

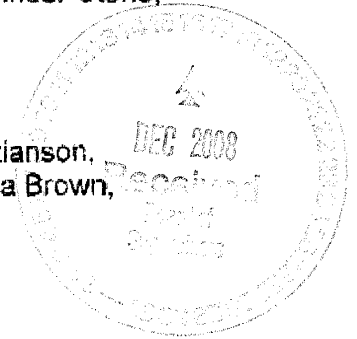
PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

December 10, 2008

PRESENT: Sup. Bill Clancy, Donajane Brasch, Tom Diedrick, Patricia Finder-Stone, Libbie Miller, Pat Cochran, Jean Kiefer

EXCUSED: Judy Parrish, Ethel Macaux

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Devon Christianson, Debra Bowers, Amie Bastian, Jennifer Nelson, Diana Brown, Denise Misovec



PLEDGE OF ALLEGIANCE.

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

Ms. Archambault noted that the breakfast hosted by the ADRC this morning was our way of saying "Thank You" to Ms. Kiefer and Ms. Macaux for their service on the ADRC Board. She wished all members a merry Christmas and best wishes in the New Year.

ADOPTION OF AGENDA:

A motion was made by Ms. Brasch and seconded by Ms. Miller to adopt the December 10, 2008 Agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 23, 2008:

Ms. Kiefer moved and Ms. Miller seconded to approve the minutes of the regular meeting of October 23, 2008. **MOTION CARRIED.**

FINANCIAL REPORT:

A. REVIEW AND APPROVAL OF THE OCTOBER 2008 REPORT: Ms Archambault reported that Salary Expenses are over budget due to having 3 paydays in October and this will balance out. Under Benefit Specialists Part-D we are under budget; however, we will be allocating staff to that program and those dollars will be spent. Printing is under and those dollars will be spent by year end. Food Costs are over budget as of now but we are receiving more revenue to counterbalance that expense.

Ms. Archambault noted that we are doing well with revenues. Our budget reflects \$49,660 in MA Claiming and year to date we have received \$93,855. We will receive all of our Title III dollars by the end of the year and Project Income Nutrition, Nutrition Services Incentive Program and COP Income-Home Delivered Meals appear to be \$50,000 over the projected revenues.

Sup. Clancy moved and Ms. Cochran seconded to approve the October 2008 Financial Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Board Members reviewed the restricted donations of \$44,000 from the Norman Jensen Trust for agency use and \$600 from the Green Bay Community Service Club for programming.

Ms. Miller moved and Ms. Cochran seconded to approve the Restricted Donations. **MOTION CARRIED.**

C. RESTRICTION OF DONATIONS FOR THE FILE MANAGEMENT SYSTEM:

Ms. Archambault explained to board members that as things unfold for us we will be required to retain more files. We have been looking into purchasing a File Management Software System that would enable us to scan files into the system. By doing this we would be tying all records together allowing us to go paperless. Ms. Archambault requested board approval to allocate the \$44,000 restricted donation from the Norman Jensen Trust for this system.

Ms. Miller moved and Ms. Cochran seconded to restrict the \$44,000 Donation from the Norman Jensen Trust for a File Management System. **MOTION CARRIED.**

ADOPTION OF MUTUAL OF AMERICA TAX-DEFERRED ANNUITY PLAN TO MEET IRS REGULATIONS: Ms. Bowers, the ADRC Accountant, referred board members to the resolution and summary included in the board packet regarding the adoption of the Mutual of America Tax-Deferred Annuity Plan. She reviewed the provisions outlined in the summary on the new 403 (b) regulations and the Information Sharing Agreement (ISA) and requested board approval of the resolution to meet the requirements of the new tax law.

Sup. Clancy moved and Ms. Brasch seconded to adopt the Mutual of America Tax-Deferred Annuity Plan to meet IRS regulation. **MOTION CARRIED.**

APPROVAL OF 2009 85.21 TRANSPORTATION APPLICATION: Ms. Archambault briefly reviewed the 2009 85.21 Transportation Application included in the board packet which details each program and the funding for that program. She noted that the Transportation Coordinating Committee had met and approved the application and she had recently held a public hearing. At this time she requested board approval of the application.

Ms. Finder-Stone moved and Ms. Kiefer seconded to approve the 2009 85.21 Transportation Application. **MOTION CARRIED.**

ADRC – CASE EXAMPLE REPORT: Ms. Christianson, Human Service Access & Volunteer Supervisor reported on a case involving a client who presented with a history of breast cancer that had metastasized to the bone and eventually to the brain. The client was forced to leave employment and was scheduled to have laser surgery; however, their \$1,000,000 insurance benefit has been maxed out. Without insurance coverage surgery was impossible. Ms. Christianson explained that through an I&A Worker at the ADRC the consumer was linked with HRIS, a high risk insurance program. After explaining the situation to HRIS the consumer was able to obtain coverage and proceed with surgery. This short scenario demonstrates how quickly the ADRC Information & Assistance Staff works to link the right people with the right information in order to make things work.

DIRECTOR'S REPORT: Ms. Archambault reported on the following:

- Diana Brown, Vice President for Program Services at N.E.W. Curative Rehabilitation, Inc., has been awarded the *Ruth Von Behren Award* by the National Adult Day Care Services Association (NADSA). The award is given for personal achievements and commitment to Adult Day Care Services. Congratulations, Diana!
- County Executive, Tom Hinz, will be making new appointments to the ADRC Board of Directors. Tom Diedrick and Judy Parrish's names were submitted for reappointment. Four other names were also submitted for consideration

BAY AREA AGENCY ON AGING REPORT: Ms. Finder-Stone reported that she attended her final meeting on the Bay Area of Aging Board of Directors in early December. They are presently handling severance packages for current employees and the transfer of assets to the new agency. Things are progressing well and the Executive Committee will be conducting any future business.

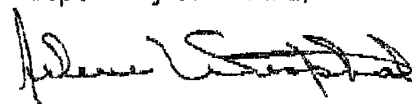
ANNOUNCEMENTS: Announcements were as follows:

- Ms. Nelson, Transportation Services Director with American Red Cross, informed board members that the Route Match Software the ADRC Board approved was purchased and staff is currently in training. The program should be up and running shortly.
- Mr. Diedrick announced that Options for Independent Living will be hosting a *Living with Chronic Disease* segment led by Dr. David Donarski in late February.
- Mr. Diedrick noted that the latest on the Long-Term-Care update is that Brown County has not yet made any formal proposal.
- Ms. Cochran thanked Ms. Archambault and the ADRC Staff for the wonderful job they do at the ADRC.

NEXT MEETING DATE – January 22, 2009: Mr. Diedrick announced that the next scheduled meeting would be at 8:30 a.m. on January 22, 2009 at the ADRC.

ADJOURN: Ms. Cochran moved to adjourn and Ms. Brasch seconded. **MOTION CARRIED.** The meeting adjourned at 9:03 a.m.

Respectfully submitted,



Arlene Westphal, Secretary