

**ADRC BOARD/COMMISSION ON AGING MINUTES
NOVEMBER 10TH, 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 9:02 a.m.

ASSURANCE THAT THE MEETING HAS BEEN PROPERLY NOTICED

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

ADOPTION OF AGENDA

On a motion by Suzanne Bruner and a second by Karen Nadolski, the agenda was adopted.

PUBLIC COMMENTS

Ms. Pike talked about a notice she had received from the Wisconsin Apprentice Organization Project; they are looking for mentors and apprentices to work with the Developmentally Disabled Population.

APPROVAL OF MINUTES

On a motion by John Hilber and a second by Stan Suring, the minutes from the meeting on 10/20/08 were approved.

ADRC UPDATES

- AIRS Certification recognition
 - The state requires all ADRC's to have at least one of their Information and Assistance Specialists certified by the National Organization of the Alliance of Information and Referral Systems. During the ADRC Conference, Cathy Bonvicini and Kathy Schmitz took the test and passed. Another staff member, Laura Schimberg took the test in LaCrosse last week and her results are still pending. Ms. Pike stated it is her goal as the ADRC Director to make sure all of the Information and Assistance staff becomes certified. The AIRS certification test is very difficult and much time is spent studying for this exam. Ms. Pike believes this is a huge accomplishment and recognition of the staff that has passed is well deserved.

- Revised job description for Information and Assistance Specialist Staff
 - Ms. Pike has recently changed the job description to state that a person must be AIRS certified prior to employment.

- Report from WI Council on Long Term Care regarding Regional LTC Advisory Committees
 - Ms. Pike attended a meeting in Madison the week prior; she handed out copies of information she had received while at the meeting. The state is beginning to realize that the statute regarding these Regional LTC committees may be a bit unrealistic in its scope of expectations and they may have to look at considering a modification of the state statute language. The State may request Kenosha and Racine to pilot a Regional LTC Advisory Committee.

- IRIS Program Update
 - Ms. Ayres gave an overview of the Include Respect I Self Direct program now being offered as an alternative to Family Care.

- Heads up regarding Interfaith
 - Ms. Treffert stated that Interfaith Executive Director has resigned and that this agency will be facing some challenges ahead.

- Meeting on 12/08/08 to feature guest speaker from WI Office for Deaf and Hard of Hearing

Ms Pike would like the board to be familiar with not only policies and procedures of the ADRC, but also of the types of disabilities the clients served by the ADRC experience. The Office of Deaf and Hard of Hearing has been meeting with ADRC's and their boards across the State and Ms. Pike has arranged for them to come to Ozaukee County for the December ADRC board meeting. The Office of Deaf and Hard of Hearing staff have agreed to cut their presentation down from 2 hours to just an hour to work within the time frame of the ADRC board's usual meeting time. There was some discussion as to the types of training that is appropriate for the ADRC Board.

On a motion by Dr. Fisher and a second by Stan Suring the decision to invite the guest speaker from Wisconsin Office for Deaf and Hard of Hearing was approved.

AGING UNIT UPDATES

- Request submitted to SEWAAA for use of Special Funds
 - Ms. Ferrell submitted a request to SEWAAA for \$1,658.00. If granted, the money will be used to purchase new home delivered meal coolers (8), a plug-in device to keep home delivered meals hot, and maintenance and repairs for the van used to deliver the meals.

REPORTS

The following reports were discussed:

Congregate/Home Delivered Meals Program:

Ms. Ferrell reported that numbers are down a little at congregate locations. Ms. Ferrell did state a concern with the Port Meal Site having a shortage of home delivered meal volunteers. Harris Bank in Port Washington has offered to advertise for volunteers on the sign outside their building. At a recent staff meeting, Meal Site Managers addressed concerns on the challenges they are experiencing with mental health participants. Training will be offered with the help of staff from the Mental Health Unit of DHS.

Information & Assistance:

Ms. Ayres reported that the month of October set a record with the number of Information and Assistance contacts. Ms. Ayres and Jan Braby have been giving presentations at all low income, elderly and disabled apartment complexes within Ozaukee County. When they are finished, a total of 13 out-reach presentations will have been done to about 200-250 people in total. Ms. Ayres passed around folders that are handed out at these presentations and showed an example of the doorknob hangers that are placed on resident's doors in the apartment complexes advertising these presentations.

Department Financial Report:

Ms. Ferrell reported on the Aging budget and is looking good at this time. Expenses, such as supplies, are a little higher than expected due to the prevention programs. 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.

Coalition of Wisconsin Aging Groups:

Dr. Fisher talked about a CWAG dinner where awards were presented. Dr. Fisher mentioned that Barbara Becker, an attorney, had won an award for her legal services. She will be retiring in the future and Dr. Fisher thought she may be someone of interest to serve on our board or be able to volunteer her services.

Area Agency Board/Advisory Council:

Dr. Fisher reported that an Executive Director, Bob Kellerman, Fiscal Manager, Deb Noll and Program Manager, John Schnabl have been hired for the new Area Agency; still looking for an IT person. There are still unanswered questions about how many staff members will be needed in the new agency and how the board of directors will be formed. The lease for the offices of South Eastern Area Agency on Aging will be terminated at the end of 2008. Dr. Fisher reported that the 2009 Area Plan Addendums that were approved at the last ADRC board meeting have also been approved by Southeastern Area Agency on Aging.

Other Business

Ms. Treffert mentioned the show Discover Wisconsin. Tom Meaux mentioned that there are copies of the DVD available for purchase in the County Administration office. Ms. Ferrell briefed the board on her Falls Prevention program; 13 people in her current class and she has received many positive comments. Ms. Ferrell will have a Dietetic Intern joining our staff through mid-December.

Topics for Next Meeting:

None

On a motion by Dr. Fisher and a second by Karen Nadolski, the meeting was adjourned at 10:36 a.m.

Respectfully submitted,

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