

**ADRC BOARD/COMMISSION ON AGING MINUTES  
JUNE 9<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, James Fisher, Suzanne Bruner, Karen Nadolski, Paul Gurgel, and John Hilber

**EXCUSED:** None

**OTHERS PRESENT:** County Administrator, Tom Meaux, ADRC Director, Michelle Pike, Nutrition Program Manager, Mary Ferrell, Office Assistant, Tara Meinnert, Information and Assistance Specialists, Kathy Schmitz and Ginger Ayres, and DHS Director, Bob Haupt

**CALL TO ORDER**

Chairperson Pat Treffert called the meeting to order at *9:04 a.m.*

**INTRODUCTION OF MEMBERS AND ATTENDEES**

All committee members and ADRC staff in attendance introduced themselves; new staff members Cathy Bonvicini and Laura Schimberg join as Information and Assistance Specialist.

**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 Jim Fisher and a second by Stan Suring, the agenda was adopted.*

**PUBLIC COMMENTS**

Ms. Ferrell shared a letter from a participant of the "Stepping On" program.

**APPROVAL OF MINUTES**

*On a motion by Supervisor Bob Walerstein and a second by Karen Nadolski, the minutes from the meeting on 4/14/08 were approved.*

**ADRC UPDATES**

- New Staff Hired
  - Ms. Pike discussed the hiring of an individual for the ADRC. The last full time Information and Assistance Specialist position was given to internal candidate Laura Schimberg, who is currently serving as a Receptionist for the Human Services Division. The ADRC is now fully staffed. In the fall there will be discussions about shifting current clerical staff from DHS to the ADRC for additional phone coverage in the afternoons.

- Review of Open House Celebration
  - Ms. Pike was very pleased with the Open House. She felt we had a successful turnout. Looking back at the sign-in book there were about 150 people who attended.
  
- Review of Nutrition Manager/Prevention Program position
  - Ms. Pike stated that Ms. Ferrell is in the process of completing paperwork to have the position of Nutrition Program Manager studied for possible reclassification. The position has become much more involved with the Aging Budget, Prevention Programs, supervision of professional staff, and contract management than in the past and it is felt the position should be studied for a possible upgrade.

#### **AGING UNIT UPDATES**

- Meal Program Updates
  - Ms. Ferrell notified the board that the legal notice to food caterers was going to be submitted in the next week to determine who will carry the Elderly Nutrition and Home Delivered Meals Program food contract for 2009-2011 for Ozaukee County. The availability of bidding for the contract will be advertised in the local newspapers. It is believed that the new contract may show a significant cost increase due to the rising cost of food, oil based products used by the meal programs, and the cost of gas to deliver the meals. Companies interested in completing the request for proposal must submit their bids by Thursday August 7<sup>th</sup> at 5:00pm.
  
- Senior Nutrition Program Picnic
  - Ms. Ferrell is in the preliminary stages of choosing a date in August for the picnic that is held at the Grafton High School. The Aging and Disability Resource Center is looking for donations for door prizes for this well attended event.
  
- Prevention Program Updates
  - Ms. Ferrell has been certified as a Master Trainer for the CDSMP (Chronic Disease Self Management Program). Ms. Ferrell expressed how difficult it is to get people to participate in prevention programs, but has received positive feedback from surrounding communities. She also talked about "Breakfast for the Brain" which is being introduced at all meal sites.

#### **PRESENTATION BY KATHY SCHMITZ ON DEVELOPMENTAL DISABILITIES**

Ms. Schmitz presentation on developmental disabilities was based on her educational background and personal experiences in working with the DD population.

**DISCUSSION OF DOCUMENT: A HISTORICAL REVIEW OF THE WI AGING NETWORK AND  
THE DEVELOPMENT OF THE AGING AND DISABILITY RESOURCE CENTER OF OZAUKEE COUNTY**

Ms. Pike presented a document intended to serve as an educational piece for the board. The history of Aging programs is outlined in the document along with an explanation on how long term care reform has changed the focus from Aging to Aging and Disability Services. The board was thankful to Ms. Pike for preparing such an extensive and thorough document.

**NOTIFICATION REGARDING UPDATING OF BYLAWS**

Ms. Ferrell and Ms. Pike are in the process of reviewing and revising the Bylaws for the Commission on Aging so that they will accurately reflect the blending of the Commission on Aging into the ADRC Board. When these changes are finalized, the bylaws will be presented to the ADRC Board for review and approval.

**DISCUSSION OF ADRC BOARD MEETING SCHEDULE**

Ms. Pike contacted the state regarding specifics with scheduling board meetings and the state replied that the decision is up to individual ADRC's as to when to meet. After some discussion it was decided to continue ADRC Board Meetings on the second Monday of the month until the end of 2008. This issue will be revisited at either the November 2008 or the December 2008 meeting to determine what type of meeting schedule should be set for 2009.

**REPORTS**

The following reports were discussed:

*Congregate/Home Delivered Meals Program:*

Ms. Ferrell reported that home delivered meals are still showing an increase while congregate is up and down.

*Information & Assistance:*

Ms. Ayres reported that there is still a significant increase in the number of calls the I & A staff have been receiving on a monthly basis compared to 2007. Ms. Ayres is also including a specific topic to discuss with the board to help them have a better understanding of what duties the I & A staff performs as part of their daily routine. This time the topic was on Time Reporting; ADRC staff reports the activities they have performed in 15 min time segments and is done for 100% of their paid time (specifically Medicaid) and the reason time reporting is done – it all comes down to money. This factor is budgeted in the amount of our total ADRC funding and time reporting is used to prove the activities related to Medicaid. Ms. Ayres attached samples of the spreadsheets that are used for Time Reporting.

Department Financial Report:

1. Notification that revised budget is being prepared

Ms. Pike invited Anne Conners from the DHS Fiscal Unit to help discuss current revisions to the budget. Ms. Conners is currently working with Ms. Pike to request a budget amendment for the rest of 2008. At the time the 2008 budget was prepared, it was uncertain how the funding for an ADRC would be made available or when. There is no levy included with the ADRC budget and time reporting helps to bring in additional income.

Coalition of Wisconsin Aging Groups:

Dr. Fisher stated that there will be an annual meeting held in July and scholarships will be made available. At last meeting all evaluations for caregiver program were completed; there were 6 grants and 4 were approved.

Area Agency Board/Advisory Council:

Dr. Fisher stated that the current 6 Area Agencies on Aging will be downsized to 3 by the end of 2008. Milwaukee and Dane will continue to be their own Area Agencies on Aging and the 3<sup>rd</sup> will be comprised of all the other counties and tribes in the state. The Transitional Board that has been appointed will begin interviews for Executive Director on June 18<sup>th</sup>, 2008. This position will be effective in July.

Other Business

None

Topics for Next Meeting:

None

*On a motion by Dr. Jim Fisher and a second by Suzanne Bruner, the meeting was adjourned at 11:00 a.m.*

Respectfully submitted,

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