

**MINUTES**  
**Aging & Disability Resource Center of Central Wisconsin Board Meeting**  
**Location: 1000 Lake View Drive, Wausau, WI 54403**  
**March 10, 2016**

**Board Members Present:** Jim Hampton, Joe Hoppa, Loretta Baughan, Richard Hurlbert, Bill Miller, Vernon Cahak, Terri Sersch, Larry Lebel, Doug Machon, Bob Reichelt, Sharon Rybacki, and Mike Feirer.

**Board Members Absent:** Jean Doty and Joanne Leonard

**Others present:** Alyssa Vruwink, Linda Weitz, Steve Prell, Mike Rhea, Erin Wells, Jennifer Cummings, Ronda James, Angela Bemowski, and Marion Hokamp.

**1) Call to order:**

Meeting was called to order by Vice Chairperson Jim Hampton at 9:00 a.m.

**2) Public comments:**

Marion Hokamp, a current ADRC-CW Advisory Committee member and Wood County Board member, was in attendance via video conference in Wisconsin Rapids.

**3) Approval of Minutes:**

A motion made by Larry Lebel, seconded by Doug Machon to approve the minutes of the February 11, 2016 meeting. Motion carried.

**4) Discussion/possible action: Report from Finance committee**

Larry Lebel reported on the discussion of the Finance Committee. The new fiscal policy provision pertaining to the distribution of assets and how that process would be enacted in the event the ADRC-CW were to dissolve is still in draft format; as the committee members are still waiting on answers from the state. Larry reported that progress was made in other areas of the policy and hoped to present the draft at next month's meeting.

**5) 2015 Budget Year End Update**

Steve Prell presented progression updates pertaining to the 2015 year-end budget. Overall the year 2015 was a success. Numerous budgetary highlights were presented, including:

The entire amount of the county tax levy provided by member counties was spent.

We did not spend all of our ADRC grant funds. The state has approved our request to carry over \$80,000 of unspent 2015 ADRC grant dollars into 2016. This was added to our 2016 contract and we will be requesting a 2016 budget adjustment for this amount.

We did not spend all of the III B grant (one of the grants in the Older American Act funds). The unspent funds of approximately \$2500 will be added to the 2017 III B grant. This was allowed by the grantor and is known as a skip-year carry over.

As stated at the November board meeting, meals on wheels had a good year. Due to the increased number in Family Care meals and changes made to make the program more efficient,

we were able to increase our fund balance in this program by approximately \$36,000. This will help us help to continue to provide excellent service in the future.

**6) Discussion/possible action: Approving the 2015 Aging Plan Assessment – Jennifer Cummings**

Jennifer reviewed the ADRC-CW's latest three-year aging plan and reviewed the board's efforts and suggestions that were used during the plan's creation. As a requirement of the planning process, each organization is required to review the past plan's goal progression. For expediency of the meeting, Jennifer reviewed the attainment status of each goal area, along with an explanation of challenges that prevented goal attainment:

The first initiative to develop a system of community based services utilized the board's recommendation of focus groups (over paper-based surveys) to gather input. Still today, focus group participants still inquire about the plans and ideas derived from these focus groups. We intend to utilize focus groups for the development of every aging plan going forward.

Our Older Americans Act focus area's initial goal of a 10 percent increase in referrals resulted in an actual decrease in referrals. The driving factor behind this decrease is attributed to the success attained in our other goal of embedding our exercise initiatives into other, more suitable community organizations.

Regarding our Evidence Based Prevention programs, efforts to establish inroads with medical providers and insurance companies within our communities have contributed to exceeding our initial goal of embedding 4 evidence based programs. Our total number of programs was 13.

Our Family Caregiver Support initiative experienced a 35 percent referral increase due to our increased efforts to explain and job shadow internally, as a means to provide other employees with a better understanding of what our Caregiver Support Coordinators job duties entail.

Our initiative to increase the usage of respite care proved to be successful, per the increase in the amount of money reimbursed through our Alzheimer's grant. This increase points to more customers taking advantage of respite care options.

The ADRC-CW's local initiatives included volunteer recruitment; an initial 10 percent increase was set. The organization exceeded this goal and reported a 26% increase.

The ADRC-CW listed significant accomplishments, including the introduction and ongoing implementation of our Trauma Informed Care principles throughout our entire organization, as these principles will help our staff members better serve our customers; the collection of better data to help us focus on overall improved outcomes that can benefit our customers, our participation in the state's customer satisfaction survey pertaining to the nutrition program that garnered a high response rate, and an initiative to include the Hochunk tribal communities in our plans to better help customers in our region.

Motion to approve the 2015 Aging Plan Assessment made by Loretta Baughan, seconded by Dick Hurlbert. Motion carried.

**7) Discussion/possible action: Wausau building update – Mike Rhea**

Linda reported on her discussion regarding the ADRC-CW's search for a new office in Wausau with the current facility renter, Marathon County. Other than our current office space at North Central Health Care, there are no other rental spaces available.

Mike expanded on his last update regarding our Wausau building exploratory process. To date, 8 different building sites have been toured and many of them did not possess the attributes to fulfill both our space needs and our strict contractual requirements. Of these 8 sites, Mike passed out documentation containing pictures and architectural specifications of two building sites that had potential and warranted further investigation. Both locations offer long-term lease options and both prices are negotiable.

The first option was recommended by a realtor and is located on Merrill Avenue near North Central Technical College. The open and empty space would require extensive build out and a licensed architect would need to be contracted by our organization. Our next step is to determine the funding for the architectural design and which entity would bear the retainer cost (the ADRC-CW or the realtor).

The second option was recommended by Ghidorzi Construction and Commercial Real Estate Group and is located at the 2600 Stewart Center. There are many different organizational tenants that share this space, who also serve our customer base. The top concern with this location pertains to our nutrition program staff members carrying items up and down an elevator, as there is no adequate, ground level space to accommodate meal assembly and distribution. Ghidorzi recently proposed an additional space to accommodate our nutrition program needs that is located in the same complex and parking block. An appointment has been arranged to tour this facility. It is an open space that would work well for our nutrition program's meal assembly requirements.

Bill Miller asked if the ADRC-CW could continue meal preparation and assembly at North Central Health Care. Linda reported that our current location isn't close enough to the highway, which would inconvenience our vendors. In addition, retaining meal preparation at North Central Health Care would result in both centers being located across town from one another, possibly creating logistical challenges.

Vice Chairperson Jim Hampton expressed his desire for the ADRC-CW to retain a registered professional engineer; and that this resource could act as a neutral party to ensure the decision process would aid the benefit of our organization.

**8) Education item: Volunteer Recruitment and Support-Erin Wells**

Erin Wells presented an overview of our volunteer recruitment initiatives. Our target populations served include individual over the age of 55, those who are retired, those at risk for social isolation and/or stressful life experiences, and those who live in rural areas. Erin reviewed the many positive benefits of volunteering (in addition to the direct and tangible benefit it has on our organization and our customers) such as lower mortality rates and depression and higher levels of self-satisfaction.

A new and ongoing volunteer initiative that has been implemented is the education of our current pool of volunteers. The first round of volunteer update initiatives began last summer.

These updates consist of 15 minute discussions spear-headed by management team members who visit nutrition sites and Meals on Wheels locations. Discussion topics are solicited by volunteers. So far, topics have ranged from confidentiality, hand washing and the purpose of Meals on Wheels. These discussions have produced a lot of positive feedback and have led to great discussions and additional questions from our volunteers.

A second new initiative is to provide more training opportunities for staff when it comes to the right way to work with volunteers. There are many components to achieving a satisfied volunteer pool (while reducing turn over), while successfully rendering quality service. To achieve this, a new volunteer handbook has been developed. Erin will be speaking at each site to educate staff on volunteer training and how to utilize the handbook.

Erin also highlighted the upcoming volunteer celebration and recognition events and invited the board to attend. She also requested that each board member submit a thank you note to the volunteers that could be used at each site celebration, as each board member contributes a unique perspective regarding how volunteers make a lasting impact on their communities.

#### **9) Executive Director's Report**

Linda highlighted noteworthy items in the Executive Director's report including the upcoming election of new officers and new board members, including a new Marathon County appointee to take Chairperson Joanne Leonard's place. There may be potential for additional changes, depending upon county board elections. The ADRC-CW board still has an opening for a citizen member representing the disabled population, ideally from Langlade County.

The board also reviewed the report's first quarterly summary regarding on community presentation outreach and other ongoing initiatives enacted by the management team to determine what data collection efforts and information will benefit the organization in the year 2016.

#### **10) Future Agenda Items & location:**

The next meeting will take place in Wisconsin Rapids on April 14 at 9:30 a.m. Suggested agenda items: an update on the exploratory progress of new building sites for Wausau and an update on the design progress of the new ADRC-CW office in Marshfield.

#### **11) Adjournment:**

Motion to adjourn made by Bill Miller; seconded by Dick Hurlbert. Motion carried and the meeting ended at 10:31 a.m.