

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD MEETING**

December 9, 2014

PRESENT: Tom Diedrick, Keith Pamperin, Steve Daniels, Joan Swigert, Larry Epstein, Lisa Van Donsel, Lori Rasmussen, Corrie Campbell, Barbara Robinson, Beth Relich

EXCUSED: Melanie Maczka, Pat Hickey

ALSO PRESENT: Devon Christianson, Christel Giesen, Debra Bowers, Guadalupe Mercado, Denise Misovec, Tina Brunner, Dick Sieg

The meeting was called to order by Chairperson Diedrick at 10:37 a.m.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: None.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 23, 2014: Ms. Relich / Ms. Swigert moved to approve the minutes of the regular meeting of October 23, 2014. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

A. REVIEW AND APPROVAL OF FINANCE REPORT:

Ms. Bowers referred to the October 2014 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of October.

Mr. Pamperin/ Mr. Epstein moved to approve and place on file the October 2014 Financial Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

The ADRC did not receive any restricted donations for the month of October. Ms. Bowers referred to the 2014 Restricted Donations handout to show the two transactions that were made from the restricted donations fund.

C. DRAFT NET ASSET PLAN:

Ms. Christianson has spent the last few months working with Brown County Finance and the Auditors to come up with a Draft Net Asset Plan. A Net Asset Plan was created as a proactive way to demonstrate how ADRC funds can or can't be used. Brown County Administration and the Brown County Board of Supervisors have been asking all Departments to work on a policy. The ADRC policy has different language and classifications as it is a non-profit organization and not a full County Department. The Auditors and County Administration provided guidance on this distinction. Some of the difference is the ADRC's need to have its own working capital and unrestricted funds in case of a huge funding stream loss or a catastrophic event. Ms. Christianson referred to

the Audited Net Asset Report document to show the different classifications for each set of funds. Ms. Christianson reassured the Board that the previously approved 25% of the working budget is still the minimum that needs to be kept in case of an emergency. Ms. Christianson referred to page three of the Draft Net Asset Plan to demonstrate how the unrestricted and unassigned net assets can be used. It was also stated in the draft plan that 50% of the excess in County Levy funds will be returned back to the Brown County General Funds. Board member provided concerns that the ADRC be able to meet its needs or programs, capital expense, and building maintenance. Ms. Christianson discussed the funds that would be available for these needs and state the Board would have the ability to provide additional decision/guidance each year. The Net Assets Report is reviewed annually by the ADRC Board of Directors in the spring after the financials are closed. At that time, the Board is able to review remaining funds, provide assignment or commitment of funds depending on program and future project needs. Ms. Christianson stated this was still a draft, and that Brown County Administration may still have additional comments to make. If any require substantial changes, she will bring the policy back to the ADRC board for further review.

Ms. Rasmussen suggested that additional ADRC parking be worked into the budget.

Mr. Pamperin/ Mr. Epstein moved to adopt the Draft Net Asset Plan. **MOTION CARRIED.**
Mr. Daniels abstained.

85.21 SPECIALIZED TRANSPORTATION APPLICATION: The Red Cross will be eliminating the transportation services in June 2015. The plan to transition the transportation service to another provider is not ready and cannot be done until after a formal bid process is followed. Once a provider responds to the bid, the 85.21 Plan can be created. Ms. Christianson contacted the Department of Transportation (DOT) and requested a delay in the submission of the plan to allow the bid process to be followed. DOT has agreed to allow the ADRC to submit the plan following ADRC Board Approval in February 2015. The Red Cross will continue to provide transportation services until June or sooner depending on the transition plan agreed upon by the new provider. Ms. Christianson reassured the board that their biggest goal is to make it a seamless transition.

Mr. Pamperin / Sup. Campbell moved to approve the extension on the 85.21 Specialized Transportation Application. **MOTION CARRIED.**

NOMINATIONS AND HUMAN RESOURCE COMMITTEE- OCT. 17 MEETING

A. QUALITY OUTREACH COORDINATORS STEP REVIEW: The step review for the Quality Outreach Coordinator to a step 7 was addressed in the previous Nominations and HR Committee meeting and needs approval to move forward.

Ms. Van Donsel/ Ms. Robinson moved to approve the Quality Outreach Coordinators review and increase to step 7. **MOTION CARRIED.**

B. SLATE OF OFFICERS AND NEW NOMINATIONS FOR BOARD POSITIONS: Ms. Christianson presented the new Slate of Officers including Marvin Rucker as Chairman, Barbara Robinson as Vice Chair, Beth Relich as Treasurer, and Pat Hickey as secretary.

Mr. Pamperin / Sup. Campbell moved to make the slate of officers closed and elected. **MOTION CARRIED.**

Ms. Christianson announced the nominations for board positions that included Patricia Finder-Stone and Ramon Fierros for 60 years and older and Jessica Nell for Physical Disabilities.

Ms. Van Donsel/ Mr. Pamperin moved make the nominations closed and elected. **MOTION CARRIED.**

FAMILY CARE UPDATE:

Family Care in Brown County continues to move forward. Brown County has been given a draft timeline of 6 months to enroll the current consumers that are on waiver programs into Family Care. The tentative timeline for beginning enrollment counseling in Brown County is March 2015, with the first full enrollments to officially occur July 2015-October 1, 2015. The state is not giving the ADRC the resources to hire the eight enrollment counselors, enrollment clerk, or mentors to accomplish the transition as previously announced. Ms. Christianson announced that the enrollment clerk support staff and enrollment mentor staff that started before Family Care was put on hold will stay with the ADRC through the transition. The funding for the staff will need to come from the ADRC Net Assets. The ADRC will be meeting with Brown County Human Services to come up with strategies and potential recommendations.

Chairperson Diedrick added that advocacy is very important. Ms. Christianson will send out information about when and who to contact if a Board member is interested.

DIRECTORS REPORT:

- A. AGING AMENDMENT APPROVAL:** Ms. Christianson presented the report that was given out to all Board members.
- B. ADRC YEAR END REPORT APPROVAL:** Ms. Christianson presented the report that was given out to all Board members.
- C. MIPPA GRANT AND JOB DESCRIPTION:** The MIPPA grant was received by the ADRC. The grant will allow the ADRC to hire a 16 hour a week limited term employee to do data entry which will allow the Benefit Specialist to do outreach in rural sites.
- D. MOW GRANT AWARD:** The ADRC had the opportunity to apply for the Subaru "Share the Love" grant. It will be used to buy red plates for the downtown site. The red plates have been shown to make people eat better and eat more.

Mr. Epstein/ Mr. Relich motion to approve the Aging Amendment Approval, the ADRC Year End Report, MIPPA Grant and Job description and mow grant. **MOTION CARRIED.**

LEGISLATIVE UPDATE: Mr. Diedrick updated the board on a meeting with the governor happening on Saturday, December 13 regarding different groups with disabilities. It will take place in Madison and is invite only.

ANNOUNCEMENT – ADRC will have an open house on January 15, 2014 from 1:00 p.m. – 3:00p.m., for press and professionals. Ms. Christianson will be on the panel for Aspiro at a legislative breakfast January 9th at 7:30. A handout was provided to Board Members and they were encouraged to attend.

Chairperson Diedrick thanked everyone on the Board and mentioned that Options for Independent Living will be committed to collaborating with the ADRC. Ms. Van Donsel thanked Mr. Pamperin, Mr. Daniels and Mr. Diedrick for their service on the ADRC Board.

NEXT MEETING – The next meeting will be January 22, 2014 at the Aging and Disability Resource Center.

ADJOURN: Mr. Daniels/ Mr. Pamperin moved to adjourn the meeting. **MOTION CARRIED.**
The meeting adjourned at 12:05p.m.

Respectfully submitted,

Guadalupe Mercado, Office Assistant