

ADRC of Florence County Governing Board – Meeting Minutes

Wednesday, January 23, 2019

Call to Order & Roll Call

The meeting was called to order by the Chair.

Present: Vicki Antonini, Betty Bock, Barb Chiamulera, Janice Gehlhoff, Chad Hedmark and Susan Theer.

Excused: Deb Bell, Barb Neuens, Larry Neuens and Connie Onsager.

Also attending: Tiffany White – ADRC Director.

Approval of Agenda

Motion to approve the agenda was made by Hedmark, seconded by Antonini. Carried.

Approval of Minutes of October 24, 2018 meeting and November 28, 2018 Interview Committee meeting

Motion to approve minutes from the October 24, 2018 meeting and the November 28, 2018 Interview Committee meeting was made by Bock, seconded by Antonini. Carried.

Approval of Bills

Motion to approve bills from November, December and January was made by Hedmark, seconded by Gehlhoff. Carried.

Approval of Out of Town Travel

White presented the trainings currently known for 2019. Motion to approve presented out of town travel and any additional training opportunities that arise before the next scheduled meeting was made by Bock, seconded by Antonini. Carried.

Advocacy and Comments from the Public

WI Aging Advocacy Day – May 14

White discussed the upcoming Aging Advocacy Day in Madison and mentioned that is part of the goals for our Plan on Aging to have representation at this event. White explained that she would be attending and asked that any board members who might be interested in attending reach out to her for more information.

ADRC

I&A and DBS activity in 2018

White went over highlights of the activities done by the I&A and DBS staff for the 2018 year.

OAA Programs

Nutrition, Transportation & EBS activity in 2018

White went over highlights of the activities done by the Transportation, Nutrition and EBS staff for the 2018 year.

Wellness Check waiver for HDM participants

White explained the normal policy of the HDM program: if a driver attempts to make a delivery and there is no response, they immediately try to enter the home/apartment if unlocked. If unable to enter they are to attempt to look in windows and then make a phone call to the contact number for the participants. If no answer from the participant, we contact an emergency contact person and if we are unable to reach an emergency contact and/or that person expresses concern for the participant we contact the Sheriff's Department to do a welfare check.

In the last year we have had a couple HDM participants request that no call be made to the Sheriff's Department for a welfare check. We decided that if someone is going to choose that, we want them to have a waiver form to sign essentially explaining the additional risk of harm. White explained that the form had already been sent to Corp Counsel for review at the direction of the County Clerk, and the waiver was approved by Corp Counsel for use. A motion to approve the use of the waiver form for the HDM participants who deny a welfare check was made by Bock, seconded by Hedmark. Carried.

ADRC/OAA Program Staffing

Advertise and Hire for Assistant Cook

White explained that the recently hired assistant cook for Aurora has quit. A motion to approve the advertising/hiring of Assistant Cook was made by Hedmark, seconded by Gehlhoff. Carried.

White further explained that applications would be due on Friday, February 1st and she would like to hold interviews early the following week. The consensus of the Interview Committee members present at the meeting was that Monday the 4th or Wednesday the 5th would be the best days. White will reach out and schedule that meeting in the next week.

Request from Forestry & Parks for Keyes Peak Ski Hill

White explained that Forestry & Parks has requested help from one of the ADRC casual employees for their kitchen at the ski hill for the remainder of the ski season. White said after discussion with Joe Bestor and Pat Smith, it will work out for the employee to do the additional work for another department without becoming eligible for benefits from the county. White explained that her time at the ski hill will be submitted directly to the Forestry & Parks Department and will not run through the ADRC at all.

Director's Report

White did several quick updates:

- The Florence Meal Site has been short staffed due to the head cook injuring her ankle on the afternoon of Thursday, January 10, 2019 and not being cleared to return to work yet. Her shifts have been covered by the office program assistant, who is also trained as a head cook. However, just before the meeting White received a call from the head cook after her follow-up appointment this afternoon. White said that due to the work restrictions the head cook is under, she will not be able to return to work for a minimum of 2 more weeks (her next follow-up doctor's appointment) but likely longer. White

explained that it is not sustainable to have the program assistant keep covering the head cook position, as she is falling behind on many of her normal tasks. White plans to reach out to GWAAR tomorrow for approval to close the Florence Meal Site temporarily, until the head cook is cleared to return to work. The consensus of the board members was that the temporary closure of the Florence Meal Site is the best course of action, as the program assistant's time away from the office is no longer sustainable.

- Hospice Advocacy group met on Tuesday, January 15, 2019. We are getting positive information from Unity Hospice as well as the UP Health System Home Care and Hospice. The next meeting is tentatively scheduled for February 19, 2019.
- The GWAAR Self-Assessment for 2018 is currently being worked on and will be ready for approval at the next board meeting.
- Results of the 2018 ADRC Customer Satisfaction Survey was reviewed with the board members.

Board Member Comments and/or Identification of Future Agenda Items

None.

Next Meeting Date/Time

The next ADRC Governing Board meeting was set for March 20, 2019 at 5:00 p.m.

Adjournment

Being that there was no further business to be discussed at this time, it was moved by Antonini, seconded by Gehlhoff to adjourn. Carried.

Respectfully Submitted,

Tiffany White, Director