

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

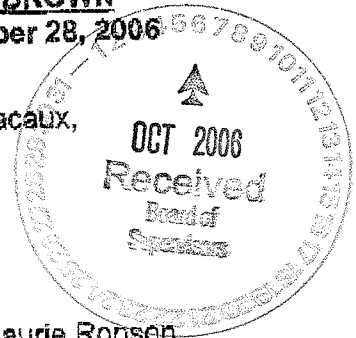
September 28, 2006

**PRESENT:** Dr. Donarski, Judy Parrish, Barb Wescott, Jean Kiefer, Ethel Macaux, Pat Cochran, Joe Van Deurzen

**EXCUSED:** Ron Antonneau, Tom Diedrick

**ABSENT:** Helen Bie

**ALSO PRESENT:** Sunny Archambault, Arlene Westphal, Debra Bowers, Laurie Ropsen, Devon Christianson, Diana Brown, Traci Nugent



Chairperson Donarski called the meeting to order at 8:40 a.m.

**ADOPTION OF AGENDA:** Dr. Donarski requested a motion to adopt the agenda for the September 28, 2006 meeting. A motion was made by Ms. Macaux and seconded by Ms. Kiefer to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF August 24, 2006:**

Dr. Donarski asked for any additions, corrections, or deletions to the minutes of the regular meeting of August 24, 2006. Ms. Wescott moved and Ms. Parrish seconded to approve the minutes of the regular meeting of August 24, 2006. **MOTION CARRIED.**

**FINANCIAL REPORT:**

**A. REVIEW & APPROVAL OF THE AUGUST 2006 REPORT:** Ms. Archambault explained that the Budget Revision Report indicates how \$152,865 of 2005 ADRC grant carry over funds would be spent in 2006. This carry over had not been included in the 2006 budget nor was it reflected in the monthly financial report until this month. She noted that Salary Expenses and Fringe Benefits appear under due to the delay in hiring staff until June and July. Line item 21 (Capital Outlay) includes remodeling costs and will be re-labeled. After discussion it was also decided that Line item 48 (Web Development & Support) would be relabeled as Software Development & Support.

Ms. Archambault went on to explain the Revenue and Expense Report. She noted that recommendations for spending the balances in Salary Expenses and Fringe Benefits will be brought to the board at a later date. Line item 21 (Capital Outlay) should only include equipment, not remodeling expenses. Food Costs are down as we are serving more people but for a shorter period of time and Transportation Management Dollars were set aside to bring in a contracted person to review Transportation Services; however, this will not be happening until 2007 and we will be contracting with Brown County Planning for this service.

The Designated/Undesignated Net Asset Report (see handout 3-A) was distributed and Ms. Archambault reviewed the comparisons with board members.

A motion was made by Sup. Van Deurzen and seconded by Ms. Kiefer to receive and place on file the August 2006 Finance Report. **MOTION CARRIED.**

**B. REVIEW & APPROVAL OF RESTRICTED DONATIONS:** There were no restricted donations and Ms. Archambault reviewed the following restricted purchases: \$1,400.00 on 6/16/06 for a Volunteer Recruitment DVD, \$1,885.00 on 6/16/06 for Adult Day Care,

\$50.00 on 7/14/06 for Medical Equipment for the Loan Closet, and \$158.37 on 8/25/06 for Home-Delivered Meals.

A motion was made by Ms. Wescott and seconded by Sup. Van Deurzen to accept and place on file the Report of Restricted Purchases. **MOTION CARRIED.**

**C. REQUEST TO INCREASE HOME DELIVERED MILEAGE REIMBURSEMENT FROM .32 TO .41 PER MILE:** Ms. Archambault noted that our drivers for the Home Delivered Meals Program now receive .325 per mile reimbursement. She requested that with the present increase in gas prices the board approve an increase to .41 per mile for September 2006 thru December 2006. A Meal Delivery Detail Sheet was distributed and Ms. Archambault reviewed driver mileage projections. She noted that the 2006 Budget was \$30,000 and that the mileage increase would still be within the budgeted amount.

A motion was made by Sup. Van Deurzen and seconded by Ms. Parrish to approve the request to increase the Home Delivered Mileage Reimbursement to .41 per mile. **MOTION CARRIED.**

**REPORT ON ADRC OPEN HOUSE:** Ms. Archambault reported that our First Year Anniversary Celebration Open House was very well attended. The vendor booths staffed by many of our community providers were well attended. In addition, the presentations by Beth Manning, Director Brown County Human Services, Carol Kelso, Brown County Executive, Sinikka Santala with the Wisconsin Division of Disability & Elder Services and Donna McDowell of the Wisconsin Bureau of Aging and Disability Resources were well received. Also in attendance were several of our area legislators. Ms. Archambault thanked the entire staff of the ADRC for all of their hard work and contributions to make this a highly successful event.

**ADRC UPDATE – DEVON CHRISTIANSON:** Ms. Christianson, Human Service Access & Volunteer Supervisor, also noted how exciting it was to have the open house to reflect back upon.

Ms. Christianson then referred board members to the Information and Assistance Year End Report for January 2006 – August 31, 2006 included in the board packet. She explained that the State still does not have a final format for reports due to software issues. She noted that the Year End Report before them was comprised of numbers collected from our own self-designed data base which was put together years ago. The report reflected a 42% increase in walk in traffic, a 54% increase in home visits, a 45% increase in office visits and a 50% increase in phone contacts since we opened our doors as an ADRC. Ms. Christianson reviewed the data collected by all of our social workers during this 8 month period. The report showed that 1,589 consumers have been served during this time. Ms. Christianson noted that walk-in traffic has increased due to the loan closet and the fact that some of our clients do not have access to phones. Follow-up contacts have also increased due to the complexity of the cases which is reflected in the number of hours a social worker needs to spend with a client. The report indicated that clients learn about us primarily through the phone book, friends and neighbors, a previous contact and from other professionals. In January we will start to serve persons who have a developmental disability. To prepare for this, we are now collecting information on services and other resources available to this population.

At this time Ms. Archambault stated that she had received the 2007 ADRC budget numbers for Brown County from Julie Schroeder of the Budget & Policy Analyst Division of the Bureau of

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Aging and Disability Resources. She was informed that next year Brown County will receive \$1,335,661 in GPR funds and the state is projecting \$413,030 in MA claiming-an amount that is substantially more than our experience has been so far. The budget we submitted to the County Executive this year included \$576,293 in ADRC grant funds. Ms. Archambault added that in order to meet the challenge of spending these dollars wisely and effectively we have decided to schedule a planning day to be facilitated by consultant, Buck Rhyme. Ms. Christianson noted that we are now on a fast track and with these added dollars will come new and greater responsibilities.

Ms. Archambault also distributed the DHFS 2007-2009 Biennial Budget Proposal Related to Family Care Expansion. In February 2006, Governor Doyle announced an initiative to expand Family Care statewide in five years. Since February, DHFS has been working with 10 planning consortia across Wisconsin to develop strategies for expanding Family Care. This budget proposal takes a giant step in expanding Family Care to 62 percent of those needing long-term support services in Wisconsin by the end of the 07-09 biennium and expands the availability of Aging and Disability Resource Centers to 75 percent of the population of Wisconsin.

**REVIEW AND APPROVAL OF 2007-2008 ADRC PLAN & BUDGET:** Ms. Archambault referred board members to the Executive Summary of the Aging Unit Plan for Older People included in the board packet. She noted the addition of Goal #4 Volunteer Recruitment and reviewed the major activities and completion dates for that goal. She distributed and reviewed Section 3-B Public Hearings, Comments & Changes noting that no one attended the public hearing on September 20, 2006. Dr. Donarski pointed out that the plan would require more board involvement in many areas.

A motion was made by Ms. Parrish and seconded by Ms. Wescott to approve the 2007-2008 ADRC Plan and Budget. **MOTION CARRIED**

**REPORT ON AUGUST LEADERSHIP COUNCIL MEETING:** Dr. Donarski reported that the purpose of the next Leadership Council Meeting will be to review and make recommendations regarding the structure of the aging network. With the increase in the number of older people and no increase in federal dollars, it will not be possible for aging programs to continue as they are now. With the development of ADRC's and the state's commitment to regionalization, the network will need to change. The work of the Leadership Council is to make sure that the core services and principles of the Aging Network are integral to whatever model/structure is recommended.

**APPOINTMENT OF AD-HOC NOMINATING COMMITTEE:** Dr. Donarski announced that Sup. Van Deurzen, Ms. Parrish, and Ms. Macaux have volunteered to serve on the Ad-Hoc Nomination Committee. Ms. Archambault will check with Corporate Counsel to assure that we are following the Open Meetings Law regarding nominations.

**DIRECTOR'S REPORT:** Ms. Archambault distributed a memo on the Older American Act Reauthorization and the Federal Elder Justice Act. The Senate will be voting on the passage of these two Acts and Ms. Archambault urged board members to make a call today (the number is listed) to encourage their Senators to support these two bills

**BAY AREA AGENCY ON AGING REPORT:** Dr. Donarski reported that the Area Agencies on Aging met in Chicago this year. He also introduced an advocacy DVD "The Road to Reauthorization" a toolkit which talked about ADRCs, Long term Care, Adult Protective

Services and the Modernization of the Aging Network and how the Aging Network by itself can change to meet the needs of the older population.

**ANNOUNCEMENTS:** Dr. Donarski reported on St. Mary's Hospital Back in Action Program. This is a prevention program put in place to address "Pre-Bone Density Screening", a "Physical Exercise Program" and "How to Use Tools Properly" to prevent long-term injury.

**ADJOURN:** Ms. Wescott moved to adjourn and Ms. Cochran seconded. **MOTION CARRIED.** The meeting adjourned at 10:25 a.m.

Respectfully submitted,



Ariene Westphal, Secretary

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