

**ADRC of Florence County Governing Board/Commission on Aging**

**Wednesday, Oct. 22, 2014 - 5:30 p.m.**

**2<sup>nd</sup> Floor, Courthouse, Florence, WI 54121**

**Attendance:** The ADRC/Commission On Aging Governing Board met pursuant to adjournment on Wednesday, Oct. 22, 2014 at 5:30 p.m. at the Florence County Courthouse. The meeting was called to order by the Chairperson H. Stratton. Members present: H. Stratton, B. Neuens, L. Neuens, T. Sonkowsky, K. Wertanen, C. Halada and B. Bock. Excused: B. Behrman and S. Johnson. It was moved by L. Neuens and seconded by K. Wertanen to approve the minutes of the August 20, 2014 meeting as printed. Motion carried. New board member Barb Neuens was welcomed and introduced to other members.

**Nutrition Program:** Bauer reported that she was notified on Oct. 1, 2014 by Meal Site Manager Pam Rice that she is resigning her position to accept a full time position in Iron River. Her last day of work was October 10, 2014. Bauer received approval to re-hire the position at a special Personnel meeting. An interview team of Barb Neuens, Holly Stratton and Karen Wertanen will interview candidates for the job on November 3, 2014. Bauer then thanked current staff for shifting duties and filling in to keep all meal sites operational during the transition. Sandy Zahn has been assuming the duties of meal site manager and Marion Wilson has been traveling to Aurora to work with her. The only substitute help Judy Waite has been filling in Florence. Bauer recommended that Wilson be paid mileage for traveling to Aurora daily and that Sandy Zahn be given site manager wages while assuming the responsibility in the interim. It was moved by Sonkowsky and seconded by Bock to recommend this to the Personnel Committee. Bauer then updated the board on the nutrition revitalization project at Hillcrest. NWTC and the school district are working closely with ADRC staff to accomplish site improvements and enhance programming offered. NWTC state purchasing contracts may be utilized to purchase furnishings for the dining area.

**Board Member Recruitment:** Bauer encouraged Board members to continue to seek out members representing the target groups on the board. Current members terms will expire in next six months.

**Transportation:** The ad hoc committee exploring transportation needs has met and is developing a survey to distribute to every household. They will meet again on October 30, 2014. The application for 85:21 funds for Specialized Transportation is due by Dec. 31, 2014. The format has changed for 2015. A public hearing is required and will be held prior to the November 19<sup>th</sup> ADRC Board meeting.

**ADRC Budget:** Bauer reported that a contract amendment adding \$43,000.00 to our current contract has been received. Funds can be used to fulfill contract language. Bauer is requesting that funds be used to increase the hours of the Disability Benefit Specialist temporarily thru 12/31/14 and to purchase marketing materials and other educational materials as well as some computer software and upgrades. No county funds will be required. She will bring this to Audit and Budget for an update.

**Disability Benefit Specialist Program:** Bauer discussed in more detail her request to temporarily increase the hours of the DBS until 12/31/14 utilizing the extra funds from the ADRC contract. This will result in the DBS's total hours with Florence County exceeding 30 hours per week on a temporary basis. However because this is a temporary increase in hours should not be impacted by ACA. It was moved by Sonkowsky and seconded by L. Neuens to recommend this to the Personnel Committee for approval. Motion carried.

**Administrators Report:** On a motion made by Bock and seconded by Wertanen staff out of Town meetings for November and December were approved at the discretion of the Administrator. Motion carried. Bauer then informed the Board that the Office Program Assistant will be going out on medical leave beginning November 11, 2104. She also informed the board that November is National Caregiver month. In recognition of this the ADRC will be sponsoring a Caregiver Luncheon on November 18 at the Encore. Karen Wertanen and Barb Neuens volunteered to assist with this. Bauer also reported that the Health Department has asked the ADRC to partner in seeking an AODA grant. The consensus of the board was to support this effort.

**Identification of Future Agenda Items:** Board member Bock asked that accessibility requirements for senior housing be reviewed.

Being that there was no further business to be discussed at this time, it was moved by L. Neuens and seconded by B. Bock to adjourn to November 19, 2014 at 5:45 p.m.. Motion carried.

Respectfully Submitted

Barbara Bauer  
Director