

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

January 28, 2010

PRESENT: Patricia Finder-Stone, Tom Diedrick, Libbie Miller, Grace Aanonsen,
Steve Daniels, Donajane Brasch, Judy Parrish, Tom De Wane

EXCUSED: Pat Cochran, Bill Clancy, Keith Pamperin

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Devon Christianson,
Debra Bowers, Steve Maricque, Denise Misovec, Dr. Dave Donarski

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: Introductions were made by board members and those present.

Chairperson Diedrick called the meeting to order at 8:30 a.m.

ADOPTION OF AGENDA: Mr. Diedrick asked for any additions or corrections to the January 28, 2010 Agenda. Ms. Archambault noted that we would be approving the Preliminary December 2009 Finance Report, not the October Finance Report.

A motion was made by Ms. Miller and seconded by Ms. Parrish to adopt the January 28, 2010 agenda with the above noted correction. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 10, 2009: Mr. Diedrick asked for approval of the minutes of the regular meeting of December 10, 2009. Ms. Finder-Stone noted that on page 1 Ms. Archambault's last name is noted twice under those "Also Present".

Ms. Miller moved and Sup. De Wane seconded to approve the minutes of the regular meeting of December 10, 2009 with the above noted correction. **MOTION CARRIED.**

FINANCIAL REPORT:

A. APPROVAL OF DECEMBER FINANCE REPORT: Ms. Archambault reviewed the Preliminary December 2009 Financial Report. She noted that we are under spent in Salary and Fringe Benefits because new hires were added later in the year and the budget is based on full employment on January 1. Line items 8, 9 & 10 (Benefit Specialist Part D, SHIP Expense and MIPPA Expense) reflect additional dollars received for Benefit Specialists to help with Medicare Part D. While the expense report shows we are over in Building Improvements, these dollars were carried over from 2009 to redo the parking lots. Restricted Purchases are used for donor specific purchases and are detailed on page 5 of the financial report. Miscellaneous Services and Non-Operating Expenses are budget expenses and revenues that really don't impact the budget but have to be accounted for. Rural Driver Escort appears to be over budget; however, there is offsetting revenue for this. Bank Fees represent additional fees that were not budgeted for in 2009

On the revenue side Ms. Archambault explained that we are now participating in 100% time reporting and have captured more MA Dollars than previously anticipated. The Fiscal Agent Contract ended in 2008 but some dollars were carried over for expenses related to completing tax reports and to help train the new

provider. Interest Income and Community Service Monitoring Revenues are decreased due to the economy.

Ms. Miller moved and Ms. Parrish seconded to approve the December 2009 Preliminary Financial Report. **MOTION CARRIED.**

B. APPROVAL OF RESTRICTED FUNDS: Ms. Archambault referred board members to the salmon colored page of the financial report and reviewed the outlined restricted/memorial donations as well as the restricted purchases for 2009.

Sup. De Wane moved and Ms. Brasch seconded to approve the Restricted Funds. **MOTION CARRIED.**

C. APPROVAL OF RESTRICTED DESIGNATED FUNDS FROM 2009:

Ms. Archambault noted that in past board meetings we had discussed the need for additional space to accommodate the Home Bound Meal Program and for other ADRC programs. We were considering the building at 428 S. Adams, but determined that there was not enough parking space. We need 18 drivers daily to deliver meals and this requires more parking than this site can provide. She referred board members to the gold page of the financial report, the Designated/Undesignated Net Asset Report and noted that we do have money in the Facilities Fund set aside for the purchase/renovation of an additional building.

During this past week, staff walked through space that the Quality Inn on Washington Street has for sale. The Quality Inn is in the process of selling off meeting rooms on the south side of their building under a "condo" arrangement. This location looks promising. We have a list of questions for the realtor and owner that we need answered before pursuing this further. Jeff Oudeans from the county's Facilities Department is working with us on this issue. Ms. Archambault added that this possibility is still only in the beginning stages.

Mr. Holzer, ADRC Facilities/Placement Coordinator, reported on energy initiatives that would be completed if the board approves spending the \$68,554 restricted revenues in the Facilities Fund. He reported that the large windows in the dining room and atrium areas allow for so much sun to enter the building that it throws off the entire heating and cooling system leaving inconsistent temperatures in all areas of the building. Mr. Holzer has looked into solutions and is recommending window film be placed on these glass areas in an effort to keep temperatures consistent throughout the building.

Another recommendation from the County's Energy Audit would be to upgrade our present pneumatic heating/cooling system to a digital system. A digital system would allow adjustments to be made from Mr. Holzer's desktop or directly from the County. After discussion, the possibility of using solar energy was raised. It was decided by consensus to put a hold on a digital heating/cooling system and investigate solar energy further.

Ms. Archambault briefly reviewed several other Restricted Revenues noting that the \$54,786 of Donor Restricted Donations were dollars to be used for a document management system and the \$2,700 for Equipment-docking station were dollars set aside for a computer that was in the budget last year but had not been received from IS. The \$5,225 under Loan Closet Medical Equipment/supplies are dollars used for purchases of equipment for the loan closet or for costs involved in maintaining present

equipment such as the purchase of batteries, to pay for welding of current equipment, etc.

Mr. Holzer also reported on the \$9,590 in Restricted Revenues for replacement of our 2 existing treadmills in our exercise room. Presently both of our treadmills are approximately 10 years old and have burned out motors due to them being too light weight for the amount of continuous use they are receiving. They can be repaired; however, these repairs would only be short-term. The exercise room is heavily used and these dollars would be spent for 2 heavy duty treadmills with a 500 lb. capacity each.

Ms. Miller moved and Mr. Daniels seconded to approve the Restricted Designated Funds from 2009 as noted above. **MOTION CARRIED.**

APPROVAL TO SUBMIT FALLS PREVENTION PLANNING GRANT: Ms. Archambault reported that we had previously written a grant to the Greater Green Bay Community Foundation to support our falls prevention activities. We had asked for \$15,000 but had only received \$7,500; the foundation had eliminated funding for the project coordinator. The Foundation also has funds available for planning grants. Our falls prevention programs have received strong support in the community. Now that state dollars are no longer available to counties for prevention activities, this planning grant is an opportunity to build on our success and to expand our efforts to include medication management/compliance – a critical component to reduce falls for older persons. The grant would also help us to expand our community collaborations and to strengthen our network of community providers. The deadline to submit the grant is February 15, 2010. Ms. Archambault also noted that we are asking to use the \$26,000 of restricted funds to support this effort. An outline of the grant proposal budget was distributed.

Dr. Donarski added that it is important that we continue our efforts and keep the momentum going if we are to achieve long term success. In addition to the new effort to address medication management/compliance, our goal is to embed these programs, (Stepping On, Living Well with Chronic Conditions, Sure Step and Keep Stepping) into our community.

Ms. Fincer-Stone raised concerns about the consultant fees in the proposed budget. It was explained that the foundation wants to see that the programs it funds are evidence-based and this requires consultants from the academic field.

Ms. Miller moved and Ms. Parrish seconded to approve the submission of a Falls Prevention Planning Grant Application. **AYES:** Tom Diedrick, Libbie Miller, Grace Aanonsen, Steve Daniels, Donajane Brasch, Judy Parrish, Tom De Wane. **ABSTAIN:** Patricia Fincer-Stone. **MOTION CARRIED.**

REVIEW OF ADRC 2010 GOALS AND PRIORITIES: Ms. Archambault distributed a copy of ADRC Committees & Taskforces for 2010. The handout listed each committee, members and meeting days and times. Also included was the description, purpose and the objectives for each committee for board perusal.

Ms. Archambault also distributed the notes from Team Forward's 2010 Planning Meeting held on January 19, 2010. The goals and objectives developed at the planning meeting were sent to the existing committees for their review. Each committee is charged with reviewing its goals and with developing a "reasonable" work plan for 2010. Ms. Archambault explained that committee chairs will be reporting back to the board throughout the year.

I&A UPDATE: Ms. Christianson, Assistant Director, distributed a draft of the 'ADRC Functional Screen Quality Policy' along with a copy of the "I&A Chart Review Tool" for board members to peruse. Ms. Christianson reported that the ADRC is now responsible for administering Functional Screens that result in determining a consumer's eligibility for public monies to pay for long term care services. Due to the complexity of these screens, it is critical that screens are completed in a consistent and fair manner. When consumers are found ineligible for funding based on the functional screen, they may file a complaint or grievance about the determination. There will be times when the board will need to be involved in reviewing these complaints/grievances. The draft policy details the process that will be used to respond to these circumstances.

To assure consistency and quality in completing functional screens, one I&A Specialist was identified to serve as the "Screen Lead" in the I&A Department. Her role is to act as a liaison for communications with the state regarding clarification, quality management and staff mentoring and support regarding the Long Term Care Functional Screen.

Ms. Christianson briefly shared two cases with board members. The first highlighted potential issues that may occur when a consumer moves from county to county. A person from a Family Care county wants to move to Brown County. The results from the Functional Screen we administered would end his/her eligibility status resulting in loss of service. This is why it is so critical that there is statewide consistency in completing these screens and why it is important to have the complaint/grievance policy in place.

The second case was a success story. We were able to advocate for a consumer to be identified as eligible for a diversion slot which resulted in the person getting the care needed to remain at home.

The Functional Screen Policy requires board approval. Because it was not distributed to members until the meeting and its approval was not on the agenda, no action was requested at this time.

Mr. De Wane moved and Ms. Finder-Stone seconded to receive and place on file the draft of the Functional Screen Quality Policy and to review it at a later date for approval. **MOTION CARRIED.**

LEGISLATIVE UPDATE:

- Ms. Archambault invited board members to present at future meetings any legislative issues that are important to their field. Ms. Brasch will present on Mental Health Parity at the February meeting.
- Mr. Diedrick announced that there is a movement going around for a legislative audit of Family Care. Advocates want to make sure Family Care is following proper guidelines and meeting consumer needs.
- Ms. Finder-Stone informed those present that the Southeastern Wisconsin Alzheimer's Association has withdrawn from the National Alzheimer's Association

DIRECTOR'S REPORT: Ms. Archambault distributed a schedule for the 2010 ADRC Board of Director's Meetings. The schedule included Board-Committee Business, Trainings & Orientations, External Presenters, Staff Reports and Meeting Locations for the upcoming year.

Ms. Archambault presented this as a tool for keeping everyone on task in an effort to meet our goal of making better use of the board's time. She reviewed the agenda items for the January, February and March meetings and invited input from board members with regard to other possible presenters and meeting locations.

ELECTION OF OFFICERS: Ms. Archambault noted that we would be holding election of officers at the February meeting and asked for volunteers to serve on the Nominations Committee along with Ms. Parrish. Ms. Finder-Stone and Mr. Diedrick accepted and will meet and prepare for the February elections.


ANNOUNCEMENTS:

- Ms. Finder-Stone urged board members to put the Coalition of Wisconsin Aging Groups District Meeting on their calendar for March 29, 2010. The cost will be \$12.00 and will include lunch. She will have more registration information at the February meeting.
- Mr. Steve Maricque from American Red Cross inquired about the procedure for requesting reserve transportation funds for a replacement vehicle. Ms. Archambault stated he should submit a written request for the board to consider.
- Srp. De Wane thanked the board and expressed his appreciation for everything the Aging & Disability Resource Center does for the community.
- Mr. Diedrick noted that Options for Independent Living, Inc. will have a booth at the Home Builder's Show this weekend promoting universal design.
- Mr. Diedrick announced a Technology Fair on Lambeau Field on October 5, 2010. This will be a region-wide fair and vendors will be bringing in their newest technology.

NEXT MEETING DATE – FEBRUARY 25, 2010: The next ADRC Board of Director's Meeting will be held on Thursday, February 25, 2010, at 8:30 a.m. at the ADRC.

ADJOURN: Ms. Parrish moved to adjourn and Ms. Miller seconded. **MOTION CARRIED.** The meeting adjourned at 10:26 a.m.

Respectfully submitted,



Arlene Westphal, Secretary