

**ADRC BOARD/COMMISSION ON AGING MINUTES  
DECEMBER 8<sup>TH</sup>, 2008**

*THE FOLLOWING MINUTES HAVE NOT YET BEEN APPROVED BY THE COMMITTEE TO WHICH THEY PERTAIN*

**PRESENT:** Supervisor Tom Richart, Pat Treffert, Stan Suring, Dr. James Fisher, Suzanne Bruner, Karen Nadolski, Paul Gurgel, and John Hilber

**EXCUSED:** Supervisor Bob Walerstein

**OTHERS PRESENT:** County Administrator, Tom Meaux, ADRC Director, Michelle Pike, Aging Services Manager, Mary Ferrell, Office Assistant, Tara Meinnert, Information and Assistance Specialist, Ginger Ayres, and DHS Director, Bob Haupt

**CALL TO ORDER**

Chairperson Pat Treffert called the meeting to order at 9:05 a.m.

**ASSURANCE THAT THE MEETING HAS BEEN PROPERLY NOTICED**

Ms. Ferrell indicated that the meeting had been properly noticed.

**ADOPTION OF AGENDA**

*On a motion by Suzanne Bruner and a second by Stan Suring, the agenda was adopted.*

**PUBLIC COMMENTS**

Ms. Pike shared a letter from a client who had recently visited the ADRC. The letter compliments the excellent services received by the Disability Benefit Specialist.

**APPROVAL OF MINUTES**

*On a motion by James Fisher and a second by Stan Suring, the minutes from the meeting on 11/10/08 were approved. Mr. Suring did have a concern with the change made to the Information and Assistance Worker job description. The job description was recently changed to reflect that any future hires to this position would have to be AIRS certified. Ms. Pike did get approval from HR to add this requirement prior to the change. An AIRS certification will mean that any new hires are familiar with best practices for Information and Assistance and will be able to "hit the ground running" instead of having to study and prepare for the exam.*

**ADRC UPDATES**

- AIRS Certification Acknowledgement of Laura Schimberg
  - Ms. Pike reported that all Information and Assistance Specialist within the ADRC are now AIRS certified with the news that Laura Schimberg has passed her examination.

- Update from ADRC Statewide meeting
  - Ms. Pike reported that the topic was on outreach to nursing homes and CBRF's; how ADRC's around the state can introduce themselves to nursing homes and CBRF's within individual counties. At this time, it has been decided that Ms. Pike will draft a letter to be sent to these residential facilities encouraging residents to contact the ADRC if they are interested in learning more about options available to them in the community. Ms. Pike will bring a draft of this letter to the January ADRC Board meeting. Other forms of outreach may include our newsletter, newspaper articles, and posters that can be used to increase knowledge of the ADRC's existence.
- Pilot regarding outstationing Information and Assistance Staff at 2 meal sites
  - Beginning in January, Ms. Pike will be outstationing 2 of the Information and Assistance staff one day a week. Two staff will alternate between the Grafton Senior Center/Meal Site and the Thiensville Fire Station (Meal Site) twice a month on Wednesdays as part of this outreach effort. Ms. Pike feels this is a great way to reach individuals who might not otherwise call the ADRC for resources.
  - Ms. Pike is having Visual Graphics produce a sandwich board to advertise the presence of the ADRC staff members at these community sites. She will bring the sign to show the Board at the January meeting.

#### **AGING UNIT UPDATES**

- Disaster Planning (Special Needs)
  - Ms. Ferrell briefed the board on a software system the county is participating in called Esponder. Esponder is a web-based program, which allows communities to be able to share documents and identify vulnerable clients in specific locations in times of an emergency. Ms. Ferrell has sent a letter to all clients currently receiving home delivered meals asking if they would like to be on this registry. At this time the program is being piloted with Saukville and Port Washington communities.
- Result of Request submitted to SEWAAA for use of Special Funds
  - Ms. Ferrell stated the request for special funds is currently on hold as SEWAAA is making a decision on how to disburse all the remaining funds of the agency.

#### **REPORTS**

The following reports were discussed:

*Congregate/Home Delivered Meals Program:*

Ms. Ferrell is anxious for the new vendor (Taher) to take over in January. Ms. Ferrell reported that the Thanksgiving dinner through Niesleit's was successful though numbers of recipients were lower than in previous years. Home delivered meals see an increase in numbers around the holidays and Ms. Ferrell believes this occurs because family members have been home and are concerned about their elderly parents. Later this month, Ms. Ferrell will be meeting with representatives from Taher, Inc. to take tours of all meal sites and discuss new menus in preparation for the upcoming change in January.

Information & Assistance:

Ms. Ayres reported that numbers of I & A contacts have shown another increase for November. For publicly funded programs, the ADRC is now providing information on Family Care, Partnership, and IRIS. Because of this, contacts with callers are often much more time consuming as the ADRC works to explain the differences in these programs. This means that not only are the calls increasing in volume but they are also increasing in length.

Department Financial Report:

Ms. Ferrell reported on the Aging budget and is looking good at this time. Ms. Pike reported on the ADRC budget. A cost center breakdown document was prepared by Anne Conners, DHS Fiscal, which indicates the ADRC budget is in line at this time. A family meeting room is being designated within the ADRC so staff have a private place to meet with families when needed. Furniture has been ordered for this room. In addition, the interior signs ordered earlier in the year have arrived and are being installed this week.

Coalition of Wisconsin Aging Groups:

Dr. Fisher had nothing to report at this time.

Area Agency Board/Advisory Council:

Dr. Fisher reported that SEWAAA is in the process of transferring property to GWARR; still no decision on jobs or new positions. Dr. Fisher updated Ms. Ferrell on the request for funds; Area Agency Board had no comment on the meal program requests however did not feel it was not their responsibility to repair the meal van. Dr. Fisher stated that since it has become an issue on how to distribute \$28,000 extra in funds, John Schnabl has been asked to come up with a proposal and a decision will be made by the end of this year.

Other Business

Ms. Nadolski shared concerns from the recent ARC meeting; problems with transportation. Portal Industries currently has 4 to 5 buses sitting idle that they had purchased previously under a Federal grant. It appears that Community Care expects individual CBRF's to transport their clients to Portal or to arrange for transportation as part of their contracts with Family Care; authorizations for billing as well as coding for reimbursement through Community Care continues to be an issue. Ms. Nadolski also discussed a \$2500 grant that is available through ARC for agencies or programs who work with the developmentally disabled. Since there were no applicants this year, the money will be carried over into 2009 and the grant for 2009 will be \$5000.

Ms. Bruner discussed the First Friday Forums that are held every month at MATC. There is discussion of having a topic, Aging in Ozaukee County, presented sometime in 2009.

Topics for Next Meeting:

None

***On a motion by Stan Suring and a second by Dr. Fisher, the meeting was adjourned at 10:25 a.m.***

Respectfully submitted,

Tara Meinnert, Office Assistant  
Aging and Disability Resource Center of Ozaukee County