

MINUTES
Aging & Disability Resource Center of Central Wisconsin
Location: 1000 Lakeview Dr Wausau WI 54403
December 13, 2012

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

Others Present: Linda Weitz, Steve Prell, Ronda James, Doug Below, Erin Zastrow, Jean Doty, Michele Osterbrink

1. Call to order

The meeting was called to order by Chairperson Joanne Leonard at 9:03 a.m.

2. Public Comments

There were no public comments. Linda Weitz introduced Jean Doty, who is a candidate to be a Citizen Member on the ADRC-CW Board.

3. Approval of Minutes

A motion was made by Bill Miller, seconded by Mike Feirer, to approve the November 8, 2012 minutes. Motion carried.

4. Executive Director's Report

- Linda gave an update on the statewide database pilot and is very pleased to provide input for the new database. The State also appreciates all the time that we are spending on this project. Care Works is looking into developing systems for Managed Care Organizations and CCCW will be one of the pilot organizations.
- A new television and newspaper advertisement was produced by Rucinski & Reetz Communications. Linda provided a printout to everyone of the newspaper ad and a view of the television ad. It was discussed that the ad was nicely done and very precise. The ad will run in the paper and on television at the same time and will start at the end of 2012.
- Discussion took place on the termination of the Logisticare contract for transportation with the state for all MA-funded rides. Joanne Leonard attended a conference that Department of Health Services organized. A new RFP will be created and will be based on performance issues/quality of service versus how many individuals are eligible for MA.
- Discussion took place on the concern of the waitlist in Langlade and Lincoln County. Some education on how the wait list works may be helpful for county board members and other community members. Even though we don't want to see anyone on a waiting list, the wait time in Lincoln County is only about 2 months and in Langlade County is only about 6 months.

5. Education Item – Volunteer Services – Erin Zastrow

Erin Zastrow explained how important our volunteers are and how the volunteer program has evolved. We currently have 350 volunteers in different programs. There now is a focus on the interest of what the volunteer wants to do, how much interaction they are looking for, and their skill levels, so they can be placed in an appropriate program to volunteer. We now have a system in place to track all volunteers consistently in the SAMS database, have a centralized area to process background checks,

re-evaluate background checks every 4 years, streamlined volunteer applications, expanded volunteer opportunities, updated data collection. We also have increased recruitment efforts; there is a more formal orientation along with signing personal & confidential forms during orientation. There is a volunteer recognition gathering every year and in 2013 there will be quarterly recognition by placing personal phone calls to them and sending them holiday greeting cards.

6. Discussion/possible action – Lincoln County IT Agreement (final)

The final Lincoln County IT Support Agreement was presented to the board. A motion was made by Bill Miller, seconded by Mike Feirer to approve the Lincoln IT Agreement. The motion carried unanimously.

7. Discussion/possible action – Recommendation of new Citizen Board Member – Jean Doty

Jean Doty was recommended to be the new Citizen Board Member from Wood County. She retired as a Director of Volunteer Services at St. Joseph's Hospital and is very active in the Marshfield community, including serving on the Marshfield Area Committee on Aging. She also is a current member of the ADRC-CW Advisory Committee. Everyone introduced themselves to Jean and welcomed her. A motion was made by Sharon Rybacki, seconded by Larry Lebal to appoint Jean Doty as a citizen member to ADRC-CW Board. The motion carried.

8. Discussion/possible Action – Budget Adjustments

Steve explained the budget adjustments for the month and explained that there are always modifications to grants towards the end of the year. Steve also explained that there was more of a need in the home delivered meals program than congregate meal program and an adjustment needed to be done to transfer more of the NSIP money to the home delivered meal program. We received additional grant money of MA dollars for Nursing Home Relocation, received an ORCD advertising grant, received increase of SPAP MA dollars for Elderly Benefits Specialist program and we received additional money for the Alzheimer's grant. A motion was made by Ed Wagner, seconded by Pat McKinney-Rice to approve these adjustments as presented in this report. The motion carried.

9. Discussion/possible action – Monthly Fiscal Report

The report that was dated October 2012 doesn't reflect any of the budget adjustments that were just approved. These will go onto the next month's fiscal report. Steve mentioned that by year-end the books will be in the black. A motion was made by Mike Feirer, seconded by Bill Miller to approve the monthly fiscal report. The motion carried.

10. Discussion/possible action – Draft Agency Survey policy and procedure

Discussion took place on the draft policy, "Soliciting Feedback from Community Partner Agencies." A suggestion was made to revise bullet point number 5, to make it clearer that at least one survey sample will be completed each year rather than survey one partner agency. Motion was made by Jim Hampton, seconded by Terri Sersch, to revise the agency survey policy as suggested. The motion carried. Linda was also asked if she could create a chart indicating all the different partners we have. Completing a chart of partner agencies and surveying community partners will be part of the goals for 2013.

11. Discussion/possible action – Strategic planning – next steps

The education presentations by ADRC-CW staff during the board meetings have been a pre-cursor to the strategic planning process. Linda has contacted Peter Manley of the UW-Extension to facilitate the process. As far as timelines, the framework will be developed in February of 2013. In March, both the ADRC-CW Board and ADRC-CW Advisory Committee will meet and start the process. This process

should not be drawn out, but should be concise and directed. Joanne Leonard emphasized that we need to make sure that our services are comprehensive and serve all of our target populations, not just elderly, including individuals with disabilities and mental health issues. For the January Board meeting, the suggested education topic was to have a Resource Specialist explain the role they play in options counseling, enrollment, transitioning disabled children, etc.

12. Discussion/possible action – 2013 meeting schedule and locations

It was decided to continue with every second Thursday of the month for Board Meetings. A discussion was held regarding location of the meetings. We want to make sure that board members visit all of the five office locations, but also want to make travel easy for all. It was decided to have eight of the meetings at the central Wausau location and four meetings rotated through the other offices. When the board meetings are at the other offices, the meetings will begin at 9:30 and when the meetings are in Wausau they will begin at 9:00 am. The January meeting will be held in Wausau. Linda will bring a 2013 proposed schedule for review.

13. Future Agenda Items and Location

- Strategic Planning
- Wausau space issues and Marathon County building lease update

The next meeting is Thursday, January 10, 2013 in the Wausau office at 9:00 am.

14. Adjournment

Motion to adjourn was made by Joanne Leonard, seconded by Pat McKinney-Rice. Motion carried. The meeting adjourned at 10:55 a.m.