussel, Barb Havlovick, Meleesa Johnson, Dick Judy, Judy Ordens, Bernice Woitczak, Bill Zimdars

Excused: John Buzza

Staff present: Hake, Miller, Piesik

- I. Call to Order: Ordens called the meeting to order at 4:14 p.m.
- II. Review/Approval of Minutes: July 13, 2017 - Judy motioned/ Gussel seconded, minutes approved as written.
- 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 ORCD Grant for Building Improvements and Repairs
Rhonda Lechner, Regional Quality Specialist for the Wisconsin Department of Health Services, informed Miller of grant money available for building accessibility repairs and improvements. Money can be used to pay for recent storm damage repairs, excluding roof repairs. Damage inside the building is not fully covered by insurance. Grant funds of up to \$100,000 will be used to replace ceiling tiles, improve lighting in the Knowledge Nook area, purchase new carpeting for the basement and second floor, and chairs and tables for the Multi-Purpose Room. Grant award notification should be received by the end of the month. Clark motioned to approve the request for funds/Judy seconded; motion carried, all in favor.
 - B. Review/Discussion of Vendor Invoice List Report, July 3, 2017, \$47,248.19
Payment of \$5,149 was made to Emmons Business Interiors for building furniture.
 - C. ADRC Budget Summary
Hake met with managers to plan next year's budget. Flat funding is expected for 2018; the IT allocation will increase 33%. A decrease in health insurance premiums offsets COLA and step increases.

VII. Board/Department Program Issues

A. Discussion Possible Action on the ADRC Strategic Plan

New programs include Sip & Swipe Café, an instructional program on how to use a tablet. Miller thanked Doubek for helping to update the plan. The board decided on a five-year strategic plan with frequent review. Judy motioned to approve/Johnson seconded, motion carried.

B. Discussion/Possible Action Re: Board Member Attendance at the Aging and Disability Network Conference, Sept. 7-9

Piotrowski and Miller will attend the conference. A pre-conference intensive, Board Members: Leadership and Partnership, is offered on Wednesday. Board members are invited to attend any or all days and should contact Piotrowski if interested; State funds are available to cover the cost of the pre-conference.

VIII. Reports

A. GWAAR Advisory Council Meeting Minutes, March 31, 2017

B. Bulletin – Medicaid’s Role for Seniors

C. Long-Term Care Facility Report, July, 2017

Miller reviewed violations reported from January through July; a statement of deficiencies is available for review. The Community Resource Directory lists contact information for volunteer ombudsmen.

D. ADRC Programs

1. Senior Center Advisory Council Minutes, April 19, 2017

E. Family Care/Long-Term Care Waiver Programs

1. Local

a. Aging & Disability Resource Center

1) SAMS Agency Call Report, June, 2017

2) SAMS Call Profiler Report, June, 2017

3) Long-Term Care Enrollment Report, June, 2017

F. Director’s Report

1. Updated Family Care Geographic Regions (GSR) Map, July, 2017

2. Wisconsin Aging and Disability Resource Centers (ADRC) and Tribal Aging and Disability Resource Specialists (ADRC) Map

3. Updated Commission on Aging/Aging & Disability Resource Center Board Member List, July, 2017

IX. Personnel Issues

A. Discussion/Possible Action Re: New Position Requests

1. Health Promotion Coordinator

Piotrowski is requesting to add four hours to the 23-hour per week Health Promotion Coordinator position due to public participation in the Evidence-based Health Programs. Falls Prevention responsibilities will be transferred from the Information & Assistance Specialist RN position. The ADRC has adequate funding for the expansion of hours. Zimdars motioned to approve/Doubek seconded, motion carried.

2. Dementia Care Specialist

Piotrowski is requesting to change this LTE position into permanent full-time. Funding for the position is included in the State budget at this point in time. Judy motioned/Johnson seconded; motion approved, voice vote.

B. Position Refills

The Lincoln Center Dining Site Manager position has been posted (retirement replacement) along with openings for Dining Site Manager On-Call Substitutes (two resignation replacements).

Miller noted that Nutrition Program Manager Kristi Cooley was awarded the \$15,000 BADR Elder Nutrition Revitalization Grants.

X. Adjourn - Next Meeting Date & Time: Thursday, September 7, 2017, 4:15 p.m.

All in favor to adjourn at 4:46 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board Meeting Minutes – Thursday, September 7, 2017

Present: John Buzza, Jim Clark, Chris Doubek, Charlie Gussel, Barb Havlovick, Meleesa Johnson, Dick Judy, Judy Ordens, Bernice Woitczak, Bill Zimdars

Staff present: Barbara Evans, Jason Hake, Karen Piesik, Cindy Piotrowski

- I.** Call to Order: Buzza called the meeting to order at 4:14 p.m.
- II.** Review/Approval of Minutes: August 3, 2017 - Judy motioned/ Ordens seconded; minutes approved as written.
- III.** Correspondence
 1. Letter of Approval Re: \$15,000 Award for the Elder Nutrition Program Revitalization Mini-Grants
The Meals My Way and Farm to Table grants were awarded.
 2. Corporation for National and Community Service Site Review Results
The Foster Grandparent Program and RSVP must begin using a separate, signed form authorizing FBI caregiver background checks. Slight language changes were made to The Memorandum of Understanding form. Otherwise, very positive results overall.
 3. Community Link, Inc. changes Name to Inclusa, Inc.

Havlovick arrived at 4:18 p.m.
- 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. Review/Discussion of 2018 Proposed Budget
Tax levy increase accounts for the IT allocation, \$28,769. The Dementia Care Specialist position was added as a full-time, permanent position. Health Promotion Coordinator hours will increase to allow for program growth; Volunteer Caregiver Coordinator hours will decrease. Changes to the state budget could affect dollar amounts for Dementia Care, ADRC and RSVP. When the Adult Day Care Supervisor retires this fall, family insurance coverage must be added back into that budget. ADRC fuel reserves can be used to pay increased mileage reimbursement rates for the Home-delivered Meals Program. Nutrition has a fund balance of \$131,000, which will offset increased meal costs.

B. Review/Discussion of Vendor Invoice List Report – 8-1-2017, \$28,183.51

C. ADRC Budget Summary

Hake - everything is on-pace as compared with last year.

VII. Board/Department Program Issues

Discussion Possible Action Re: RSVP Support of The Holly Shoppe

The Corporation for National and Community Service requires that volunteer stations be certified as a 501(c)(3) non-profit organization. Evans, RSVP Manager, said that The Holly Shoppe has not provided documentation of efforts to become a nonprofit organization. The Wisconsin Department of Financial Institutions website was checked during the meeting, showing that articles of incorporation were filed resulting in non-stock corporation status. Buzza explained that this is not the same as 501(c)(3) tax exemption. The Holly Shoppe must file with the Internal Revenue Service (IRS) to obtain that status, and if income is not used for charitable purposes, may not receive tax-exempt status. The Board requested more information by the October 5 COA/ADRC Board meeting. Evans stated that she requested documentation back in June, and this is a significant program non-compliance. Hake agreed that appropriate action should be taken now. A suggestion was made to give notice that, effective October 1, The Holly Shoppe would no longer be supported by the RSVP Program if documentation is not provided by that date. Buzza said that they will not get a response by then, but the IRS would backdate to the date of the application if a favorable determination is made.

A motion was put on the floor to suspend supporting volunteers through RSVP until such time that The Holly Shoppe obtains 501(c)(3) status. Doubek motioned/Johnson seconded; motion carried with 9 in favor, 1 abstention.

Legislative Advocacy

1. News Bulletin Re: Repeal and Replacement of the Affordable Care Act

VIII. Reports

A. GWAAR Annual Board of Directors Meeting Minutes, June 16, 2017

Clark reported that the BOD continues to receive updates from Janet Zander, Advocacy and Public Policy Coordinator. GWAAR initiatives include review of how food services for the elderly are presented throughout the state, and selling ADRC services through GWAAR.

B. ADRC Programs

1. Nutrition Program Advisory Council Meeting Notes, June 9, 2017

2. Portage County Senior Corps Advisory Council Meeting Minutes, August 22, 2017

Council members have decided that RSVP will not pay mileage reimbursement as of January 1, 2018. However, funds will be available to provide a cushion for individuals who cannot volunteer due to inability to transport. Last year, almost \$5,000 total reimbursement was distributed among only 15 volunteers. Portage County RSVP is the only program in the state still paying mileage reimbursement.

3. Thanks for Giving Pie Social Event
The event is scheduled for Tuesday, September 26, at 2 p.m. All Board members are invited; apple pie provided by Kozy Kitchen

C. Family Care/Long-Term Care Waiver Programs

1. Local
 - a. Aging & Disability Resource Center (ADRC)
 - 1) SAMS Agency Call Report – July, 2017
 - 2) SAMS Call Profiler Report – July, 2017
 - 3) Long-Term Care Enrollment Report – July, 2017

D. Director's Report

1. Review/Discussion Re: State Accessibility Grant
ADRC will receive approximately \$27,000 to cover purchasing chairs, electronic message boards and entryway remodeling.
2. Building Repairs
Repairs are still not underway. Room C and the Knowledge Nook area remain inaccessible, stalling the Second Floor re-carpeting project because of lack of temporary office space.
3. Other
The TCC plans to bring a resolution before Executive Operations and the County Board containing language for the ordinance to reduce the number of members from 18 to nine. The committee will include two County Board supervisors.

GWAAR has recommended that Piotrowski and Kristi Cooley visit the Northwest Counties later this month to view what other rural sites in the state are doing.

Piotrowski will give presentations at the Poverty Matters Conference and for Aspirus; she recently completed one for the County Board.

IX. Personnel Issues

A. Position Refills

1. Mary Dulske starts as Lincoln Center Dining Site Manager on Monday.
2. Adult Day Care Supervisor Sharon Anderson and Elder Benefit Specialist Karen Vacha have announced plans to retire this year.

X. Adjourn - Next Meeting Date & Time: Thursday, October 5, 2017, 4:15 p.m.

Johnson motioned to adjourn/Judy seconded; all in favor. Meeting adjourned at 5:15 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board Meeting Minutes – Thursday, October 5, 2017

Present: John Buzza, Jim Clark, Chris Doubek, Charlie Gussel, Barb Havlovick, Meleesa Johnson, Dick Judy, Bernice Woitczak, Bill Zimdars

Excused: Judy Ordens

Staff present: Hake, Piesik, Piotrowski

Others present: Jami Gebert, Executive Administrative Assistant

- I. Call to Order: Buzza called the meeting to order at 4:14
- II. Review/Approval of Minutes: September 7, 2017 - Clark motioned/Zimdars seconded, minutes approved all in favor.
- III. Correspondence
See under section VI. Fiscal Issues, A.
- 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/Review of Ascension/Saint Michael's Meals Contract, October 1, 2017 – September 30, 2018
Contract has been budgeted so no action is required. Cost per meal was increased by 3 percent.
 - B. Review/Discussion of Vendor Invoice List Report, 9/1/2017, \$38,836.27
Emmons Business Interiors was paid \$3,258 for lobby furniture (loveseat).
 - C. ADRC Budget Summary
The budget is on track; Caregiver Support Services revenues are high because of additional AFCSP funds; the Adult Day Center has received 78% of budgeted amounts.
- VII. Board/Department Program Issues
 - A. Discussion/Possible Action on Resolution to Restructure the Transportation Coordinating Committee
Piotrowski reviewed revisions to Ordinance 3.1.25. Membership of the Transportation Coordinating Committee (TCC) will be reduced from 18 members to 11 voting members and two ex-officio members.

Judy motioned to approve the resolution/Doubek seconded; motion carried, all in favor. The TCC will vote on the resolution at the October 12 meeting, passes next to the Executive/Operations Committee, then goes on the County Board of Supervisors November meeting agenda.

B. Discussion/Possible Action Re: Update on The Holly Shoppe

RSVP Manager Barb Evans provided a letter to Leslie Smith, Holly Shoppe Board Chair and Candis Schneider, Holly Shoppe Manager regarding discontinuation of support for Holly Shoppe volunteers by the RSVP program until 501(c) (3) status is acquired. Piotrowski has offered to meet with Holly Shoppe representatives to discuss ways to assist with the process.

C. Legislative Advocacy

1. WI Health Matters Media Advisory Re: Speak-out-a-thon Against the Graham-Cassidy-Heller-Johnson Bill
and
2. Memo Re: Effects of the Grahams-Cassidy-Heller-Johnson Bill on Medicaid
The bill was voted down.
3. State Budget Include Programs for Older Adults
State budget provisions could impact ADRC Health Promotion programs. Dementia Care Specialist programming will expand in Wisconsin; agencies that already have a Dementia Care Specialist positions will be able to keep them.

VIII. Reports

A. GWAAR - none

B. ADRC Programs

1. Vendor Fair for Adults with Disabilities, Families and Caregivers

A group of seniors approached Piotrowski proposing that the ADRC sponsor a dance for adults with disabilities. As a result, a coalition has formed including members from Midstate Independent Living Choices (MILC, formerly Midstate Independent Living Consultants), Stevens Point YMCA, Portage County Health & Human Services and other organizations serving people with disabilities. A vendor fair is planned at the ADRC on Saturday, October 28, which will include organizations that serve this population. A prescription drug take back event will be held in conjunction with the vendor fair.

C. Family Care/Long-Term Care Waiver Programs

1. Local
 - a. Aging & Disability Resource Center (ADRC)
 - 1) SAMS Agency Call Report – August, 2017
 - 2) SAMS Call Profiler Report – August, 2017
 - 3) Long-Term Care Enrollment Report – August, 2017Long-Term Care numbers have stabilized.

D. Director's Report

Piotrowski has received a 2018 funding decision letter from United Way of Portage County. The Rural Home-Delivered Meals Program will receive a 2% increase; Evidence-Based Health Programs will be flat-funded, but will continue to be funded thanks to letters of support from community agencies.

United Way Make a Difference Day is October 28; refer anyone who needs assistance to Piotrowski.

Nutrition Program Manager Kristi Cooley and Piotrowski visited several dining sites in Sawyer, Barron, Rusk and Washburn counties to explore new program dining options for Portage County. Other sites offer breakfasts, soup and salad bars, food trucks, open serving hours rather than a set meal time, and evening meals with alternative entertainment. Piotrowski said that the goal for adding such options is to attract younger seniors and other seniors who currently don't participate in Nutrition Program meals and events.

Michelle Bachaus, Wisconsin Bike Federation, presented a trishaw demonstration, Cycling without Age, on September 15 at the ADRC. The program, which gives elderly or less-abled people an opportunity to go on a bike ride, produces the same impact in terms of reaction as the Music & Memory program. Carrie Porter, GWAAR Transportation Specialist, originally introduced the idea; Mobility Manager Dave Adamczak arranged to bring in the event. Stevens Point's First District Alderperson Tori Jennings will help file paperwork to become a pass-through for funding from the Community Foundation allowing the organization to have 501 (c) (3) status. Piotrowski and Portage County Health Care Center Director Marcia McDonald will collaborate with Stevens Point Transit Director Susan Lemke to implement the program in Portage County. Money from grants and donations is needed to fund the purchase of three trishaws (cost \$8,500 each including shipping).

Falls Prevention Day brought in more than 100 people, including participants and presenters.

IX. Personnel Issues

A. Position Refills

1. Adult Day Care Supervisor

Sharon Andersons' last day was yesterday; 26 people applied. Nutrition Manager Kristi Cooley is assisting Caregiver Services Manager Tonia Simmons with interviewing; plans are to hire a replacement by the end of the month.

X. Adjourn - Next Meeting Date & Time: Thursday, November 2, 2017, 4:15 p.m. Meeting adjourned at 4:53 p.m., all in favor.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board Meeting Minutes – Thursday, November 2, 2017

Present: John Buzza, Jim Clark, Chris Doubek, Charlie Gussel, Barb Havlovick, Meleesa Johnson, Dick Judy, Judy Ordens, Bernice Woitczak, Bill Zimdars

Staff present: Hake, Miller, Piesik, Piotrowski

- I. Call to Order: Buzza called the meeting to order at 4:14 p.m.
- II. Review/Approval of Minutes: October 5, 2017
Barb Havlovick was omitted from the list of those present. Clark motioned to approve minutes with the correction/Gussel seconded; minutes approved, all in favor.
- III. Correspondence
 - A. United Way of Portage County – Rural Delivered Meals and Preventative Health Education Funding
The Rural Home-delivered Meals Program received a two percent increase; Preventative Health Education Programs were flat funded.
 - B. Senator Tammy Baldwin’s Response Re: The Affordable Care Act and American Health Care Act (H.R.1628)
 - C. Midstate Independent Living Choices – New Name and Logo
The agency’s former name was Midstate Independent Living Consultants and will continue to use the acronym MILC.
 - D. IRIS Spam Phone Calls
- 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 Medical Improvements for Patient and Providers Act (MIPPA) Grant Approval
The grant funds of \$3,390 will be used to help with Medicare Part D next year. Clark motioned to approve the grant/Judy seconded, motion carried, all eyes.
 - B. Discussion/Possible Action on SPARTA Grant Approval
Judy motioned approval of the grant/Woitczak seconded, motion carried, all in favor.

C. Review/Discussion of Vendor Invoice List Report – 10/4/2017, \$60,206.23
Bob's Catering was paid \$1,554 for Amherst and Rosholt Senior Dining Site picnics; \$1,500 was paid to Wellington Place for a short-term respite stay.

D. ADRC Budget Summary

Hake noted that Project Lifesaver received more dollars than budgeted. Expense money that has not been spent will be used to replace transceivers for the program. Overall budget spending is less than expected at this point but some October bills have not yet been paid.

VII. Board/Department Program Issues

A. Legislative Advocacy

1. Request for Changes to DHS Requirements for Requests for Proposals for Non-Emergency Medical Transportation (NEMT).

The ADRC is listed as a supporting agency; Ordens provided her signature on behalf of the agency. The report was prepared by Carrie Porter, GWAAR Transportation Specialist.

VIII. Reports

A. GWAAR Board of Directors Draft Meeting Minutes, August 11, 2017

B. Cycling Without Age – Video

Due to technical difficulties, Piotrowski plans to show the video at the next meeting.

C. ADRC Programs

1. Building Update

Ceiling tiles have been removed from Room C and will be replaced. State money will cover the cost for the new lighting that is being installed. Miller ordered replacement chairs for the lobby; Facilities has been repeatedly repairing chairs that have broken over the years. Money should be available next year to order more. Facilities staff have begun preparing to paint on the second floor; carpet replacement will follow after Room C is completed.

2. Transportation Update

The Resolution to Restructure the Transportation Coordinating Committee will appear on the next County Board of Supervisors meeting agenda. Adamczak is writing thank-you letters to members who will no longer serve on the committee going forward. Executive Operations voted on the resolution yesterday.

3. Senior Center Advisory Council Minutes – July 19, 2017

Senior Center policies are being updated. The council met with Create Portage County to discuss how they might partner with the organization.

4. RSVP Newsletter – Volunteering Matters, October/November, 2017

The newsletter has a new format and includes articles written by volunteers.

5. Portage County Gazette Coverage of Nutrition Program Event

D. Family Care/Long-Term Care Waiver Programs

1. Local

a. Aging & Disability Resource Center (ADRC)

1) SAMS Agency Call Report – September, 2017

2) SAMs Call Profiler Report – September, 2017

3) Long-Term Care Enrollment Report – September, 2017

E. Director's Report

Piotrowski circulated a hand-made thank you note from a United Way Project Fresh Start recipient, and a lunch bag made by a local elementary school student.

United Way will present the LIFE Report on Wednesday, November 8. Piotrowski served on the steering committee, along with other ADRC staff on several committees. Board members are invited to attend.

IX. Personnel Issues

A. Position Refills

1. Adult Day Care Supervisor

Marissa Bakken, formerly with the Portage County Health Care Center, started on Monday.

Buzza commented that he has written a pamphlet about what to do when someone has died; he will provide copies to Board members.

X. Adjourn - Next Meeting Date & Time: Thursday, December 7, 2017, 4:15 p.m.

Meeting adjourned at 4:46 p.m., all in favor.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board Meeting Minutes – Thursday, December 7, 2017

Present: John Buzza, Jim Clark, Chris Doubek, Charlie Gussel, Meleesa Johnson, Dick Judy, Judy Ordens, Bernice Woitezak, Bill Zimdars

Excused: Barb Havlovick

Staff present: Miller, Piesik, Piotrowski, Simmons

Others present: Marcia McDonald, Director, PCHCC

- I. Call to Order: Buzza called the meeting to order at 4:14 p.m.
- II. Review/Approval of Minutes: November 2, 2017 - Judy motioned/Zimdars seconded, minutes approved as recorded.
- III. Correspondence - none
- IV. Public Comment: On matters relating to the charge of the board (representing the needs, concerns, interests, and well-being of seniors and adults with disabilities in Portage County), but not agenda items, may be made at this time under authority of sec. 19.84(2).
- V. Public Notice: Members of the public who wish to address the Commission/Board on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Commission/Board Chair as set forth in Robert's Rules of Order.
- VI. Reports
 - A. GWAAR
 1. GWAAR Advisory council Meeting Draft Minutes, July 25, 2017
Clark shared a positive testimony from a citizen re: ADRC Dementia Care programs. The GWAAR Board meeting has been rescheduled for Friday, December 8.
 - B. ADRC Programs
 1. Caregiver Services
 - a. Caregiver Services Managers' Report – Tonia Simmons

Marissa Bakken started October 30; Bakken is now certified to serve as a Nursing Home Administrator.

Caregiver Support Group participation has increased; the meeting time was extended by a half hour; the group meets 1:30 to 4 p.m. on the last Wednesday of each month.

One hundred percent of funds have been allocated for the Alzheimer's Family and Caregiver Support Program (AFCSP) and National Family Caregiver Support Program (NFCSP).

- b. Adult Day Center Report
Twenty one people are currently enrolled, with three potential new participants. The need for a one to four staff/participant ratio is increasing.
- c. Caregiver Teleconnection
- d. Dementia Care Specialist's Report
Memory Café currently has 51 names on the mailing list; approximately half that amount attend each month. Fleece blankets made by November's group participants were donated to the Portage County Humane Society.

Dementia Friendly Community (DFC)-trained businesses and organizations include: Sentry Credit Union, Stevens Point Police Department and St. Bronislava Church (the first faith-based DFC organization).

- e. Living in the Moment was presented by caregiver Walter Zerrenner on November 17; 30 people attended.

Powerful Tools for Caregivers program now has a waiting list and may need to be offered more than twice per year.

Simmons and ADRC Dementia Care Specialist Carley Prochaska Lee participated in the annual Alzheimer's Walk event.

- f. Volunteer Caregivers of Portage County 2017 Third Quarter Report
Hours for staff are being reduced by three hours per week. The Time Away respite program will be revamped and implemented by the Dementia Care Specialist. The program's Workforce Resource employee has accepted a permanent position elsewhere.
- 2. Live Well, Live Long Coalition Meeting Minutes, October 18, 2017
Falls Prevention Awareness Day was well attended. Falls Free Freddy, a prop created by Jennifer Cummings of the ADRC of Central Wisconsin and used to promote falls prevention, received great response.
- 3. Portage County Senior Corps Advisory Council Meeting Minutes, August 22, 2017
The Foster Grandparent Program and RSVP advisory councils are now combined. The council is examining which volunteer positions work. A \$300 add-on module for the Volunteer Reporter software program would enable volunteers to log their own hours online.
- 4. Nutrition Program Advisory Council Meeting Notes, August 22, 2017

C. Family Care/Long-Term Care Waiver Programs

- 1. Local
 - a. Aging & Disability Resource Center (ADRC)

- 1) SAMS Agency Call Report – October, 2017
- 2) SAMS Call Profiler Report – October, 2017

Miller said that Information & Assistance staff completed a State ‘change’ project, reducing anonymous calls from three to zero percent during the project.

- 3) Long-Term Care Enrollment Report – October, 2017

D. Director’s Report

1. The Holly Shoppe’s New Store Location

The Shoppe has a second location on Artisan Alley in downtown Stevens Point. Research revealed that the entire amount of a memorial trust fund set up years ago was intended for The Holly Shoppe. Finance is issuing a check to the Shoppe for the entire amount.

2. Tomorrow River Times Article Re: Portage County Poor Farm Cemetery, November 20, 1980 - explains the early origins of the County Health Care Center.

Buses and Transportation Program staff, with the exception of Mobility Manager Dave Adamczak, have moved to the City Transit building.

Inclusa, Inc. laid off 55 employees, three in Portage County; staff and duties were reorganized. Numerous resignations and retirements have resulted. Copperleaf, formerly the North Group, will no longer contract with Inclusa, impacting at least 33 people in Portage County assisted living facilities. Members must either choose to move or switch managed care organizations.

3. Cycling Without Age – Tri-Shaw Program

A video clip was presented to the Board. Piotrowski stated that there are enough funds in the Transportation Program budget to purchase a tri-shaw. The City would store the equipment during the off season; Dave Adamczak plans to coordinate the program.

VII. Board/Department Program Issues

A. Legislative Advocacy

1. Justice in Aging

Noted concerns: the tax bill projects a \$1.5 trillion deficit in the federal budget, cuts to Social Security, Medicare and Medicaid, and the loss of health coverage.

2. WAN Aging Advocacy Day

Aging Advocacy Day 2018 is scheduled for Wednesday, May 16.

B. Transportation Merger Update

1. Public Hearing Notice

Susan Lemke held a public hearing for 85.21 grant last week Monday. The grant is on the agenda for next week’s Transportation Coordinating Committee meeting.

VIII. Fiscal Issues

- A. Discussion/Possible Action on the County Aging Unit Budget – 2018
Judy motioned to approve the budget/Ordens seconded; motion carried, all in favor.

- B. Discussion/Possible Action Re: Support for Cycling Without Age
Clark motioned/Ordens seconded; motion carried, all ayes.
Discussion:
Pilots trained by the Wisconsin Bike Federation will provide rides; volunteers will be covered under Portage County’s Volunteer Policy liability insurance. Maintenance and repairs would be arranged by Tori Jennings, Stevens Point First District Alderperson. Justiceworks has a group that might agree to repair equipment. Committee members will explore ways to use the tri-shaw indoors during the off season. Piotrowski will work on fundraising; a Go Fund Me page was suggested.

- C. Review/Discussion of Vendor Invoice List Report – November 1, 2017 \$39,737.18
Central Rivers Farmshed - \$4,500 for frozen assets; Graybar Electric – \$2,240 for light fixtures and bulbs; Midstate Truck Service - \$1,064, Ford E450 service.

- D. ADRC Budget Summary
Budget at 87%.

IX. Personnel Issues

- A. Position Refills
 - 1. Health Promotion Coordinator
Katie Bembenek resigned effective November 27.

 - 2. Dementia Care Specialist
The position was changed from LTE to permanent; interviews take place later this month.

 - 3. On-Call Substitute Positions
Administrative Associate I - Receptionist, Dining Site Manager, and Adult Day Center Aide on-call substitute positions are open.

Elder Benefit Specialist Karen Vacha retires at the end of December.

Piotrowski mentioned the new Nutrition Program promotion, Lettuce Turnip the Beet - Marketplace Local Foods. My Meal, My Way begins on Wednesday, January 3 at The Cottage in Plover (serving 8 to 10 a.m.).

Buzza is on the review team regarding proposals for the Health Care Center

- X. Adjourn - Next Meeting Date & Time, Thursday, January 4, 2018, 4:15 p.m., Room C
Clark motioned to adjourn/Johnson seconded, meeting adjourned at 5:16 p.m.