

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER BOARD OF  
DIRECTOR'S MEETING**

**JULY 10, 2014**

**PRESENT:** Tom Diedrick, Melanie Maczka, Beth Relich, Pat Hickey, Barbara Robinson, Keith Pamperin, Marvin Rucker, Joan Swigert, Steve Daniels, Larry Epstein.

**ABSENT:** Lisa VanDonsel, Lori Rasmussen, Corrie Campbell.

**ALSO PRESENT:** Guadalupe Mercado, Debra Bowers, Kinsey Black, Devon Christianson, Sandy Groeschel, Snooky Zuidmulder, Diana Brown, and Denise Misovec.

The meeting was called to order by Tom Diedrick at 8:34 a.m.

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF THE AGENDA:** Mr. Epstein / Ms. Hickey moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF MEETING OF May 29, 2014:**

**Mr. Epstein noted a typo on page 2 of the minutes where "local their" should be replaced by "their local"**

Ms. Maczka/ Ms. Relich moved to approve the minutes of the regular meeting of May 29, 2014.

**MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None.

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF MAY, 2014 FINANCE REPORT:**

Ms. Bowers began by referring to the ADRC Summary Report handout to show that the ADRC is currently on target for the month of May. Ms. Bowers explained full expenses have not been realized for the Month of June, so those financial will be reviewed at the next board meeting. Ms Bowers stated the revenues and expenditures will equalize by the end of the year as the timing for hiring and receiving grant revenue occurs at different times throughout the year.ar.

Mr. Daniels/ Mr. Pamperin moved to approve the May 2014 finance report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:**

Ms. Bowers announced the ADRC did not receive any restricted donations for the month of May.

**BUDGET REVIEW AND APPROVAL 2015:**

Mr. Diedrick reported that the Finance Committee met on June 26<sup>th</sup> to do an overview of the finance 101 training and draft budget. After the Finance Committee Meeting the ADRC received the county levy target which was reduced by 33.5%.

Ms. Christianson explained the different fundamental values the ADRC will use to go forward with the county levy reductions in the 2015 Preliminary Budget so it has the least impact on consumers.

- The ADRC will continue to maximize the amount they draw from Medical Assistance Administrative Funds (MA Claiming). Ms. Christianson explained that the dollars drawn from MA Claiming are restricted to certain programs including ADRC services. County levy is needed to fill the gaps in Older American's Act Programs that are underfunded, and to serve individuals that do not qualify traditionally for those services but are in need. For example, home delivered meal recipients who have disabilities under age 60. Ms. Christianson expressed how strongly she felt about keeping our programs strong and robust.

- The ADRC has hired a Nursing Home Relocation Specialist and Dementia Care Specialist through grants. Both positions will increase the revenue from MA Claiming to help the ADRC expand and keep moving forward.
- Ms. Christianson referred to the 2015 Preliminary Budget handout to show the reduction NEW curative will receive based on their requested increase.
- ADRC Contract requests will receive 50% of the requested increase in programs where revenue is appropriate, like nutrition sites.
- The ADRC Budget does not include cost of living or merit increases.
- Family Care is coming to Brown County in 2015, due to the type of work staff will be tasked with the ADRC should have a higher reimbursement rate and increase revenue from MA Claiming.
- The ADRC will need to use Net Assets to fill the requests and provide Cost of Living/Merit increases for staff

The board stated they would like the ADRC to be able to show the impact of the reduction of the county levy on the community, staff, and the ADRC services.

Ms. Relich/ Mr. Rucker moved to approve draft budget as shown today with the understanding that the director will bring back a request regarding the merit and cost of living in the fall once we have all the final numbers. **MOTION CARRIED.**

#### **DIRECTORS REPORT:**

##### **MODERNIZATION AND PROPOSAL:**

It has been 23 years since any type of modernization or remodeling have been made to the ADRC building. The ADRC benefits from the Brown County partnership and support with our current building and has been saving for more than five years to afford the modernization strategic plan Ms. Christianson referred to the Net Asset Report handout to review available assets and previous board agreement to keep financially responsible. Many of the updates to the building will support patrons/staff with disabilities including a model kitchen, electronic door openers and locks, and updated bathroom facilities. Ms. Christianson referred to the ADRC Probable Construction Cost Estimate and the Budget Transfer Request handouts to show the total amount for the construction bid.

Mr. Epstein/ Mr. Daniels moved to approve modernization proposal and budget transfer request as discussed. **MOTION CARRIED.**

##### **HOMEBOUND MEAL WAIT LIST POLICY:**

Currently, the ADRC doesn't have anyone on a waiting list for homebound meals; however, if the ADRC doesn't have the capacity or the resources to serve a consumer request then they will go onto the waiting list. The distributed wait list policy will allow the ADRC to consistently and fairly apply wait list priority criteria to meet the need.

Ms. Robinson/ Ms. Hickey moved to approve the homebound meal waitlist policy. **MOTION CARRIED**

##### **NUTRITION PROGRAM PROPOSALS AND CONTRACT AWARD:**

The ADRC just awarded a three year contract to Aramark for the Nutrition program through a competitive bidding process. Aramark has offered some additional benefits which include: offering an enhanced meal once a month for special events or holidays, a volunteer recognition event twice a year, and a commitment to \$4,000 extra dollars to help support the ADRC with kitchen supplies. Ms. Christianson expressed that the ADRC would like to meet with Aramark to find out if they can provide healthier options and work with the new café.

Mr. Pamperin/ Ms. Swigert moved to accept proposal submitted by Aramark for the next three years for the homebound nutrition program services. **MOTION CARRIED**

##### **AGREEMENT: CEDAR CREST COLLEGE INTERNSHIP:**

A dietitian student, Nicole, will be joining the ADRC for a month in the fall to work for the nutrition program.

Mr. Rucker/ Epstein motion to accept the agreement with Cedar Crest College. **MOTION CARRIED.**

**WAAN- ISSUE BRIEFS:**

Ms. Christianson announced the Wisconsin Aging Advocacy Network is putting out new position issues that will help the board stay informed about what the important policy issues for older adults are. These issues will be posted in the advocacy page on the ADRC website.

**BUREAU ON AGING STRATEGIC GOALS:**

Ms. Christianson presented the State 2014 Strategic Goals handout to illustrate our local alignment with the state level goals. Discussion arose about the missing topic of caregivers. Ms. Christianson reassured the board that caregiver support is one of the ADRC's goals and that she would provide feedback to the Bureau on this issue.

**ADRC CONTRACT CHANGES:**

Ms. Christianson discussed the requirement the state has for the board to know and be aware of the contract to perform ADRC services. Ms. Christianson referred to the Suggested Changes for the 2015 ADRC Contract as a summary to the 300 page contract.

**SOS GRANT AWARD:**

Mr. Diedrick began by expressing that Ms. Brown had the initial contact with the Greater Green Bay Community Foundations that awarded the SOS Grant. The ADRC, NEW curative, and Options for Independent Living submitted a proposal to be able to serve people with dementia for the next two years. Ms. Brown stated that the SOS Grant is a total of \$220,000 over the next two years which will include a loan closet to help consumers stay in their homes.

**CMS RULE CHANGES-FOLLOW UP FROM LISA MILLS:**

Ms. Christianson announced that on Tuesday July 8th, 2014 in the Long Term Care Council they announced that the state will be posting their renewal application for the B Waiver on their website July 30<sup>th</sup>, 2104. There will be a 30 day window for comments. This is the board's opportunity to weigh in on the issue of prevocational employment, residential care and the 5 year transition plan for coming into compliance with the CMS definitions of community based programs.

**BOARD MINUTE DISCUSSION:**

Ms. Christianson explained that new staff will be taking on the recording of the board minutes. Ms. Christianson requested transition of the board minutes to a more summarized version opposed to a very detailed version. The board discussed and agreed to move towards to a briefer summary of the board minutes.

**POWER UP INSTITUTE:**

The Power Up Institute is coming up July 31-August 1. Mr. Pamperin, Ms. Robinson, and Pat Finder-Stone will be attending that meeting. The goal is to be able to create self-directed volunteer teams that work independently to support the goals of the ADRC. Our volunteer team will focus on advocacy.

**FAMILY CARE UPDATE:**

**A. STATE CALLS TO ADRC IN PREPARATION/ RFP:**

Mr. Diedrick announced that there are five counties that will be submitting their Request for Proposal for Family Care which are due July 15th. The state will make the announcement of the decision by August 8th.

**LEGISLATIVE UPDATES:** None.

**ANNOUNCEMENTS:**

Mr. Pamperin announced that on Saturday, August 16th from 9:00-11:00 a.m. there will be a wheelchair wash at Options for Independent Living.

Mr. Epstein congratulated and recognized Meredith Hansen on the great presentation from the ADRC to the Retired Men's Group.

Ms. Swigert announced there will be a Feeding America Mobile Pantry on Wednesday, July 16th from 10:00 a.m. - 12:00 p.m. at Trinity Church.

Mr. Rucker announced a group collecting baseball equipment on Saturday July 19th at the Sheriff's Department. They will be taking gloves, balls, and bats. These proceeds will be sent overseas to underprivileged countries.

Mr. Diedrick announced that the Medical Mission at St. Vincent de Paul takes donations of medical equipment and sends it overseas to underprivileged countries.

**NEXT MEETING** – The next meeting will be August 28<sup>th</sup>, 2014 location to be announced.

**ADJOURN:** Mr. Pamperin/ Ms. Helrich moved to adjourn the meeting. **MOTION CARRIED.**  
The meeting adjourned at 10:37 a.m.

Respectfully submitted,

Guadalupe Mercado, Office Assistant