

Aging and Long Term Care Committee met in Room A-200 of the Administration Center.

Present: Supervisors Geracie, Richart, Winker and Herlache. Staff: County Administrator Meaux, ADRC Director Pike, Lasata Administrator Luedtke, Assistant Lasata Administrator Fogel, Aging Services Manager Ferrell and County Clerk Winkelhorst.

Other Present: Kris Halbig Ziehm - Ozaukee Press

Absent: Supervisor Egelhoff

Call to Order/Proper Notice/Adoption of Agenda: The meeting was called to order by Chairperson Geracie at 8:30AM. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Winker, seconded by Supervisor Herlache to adopt the agenda as revised. All members present voting aye. Motion carried. (4-0)

Public Comments/Correspondence/Communications: There were none.

Approve Minutes from the December 23, 2008 and January 6, 2009 Meetings: Motion made by Supervisor Richart, seconded by Supervisor Winker to approve the December 23, 2008 and January 6, 2009 minutes as written. All members present voting aye. Motion carried. (4-0)

Potential Date Change for Meetings: The consensus of the committee is to meet on the second Tuesday of the month. The next meeting will then be February 10.

Veterans Service Office:

Management/Financial/Informational Reports: Information included in the packet. Mr. Brown reported that the Veterans Office finished the year with a small surplus and as always continues to watch his budget closely.

Conference Meeting Report: Conference report submitted. Mr. Brown reported that this was the American Legion Mid-Winter Conference. It was an opportunity to find out what is going on in other parts of the state and sharing of information. Multiple topics and issues were addressed. Meetings were held on legislative issues and training conducted concerning Veterans benefits. Mr. Brown promoted the Honor Flight Program and received a \$2500 donation.

Honor Flight Update: Mr. Brown stated that they will be going with a larger plane on April 25. This will accommodate 40-50 additional veterans. Flights are scheduled for April 25, June 27 and September 26. Chairperson Geracie stated that there is currently a waiting list of 450 veterans. A fundraiser will be held on April 18 at the Railroad Station in Saukville.

8:45AM Assistant Business Manager Connors joined the meeting.

Vietnam Veterans Welcome: A planning meeting of the Vietnam Veterans Welcome Home Committee will be held in Green Bay, Saturday, January 31, 2009. They will be touring the various venues that are being considered for hosting the event.

Aging & Disability Resource Center:

Discussion Items:

Information & Assistance Statistical Report for 2008: Ms. Pike shared the Information & Assistance Report comparing 2008 to 2007. Total contacts which is considered one call or visit were up 48% and total people where one person may have more than one contact was up 43% for the year.

Ms. Ferrell stated that there is an increase in "someone else" making contact. This could include caregiver, friend, relative, guardian, neighbor, an agency or service provider or ADRC contacting the client.

Update on Out-stationing Information & Assistance Staff at Meal Sites: Ms. Pike stated that the pilot program to outstation two Information and Assistance Specialists to the Grafton and Thiensville meal sites twice per month is going well. The staff is there early enough to have meals with the people and answer questions that are being asked.

Update on Part-Time (afternoons) Clerical Position in ADRC: The position has been filled and she started last week. It is working out very well.

Articles for the News Graphic: Staff of the ADRC will be providing a news article for seniors monthly in the News Graphic and bimonthly in the Ozaukee Press.

Update on the New Vendor for the Meal Program: Ms. Ferrell reported that January 1st they started with a new vendor for the Meal Program. There were a few glitches to work out the first couple of weeks. They are working through the process of changes with those involved in the program.

Bad weather caused closing of meal sites for two days. The second day fell on a Friday so all home delivered meal clients were called to be sure they had meals for the weekend. Thirty-five meals were delivered on Friday.

Ms. Ferrell stated that for the third year in a row, Rockwell Automation has donated \$1500 to give as gifts during the holiday. This year all Home Delivered meal participants received a \$15 gift certificate to Pic N Save Food Store.

Management/Financial Informational Reports:

ADRC Financial Report: Ms. Connors reported that there is still time to claim the 2008 costs. All payroll and internal direct charges are in. All of the claims are done thru November for State and Federal funds. Claims were 10% more for the Federal funds than what was expected.

Aging Services Financial Report: Ms. Ferrell reported that there still were some outstanding expenses to claim but overall will be able to capture dollars to offset the negative levy amount.

Chairperson Geracie would like to invite Representative Mark Gottlieb to attend a meeting in the future to show him what is all going on with the ADRC, Lasata and Family Care.

Lasata Care Facilities:

Action Items:

Carryover 2008 Funds to 2009: Mr. Luedtke explained that the carryover request is for \$120,000 that was budgeted in 2008 to replace the water and sewer lines and internal water pump systems that service Lasata Care Center. The project was not completed due to unexpected delays in getting site surveys and City approvals. Also \$108,000 was budgeted to replace some windows at Lasata Care Center. This project was cancelled to use monies for the tile floor abatement project. This is a high traffic area so it is a priority. The cost estimate is \$30,000. Final estimates and completion dates have not come in yet.

The request from Lasata Heights for \$9,925 is for the window and patio door replacement project that is not completed.

Motion made by Supervisor Winker, seconded by Supervisor Herlache to approve the carryover requests for \$150,000 for Lasata Care Center and \$9,925 for Lasata Heights. All members present voting aye. Motion carried. (4-0)

Supervisor Winker asked for clarification on monies for updating of the kitchen at Lasata Care Center. Mr. Luedtke explained that there will need to be some remodeling of the kitchen to make it more efficient. This will be addressed in the 2010 budget and will not come out of funds for the RCAC.

Approval to Complete RCAC Schematic Design and Budget: Chairperson Geracie commented that there are meetings every two weeks and that no major decision will be made without

committee approval. This will not be scheduled as a meeting for the committee and that a rotating schedule could be set up so that all members have a chance to participate. Mr. Luedtke will email minutes out to all the members about a week after every meeting.

Mr. Luedtke explained that a tentative schematic design plan and budget estimates for the 60 unit RCAC assisted living facility has been developed. The architect is requesting approval to move to the next phase to develop final plans to submit to local planning authorities and development of bid spec packages.

The total project is budgeted at \$10 million and estimates are right at that amount.

Mr. Luedtke reviewed the plans and some of the cost savings. The plan includes 48 one bedroom units, 6 studio units and 6 two bedroom units. Discussion on the interior designs.

February 2 will be a meeting with the Cedarburg Planning Commission. This is a preliminary consultation. No decisions will be made at this meeting.

They have met with several technology vendors regarding security, cable TV and alarms. Tomorrow Mr. Luedtke will meet with the architect to discuss plumbing, electric, fire, water etc.

Motion made by Supervisor Herlache, seconded by Supervisor Richart to approve moving forward with the schematic design and the budget. All members present voting aye. Motion carried. (4-0)

Discussion Items:

CPR Policy: Mr. Luedtke stated that the staff does not do CPR at Lasata Care Center. They were working with the Cedarburg Fire Department to have staff trained in CPR but for whatever reason that fell through. Mr. Luedtke has been working to get staff certified at a cost of \$35 per person and by the end of today all nurses will be. There will be a change in the procedure and all families of residents will be made aware of that. This will be ready to go by March 1.

Mr. Luedtke reviewed the policy changes and the policy that the Cedarburg Fire Department would like to implement. Discussion followed.

Union Contract Negotiations Update: Informational only. The union ratified the contract on a vote of 66-2 and was subsequently approved by the Administrative Committee. Mr. Luedtke reviewed the changes in the contract.

Management/Financial/Informational Reports:

Administrator's Report: Mr. Luedtke reported all figures are not in yet but that Lasata Heights may show a surplus of approximately \$295,000 and the Care Center would be approximately \$250,000 deficit for a \$50,000-60,000 surplus for the entire campus. Mr. Luedtke further stated that the area hit the hardest was wages and salaries. Several were out on medical leave and payout of sick pay and overtime to cover with staff.

Monthly Financial and Census Report: This was included in the packet. There were no further questions.

Conference and Meeting Report: There were none.

Next Meeting Date: Tuesday, February 10, 2009 – 8:30AM (Note: new date)

Adjournment: Motion made by Supervisor Winker, seconded by Supervisor Herlache to adjourn. All members present voting Aye. Motion carried (4-0).

Meeting adjourned 10:38AM.

Julianne B. Winkelhorst, County Clerk