

ADRC of Florence County * Governing Board

Minutes of Wednesday September 28, 2016 * 5:45 p.m.

Call to Order/ Roll Call: Present were County Supervisors S Johnson, H. Stratton-Wahlstrom, L Neuens, and citizen members, B Neuens, K Wertanen, C Onsager, V Antonini, D Bell, and B Bock. T Sonkowsky was excused. Also attending were community members Diana Hensley, Darlene Gilligan, and ADRC Program Assistant Cinde Nichols.

Approval of agenda: Motion by Johnson, supported by Bock to approve, carried.

Approval of Minutes of August 31, 2016: Motion by Johnson, supported by Bock to approve, carried.

Comments from the Public: none at this time

Sept 8 Civil Rights Compliance Meeting: Antonini reported that those attending reviewed County successes and progress towards compliance.

2017 Budget Update: Friberg reported on updates to the proposed 2017 budget. Motion by Onsager, supported by Johnson to approve. Carried.

Staffing: Friberg shared an update from Financial Manager Bestor regarding implications of the **Program Assistant** hours and Wisconsin Retirement System (1200 hrs) and health insurance (1560 hrs). Motion by Bock, supported by Johnson for Friberg to bring the issue to Personnel on Oct 13 to seek guidance on how to proceed. Carried. CNichols shared with the board a time allocation of required duties she is currently performing. A questions arose about the nutrition duties she is performing, and how that meshes with the Nutrition Program Assistant position. Friberg explained that there are additional duties required by GWAAR that are included in the Nutrition Program Assistant position.

Friberg presented budget costs regarding the **Nutrition Program Assistant** position recommended at the 08/31/16 meeting. The job description has not gone through wage study yet, so Friberg utilized the ADRC Program Assistant wage to establish a possible wage and fringe rate. Motion by Bock, supported by Neuens to bring budget cost back to Personnel to review. Carried.

Approval to advertise for call-in/casual help: Motion by Johnson, supported by Bock , carried to bring request to Personnel.

“ADRC” staffing: Friberg explained how administrative time is billed based on FTE of non admin staff. Hiring ADRC staff will increase the FTE billable to ADRC, taking pressure off County levy. Friberg requested permission to explore additional staffing possibilities as supported in the “ADRC” proper contract and funding. Motion by Bock, supported by Antonini, carried.

Senior Nutrition program:

Home Delivered Meals donation letters: Friberg explained that OAA requires all senior dining participants must be provided the opportunity to donate. Guidelines define the use of monthly summaries of meals consumed as an opportunity to donate. Motion by Bell, supported by Wertanen to approve. Carried.

Days of Service: Friberg presented a cost analysis of reducing day or days of service at the Senior Dining Centers. Board members expressed commitment to meeting the needs of seniors through the Senior Dining Centers, and with keeping qualified staff who

would otherwise experience a reduction in hours. Board encouraged additional community efforts to increase awareness of the value and benefits received from Senior Dining Center participation.

Fence: Friberg explained that no applications had been received for the Fence opening. For now, the position is being filled by current staff, and casual help. Board affirmed that Personnel has already given permission to advertise for an existing budgeted position, and to proceed as necessary.

Tipler request & exploration of cost: Friberg presented a cost analysis re: piloting a Senior Dining Center in Tipler, beginning once per month. Diana Hensley and Darlene Gilligan spoke of the enthusiasm of Seniors in the area for this effort. Hensley shared that the Town of Tipler was very supportive, and Tipler will invest in some start up equipment and staff time to assist. Motion by Bock, supported by L Neuens to approve. Carried. Friberg asked for clarification on budget procedure. Friberg was directed to add this as line-item to the budget.

ADRC Program:

Contract Section 2 Checklist and Compliance: Wahlstrom addressed board concerns with the proposed exterior monument sign. Specifically, that the sign may not be visible to visitors entering from the south, and suggested a smaller, separate sign close to each entrance. Friberg reiterated the compliance plan requirement that the signs be clearly visible from the road. Concern was expressed about the pantone blue too close to the sandstone brick and red motif. Friberg was directed to bring this information to Building and Grounds committee.

Satisfaction Survey Results: Friberg and Bock will meet with ADRC Regional Quality Specialist on Fri Sept 30 to learn of the results and discuss possible improvement strategies.

Director's Report: Friberg presented information re: fall work plan. Friberg asked if she had permission to Bid the DOT 85.21 van pending exploration of needed specs. Board directed Friberg to return with spec information at the next meeting.

Identification of future agenda items

DOT 85.21 Van specifications, update

Nutrition Program Assistant Job description, update

State ADRC Satisfaction Survey Results - Bock

Next meeting date/time: Wednesday, November 16, 5:45 pm

Adjournment: Motion by Neuens, supported by Bock to adjourn. Carried.