

**ADRC BOARD/COMMISSION ON AGING MINUTES  
OCTOBER 20<sup>TH</sup>, 2008**

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

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

**EXCUSED:** None

**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 9:00 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 Karen Nadolski and a second by Stan Suring, the agenda was adopted.*

**PUBLIC COMMENTS**

Ms. Treffert shared her experiences from the ADRC Conference. She thought it was a very worthwhile event and learned a lot. Ms. Treffert was impressed with speaker Ken Miller, who discussed his book "We Don't Make Widgets". Ken Miller's book emphasizes performance measurement in government. The ADRC has a copy of the book if anyone would like to borrow it.

**APPROVAL OF MINUTES**

*On a motion by John Hilber and a second by Dr. Fisher, the minutes from the meeting on 9/08/08 were approved.*

**ACTION ITEMS**

1. Review and Approve ADRC Governing Board bylaws to reflect an advocacy expectation for future board members.

***On a motion by Dr. James Fisher and a second by Suzanne Bruner the decision to accept the ADRC Governing Board Advocacy Expectation and Bylaws was unanimously approved and will be sent to SEWAAA.***

2. Review and Approve 2009 County Aging Unit Plan Amendments/4 Addendums
  - Transportation
  - Prevention
  - Emergency Preparedness
  - Modernization Activities

***On a motion by Dr. James Fisher and a second by Paul Gurgel the decision to accept the 2009 County Aging Unit Plan Amendments/4 Addendums was unanimously approved and will be sent to SEWAAA.***

3. Review and Approve Revised Wait List Policy
  - The Waiting List Policy was revised to reflect the fact that “New Applicants” will be taken off the waiting list on a first come first served basis. Any exceptions to this rule must be approved by the ADRC Director using the local priorities list . In the absence of the ADRC Director, the Director of Human Services or the Aging Services Manager may approve exceptions. Any appeals of decisions made will be brought before the ADRC Board for consideration.

***On a motion by Suzanne Bruner and a second by Stan Suring the decision to accept the Revised Wait List Policy was unanimously approved and will be sent to the Department of Health Services-ADRC Development at the State.***

#### **ADRC UPDATES**

- ADRC Conference
  - Several ADRC staff attended the ADRC Conference in Appleton. The conference afforded staff the opportunity to attend workshops and to network with other ADRC staff and Directors. Ginger Ayres, Kathy Schmitz, and Michelle Pike also served as presenters for workshops at the conference.

#### **AGING UNIT UPDATES**

- See Action Items

## REPORTS

The following reports were discussed:

### Congregate/Home Delivered Meals Program:

Ms. Ferrell reported that there are continued struggles with the current provider of meals. Ms. Ferrell continues to monitor the food that is prepared on a daily basis. On January 1<sup>st</sup>, 2009 Taher will become the new vendor for meals. This transition is expected to go smoothly.

### Information & Assistance:

Ms. Ayres reported an increase with calls and contacts. Ms. Ayres discussed the two conferences that Information and Assistance Specialists, including herself, attended in September and October; WisconsinAIRS and ADRC Conference.

### 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. Ferrell will be submitting an invoice for reimbursement through SEWAAA and will make the supplies even out. 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:

None

### Area Agency Board/Advisory Council:

Dr. Fisher reported that an Executive Director, Fiscal Manager, Deb Noll and Program Manager, John Schnabl have been hired for the new Area Agency. There are still many unanswered questions at all four area agencies but the cost of severance packages has been decided. The lease will be terminated at the end of 2008.

### Other Business

None

### Topics for Next Meeting:

None

***On a motion by Supervisor Walerstein and a second by Stan Suring, the meeting was adjourned at 10:27 a.m.***

Respectfully submitted,

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