

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Meeting Minutes – Wednesday, January 6, 2016**

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

Staff present: Hake, Piesik, Piotrowski

- I.** Call to Order – Buzza called the meeting to order at 3:58 p.m.
- II.** Review/approval of minutes: December 2, 2016. Roberts motioned to approve minutes as written, Doubek 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). - 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, November, 2015, \$55,620.94.
 - B. ADRC budget summary- not available at this time. Piotrowski estimates that the department budget is underspent. She will request carryover funds in March for Leadership Portage County registration, new signage, additional hours for Health Promotion Coordinator training and other things as identified.
- VII.** Board/Department Program Issues
 - A. Legislative Advocacy
 1. Letter to Secretary Kitty Rhodes re: waiver request for Family Care/IRIS 2.0. Piotrowski noted concern that Department of Health Services does not list ADRCs as agencies responsible for handling enrollments.
- VIII.** Reports
 - A. GWAAR Board of Directors Meeting Minutes, October 9, 2015
 - B. GWAAR Beyond the White Lines Newsletter, November/December, 2015
 - C. ADRC Programs
 1. The Holly Shoppe Board Meeting Minutes, November 23, 2015
Strategic Planning Committee is working with Corporation Counsel on the transition plan and paperwork to establish 501(c)(3) status. Sales are higher than expected with credit due to Candis Schneider, new manager of The Holly Shoppe. Schneider has been attending low-cost trainings on volunteer management.

2. Memo from Wendy Spencer, CEO, Corporation for National and Community Service re: final action on CNCS budget. CNCS funds the Retired and Senior Volunteer Program and Foster Grandparent Program; neither program faces cuts at this time.

D. Family Care Long-Term Care Waiver Programs

1. Local

a. Aging & Disability Resource Center 1) monthly contact report, November, 2015; 2) Long-Term Care Enrollment Report, November, 2015. Effective January 4, reports will be generated from the SAMS database and will have a different appearance.

b. Community Care Connections of Wisconsin (CCCW) 1) membership report, November, 2015; 2) regional statistical report, November, 2015.

E. Director's Report

Piotrowski circulated the Point and Plover publication featuring an article on The Holly Shoppe; Lincoln Center will be featured in a future issue.

The ADRC will organize rides for seniors and adults with disabilities to obtain photo identification cards from the DMV. Mobility Manager Dave Adamczak is working with housing complexes to set up dates. Mike Pagel, Wisconsin Towns Association, noted concern from several town clerks about residents who do not drive that need obtain photo IDs. Piotrowski has been approached by residents asking for the service. The ADRC can provide transportation to obtain an ID. The ADRC can refer callers to ride organizers but is prohibited from providing rides to voting polls. A ride coordinator outside of this agency would be needed. Buzza will discuss the concern with Terry Rothmann, Executive Director of the Community Foundation of Central Wisconsin. Ride details will be published in The Post Newsletter and through press release.

Susan McFadden, PhD, research consultant with Fox Valley Memory Project and professor emerita of psychology, UW-Oshkosh, was the featured guest speaker at Portage County's Dementia Friendly Community Initiative (Purple Angel Campaign) kickoff held December 15. ADRC Caregiver Support Services Director Tonia Simmons, and Barb Evans, Dementia Care Specialist, will present a PowerPoint presentation on DFCs at the upcoming County Board meeting. (Piotrowski will try to arrange this for the COA/ADRC board, also.) All Portage County law enforcement agencies and EMS are on-board for the initiative; Portage County Business Council is collaborating on the project but more collaboration with the medical community is needed. Piotrowski serves on a local Safety & Security subcommittee and states that crisis prevention is key.

Buzza recommended the book titled 'Being Mortal,' by Atul Gawande, which is about medicine in relation to end-of-life quality.

Marcia McDonald, Portage County Health Care Center Administrator, joined the meeting. ADRC and PCHHC are working on a community piece for recognition of early dementia. Adult Protective Services is working the PCHCC to provide emergency beds for crisis situations.

On Thursday, Stevens Point Police Assistant Chief Tony Babl will deliver a safety presentation to ADRC staff on active shooters. The ADRC will need to develop a plan for staff response.

X. Personnel Issues

A. Position Refills

1. New Health Promotion Coordinator is Katie Bembenek; Kitt Belanger resigned in December. Bembenek will serve in this position 20 hours per week and continue as an Adult Day Center Aide for 10 hours per week. She helped with the transition of early memory loss to PCHCC and is involved in Music & Memory and ADC's Facebook page. Reduced ADC Coordinator and an aide position's hours will be restored due to Bembenek's change in hours.

2. Receptionist/Typist II candidate has a verbal offer; awaiting approval from HR.

XI. Next meeting date & time: Wednesday, February 3, 2016 at 4 p.m. All agreed to adjourn the meeting at 4:37 p.m.

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Meeting Minutes – Wednesday, February 3, 2016**

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

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

Others present: Marcia McDonald, Director, Portage County Health Care Center

- I. Call to Order – Buzza called the meeting to order at 3:58 p.m.
- II. Review/approval of minutes: January 6, 2016. Clark motioned to approve minutes as written, Judy 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). – 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 on 2016 leases/contracts “for services” or to “provide services” for \$25,000 or less. No major changes to agreements.
 - B. Discussion/possible action on 2016 leases/contracts/ “for services” or to “provide services” for \$25,001 - \$99,999 – none.
 - C. Review/discussion of vendor invoice list report, December, 2015, \$92,277.32; \$34,498 for purchase of 2015 Dodge vehicle with added options; \$1,407 for the Clauson Family Music Show Senior Center trip.
 - D. ADRC budget summary: not available at this time. Board voiced concern with delay of reports; Hake assured all payments are timely and that Finance is working to catch up on reports. Expense reports can be provided but would not include revenues. Year-end reports should be ready by March or April.
- VII. Board/Department Program Issues
 - A. Discussion/possible action/review of Complaint and Grievance policy. Piotrowski suggests a periodic review of the policy. A person called recently complaining that the title for ADRC’s Chore Provider Program was not appropriate. The complaint will appear on the next report.
 - B. Discussion/possible action to approve gift certificates for essay contest winners. Piotrowski asked the Board’s approval to present a request to the Finance Committee to acquire two \$25 gift

certificates and several ice cream coupons for the upcoming Sixth Grade Essay Contest. Doubek moved to approve the motion; Clark seconded; motion carried.

VIII. Reports

- A. Progress report on development of the federal Medicaid Waiver request to implement reforms from the Department of Health Services, pursuant to section 9118(9) (d)2 of Act 55. Piotrowski will attend a meeting next week; a blueprint for what long-term care should look like will be released.
- B. GWAAR Beyond the White Lines newsletter, January/February, 2016; information reflects that mobility is more than riding in a vehicle.
- C. Legislative Advocacy
- D. ADRC Programs
 1. Dementia Friendly Community (DFC) Initiative update. Tonia Simmons, Caregiver Support Services Director, provided a slide presentation on the Purple Angel Initiative showing the types of dementia, age-related changes and the 10 signs of dementia. The Initiative's goal is to make the Purple Angel symbol easily as recognizable as the pink ribbon is for breast cancer awareness. Portage County has great support from safety and security partners and supportive community safety programs (Safe & Sound, Vital Information, Project Lifesaver.) Portage County Business Council has offered assistance; Alzheimer's Association has committed to provide training. Approximately 20 business have shown interest in training; staff at Grazzi's have already been trained. ADRC offers a free 10-minute dementia screening, and Portage County Health Care Center holds Mind Rewind, a support group for people in early stages of dementia on Wednesdays at 1 p.m. Piotrowski will ask Jeff Jester, RSVP Director, to present on the Vital Information Program (VIP) at a future meeting. Handouts: calendar of upcoming DFC events; copy of DFC presentation slides.
 2. Portage County Transportation Coordinating Committee update. Buzza noted concern at the County level at Monday's meeting regarding the merger. If the merger happens, the City will provide the coordination of all transportation services in the future. However, they will need guidance on how to recruit volunteers and provide donation based programs. Buzza recommends looking at joint ventures for municipalities that have entered into such partnerships. Piotrowski has requested information from Rock, Dane and Fond du Lac counties.
 3. Resource Center complaint and grievance report – no complaints or grievances this period.
 4. Long-Term Care facilities report: July – December, 2015. The biggest forfeitures were for the North Group; North Ridge forfeited \$2,500 for unreported abuse and neglect; North Haven was recently charged a \$13,000 forfeiture; the order has been lifted and they can now admit new residents. More information is available on the DHS website.
 5. Lincoln Center Senior Center Advisory Council meeting minutes, October 21, 2015
- E. Family Care/Long-Term Care waiver programs
 1. State
 - a. Aging & Disability Resource Center (ADRC) 1) December 2015 monthly contact report and 2) Long-Term Care enrollment report. Future reports will be in the new SAMS IR database format.

b. Community Care Connections of Wisconsin (CCCW) 1) December 2015 membership report and 2) regional statistical report.

F. Director's report

An ADRC bus driver was bitten by a dog when delivering a home-delivered meal. Rules state that animals must be contained before drivers come to the door. A reminder of the policy was mailed to recipients and reviewed with drivers.

The two restrooms off the Multipurpose Room have been reassigned as family restrooms.

Piotrowski passed out notepads that were printed with a version of the new logo. A final approved logo has been received which will be used going forward. All literature, signage, emails, etc. must have the new logo. Piotrowski will request carryover to fund some of the updates.

Miller and Piotrowski will attend a meeting in Green Bay on Friday concerning changes to the ADRC contract.

Miller has had conversations with the City about printing and placing signs in the community to direct people to the ADRC.

Carrie Porter, GWAAR, received clarification from DOT regarding transportation to voting polls. ADRC staff can help coordinate transportation rides to polls for voting; the next step is recruitment for volunteer drivers.

The county-wide salary study by McGrath Human Resources Group will be discussed at the Human Resources Committee meeting tomorrow evening.

IX. Personnel issues

A. Position refills, 1. Information & Assistance Specialist - Erin Christensen will start in the position effective February 15. Erin has worked as an Economic Support Worker for Portage County and has knowledge of Medicare/Medicaid.

X. Next meeting date and time, Wednesday, March 2, 4 p.m. All agreed to adjourn at 5:01 p.m.

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Meeting Minutes – Wednesday, March 2, 2016**

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

Absent/excused: Clark, Gussel.

Staff present: Hake, Piesik, Piotrowski

Also present: County Executive Dreier, Ashley Quam, Marcia McDonald

- I. Call to Order – Buzza called the meeting to order at 4:00 p.m.
- II. Review/approval of minutes: February 3, 2016. Ordens noted that her name should be removed from members present. Judy motioned to approve minutes as corrected, Roberts 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). – none
- V. Public Notice: Members of the public who wish to address the Commission/Board on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Commission/Board Chair as set forth in Robert’s Rules of Order. – none
- VI. Fiscal Issues
 - A. Discussion/possible action on carryover requests, due March 28.

Piotrowski requested the following: replacement of interior and exterior signage and reprinting the agency brochure with the new ADRC logo as mandated by the State; drinking fountain replacements with water bottle fillers; replacement office chairs (approximately 6); lobby chairs with higher seats and arm rests; parking lot cones; Dementia Friendly Community materials; a larger safe (old safe will be moved to The Holly Shoppe.) Total funds requested - \$48,500 or \$63,500 (if approving a marquee sign at north parking lot entrance.) Doubek asked if City approval is needed for a marquee and Co. Executive Dreier raised concern of distraction to drivers. Board members agreed to keep the replacement sign modest. Also recognized the need to place signs throughout Stevens Point directing the public to the agency. ADRC Assistant Director Maureen Miller is working on this with Scott Schatschneider, Public Works Director for City of Stevens Point. The board recommended putting carryover funds toward emergency programming expenses; Piotrowski would like to help with cost of transitioning equipment for The Holly Shoppe. Medin asked Hake to clarify the carryover request process for unbudgeted items. Departments should be notified whether or not carryover is approved by May or June. Roberts motioned to approve up to \$48,500 for carryover, Woitczak seconded; motion carried.
 - B. Review/discussion of vendor invoice list report, January, 2016, \$45,468.76.
 - C. ADRC budget summary printed February 26, 2016

Hake reviewed the report; MUNIS allows budgeting for encumbrances which will provide better budget projections. Hake explained that longevity is no longer offered to employees hired post Act 10. ADRC is considered a human service by the state.

VII. Board/Department Program Issues

A. Discussion/possible action to approve 2013-2015 Aging Plan final report. Piotrowski read changes and updates to goals in the plan to the Board. It was noted that some goals have been abandoned. Medin motioned to approve changes to the Aging Plan; Roberts seconded, all voted in favor, motion carried.

B. Legislative Advocacy

1. Stakeholders Blueprint for Long-Term Care Redesign

The Department of Health Services released today the Family Care/ IRIS 2.0 concept paper; Piotrowski will send information to the Board as a mid-month email update. Co. Executive Dreier recently met with Community Care Connection of Wisconsin CEO Mark Hilliker to discuss the blueprint and was reassured that the document was shared with every legislator. Piotrowski, Zander and Hilliker helped legislators to keep integrity of Family Care going forward. Piotrowski explained that advocacy is in the state contract and at the direction of the Older Americans Act.

2. Family Care/IRIS 2.0: Choice and Quality Control – Building on Wisconsin’s Reputation as a Leader in Longer-Term Care news release. Update was not available when packet was assembled.

VIII. Reports

A. GWAAR Advisory Council meeting minutes, October 29, 2015.

B. GWAAR Board of Directors meeting minutes, December 11, 2015

C. Portage County Transportation Coordinating Committee meeting minutes, December 10, 2015 – two buses, 2005 and 2006 models, were sold at auction for \$2,600 each.

D. Portage County Transportation Coordinating Committee draft meeting minutes, February 11, 2016.

E. Review of Resolution Amending the Portage County code of Ordinances Section 3.1 Structures, Responsibilities and Appointments of the Portage County Board-3.125 Portage County Transportation Coordinating Committee. TCC created a resolution to enlarge maximum consecutive terms of board members from two three-year terms to three three-year terms.

F. ADRC Programs

1. Lincoln Center Advisory Council meeting minutes, October 21, 2015.

2. RSVP Advisory Council meeting minutes, February 9, 2016. Recent RSVP projects include construction of Amazing Grace Dignity Quilts for non-service resident memorial ceremonies and a blanket tying project with Boys & Girls Club last month for residents at the Veteran’s Home, King.

G. Family Care/Long-Term Care waiver programs

1. State – none

2. Local

a. Aging & Disability Resource Center January, 2016 monthly contact report and 2) long-term care enrollment report. Piotrowski handed out the new contact report generated from the SAMS database. Report does not tally duplicated and unduplicated numbers nor unmet needs.

b. Community Care Connections of Wisconsin January 2016 membership report and 2) regional statistical report.

H. Director's report

Board members were asked to refer anyone that is interested in serving on the Transportation Coordinating Committee to Piotrowski.

The Glen Campbell documentary "I'll Be Me" about Campbell's diagnosis and dealing with dementia while performing, will be shown at Lincoln Center on Friday at 12:30 p.m. Information is posted on the ADRC Facebook page (launched on Monday) and the Adult Day Center page.

Adamczak and Piotrowski are working on Voter ID transportation arrangements; volunteers will be trained. The number of requests is uncertain but could range from 5 to 1,500. One Portage County senior has already been turned away at the polls for not having a voter ID.

Carrie Diamond, GWAAR, sent a press release on \$62.6 million request to improve walking and biking across Wisconsin, including Plover.

Miller has provided copies of the DHS Public Directory of Facilities in the packet.

March/April issues of The Post newsletters were delivered today; articles cover new voter ID requirements and upcoming Dementia Friendly trainings.

The Community Resource Directories were delivered this week. ADRC is splitting the cost with United Way 2-1-1 and Portage County Health and Human Services; ADRC will handle distribution.

RSVP volunteer Carol Przybylski writes an article featuring an RSVP volunteer each month which appears in Stevens Point City Times, Portage County Gazette, Rosholt Record and Amherst's Our Community Spirit.

IX. Personnel issues - none

X. Next meeting date and time, Wednesday, April 6, 2016, 4 p.m. Meeting adjourned at 5:13 p.m.

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Meeting Minutes – Wednesday, April 6, 2016**

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

Staff present: Hake, Jester, Piesik, Piotrowski

- I. Call to Order – Buzza called the meeting to order at 4:00 p.m.
- II. Review/approval of minutes: March 2, 2016. Absent/excused members will be listed separately below Present line per Clark’s request. Ordens motioned to approve minutes as written, Roberts seconded; motion carried voice vote.
- III. Correspondence –
 - A. Letter from Sandy Martin, OAA Consultant, GWAAR, regarding 2015 Aging Unit Self-Assessment - the plan was accepted.
- IV. Public Comment: On matters relating to the charge of the board (representing the needs, concerns, interests, and well-being of seniors and adults with disabilities in Portage County), but not agenda items, may be made at this time under authority of sec. 19.84(2). - none
- V. Public Notice: Members of the public who wish to address the Commission/Board on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Commission/Board Chair as set forth in Robert’s Rules of Order. - none
- VI. Fiscal Issues
 - A. Discussion/possible action on additional carryover funds request for \$55,650.

Additional carryover requests include: re-carpeting the first floor; additional hours for Health Promotion Coordinator trainings; money to assist with The Holly Shoppe transition; first aid kits; an AED for the 2nd floor. Piotrowski stated that areas of the 1st floor carpeting are loose, presenting a hazard. Medin suggest that Cindy and Chairman Buzza work together to prioritize items requested. Clark motioned to approve going forward with carryover fund requests, Gussel seconded the motion; all in favor voice vote.

Clark asked if ‘in honor or memory of’ sponsorships for items (i.e.: lobby furniture) was ever considered? Piotrowski said that Finance did not allow this for The Holly Shoppe, and that such sponsorships could impact funding. Buzza explained that a separate partner committee of the Board could form as a private 501c3 to solicit funds, similar to Friends of Schmeekle Reserve. Piotrowski will talk to the Finance Director for further guidance.
 - B. Review/discussion of vendor invoice list report, March 3, 2016, \$78,180.20, included charges of \$1,710 to Muzzy Broadcasting for radio advertising and \$6,186 to Notable Impressions for marketing materials.
 - C. ADRC budget summary handout – Hake reviewed the new MUNIS budget summary format. Grant payments do not appear on the report.

VII. Board/Department Program Issues

A. Legislative Advocacy

1. Aging & Disability Professionals Association of Wisconsin (ADPAW) Legislative Issues and Initiatives 2016-2017. Piotrowski represents ADPAW on the Long-term Care Coalition.
2. Wisconsin Aging Advocacy Network Advocacy Brief, March 28, 2016. Governor Walker has signed 3 dementia bills into law. Locally, Adult Protective Services (APS) works with PCHCC to obtain crisis beds. Piotrowski added that 1 person has been transported to the voting polls.
3. Discussion/possible action to sign on for The Stakeholders' Blueprint for Long-Term Care Redesign. Piotrowski recommended not signing on at this late date since the Blueprint is already out to the state. No action taken.
4. The Wisconsin Long-Term Care Coalition Keep Our Care at Home, March 15, 2016
5. DHS Family Care/IRIS 2.0 Concept Paper was submitted to state legislature on April 1 – contains similar language included in the Stakeholders Blueprint.

VIII. Reports

A. ADRC Programs

1. Vital Information Program (VIP) update, Jeff Jester, Retired and Senior Volunteer Program (RSVP) Director (brochure handout)

Jester presented the story of an enrollee who suffered a stroke; a neighbor was able to assist by finding the enrollee's VIP packet and giving it to EMTs. The enrollee felt that the VIP program helped save her life, and allows her to continue living independently. The VIP packet goes on the participant's refrigerator where it can be easily found. Emergency contact information and medications used are listed on the enrollment form; a sticker on the packet will indicate whether the participant is a caregiver or care recipient. Medical information displays for dispatch in-route to the emergency with the Enhanced 9-1-1 option. The ADRC partners with Emergency Medical Services and St. Michael's Emergency Department to provide VIP. The program has about 500 enrollees. RSVP volunteers assist with enrollments; group enrollments are scheduled for April 23 and 26 at a senior housing facility.

2. Transportation Merger update, Chair Buzzza. The Transportation Coordinating Committee (TCC) target date for the merger is January 1, 2017. Committee members include Buzzza, Piotrowski, David Adamczak, Phil Idsvoog and Jennifer Josie. Piotrowski noted that using a van vs. a bus for outlying senior dining site transportation results in significant savings.

B. Family Care Long-Term Care Waiver Programs

- a. Aging & Disability Resource Center 1) monthly contact report, February, 2016; 2) Long-Term Care Enrollment Report, February, 2016. The new format will provide duplicated and unduplicated numbers served.

- b. Community Care Connections of Wisconsin (CCCW) 1) membership report, March, 2016; 2) regional statistical report, February, 2016.

C. Director's Report

Pursuing purchasing Portage County gift certificates for the Foster Grandparent Program recognition.

Facebook page launched last month; members are asked to visit and 'Like' the page.

Volunteer Caregiver Program is adding Amherst's Our Community Spirit and the Rosholt Record local newspapers to News on Disc.

DHS will no longer be giving prepayments on grants.

RSVP Silver Threads sewing group is making twiddle muffs and placemats for Adult Day Center and dementia care program clients.

At the state level Income Maintenance (Economic Support) and ADRC integration will not happen since only 10% of the client base overlaps between programs. In Portage County the Economic Support unit is now a one-touch call center system effective immediately. There will be fewer face-to-face appointments for Elderly, Blind, Disabled population. The Health and Human Services Director recommended that ADRC assist people with making the phone calls and completing the paperwork. The Information and Assistance Staff do not have time for this additional service. The change at HHS could result in the need for the ADRC to hire a person to assist clients who have a hard time hearing on the phone or have other difficulties with completing applications for Medicaid.

IX. Personnel Issues – none

X. Next Meeting Date & Time: Wednesday, May 4, 2016 at 4 p.m. Reception for Essay Contest winners will precede meeting at 3:45 p.m. in the Dining Room. Meeting adjourned at 5:05 p.m.

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Meeting Minutes – Wednesday, May 4, 2016**

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

Excused: Doubek

Staff present: Piesik, Piotrowski

- I. Call to Order – Buzza called the meeting to order at 4:12 p.m. (Older Americans Month Essay Contest Winners Reception preceded meeting)
- II. Welcome new Board member Meleesa Johnson; introductions followed.
- III. Nomination and Election of Officers
 - A. Chair - Woitczak motioned to nominate Buzza for another term as chair; Clark seconded, asking for unanimous agreement of choice; all in favor, motion carried.
 - B. Vice Chair - Ordens will remain as vice chair.
- IV. Review/approval of minutes: April 6, 2016. Judy motioned, Ordens seconded approval of minutes as written; all in favor, voice vote.
- V. Correspondence – RSVP Grant Award; a notice of grant award was received from the Corporation for National and Community Service. A three-year grant will be submitted later this year.
- VI. 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
- VII. 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
- VIII. Fiscal Issues
 - A. Review/discussion of vendor invoice list report as of March 31, 2016, \$43,555.95, includes payments to Nexthing Technologies, Inc. for route match software; \$3,081.61 to Notable Impressions for marketing materials; various membership renewals and conference registrations.
 - B. ADRC budget summary
Handout - County levy is not listed under revenues. Piotrowski explained that the process to help The Holly Shoppe establish as a 501 (c) (3) continues.
- IX. Board/Department Program Issues
 - A. Discussion/possible action on ADRC Governing Board Report Discussion Questions for Stakeholders. Act 55 directs DHS to gather stakeholder input regarding which governing board responsibilities are duplicative of functions performed by DHS, and which should be retained. Piotrowski explained that there is no appointment to the regional long-term care committee since it has only ever met one time and that was at least 3 years ago. The state will have power over what goes on in the community if any duties are taken away from the boards. Johnson motioned for board members to support Piotrowski in drafting a document from the board to the state; Woitczak

seconded, all in favor, motion carried. Piotrowski will draft a letter from the Board which will be signed by Buzza and sent to the State by the end of this month.

B. Legislative Advocacy

1. Wisconsin Aging Advocacy Network (WAN) Advocacy Brief, April 8, 2016.
2. Older Americans Act Appropriations: update on Sequestration by Janet Zander, GWAAR, Advocacy & Public Policy Coordinator. Though reauthorized, funding for OAA programs has not been restored from 2013 sequestration cuts and most likely will not receive additional dollars.
3. Long-Term Care Coalition
Long-Term Care members were asked to contact legislators to voice their objections to Joint Finance about the uncertainty of the DHS proposed plan for Family Care and IRIS. Piotrowski recommended reading an editorial in the June 3 issue of the Milwaukee Journal Sentinel about the importance of slowing down and piloting a new system before final state-wide transition.
4. Aging Empowerment Conference 2016
The conference is held in Wisconsin Dells on June 7 and 8. Piotrowski said that there are funds available for board members to attend, including hotel costs. Piotrowski plans to attend the pre-conference; members interested in attending the conference should contact her.

X. Reports

A. GWAAR Board of Directors Meeting Minutes, February 12, 2016. Clark serves on the GWAAR board and gave an update. GWAAR's emphasis is how to recoup money for some of the services they provide for free.

B. ADRC Programs

1. Lincoln Center Advisory Council meeting minutes, January 20, 2016.

C. Family Care Long-Term Care Waiver Programs

1. State – none.

2. Local

a. Aging & Disability Resource Center 1) SAMS Agency Call/Profiler Report, March, 2016. New report includes more information than the old format, however, categories may be too big.

2) Long-Term Care Enrollment Report, March, 2016; numbers remain steady.

b. Community Care Connections of Wisconsin (CCCW) 1) membership report, April, 2016 and 2) regional statistical report, March, 2016

Director's Report

Summer events for Nutrition Program senior dining sites; a list is included in the packet.

Building use policy prohibits allowing for-profits to use the building. A health fair by Security Health Plan was inadvertently scheduled at Lincoln Center; ADRC will not promote the event.

With a lack of future funding increases, programs need to develop a business acumen and determine ways to generate money for programs. ADRC partners with Security Health to deliver evidence-based health programs. In a proposed brokered system, GWAAR would partner with for-profits, purchase services or contract through CCCW to pay for services, and pay ADRC to provide the

service. An example would be for Security Health Plan to purchase services from the Wisconsin Institute for Health Aging (WIHA), who would pay ADRC to provide the class.

In a new mandate by Centers for Medicaid Services (CMS), entities that provide options counseling or enrollment cannot be on the provider network. Programs that could be affected include Project Lifesaver, which is implemented by ADRC and PC Sheriff's Office (along with Plover and Stevens Point Police Departments) and the Nutrition program. If ADRC needs to work through a third-party independent fiscal agent, it will cost the agency money. Piotrowski states that it would be very difficult to separate services. CMS gives no information on when the mandate would take effect. Piotrowski will inform the board as more information becomes available.

The State has dissolved the Division of Long-Term Care, moving Family Care and IRIS under Division of Medicaid Services. ADRCs are now under Public Health within DHS.

Piotrowski will be out of the office frequently throughout the month of June.

*PCHCC Director Marcia McDonald joined the meeting at 5:01 p.m.

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.

and

B. Return to Open Session (If Necessary)

The meeting did not enter into closed session.

C. Discussion/possible action on additional hours for The Holly Shoppe Manager position

Piotrowski requested additional hours for the manager (an LTE position) this year to prepare for the transition to a separate 501 (c) (3). There are sufficient funds in the budget & reserves to cover the hours. Judy motioned to approve the request, Gussel seconded the motion; all in favor, motion carried.

XI. Determination of meeting date and time: meetings will be held on the first Thursday of the month going forward; meeting start time will be 4:15 p.m., on a trial basis, to accommodate schedules. Next meeting, Thursday, June 2, 4:15 p.m. Meeting adjourned at 5:23 p.m.

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Meeting Minutes – Thursday, June 2, 2016**

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

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

- I.** Call to Order – Buzza called the meeting to order at 4:12 p.m.
- II.** Review/approval of minutes: May 4, 2016. Judy motioned to approve minutes as written, Gussel seconded; motion carried voice vote.
- III.** Correspondence – None

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

- IV.** 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
- V.** Fiscal Issues
 - A. Review/discussion of vendor invoice list report, April, 2016, \$51,680.62. Payments noted: \$1,097.67 to Multi Media Channels, LLC for Community Resource Directories and The Holly Shoppe Easter ads; \$1,270 in trip refunds to 10, one-time pay vendors.
 - B. ADRC budget summary (handout)
Expenses are slightly under budget at 37.5 percent; spending will be heavier in fall due to conferences registrations, etc. Managed print and computer expenses will be charged to the Administration budget but haven’t yet been run; RSVP and Foster Grandparent totals include encumbrances. Most revenues shown in the budget at this point are fees and donations.
- VI.** Board/Department Program Issues
 - A. Discussion/possible action on a Resolution to Support Sustainable Transportation Funding, submitted in conjunction with the Portage County Highway Committee. A sample resolution written by Wisconsin Counties Association was used as the basis; the fifth ‘whereas’ in the document applies to ADRC Specialized Transportation. Piotrowski explained that less than 4% of Wisconsin’s money is applied to transportation for elderly and disabled. Piotrowski attended a DOT meeting yesterday; the need for specialized transit was not mentioned until Piotrowski brought up the issue. Statistics show that, on average, many people outlive their driver’s license by 6 to 10 years, and if the estimated 55,000 on publicly-funded long-term care were institutionalized rather than living independently, the cost would be 5.2 billion dollars. Johnson motioned to approve the resolution, Doubek seconded, all in favor, voice vote. The resolution will be forwarded to the Highway Committee for their approval.

B. Legislative Advocacy

- 1. GWAAR Wisconsin Aging Advocacy Network Brief, May 10, 2016

The Older Americans Act has been officially reauthorized. Piotrowski and two Portage County seniors attended Aging Advocacy Day on May 18.

VII. Reports

A. GWAAR Advisory Council meeting minutes, February 9, 2016

B. GWAAR Beyond the White Lines newsletter, March/April/May 2016 issue.

C. Disability Benefit Specialist (DBS) program report - Maxine Hogan, Disability Benefit Specialist. The DBS program assists people ages 18 to 59 who need help filing for Social Security disability benefits and Medical Assistance. Information and assistance with public and private benefit programs is also provided including application and appeal procedures. The DBS will work through the approval process step by step with the client or help obtain representation if the case needs to be heard by an administrative law judge. In 2015, the Portage County DBS program's 1.75 full-time equivalent staff showed a financial impact of \$2,732,170, nearly twice the average impact for DBS programs statewide.

D. ADRC Programs

1. RSVP Advisory Council meeting minutes. Director Jeff Jester reported a successful recognition event, updates on the Vital Information Program, the American Heroes Café, and new reporting changes for the 3-year grant.

E. Family Care Long-Term Care Waiver Programs

1. State – none.

2. Local

a. Aging & Disability Resource Center 1) SAMS agency call report, April, 2016 - minutes are not reflective of actual time spent on each case. 2) SAMS Call Profiler Report, April, 2016, provides unduplicated numbers; 3) Long-Term Care enrollment report, April, 2016. Miller explained that the fourth I & A Specialist is still in training.

b. CCCW 1) membership report, May, 2016; the vast majority of people are living in their own homes. 2) regional statistical report, November, 2015 - April, 2016. Portage County has one managed care organization; CCCW will be expanding again to southern counties.

F. Director's Report

Piotrowski has been officially appointed to the MSTC Gerontology Board, though she has already served for 1.5 years.

Piotrowski will give a brief presentation on ADRC programs at the June 21 County Board meeting.

June 15 is World Elder Abuse Awareness Day. Stephanie Inman, Ascension Home Health, and Paul Piotrowski of Stevens Point Police Department will provide a radio interview on elder abuse. Johnson mentioned that flyers on domestic abuse are posted in Marathon County building bathrooms, have we considered doing something similar for elder abuse. Piotrowski will investigate.

Piotrowski was recently invited, at Representative VanderMeer's request, to participate in a listening session with Governor Walker. Participants were asked to answer the following two

questions: “What is great about living in Wisconsin?” and “Where would you like to see Wisconsin in 2020?” and how that might be measured. Piotrowski and Janet Zander raised the issue of long-term care redesign.

The Wisconsin Aging Advocacy Network held an Aging Advocacy Day on May 18. Topics included transportation, specialized transit, the need for education about the new voter ID law, and slowing down long-term care design. At this time, the Joint Finance Committee does not have enough support from majority party members to pass Department of Health Service recommendations. The cost of transitioning is anticipated to be greater than the savings.

The first American Heroes Café was held this morning at Lincoln Center; 53 people attended. Piotrowski has asked Mike Clements of Portage County Veterans Service office to see if they would sponsor the event.

Miller is still waiting to hear back from Scott Schatschneider, Stevens Point Director of Public Works, on the placement for ADRC directional signs.

Piotrowski reminded Board members that she will be gone much of the month of June.

X. Personnel Issues - None

XI. Next meeting date & time: Thursday, July 7, 2016 at 4:15 p.m. All in favor to adjourn at 5:07: p.m.

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Meeting Minutes – Thursday, July 7, 2016**

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

Excused: Gussel

Staff present: Hake, Miller, Piesik, Piotrowski

- I. Call to Order – Buzza called the meeting to order at 4:15 p.m.
- II. Review/approval of minutes: June 2, 2016. Clark motioned to approve minutes as written, Judy 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). - none
- V. Public Notice: Members of the public who wish to address the Commission/Board on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Commission/Board Chair as set forth in Robert’s Rules of Order. - none
- VI. Fiscal Issues
 - A. Discussion/possible action on resolution to approve contract between Stevens Point School District and Senior Nutrition Program. The school district has the first right of refusal; the cost has increased by \$.03 per meal. Doubek motioned, Clark seconded; motion approved, all in favor.
 - B. Review/discussion of vendor invoice list report, 6/1/2016, \$49,912.76. Payment was issued to Tinkerboo, LLC (Golden Corral), \$2,542.06 for the RSVP Recognition Breakfast.
 - C. ADRC budget summary (handout); Hake explained a miscode under revenues showing 309.2% for Fleet Management/Operations.
- VII. Board/Department Program Issues
 - A. Discussion/possible action regarding ADRC budget priorities (Supervisor Gerry Zastrow joined the meeting)

Executive Dreier has asked Department Leaders to discuss budget priorities with their governing boards. Approval of salary study recommendations by McGrath Consulting Group will require departments to use county levy and may need to make cuts to afford salary increases. Piotrowski said that an updated strategic plan should be prepared to serve as a framework to prioritize programs and services. Some programs use no levy dollars while others receive more than is required by the Federal match; ADRC’s total budget is \$2.9 million; of that amount, \$556,000 is County levy. Supervisor Zastrow added that if salary proposals pass at the County level on July 19, the cost will be approximately \$400,000 through the end of 2016, and \$700,000 in 2017. The budgetary impact would be compounded by the cost of a new law enforcement center. Piotrowski asked members to assemble an ad-hoc committee; Buzza suggested that the next meeting be devoted to this discussion. Piotrowski will compile information, looking back at the last 5 years, on the required match for each program and numbers served. Budget is due to Finance by August 8.

B. Legislative Advocacy

1. Letter from DHS Secretary Kitty Rhoades to Albert Darling and John Nygren, Joint Finance Committee Co-Chairs, re: withdrawal of the DHS concept plan for Family Care and IRIS reform. The State has retracted their proposed changes to both programs.
2. Article by State Senator Julie Lassa re: withdrawal of the DHS concept plan for Family Care and IRIS reform.
3. Wisconsin Aging Advocacy Network Advocacy Brief newsletter, June 15, 2016. Piotrowski attended Aging Advocacy Day held on May 18 with two seniors from Portage County (photo in newsletter.)
4. Wisconsin Aging Advocacy Network news release on the passing of DHS Secretary Kitty Rhoades
5. Wisconsin Long-Term Care Coalition Keep Our Care at Home newsletter, June 14, 2016

VIII. Reports

- A. GWAAR Board of Directors draft meeting minutes, April 8, 2016. Clark noted discussion of CCCW plans to recoup funds, and announcement of the merging of CCCW with ContinuUs and WesternWisconsin Cares (WWC) into one MCO, effective January 1. The merged organization will provide long-term care services and supports to nearly 15,000 Family Care members across 46 counties and employ approximately 1,100 people.

B. ADRC Programs

Update on The Holly Shoppe transition – Articles of Incorporation have been approved and 1023 application for 501(c)(3) status was reviewed by Buzza. Manager Candis Schneider hopes to meet with Corporation Counsel soon.

C. Family Care Long-Term Care Waiver Programs

1. State – none. Piotrowski added that the State Long-Term Care Council will start meeting again to discuss long-term care issues. Department of Health Services Assistant Deputy Secretary Bill Hanna, formerly with Portage County Finance Department, has stepped in to oversee the Council.
2. Local
 - a. Aging & Disability Resource Center 1) SAMS Agency Call Report, May, 2016 2) SAMS Call Profiler Report, May, 2016 ; 3) Long-Term Care Enrollment Report, May, 2016. Miller explained that times listed in the left column have no significance. Miller is working with The Management Group (TMG) and Midstate Independent Living Consultants (MILC) to see which reports they can be generated from the WISIT system.
 - b. Community Care Connections of Wisconsin (CCCW) 1) membership report, May, 2016; 2) regional statistical report, December 2015 - May, 2016.

D. Director's Report

A new representative for the physically disabled is being sought for the Board to fill Roberts' seat.

Ki Mobility has donated 2 wheelchairs to the Loan Closet in appreciation from a member of their staff who borrowed equipment.

An AED for the 2nd floor has been donated by St. Michael's Foundation.

Miller, with help from Karen Kluck, Portage County Purchasing Dept., has ordered four 18" x 24" reflective directional signs from Fast Signs. Scott Schatschneider and Kenny Rozek from the City of Stevens Point's Street Department have assisted Miller. The signs have a blue background with white text and logo and will be placed coming in to Stevens Point from the Clark Street bridge, McDill pond, north end of Division Street and near MSTC on CenterPoint Drive. Cost is \$316.

The State has submitted a letter to the Joint Finance Committee on the duplication of services between ADRC Boards and governing boards what was expected to be

X. Personnel Issues - none

XI. Next meeting date & time: Thursday, August 4 at 4:15 p.m. all agreed to adjourn motioned to adjourn, seconded by all; meeting adjourned at 5:23 p.m.

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

Board Meeting Minutes – Thursday, August 4, 2016

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

Excused: Buzza

Staff present: Adamczak, Calhoun, Hake, Piesik, Piotrowski, Simmons, Smith

- I. Call to Order – Ordens called the meeting to order at 4:15 p.m.
- II. Review/approval of minutes: July 7, 2016. Judy motioned to approve minutes as written; Johnson seconded. Doubek requested correction (under item VII.) from Supervisor Gifford to Supervisor Zastrow. Motion to approve corrected minutes 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). - 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, July 1, 2016, \$41,318.02; \$3,599 paid to CIMA companies for volunteer liability insurance.
 - B. Review/discussion on fundraiser basket raffle for The Holly Shoppe.
ADRC holds a raffle license. The Holly Shoppe staff and board request permission to hold a basket raffle fundraiser. The raffle would start during the Open House event in November, outside of the United Way blackout period. Judy motioned, Johnson seconded; motion carried, voice vote.
 - C. ADRC budget summary (handout) revenues of 19.4% include fees received through May but do not include tax levy. Expenses are at 48.8%; July payroll numbers have not yet been imported. Expenditures should be at about 58% at this point. A cash-based accounting system is used by Portage County.
- VII. Reports
 - A. GWAAR
 1. Memo from Jayne Mullins, GWAAR OAA Consultant re: Administration for Community Living 11th National Survey of Older Americans Act Participants. ADRC will inform clients that this is a safe, legitimate survey in which to participate.
 2. Beyond the White Lines newsletter, July 6, 2016 issue
 - B. Traffic Safety Facts newsletter, May 2016, US Department of Transportation National Highway Traffic Safety Administration. Statistics show less risk for senior drivers than for teen drivers.
 - C. Family Care/Long-Term Care Waiver programs
 1. State – none

2. Local
 - a. Aging & Disability Resource Center
 - 1) SAMS Agency Call Report, June, 2016
 - 2) SAMS Call Profiler Report
 - 3) Long-Term Care Enrollment Report, June, 2016; Piotrowski reminded the Board that ADRC staff can no longer run IRIS reports.
 - b. Community Care Connections of Wisconsin (CCCW).
 - 1) Membership report, June, 2016.
 - 2) Regional Statistical Report, January – June 2016.
 - 3) Letters re: news release of CCCW merger with ContinuUs and Western Wisconsin Cares.

D. Director's Report

Holly Shoppe mid-year report - plant sale proceeds of \$6,500 are much lower than previous years which have been as high as \$17,000.

The ADRC has a memorandum of understanding with UW-Stout for dietetic interns. Clark shared that PCHHS will have a full-time psychiatry resident intern.

VIII. Personnel Issues

A. Position refills

1. RSVP Director Jeff Jester will retire as of tomorrow; Jester served with RSVP for over 5 years, PCHHS for over 26 years. Piotrowski and Piesik completed 2 preliminary interviews today, 5 are scheduled for Friday. Piotrowski and an ADRC Manager will conduct a second round of interviews with hopes to make an offer in the next few weeks.
2. Adult Day Center Aide Katie Bembenek has resigned her position to better serve in her role as Health Promotion Coordinator.
3. On-Call Adult Day Center Aide – an opening is anticipated if the current sub assumes the permanent Adult Day Center Aide position.

IX. Board/Department Program Issues

- A. Review/discussion on recommendations regarding duplication of functions between Aging & Disability Resource Center governing boards and Department of Health Services. The topic was discussed at last month's meeting, but the document was not available for inclusion in July's packet.
- B. Discussion/possible actions on Board member participation at Wisconsin Aging Network Conference. Piotrowski will present and Clark will attend the conference as a GWAAR Board member. Money is available in the budget for Board members to attend - interested members should contact Piotrowski; a Board vote would be needed to collect a per diem.
- C. Discussion/possible action on ADRC budget priorities.

In an email to Piotrowski, Janet Zander, GWAAR Advocacy & Public Policy Coordinator, explains the

House Appropriations Committee's Fiscal Year 2017 Labor, Health and Human Services Funding Bill. The Corporation for National and Community Service (CNCS), which funds RSVP and Foster Grandparent Program, will receive \$13 million less than last year's level.

Piotrowski has learned of a change to the funding formula for Older Americans Act (OAA) programs. Less priority on poverty and more on rural counties will benefit Portage County, however, priority on seniors will not as Portage County has a younger population. The formula has not been adjusted in 40 years; details will be released in September or October and go into effect in 2017.

CNCS will no longer allow the State to administer the Foster Grandparent Program (FGP). Piotrowski and staff participated in a conference call with CNCS staff on Tuesday at 3:30 p.m. In order to continue the program, ADRC/the County must acquire 10% of the budget or \$11,000 the first year. If it works like the RSVP grant that would raise to 20% or \$22,000 the second year, 30% or \$33,000 the third. This is still under review. \$7,000 remains in reserves for the FGP. Piotrowski asked the Board whether she should pursue further funding. The ADRC has an agreement with schools to give a 30 day notice of discontinuation of programs and would need to schedule meetings to announce termination of the program as of December 31. Ordens added that schools will need to be informed if no answer is received by a certain date. Piotrowski will approach the United Way for stop-gap funding to continue the program throughout the upcoming school year. Amy Sue Vruwink from Congressman Ron Kind's office has been approached about this. Piotrowski has informed County Chair Idsvoog and County Executive Dreier of the matter. Twenty four Foster Grandparents serve in most school districts in Portage County and at CAP Services – Head Start centers.

Financials/Levy (2015 numbers)

Nutrition receives OAA funds which are used to subcontract with Meals on Wheels; Smith removed that money from the totals. Revenues include fees and donations. Required match, \$19,872; County share, \$130,000; excess funds allow the Nutrition program to serve meals 5 days a week at 3 dining sites; the City of Stevens Point pays half of the operating costs for Hi Rise. Staff includes a full-time Director, part-time Nutrition Assistant and 5 Dining Site Managers. Money received for nutritional supplements covers the cost and staff distribution time. Board suggestions included a cost analysis to bus people to Lincoln Center vs. paying a driver to deliver meals to rural residents and substituting frozen meals for 5-day-per-week delivery. Meal events at the Wisconsin Rapids Kiwanis Club building in Kellner are successful though many Wood County residents attend and Wood County does not contribute any funds. Attendance is lowest at Rosholt congregate, but home delivered numbers are the highest. Johnson asked that if the primary goal is nutrition and the secondary social, could an A+ program be delivered with a 5% overall cut?

(Clark left the meeting at 5:21 p.m.)

Community Care Connections of Wisconsin has cut services but now combines meal preparation with in-home provider services.

Piotrowski hopes that money claimed in excess of the federal match through the resource center and that has been returned to the county will offset salary study and health insurance premium budget increases. Federal match should be used to fund 3 additional hours for the Health Promotion Coordinator and it currently covers the ADRC Office Assistant position, neither of which are in the 2015 budget.

Caregiver Support Services required match, \$8,432; County share, \$42,103. The Adult Day Center does not have a required match; Simmons has been monitoring ADC census on a weekly basis. The Volunteer Caregiver Program has added a second annual appeal. The program is a gap filler for people with too much income to qualify for assistance but not enough to pay for all services.

Senior Center receives OAA Title IIIID money to provide programs and activities. The City of Stevens Point allows use of Lincoln Center rent free, valued at over \$100,000 annually, as long as a Senior Center is operated in the building.

The Holly Shoppe no longer receives United Way funding and will become its own independent agency as of January 1, 2017. Non-profit agency status is in place; the Board expressed their thanks to John Buzza for all of his work and assistance. Board members are needed for the Holly Shoppe - let Piotrowski know if you have someone who might be interested.

Transportation required match, \$37,456; County share, \$54,880. Left over money goes into the vehicle replacement fund. Adamczak has written successful grants, allowing ADRC to purchase a wheel chair-accessible van, resulting in operating cost savings. Piotrowski and Adamczak are still working on a merger with Stevens Point Transit, but must budget as usual at this point. The 5310 Grant will pay for 844 Mobility Manager and 104 Lead Transportation Worker hours; the 8521 Grant will increase by \$6,500. ADRC's Transportation program consistently ranks high and obtains grants, focusing on transportation for seniors and individual with disabilities.

There is no levy money put into the Resource Center.

RSVP's excess match exceeds \$45,000, funding 14 hours per week for an Intergenerational Coordinator position. If the current RSVP Intergenerational Coordinator/FGP Supervisor leaves due to termination of FGP, Piotrowski will transfer 7 hours to the RSVP Assistant position and eliminate the Intergenerational Coordinator position. Portage County RSVP and FGP are the only programs run by county government in the state.

Piotrowski and Hake will prepare the budget using federal match to make up any deficits. Piotrowski anticipates that the County will not contribute more levy, programs may see further cuts to OAA dollars, and RSVP may experience another cut. Smith has worked on a policy to determine criteria for closing senior dining sites that is based on performance and not on funding. A subcommittee of Board and staff will be assembled to address strategic planning for 2018.

X. Next meeting date and time: Thursday, September 1, 2016 at 4:15 p.m. Woitczak motioned to adjourn, Gussel seconded, meeting adjourned at 6:07 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board Meeting Minutes – Thursday, September 1, 2016

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

Excused: Clark, Johnson

Staff present: Hake, Miller, Piesik, Piotrowski

- I.** Call to Order 4:15 p.m.
- II.** Review/Approval of minutes, August 4, 2016 meeting; Doubek motioned, Gussel seconded, motion carried, all in favor.
- 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. Board of Directors draft meeting minutes, June 10, 2016
 2. Wisconsin Aging Advocacy Network Advocacy Brief, July/August 2016
Piotrowski was contacted by Portage County Clerk Shirley Simonis explaining that information on voting provided in the article by Janet Zander has changed since the release of this newsletter. An ID will be required for voting in November
 1. ADRC Programs
Senior Center Advisory Council meeting minutes, April 20, 2016. Board members suggested adding the title of the advisory council to the minutes for easy identification.
 2. Long-Term Care Facility Report, July, 2016
Atrium of Stevens Point received a forfeiture for not administering all medications to residents. Sylvan Crossings in required to replace loose, worn flooring.
 - B.** Family Care/Long Term Care Waiver Programs
 1. State
 2. Local
 - a. Aging & Disability Resource Center

- 1) SAMS Agency Monthly contact Report, July, 2016
 - 2) SAMS Call Profiler report, July, 2016
 - 3) Long-Term Care Enrollment Report, July, 2016; Miller still does not have access to IRIS information.
- b. Community Care Connections of Wisconsin (CCCW)
- 1) CCCW update – CEO Mark Hilliker will provide an update at the November meeting.
 - 2) Membership Report, July, 2016
 - 3) Regional Statistical Report, July, 2016

C. Complaint and Grievance Report

A formal grievance was filed against an ADRC bus driver. Misinformation was shared regarding Evergreen Church's food distribution that is delivered to Edgewater Manor, resulting in discord between the staff person and Transportation clients at that location. The complaint was referred to Human Resources and will likely result in issuance of a non-disciplinary letter to the staff and will require sensitivity training. Mobility Manager David Adamczak continues to investigate the matter.

D. Director's Report

In a mid-month update email, Piotrowski informed Board members of a delay by the Centers for Medicare and Medicaid Services of implementation of the Notice of Observation Treatment and Implication for Care Eligibility (NOTICE). Implementation will not occur until late fall of this year, pending approval of the Medicare Outpatient Observation Notice (MOON), or required written notice to patients, by the Office of Management and Budget (OMB).

The Portage County Health Care Center has stated that the ADRC should include promotional advertisements or articles for the Health Care Center in The Post newsletter. Piotrowski explained that the ADRC cannot promote one facility over others because it is a violation of the State contract. The Agency can share results of facility reports, however. The Sisters of St. Joseph of the Third Order of Saint Francis have approached Portage County as a third-party non-profit entity with a proposal to operate a health care facility. A discussion of available beds ensued, with Board members suggesting that Piotrowski issues an educational press release offering a comparison of care offered by nursing homes and assisted living facilities.

VII. Fiscal Issues

A. Discussion/possible action on ADRC 2017 budget

Piotrowski has presented the budget County Executive Dreier. After 2016, the Corporation for National and Community Service will not allow the State to administer funding to the Foster Grandparent Program. Agencies and organizations may apply for grants this fall, with awards announced in the spring, but the Portage County program would lapse until next fall semester. Piotrowski plans to eliminate the RSVP Intergenerational Coordinator position and transfer some of the duties and hours to the RSVP Assistant position. The current Foster Grandparent Program Coordinator already serves as a

4-hour-per-week dietician and may apply for a new dietician position for Portage County. Removing FGP and The Holly Shoppe decreases the budget from \$2.9 million to \$2.8 million.

B. Review/discussion of Vendor Invoice List Report, August 1, 2016, \$44,454.24. Payments include annual dining site facility agreements with Faith Lutheran Church, \$435 and Amherst Area Foundation, \$805; \$1,185 to Notable Impressions for Vital Information Program materials; \$1,297 to Scaffidi Motors for vehicle maintenance and repairs.

C. ADRC Budget Summary (handout) – expenses are under budget; Senior Center revenues have increased in the past 5 years; Adult Day Center revenues are at 62.9% and reserve funds may not be needed this year.

VIII. Board/Department Program Issues

A. Discussion/possible action on Foster Grandparent Program (see A. under Fiscal Issues) Piotrowski feels that the likelihood of legislation being successful is low.

B. Discussion/possible action on ADRC 2015 Annual Report; includes actual photos of ADRC programs and events.

C. Discussion/possible action on donation requests for programs in The Post newsletter. A sample Donation Designation Form (in packet), which could be printed in issues of The Post, was reviewed by the Board. Ordens would like the initial paragraph asking for donations to be reworded. Buzza asked if the ADRC acknowledges donations in a form acceptable by the IRS for tax deduction. Piotrowski assured the Board that the ADRC provides donors with a memo in a few different formats.

D. Discussion/possible action on Lincoln Center Lost and Found policy
Ordens asked that the policy be posted on the Lost and Found box. Staff should switch out the box a few times per year or at the end of the month; remaining items will be donated to charitable organizations (The Holly Shoppe or St. Vincent De Paul). Gussel motioned to approve the policy, Judy seconded; motioned carried, all in favor.

E. Legislative advocacy

Foster Grandparent Program advocacy continues. Senator Ron Johnson recently held a listening session at the ADRC and discussed changes to the Foster Grandparent Program with several Foster Grandparents. Johnson's Chief of Staff is the former administrator for a Catholic School in Milwaukee. Senator Tammy Baldwin has also been very supportive as well as Congressmen Ron Kind and Mark Pocan. Schools have been notified that the program will end in December; Chair Idsvoog and County Supervisors are aware of the issue.

IX. 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
and

B. Return to open session (if necessary)
The Board did not go into closed session.

C. Position Refills

1. Barb Evans, Dementia Care Specialist, was offered and has accepted the position of RSVP Director contingent upon results of an FBI background check.

2. The Dementia Care Specialist will be replaced as a limited-term position in case funding does not continue past June 30.

3. Adult Day Center Aide and On-call Substitute Aides. Substitute Donna Wrycza will fill the permanent position. On-call substitutes are needed for the senior dining sites.

The ADRC directional signs will be up next week.

Issues of The Post newsletter for September/October are now available.

X. Adjourn – next meeting date and time, Thursday, October 6, 2016 at 4:15 p.m. All agreed to adjourn at 5:07 p.m.

Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board Meeting Minutes -Thursday, October 6, 2016

Present: Buzza, Clark, Doubek, Gussel, Havlovick (left meeting at 4:50 p.m.) Judy, Johnson, Ordens, Woitczak,

Excused: None

Staff Present: Adamczak, Miller, Piotrowski

I. Call to Order- Buzza called the meeting to order at 4:15 p.m.

II. Review/Approval of Minutes: September 1, 2016. Judy motioned to approve minutes as written, Doubek seconded; motion carried, voice vote.

Correspondence- Letter regarding Merger of Opportunity Development Centers, Inc. (ODC) and Community Industries Corporation (CIC) - Piotrowski stated that the ADRC has had a relationship with both agencies for years and both are supportive employment organizations. Discussion ensued about opportunities through these organizations.

Letter from Rhonda Lechner, Regional Quality Assurance Specialist, Department of Health Services, regarding ADRC's Self Evaluation of Compliance with Section II of 2016 Scope of Services - Miller informed the Board that the State will provide an additional \$2800 for sign replacement.

III. 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 no agenda items, may be made at this time under authority of sec. 19.84(2).-None

IV. 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

V. Fiscal Issues

Review/Discussion of Vendor Invoice List Report - 9 /1 /2016, \$43,910.44 – postponed to November meeting.

ADRC Budget Summary - Hake not present. Discussion of handout provided by Doubek on ADRC financials.

Budget discussion, Piotrowski reports that we look good for 2017 if funded at proposed levels. 2018 will be tougher and there are no guarantees for funding even for programs traditionally funded by the State budget. Piotrowski learned that the new DHS secretary is very supportive of the Dementia Care Specialists, but funding is still uncertain.

We will use \$20,000 in fund balance to replace the furniture in the lobby.

VI. Board/Department Program Issues

Discussion/Possible Action Transportation Merger - Adamczak just returned from Green Bay from the fall transit conference. He had a 2 hour discussion with the DOT regarding our proposed merger with city transit. Concerns they have include programming and expansion. DOT staff Thompson and Patterson want to see everything spelled out in great detail to ensure the specialized transportation programs are in place regardless of who is running it. Funding is limited and if they move funding to us for this project, it will take it away from someone else. Johnson remarked that the Marathon County merger did not work out and now they are struggling to serve the population that they were able to prior. Piotrowski added that we have not seen any financials on this to date. In the past we were expecting to see \$750,000 if we merged, today we just don't know what that number looks like. DOT told ADRC staff that the funding is to expand services to adults with disabilities and seniors. It is not intended to fill holes in transit budgets. Adamczak stated that regardless of if the merger takes place, we are in a good place. Our budget is solid, we have taken into account the salary increases and we have received more in grant funding this year.

Discussion/Possible Action on Foster Grandparent Program-Piotrowski asked Board permission to go forward and apply for grant. Gussel motioned to approve, Clark seconded, motion carried, voice vote. Piotrowski announced that the Tavern League also wished to donate \$2500 towards this. Johnson recommended accepting since it is not coming from a single bar, it's coming from a group who is wanting to support the community. All agreed to accept the offer of funds.

Further FGP discussion, Piotrowski indicated that there are 3 potential community partners have stepped up to help fund the program through end of school year. The notice of funding opportunity was released today, the ADRC will apply.

Legislative Advocacy: Turnout for Transportation –Piotrowski attended the Just Fix It meeting. This was not about fixing the potholes, it was about fixing the budget. Nice mix of people, lots of townships and a few talking about specialized transportation. Johnson stated she was disappointed that there was not something more substantive on action since all the key players were in the room and in agreement.

VII. Reports

GWAAR - Email from Cindy Ofstead, Director, Office on Aging, Wisconsin Department of Health Services, Regarding Update to Population-Based Allocation Formulas for Aging Program Fund Distribution- Piotrowski stated that they are still looking at the funding formula but they cannot make it effective for January 2017 because all budgets were already completed. We do not know if we are a winner or loser in this but it will be implemented in 2018.
Beyond the White Lines, Fall 2016 Newsletter

ADRC Programs- no minutes this month. Distributed the 2015 annual report handout in color.

Family Care/Long-Term Care Waiver Programs reports were reviewed: ADRC SAMS Agency Monthly Contact Report – September, 2016; SAMS Call Profiler Report – September, 2016; Long-Term Care Enrollment Report - September, 2016; CCCW - Membership Report – September, 2016; Regional Statistical Report – September, 2016

An invitation to the Board to Attend the State Presentation of the ADRC of Portage County Customer Satisfaction Survey Results, October 12, 9:30-12:30, Lincoln Center Multi-Purpose

Room - Miller reports room is changed to F. Piotrowski explains results will be provided for our county specifically.

Community Care Connections of Wisconsin (CCCW) Letter Updating Progress of CCCW, ContinuUs and Western Wisconsin Cares Merger, September 10, 2016. - Piotrowski reports that they are still on schedule to merge. Discussion followed with members noting that the old Midstate building is up for rent and could make a great location for this. Mark Hilliker will be at the November meeting and they will mention this to him as well.

Director's Report: Needs assessment from CAP. Number one concern is having enough money to respond to an emergency. Number two was a lack of savings followed by dental. Piotrowski thought she would share just because of the large number of responses from our area.

The County Executive has recommended Kareen Everman to replace Jan on our Board. She is the administrator for Stevens Point Child Safety Center and was instrumental in the development of KASH Park.

We had a fire in the Holly Shoppe on Saturday. Thanks to our wonderful quick thinking volunteers, the damage was minimal. Piotrowski and Miller gave an overview of the incident. As a result, Holly Shoppe lights will be retrofitted for LED bulbs. The shop closed early on Saturday and remained closed on Monday for clean-up. Both volunteers will be recognized by the County Board for their actions.

We are working with the League of Women Voters to coordinate rides for seniors and adults with disabilities for voting in the upcoming election.

Falls Prevention Day was held last month. Over 120 people attended between participants and providers. An update on Health Promotion classes - both Stepping On and Powerful Tools for Caregivers are going on now. Healthy living with Diabetes and Living Well with Chronic Conditions are filling up.

The Senior Center volunteer Pie Social went well.

Holly Shoppe first fall rummage sale went well; they brought in \$1763. In celebration of their 45th anniversary, they will have a basket raffle during voting (ADRC holds a raffle license).

We are moving voting for presidential election to the MPR in expectation of a large turnout. We will funnel people through back door to MPR and exit in front of reception. We will cancel or move some classes on that day. We will also be offering flu shots that day in partnership with GWAAR.

Upgrades to the county website have caused a major change to our URL. Suggestions from the Board included a link from our old site to the new location within the County's website.

VIII. Personnel Issues

A. Position Refills

1. Dementia Care Specialist - Piotrowski received seven applications and is interested in interviewing three. The job was changed to an LTE because of the potential loss of funding on June 30.

2. Dining Site Manager On-Call Substitutes - one hired for Hi-Rise.

3. Adult Day Center Aide On-Call Substitutes - three subs recently hired.

Marsha McDonald addressed the Board to report that she has asked for a meeting with Adamczak and Dr. Curtis to address the concern of lack of overnight transportation to and from the ER. They are forming a committee to work on this issue and the first meeting will be held Nov 1 at 12 p.m. at St. Michaels.

IX. Adjourn – Next Meeting Date & Time: Thursday November 3, 2016, 4:15 p.m.
Meeting adjourned at 5:12 p.m.

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Meeting Minutes – Wednesday, November 1, 2016**

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

Excused: Clark, Everman

Staff present: Hake, Miller, Piesik, Piotrowski

Others present: Joel Lemke, Director of Public Utilities and Transportation for City of Stevens Point and Susan Lemke, Transit Manager for Stevens Point Transit

- I.** Call to Order – Buzza called the meeting to order at 4:14 p.m.
- II.** Introductions
- III.** Review/approval of minutes: October 6, 2016. Judy motioned to approve minutes as written, Gussel 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 Authorizing a 2016 Budget Adjustment for the Aging & Disability Resource Center.

Hake explained that reserve money would be used to replace a freezer and floor mats for the Nutrition Program and to purchase tablets for senior dining sites; to purchase equipment for the Computer Lab using money from the Jerry Rouse Technology Fund and Senior Center reserve accounts, and for start-up funds for The Holly Shoppe. Doubek motioned to approve the resolution, Johnson seconded, motion carried by voice vote.

Review/discussion of vendor invoice list reports – 9/1/2016, \$43,910.44 and 10/5/2016, \$33, 430.97.

Unusual payments for September include \$789 to replace tires on Bus 2; \$700 for ADRC’s phone book ad; several payment for Senior Center trips. October payments included Junction City (\$171) and Rosholt (\$434) dining site facility agreements and \$629 to replace bus batteries, starter, and oil change.
 - B.** ADRC budget summary (handout)

Revenues – Hake reviewed percentages of money received and used. ADRC tax levy has not yet been applied. RSVP/FG and Evidence-Based program revenues are low as the programs are waiting to receive grant payments; Project Lifesaver revenues are higher than budgeted. Total expenses are lower than expected at this point.

VIII. Board/Department Program Issues

- A. Discussion/possible action on Draft Resolution Authorizing an Agreement for Merger of City of Stevens Point and Portage County ADRC Transportation Services Effective January 1, 2017
Piotrowski delivered a presentation to the Board outlining benefits and concerns of the proposed merger. A Coordinated Transportation Program would include a 'One Call' center that would determine the best ride for each individual and would allow for expansion of transportation services.

PCHCC Administrator Marcia McDonald joined the meeting at 4:27 p.m.

Mr. Lemke stated that City dispatchers would have the expertise to determine the appropriate means of transportation. Johnson asked what type of training would be provided to dispatchers. Mr. Lemke and Piotrowski agreed that the project goal is to develop a consolidated transportation program for Portage County. Piotrowski noted that the ADRC offers grocery routes but that transportation for social needs are unmet. County and City programs now compete for 5311, 85.20 and 85.21 grant funds and could benefit by combining efforts to secure funding. Wisconsin Department of Transportation has agreed to adjust the City's 5311/85.20 application to include the County Fixed Flexible Route.

Consolidated transportation would provide maximized resources such as in-house vehicle storage and onsite vehicle maintenance, access to a bulk fuel supply, coordinated staff trainings and would free up office space at the ADRC, and the potential of an additional \$275,181 which could be used to expand routes for both the city and county. These projected dollars include the elimination of the Mobility Manager position and reassignment of duties among other staff. Johnson questioned how much more work can Transit staff assume? The ADRC relies heavily on volunteer ride coordinators and drivers; Transit staff would be expected to handle the tasks. When asked about ridership, Ms. Lemke explained that there was an increase until 2013 but that has slightly declined; service expansion is limited to areas of Whiting, Crossroads Commons and UW-SP; paratransit is limited to within ¾ mile of the fixed route.

Ordens mentioned the need for after-hours transportation for jail prisoners who are released at midnight. Johnson noted two distinct missions and how will priorities be set, and what happens if the money doesn't materialize, and how could success/outcomes be measured?

Gussel stepped out of the meeting at 4:50 p.m.

Buzza pointed out problematic wording in the service agreement clause on page 85 of the agreement; Mr. Lemke is willing to change the wording and said that the budget will be prepared and approved by Portage County every year. Piotrowski asked what happens with 5310 dollars currently in the County's Mobility Management position. Ms. Lemke answered that the City has also applied for 5310 funds for the Travel Training/Mobility Management position.

Board members were asked to forward their concerns to Piotrowski; action will be postponed until the December meeting.

- B. Foster Grandparent Program

The ADRC has requested waivers to continue the program; some groups have offered to contribute money, but Piotrowski suspects that there will not be a large community match. A notice of funding opportunity has been received. Johnson motioned to pursue the grant/Doubek seconded; motion carried, all in favor.

C. Legislative Advocacy

1. GWAAR WAN Advocacy Brief – articles focus on the upcoming election. Piotrowski added that nobody has yet responded to the ADRC's offer to provide transportation to the polls.

IX. Reports

A. Oral Health's Relationship to Disease and Options for Expanding Services for Older Adults and Adults Who Have Disabilities

Piotrowski included the report because dental care is one of the top health concerns for seniors and adults with disabilities.

B. GWAAR

1. GWAAR Annual Board of Director's meeting minutes, August 12, 2016

2. GWAAR Advisory Council application

Clark serves on GWAAR Board if interested see information in packet

C. ADRC Programs

1. Lincoln Center Senior Center Advisory Council meeting minutes, July 20, 2016

Next month's meeting packet will include a SPARTA grant application to assist with costs of Gay 90's celebration; the event was well attended this past year.

D. Family Care Long-Term Care Waiver Programs

1. State – none.

2. Local

a. Aging & Disability Resource Center

- 1) ADRC of Portage County Data vs Statewide Data Report

Woitczak commented that ADRC staff go above and beyond to make the facility function well; Ordens added that our agency stands out in the state's data.

- 2) ADRC of Portage County Customer Satisfaction Report by Analytic Insight for the Wisconsin Department of Health Services, August, 2016

Very positive comments were reported for Community Resource staff; out of 91 people, only 1 would not recommend the ADRC. Return was low because people are hesitant to answer a phone survey.

- 3) SAMS Agency Call Report, September, 2016

- 4) SAMS Call Profiler Report, September, 2016

- 5) Long-Term Care Enrollment Report, September, 2016

b. Community Care Connections of Wisconsin (CCCW)

- 1) Membership Report, September, 2016

Miller is hoping to get IRIS numbers eventually.

Gussel returned to the meeting at 5:25 p.m.

2) Regional Statistical Report, September, 2016.

E. Director's Report

Lincoln Center won a free 2017 WASC membership for inviting legislators to visit the Senior Center; Senator Lassa attended Falls Prevention Awareness Day.

The Post November/December newsletter is now available.

CCCW is now Community Link, Inc. and will apply to continue service in our area.

2017 Aging Plan updates - other than board member and staff updates, no significant changes have been made.

X. Personnel Issues

A. Position Refills

1. Carley Prochaska is the new Dementia Care Specialist, replacing Barb Evans.
2. A Letter of resignation has been received from Laurie Kosmalski, ADRC Bus Driver.

XI. Adjourn - Next meeting date & time: Thursday, December 1, at 4:15 p.m. Ordens will chair the next meeting. All agreed to adjourn at 5:37 p.m.

**Portage County Commission on Aging/Aging & Disability Resource Center (ADRC) Board
Meeting Minutes – Thursday, December 1, 2016**

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

Absent/Excused: Buzza, Everman

Staff present: Hake, Piesik, Piotrowski, Smith

Others present: Mark Hilliker, Acting C.E.O, Community Link, Inc.

- I. Call to Order - Ordens called the meeting to order at 4:15 p.m.
- II. Review/Approval of Minutes: November 2, 2016
Doubek motioned/Judy seconded, motion carried.
- III. Correspondence
 - A. Letter of intent from Lakeland Care to submit a bid, request for proposal RFP S-0505 DLTC-17, to provide Family Care services to residents of Florence, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas and Wood counties.
- IV. Public Comment: On matters relating to the charge of the board (representing the needs, concerns, interests, and well-being of seniors and adults with disabilities in Portage County), but not agenda items, may be made at this time under authority of sec. 19.84(2). - None
- V. Public Notice: Members of the public who wish to address the Commission/Board on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Commission/Board Chair as set forth in Robert's Rules of Order. - None
- VI. Fiscal Issues
 - A. Discussion/Possible Action on application for grant to Stevens Point Retired Teachers' Association for Gay 90's Luncheon funds, \$100. Doubek motioned/Johnson seconded, motion carried.
 - B. Discussion/Possible Action on Nutrition contract for Almond-Bancroft route.
The contract is standard but projected to exceed \$25,000, requiring Board approval. Mileage helps cover costs of additional business rider on insurance that a contractor must carry on their personal vehicle. Clark motioned to approve contract/Judy seconded; motion carried.
 - C. Discussion/possible action to increase fees for Yoga classes. Judy motioned/Johnson seconded. After discussion of possible incremental increases, motion amended that prices be increased as Senior Center Manager deems reasonable. Motion carried, all in favor.

D. Review/Discussion of Vendor Invoice List Report, November 1, 2016, \$60,365.97. Payments include CPI Foods, \$1,147 for Nutrition Program's shelf-stable meals; Emmons Business Interiors for replacement office chairs; Progressive Travel, \$735 for the fall Senior Center trip.

E. ADRC Budget Summary (handout)

Carryover funds of \$73,172 reflected in the revenues (last month's budget adjustment resolution). Hake noted that Senior Center has \$8,600 surplus and ADC revenues are near the expected percentage. Overall, the budget is slightly underspent at 84.6%.

VII. Reports

A. Family Care/Long Term Care Waiver Programs

1. State – none.

2. Local

a. Aging & Disability Resource Center (ADRC)

1) SAMS Agency Call Report, October, 2016

2) SAMS Call Profiler Report, October, 2016

Remaining monthly reports will be included in next month's meeting packet.

b. Community Link, Inc. (CLI)

1) Update by Mark Hilliker, Acting Chief Executive Officer – Community Link, Inc. (formerly ContinuUs, Community Care Connections of Wisconsin, and Western Wisconsin Cares) Family Care, the Medicaid-funded program that provides long-term care for seniors and individuals with disabilities, was established as a pilot in Portage County in the year 2000. As of January 1, 2017, the merger of three managed care organization (MCOs) creating Community Link, Inc. (CLI), a Chapter 181 non-stock not for profit. The MCO currently serves 6,500 members, employs 180 and contracts with 1,700 providers. Service is projected to increase to 15,000 members after expansion and will result in savings of \$300 to \$400 million for the State. Larger membership numbers will make it easier to manage financial risk and be more likely to attract new partner organizations. Hilliker will continue as CEO after January 1.

Piotrowski added that there is now great concern about the Medicaid block grant proposal.

B. Director's Report

The new, shortened ADRC web address is: <http://www.co.portage.wi.us/department/adrc>.

Volunteer Jim Basinski will receive the Community Service Award by the Daughters of the American Revolution, Plover Chapter. Basinski was nominated by RSVP and was previously honored at a Portage County Board of Supervisor meeting.

Parking is expected to be a challenge into December due to increased activities at Lincoln Center.

New carpeting will be installed at the end of December in the lobby and in first floor offices; Room C

will be tiled. Second floor re-carpeting is on the capital improvements list. Samples of new flooring and furniture are available for Board members to see and give input; see Piotrowski.

The State has committed to pay the match for the Foster Grandparent Program's next 3-year grant cycle, and will cover January expenses. Funds are also available through reserves and commitments from other organizations. Grant amounts could be more than previously awarded because 4 or 5 programs will not be submitting an application. The Corporation for National and Community Service (CNCS) plans to allocate the same amount of dollars as previously in Wisconsin.

VIII. Personnel Issues

A. Position refills

1. Information & Assistance Specialist: Miller will interview several candidates tomorrow.
2. Bus Driver: Adamczak is submitting refill requests the bus driver and on-call substitute positions.
3. Dining Site Manager On-Call Substitutes – there is always a need for subs.

IX. Board/Department Program Issues

A. Discussion/Possible Action on Nutrition Program Dining Site Policy

Attachment A is to be used as a survey evaluation tool for sites; the policy is patterned after Price County's policy. Attachment C is a GWAAR mandated form and cannot be changed. The Nutrition Advisory Council made some changes to the sample policy with the objective means of accessing programs, considering both congregate and home-delivered pieces. Smith asked the Board for recommendation on a minimum participant number for closings, but advised that they not go below 15. A discussion ensued about the wording 'political implementation' in attachment B. Smith explained that the Board's decision on the policy is subject to the approval of GWAAR. Doubek motioned/Gussel seconded; motion carried.

B. Legislative Advocacy

1. WAN Advocacy Newsletter, July, 2016

X. Adjourn - Next Meeting Date & Time: Thursday, January 5, 2017, 4:15 p.m. Ordens motioned to adjourn at 5:27 p.m.