

ADRC of Florence County Governing Board

Wednesday, March 23, 2016 * 5:45 p.m.

2nd Floor Conference Room, Courthouse, Florence, WI 54121

Minutes:

1. **The meeting was called to order** by Chairperson Holly Stratton. Present: Tina Sonkowsky, Sherry Schomer, Betty Bok, Vicki Antonini, Karen Wertanen, Susan Theer (sub Larry Neuens), Holly Stratton. Excused: Larry Neuens, Barb Neuens, and Deb Bell. Absent: Cindy Halada.
2. **Approval of minutes of Jan. 28, 2016** meeting. Motion by Antonini, second by Bock. Approved.
3. **Approval of agenda:** Motion to amend by Wertanen, second by Theer: Item 5 to "Review of January, February, and March bills. Passed. Motion to accept agenda by Antonini, second by Schomer. Passed.
4. **Staffing:** Supervisor Theer shared a letter of recognition and appreciation for exiting director Barbara Bauer.
 - a. New Director Lori Friberg introduced.
 - b. I&A Vacancy – Interview committee/date scheduled for Thursday, April 7, 2016, beginning at 1:00 pm. Location will be the Jury Room, second floor of the courthouse. Interviewers include: B Neuens, Bock, Stratton, and Wertanen. Motion by Wertanen, second by Bock. Approved.
 - c. Program Assistant Hours. Motion by Schomer, second by Sonkowsky to recommend to Personnel on April 7, 2016 a temporary increase in Program Assistant hours.
5. **Approval of January, February, March 2016 bills.** Motion to approve by Schomer, second by Bock. Passed.
6. **Nutrition Program:** Items for discussion/action
 - a. Days of operation for the Senior Nutrition Program sites were discussed. The nutrition program, as budgeted, does not cover the insurance premiums for the two employees who were grandfathered into the insurance benefit after the budget was passed. The board requested the Director to seek a budget amendment and funds from the insurance contingency fund to cover cost of health insurance granted after budgets were submitted.
 - b. Meal cost tool. GWAAR is mandating annual use of a standardized Meal Cost tool. This tool includes all potential costs, including indirect costs and in-kind. The tool will result in an inflated cost of meals, which will be the new amount required to charge to Community Options Program funding for those participants.
7. **2015 GWAAR Self-Assessment.** Year three of the 2013-2015 three year plan was presented. Motion by Bock to approve with amendments, second by Schomer. Passed.
8. **ADRC Contract Section 2 Checklist and Compliance:** Update. This tool was reviewed. Director is to meet with the Regional Quality Specialist by May 1, 2016 for determination of which potential items the State wants addressed.
9. **Transportation Program:** Update
 - a. ADRC logos have been installed on the three vehicles by Xcell graphics.
 - b. 85:21 Trust Fund Balance. Unspent 85:21 funds can go into a trust fund. The cap on the fund is \$80,000. Deposit of unspent 2015 85:21 dollars will likely result in the trust fund exceeding the cap, which may result in a reimbursement to the DOT. (85:21 funds are given to the County by the State up front each year.) The DOT will be contacted to determine how to proceed as it is anticipated that a new bus will be purchased in 2017.

10. **ADRC Confidentiality Policy.** This is a required State policy and a condition of the contract. Motion by Schomer, second by Bock to table. Director to send request to Regional Quality Specialist for clarification. The document references section numbers, is not in section format, and references State programs by acronym without definition. Passed.
11. **Reimbursement of non-professional respite providers:** sample policy First reading. This policy needs clarification on second paragraph, "who may not receive" before a second reading.
12. **Outgoing Director's report:** covered under items above
13. **Approval of out of town travel/trainings.** Motion by Schomer, second by Sonkowsky to approve out of town travel and possible overnight stays for Director and Benefits Specialist. Passed.
14. **Board member recruitment:**A discussion of board member terms and term limits ensued. Director to seek intent from Halada regarding desire to continue to serve on committee. Recruitment for a Board member over age of 60 may be necessary.
15. **Identification of future agenda items:**
 - Review Director/Department needs: request for approval of consultation services from exiting director
 - Confidentiality Policy clarification from State
 - Possible non-professional respite provider reimbursement policy.
16. **Comments from public:** none
17. **Next meeting date/time:** Wednesday, May 25, 2016, 5:45 pm.
18. **Adjournment:** With no further business to discuss, the meeting was adjourned.

Respectfully Submitted,

Lori Friberg

Date Approved: _____