

**ADRC BOARD/COMMISSION ON AGING MINUTES
OCTOBER 14, 2019**

PRESENT: *Mark Roherty, Kathy Geracie, Cheri Farnsworth, Karl Hertz, Colleen Kasper, James Kasum, Arthur Laubenstein, Jeanne Peterson, Kim Queen, Ross Rintelman, Kay-Ella Dee and Kari Dombrowski*

ABSENT: *None*

OTHERS PRESENT: *Laurie Susen, ADRC Account Clerk, Matthew Uselding, Administrative Intern, Liza Drake, Human Services Director, Jason Dzwinel, County Administrator, Jason Wittek, Policy & Budget Analyst and Ashley Mutsch, ADRC Information and Assistance Specialist*

CALL TO ORDER: *Vice Chairman, Mr. Mark Roherty, called the meeting to order at 9:00 a.m.*

ASSURANCE THAT THE MEETING HAS BEEN PROPERLY NOTICED: *Ms. Susen indicated that the meeting has been properly noticed.*

ADOPTION OF AGENDA: *On a motion by Ms. Geracie and a second by Mr. Hertz the agenda was adopted.*

APPROVAL OF MINUTES: *With a motion by Ms. Kasper and a 2nd by Mr. Kasum, meeting minutes from September 9, 2019 were approved with no corrections.*

PUBLIC COMMENTS:

New ADRC Board Member Introductions

Ms. Dee introduced our two new board members. Mr. Queen gave a brief description of his professional experience. Mr. Hertz was our past County Board representative and no introduction was necessary.

Mr. Laubenstein asked other members of the board if they have received a flu shot and if they have had any reactions. Mr. Laubenstein mentioned that former ADRC Director, Ms. Michelle Pike came to their Apple Orchard.

ACTION ITEMS:

Selection of new ADRC Board Chairperson and Vice Chairperson

Ms. Colleen Kasper and Ms. Cheri Farnsworth both nominated Mr. Mark Roherty to be the new ADRC Chairperson. No other nominations were voiced. Mr. Roherty accepted the nomination and on a unanimous vote 9-0 Mr. Roherty is the new Chairperson of the ADRC Board.

Mr. Roherty requested nominations for the Vice-Chairperson position. Ms. Farnsworth nominated Mr. Jim Kasum. No additional nominations were voiced. Mr. Kasum accepted the nomination and on a vote of 9-0 Mr. Kasum is the new Vice Chairperson.

DISCUSSION ITEMS:

Orientation Packets

Ms. Dee distributed ADRC Board Orientation Packets to all Board members with a brief explanation.

Frequency of Board meetings

After a brief discussion, the board will continue to have monthly meetings with the option to cancel meetings if there are no substantial discussion items or action items.

Introduction to Information and Assistance Specialist

Ms. Ashley Mutsch reviewed the role and responsibilities of an Information and Assistance Specialist and provided information about the long-term care functional screen and required certification for I&A staff.

ADRC Newsletter

Ms. Dee initiated discussion of the cost, content and distribution of the ADRC newsletter and shared proposals received for publishing and mailing the ADRC newsletter. Mr. Roherty recommended that Ms. Dee create a timeline for the transition of the current newsletter to the proposed format and distribution.

REPORTS:

Developmental Disabilities

Independent Village Project update

Ms. Peterson summarized information presented by Tony Werth at the public hearing. She will continue to keep the board updated.

Mr. Rintelman reported that the Special Olympics is having a bowling tournament on October 20th and that he is participating in that tournament.

Aging Program

GWAAR Assessment

Ms. Dombrowski reported that the first annual review of the 2019-2021 Aging Plan with GWAAR was completed and that the ADRC is on track.

Corrective Action Plan for Nutrition Program

The Belgium and Port Washington meal sites were visited by the State Nutritionist and Department of Agriculture. Ms. Dombrowski reviewed the results of their visit and shared her corrective action plan.

ADRC

iPod Shuffles for Music & Memory program

Ms. Dee reported that she received Ms. Kasper's forwarded email from Apple advising her to contact their corporate office for donations. However, Ms. Dee stated that another ADRC is ending their Music and Memory program and is considering donating their iPod Shuffles to our ADRC.

Niatx Project

Ms. Mutsch briefly explained Niatx and shared that the ADRC's 2019 improvement project aims to reduce the number of call transfers and connect customers with the correct staff member quicker.

Department Financials

Ms. Dee reported the ADRC budget is on target and higher travel and training expenses may be coming up in November.

Ms. Dombrowski reported the Aging budget is on target and handed out the Congregate and Home Delivered meal reports.

OTHER BUSINESS:

Ms. Colleen Kasper suggested at least one week notice when canceling a board meeting.

Mr. Hertz suggested an article in the newsletter regarding the TSA Real ID. Mr. Queen mentioned that veterans need to bring a copy of their DD214 to have veteran on their ID.

TOPICS FOR NEXT MEETING:

None

ADJOURNMENT:

On a motion by Ms. Kasper and a second by Mr. Rintelman the meeting adjourned at 10:52 a.m.

