

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

**September 22, 2011**

**PRESENT:** Donajane Brash, Pat Finder-Stone, Bill Clancy, Tom Diedrick, Judy Parrish, Lisa Van Donsel, Libbie Miller, Barbara Robinson, Marvin Rucker

**EXCUSED:** Keith Pamperin, Steve Daniel, Pat Hickey

**ALSO PRESENT:** Sunny Archambault, Devon Christianson, Arlene Westphal, Debra Bowers, Kinsey Black, Snooky Zuidmulder, Jane Smith, Tina Whetung

**PLEDGE OF ALLEGIANCE.**

Chairperson Diedrick called the meeting to order at 8:33 a.m.

**ADOPTION OF AGENDA:** Ms. Archambault noted that concerning agenda item #7, Approval of ADRC Policy related to state Guns/Concealed Carry Law, she had just received the county's policy yesterday. The Chamber will also be putting on a training that she will attend ; therefore, she requested postponing that agenda item until the October meeting.

A motion was made by Ms. Miller and seconded by Ms. Finder-Stone to adopt the September 22, 2011 Agenda with the above noted change. **MOTION CARRIED.**

**INTRODUCTIONS:** Introduction were waived.

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 25, 2011:** Ms. Finder-Stone moved and Ms. Brasch seconded to approve the minutes of the regular meeting of August 25, 2011.

**COMMENTS FROM THE PUBLIC:** None.

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF THE AUGUST 2011 FINANCE REPORT:** Ms. Bowers reported that we are underspent in salaries due to having 3 pay periods to allow for in September. We also continue to be underspent in fringe benefits due to hiring in May versus January 1, 2011.

On the revenue side we are doing very well with Medical Assistance Claiming. Ms. Archambault noted that we are planning for a September 30<sup>th</sup> move to our new building and we will need to do some purchasing of additional office equipment down the road.

With our present finance report evolving over the past 30 years, Ms. Archambault requested feedback from board members on the amount of information that is being provided in this report and the format. She asked that they share their thoughts with her.

Ms. Miller moved and Ms. Parrish seconded to approve the August 2011 Finance Report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF FALLS PREVENTION BUDGET:** Ms. Archambault stated that Barb Michaels, our Project Coordinator, has been working on several large grants with the Pharmacy School in Madison for next year. One of her responsibilities is to recruit enough people to go through the falls prevention classes. This involves a lot of extra time and follow-up. Ms. Michaels has had a student intern, Megan Mroczynski, through Americorp.; however, her internship has ended. Ms. Archambault referred board members to the Falls Prevention Program 2011 Program Budget & Expense Report included in the board packet. She explained that we have funds available from the grant

writer who declined compensation for her services. Ms. Archambault requested that the board approve funding to contract with Ms. Mroczynski through the end of 2011.

Ms. Finder-Stone moved and Ms. Miller seconded to approve funding for Ms. Mroczynski's position through December, 2011.

**C. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** There were no restricted donations.

**211/CRISIS CENTER / ADRC SEMI-ANNUAL REPORT 2011:** Ms. Christianson, ADRC Assistant Director, distributed to board members the Collaborative Community Report for January through June of 2011. This report reflects the collaborative efforts of the United Way, the Crisis Center and the Aging & Disability Resource Center to create a shared database known as 2-1-1 to provide data to demonstrate patterns of need in the Brown County Community, to educate policy makers and the public about potential service gaps as well as finding ways to link community providers with consumers to address these unmet needs. Each of these agencies plays a different role in providing Information and Referral and Information and Assistance. The Brown County United Way 2-1-1 provides the physical place to access connection between individuals and families seeking services or volunteer opportunities. The Crisis Center works with a variety of community service providers such as therapists, psychiatrists, and physicians to provide intervention services to those seeking assistance at the Crisis Center. The Aging and Disability Resource Center is the "one stop shop" for adults 60 years and older, adults with physical and/or developmental disabilities, mental health and alcohol and drug use issues. We provide options counseling, decision support and are the consumer's link to community services.

The Collaborative Community Report provided data to demonstrate patterns of need regarding contact issues, contact referrals and unmet needs. Housing/Shelter, Mental Health Issues, and Long-Term Care Funding and Assistance rank among the top contact issues while Transportation, Housing/Shelter, and Utility Assistance are among the top unmet needs in Brown County. The greatest number of referrals originate from The Salvation Army, the Crisis Center and ADRC Programs such as our Loan Closet, In-Home Workers, Home Bound Meals, the Sure Step Falls Prevention Program and our Benefit Specialists.

The benefits of the 2-1-1 shared database include the control of what information goes into it, the control over the quality of the information as well as the Memorandum of Understanding that all three agencies work under. Together the United Way, the Crisis Center and the ADRC are considered to be the "front door" and 2-1-1 is known as "the place to start" within the human service system.

Ms. Archambault congratulated Ms. Christianson, along with the ADRC, the United Way, and the Crisis Center, for the development of 2-1-1 and their commitment for its' success.

**UPDATE ON NUTRITION CONTRACT FOR 2012-2014:** Ms. Archambault reported that we have met with Aramark and the only issue we have to resolve is how the cost escalation will be determined in the contract and how that will be handled. She is pursuing this with the county and things are moving forward.

Ms. Archambault added that the County Budget has been completed and we received it on Monday. There will be a meeting with Human Services in October and it will go to the County Board in November.

**REVIEW AND APPROVAL OF TRANSPORTATION BID FOR 2012:** Ms. Archambault stated that we are required to put any transportation service over \$10,000 out to bid. She distributed a copy of the official bid, a joint proposal, by American Red Cross and N.E.W. Curative Rehabilitation to board members and requested board approval of their bid.

Ms. Van Donsel moved and Ms. Miller seconded to approve the proposed American Red Cross and N.E.W. Curative Rehabilitation Transportation Bid for 2012. **MOTION CARRIED.**

**ADD LIFE CENTER REPORT:** Ms. Zuidmulder introduced herself as the Add LIFE Center's Program Coordinator for the past 5 years. She enjoys her position tremendously as it is a position in which she never stops learning and it provides her with the opportunity to work with the knowledgeable and caring staff of the ADRC. She defined her position as supervisor of the 2 receptionists and 2 Senior Service Workers at the ADRC Reception Desk, and the Rural Program Coordinators at the Denmark and Pulaski Senior Centers and Congregate Meal Sites.

Ms. Zuidmulder highlighted the following duties and Add LIFE Center Programs and Activities that are offered through collaboration with other organizations throughout the community:

- Maintains a room calendar for scheduling activities and meetings held at the ADRC.
- Tracks consumer participation at the ADD LIFE Center. In 2010 we had 46,500 incidents of participations and in 2011 we should hit the 47,000 mark.
- Partners with the YMCA to provide exercise classes. We are also fortunate to have Ms. Libbie Miller, one of our Board Members, who offers a free exercise class.
- Maintains the ADRC Exercise Room. The cost is \$1 per month and is open Monday thru Friday from 8:00 a.m. – 4:30 p.m.
- Partners with:
  - ✓ The Bellin College and Northwestern Technical College offering free foot care
  - ✓ NWTC offering sewing, crochet and Spanish classes
  - ✓ Elder Innovations and Bellin Home Health Community Care offering blood pressure checks
  - ✓ St. Vincent Hospital offering stroke screenings
  - ✓ Dermatology Associates offering skin screenings
  - ✓ and many others.....
- Offers Bridge, Euchre, Sheepshead, Cribbage, Bingo and more...
- Allows groups, non-profit classes, and support groups to use the building evenings for which we do not charge but do accept donations.
- Assumes responsibility for:
  - ✓ Famer's Market Vouchers (584 vouchers this year)
  - ✓ Facilitates a Parkinson's Support Group
  - ✓ Facilitates Stepping On Workshops
  - ✓ The Veteran's Program (we are averaging 80 veterans and spouses every month)
  - ✓ Focus Groups
  - ✓ Surveys
  - ✓ Advocacy (*Add LIFE News* articles, a bulletin board of concerns, advocacy programs, and works toward getting seniors to advocate for themselves)
  - ✓ Sunday Bingo, Pot Luck and Dances
  - ✓ Prepares Add LIFE Programming articles for the *Add LIFE News*.

Ms. Zuidmulder distributed the first edition of the new version of the *Add LIFE News*. She, along with Ms. Archambault and Ms. Bowers, ADRC Accountant, congratulated the ADRC Support Team and the *Add LIFE News Committee* for their commitment to researching, designing and implementing this newsletter project.

Ms. Zuidmulder concluded her report by emphasizing the two greatest challenge for all Senior Centers.....What can we do to attract the younger seniors and what will funding look like for Senior Centers in the future?

**FAMILY CARE UPDATE:** No updates

**DIRECTOR'S REPORT:** No report.

**ADRC BOARD RECRUITMENT:** Ms. Archambault informed the board that she had put the Board Recruitment Notice for the 2 open positions in the October issue of the *Add LIFE News* and hopes to enlist some good candidates.

**LEGISLATIVE UPDATE:** Ms. Archambault noted that transportation continues to be an issue.

**ANNOUNCEMENTS:** The following announcements were made:

Ms. Van Donsel, President of Mental Health America *in Brown County, Inc.* invited those present to attend MHA's Annual Banquet being held on Wednesday, October 5, 2011, 5:30 to 9:00 p.m., at the Best Western Midway Hotel in Green Bay. There will be a presentation by Gail Okray, Certified Master Practitioner from Key Elements for Health as well as MHA Community Service Grant updates by Beacon House and the Depression & Bi-Polar Support Alliance. Ms. Van Donsel had registration forms for anyone interested.

Ms. Finder-Stone noted the following piece of information she had found on the internet. The Journal of Nutrition announced that there is now documentation that daily chocolate consumption does have health benefits.

Mr. Diedrick announced that October is Disability Employment Awareness Month. There will be 2 proclamation signings to recognize the benefits of hiring people with disabilities coming up. One will be on September 29<sup>th</sup> in Appleton and the other on October 14<sup>th</sup> in Manitowoc.

**NEXT MEETING DATE – OCTOBER 27, 2011:** The next Board of Director's Meeting is scheduled for October 27, 2011.

There will be no board meeting scheduled in November due to the Thanksgiving Holiday and a combined November/December meeting will be held on December 1, 2011 at 8:30 a.m. at the Aging & Disability Resource Center.

**ADJOURN:** Ms. Miller moved and Ms. Finder-Stone seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:13 a.m.

Respectfully submitted,

Arlene Westphal, Secretary