

ADRC-CW BOARD MINUTES
Aging & Disability Resource Center of Central Wisconsin
ADRC-CW Merrill Office
607 N. Sales Street, Merrill WI 54452
October 11, 2012

Board Members Present: Joanne Leonard, Jim Hampton, Julie Webb, Jerry Burns, Bill Miller, Bruce Giese, Dan Sullivan, Larry Lebal, Ed Wagner, Mike Feirer, Bob Weaver, Sharon Rybacki, and Terri Sersch.

Excused Members: Pat McKinney

Others Present: Linda Weitz, Erin Zastrow, Steve Prell, Don Schlising, & Joanne Kolar

1. Call to Order

The meeting was called to order by Chairperson Joanne Leonard at 9:00 a.m.

2. Public Comments

There were no public comments.

3. Approval of Minutes:

A motion was made by Jerry Burns, seconded by Mike Feirer, to approve the September 13, 2012 minutes. Motion carried.

4. Executive Director's Report

Linda highlighted the following items:

- Linda reported that we have a possible candidate for the Marathon County Advisory Committee member. We are still looking for another citizen board member to take John Callahan's place. The person needs to represent the over 60 target group and we would prefer someone from the Northern Wood County area if possible. If anyone has any ideas, contact Linda. If no one comes forward, an ad will be placed in the newspaper to recruit a board member.
- We are the pilot site for the State on the new data base project. We have begun some intense conference calls that are reviewing our current programs, data needs, and what we would like to see different in the new system. The State will provide us with a comprehensive overview on October 25 & 26 to kick off the project.
- Personnel update: Diane Brunelle was hired as the new Clerical Assistant I in the Merrill office. She will be working three full days per week. We have hired two new site managers in Langlade County: Connie Olsen for the Elcho location and Lori Novak for the Antigo SS Mary & Hyacinth site.
- Face Book is now up and running and Gary LaVake is the staff person who is involved with daily check-ins.
- Transportation Transition to Wood County: Linda reported that the transition continues to go very well and will be publicized in our November monthly guide as well as other press releases. Wood County employees came and did a walk through and transitioning ADRC-CW employees will be meeting with Wood County Human Resources to explain benefits, etc. A Public Hearing for the 85.21 Transportation grant will be scheduled fairly soon for individuals to ask questions/comments. Wood County does not have a phone number for transportation calls yet. Once identified, the phone number will be well advertised.
- Wait List Question for Langlade County: Julie Webb inquired about the difference in the length of time to be enrolled in Long term Care in Langlade County vs. Lincoln County. A brief discussion was held regarding the delay category and other factors that impact the wait time.

- The AARP Hunger Project is still going on. Marathon County was the only county in the state selected by AARP for a grant project to target reducing hunger in seniors. It has been a great cooperative effort with the many agencies involved in reducing hunger.
 - Senior Dining Contribution Report: Discussion was held on how we could improve this process since the system does not track the diner's donations on the statements. Overall, Linda felt the feedback has been positive. Family members and some participants as well, found it to be helpful. We will be tracking the results after approximately three months to see the effectiveness.
 - Radio Campaign Ad: We have received a lot of positive feedback from community members who heard our ads on the radio. Linda mentioned we have been approached by other ADRC's in Wisconsin who want to use our ad. Discussion was held on who actually owns the ad. Linda stated that she has consulted with the ad agency and they said it does belong to the ADRC-CW. The board asked to bring this discussion to next month's board meeting since it is not an action item on the agenda.
 - Mike Feirer reported that last Friday, Marshfield held their annual Senior Living Fair, which included a booth by ADRC-CW, with approximately 25 vendors and was attended by over 200 people. The event is growing larger each year.
5. Discussion/possible action – Monthly Fiscal Report
Steve Prell reported on the August financials and stated they received final rates for health insurance premiums and WRS retirement for the 2013 budget. Both were slightly lower than what was originally budgeted; therefore, Steve will make these adjustments in early 2013.
6. Discussion/possible action – Lincoln County IT Agreement – Don Schlising, Director of Lincoln County IT, joined the meeting. Linda stated that the Lincoln County IT agreement expires at the end of this year. Linda talked about how positive this partnership has been and commended Don and his staff on what a great job they have done during the past two years. Don made a brief presentation and described how successful the two agencies have worked together and that Lincoln County is very interested in continuing to provide the ADRC-CW with IT and phone support. Don is proposing the same support costs for 2013 as have been provided since entering into the first agreement in 2010. He further explained that the six month termination clause gives both parties some flexibility if needed. He is asking for a 1% increase each year of the agreement subsequent to 2013, starting in January of 2014. Bill Miller made a motion to approve the IT Agreement as presented by Don – beginning January 1, 2013 through a five year period and ending December 31, 2017, which includes the proposed 1% increase per year beginning January 1, 2014 and each year thereafter of the agreement period. The motion was seconded by Ed Wagner. Discussion was held on revenue expectations during the next five years; however, the entire Board felt that the excellent service we are receiving from Lincoln County IT is critical to our operation. The motion carried unanimously. Linda will bring the final agreement back to the board after Don's Lincoln County committee approves it.
7. Education Item – ADRC-CW Benefits Counseling – Jenae Belmas, Elder Benefit Specialist
Jenae made a brief presentation to the Board and explained what services are provided by the Elder Benefit Specialists (age 60 and over) and the Disability Benefit Specialists (age 18-59) throughout the four county region. She explained that they work with people on many different issues – Medicare, SSI, billing disputes, Social Security, etc. At the current time, the annual open enrollment period for Medicare Part D is scheduled from October 15 – December 7th and they are scheduling 50% of their time to assist customers with determining which plan would provide the customer with optimal coverage. Erin Zastrow commented how the enrollment process will involve volunteers again this year. We have three volunteers – one in Merrill, one in WI Rapids, and one in Wausau. The volunteers assist with the initial computer work (Plan Finder data entry) so that the Benefit Specialists can focus their time on more individual consulting.

8. Discussion/possible action – Forming a Finance Sub-Committee
Bill Miller reported that the group met this morning at 8:30 a.m. before this meeting and will meet again before the November board meeting. They are discussing some of their basic duties – possibly approving Steve’s report, reviewing disbursements and internal controls, assisting with the budget and policies, etc. By the December meeting, they would like approval of the newly formed sub-committee. Linda will prepare a draft policy for review.
9. Discussion/possible action – Marathon County Remodeling/Lease Update
We are waiting for the remodeling funds to be approved in the 2013 Marathon County Budget. Linda stated that it is her understanding that as soon as this is approved, an architect will be hired to design the project. She also reported that the rent contract with Lincoln County has been signed and approved. The lease gave us the opportunity to discuss and clarify some of the day to day space issues in the Merrill office.
10. Discussion/possible action – Strategic Planning First Steps – Presentation on Statutory & Contractual Requirements – Linda Weitz:
Linda reviewed the state statutory language for resource centers and aging units, the state ADRC contract, and the OAA grant requirements. Discussion was held around the specific language that is in the ADRC contract and also around areas where there is some flexibility from mandates. The board would like to focus on education for the board members in preparation for the strategic planning effort.
11. Future Agenda Items & Location
 - a) Educational Item
 - b) Radio Campaign AdThe next meeting will be on Thursday, November 8th in the Wisconsin Rapids office.
12. A motion for adjournment was made by Bruce Giese, seconded by Terri Sersch. Motion carried and meeting adjourned at 11:00 a.m.

Respectfully submitted,
Joanne Kolar, for Secretary/Treasurer Julie Webb