

ADRC of Florence County Governing Board – Meeting Minutes

Wednesday, March 20, 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, Connie Onsager and Susan Theer.

Excused: Deb Bell, Barb Neuens and Larry Neuens.

Also attending: Tiffany White – ADRC Director and Sherry Schuelke – Regional ADRC Quality Specialist.

Approval of Agenda

White explained the agenda item 8b (GWAAR Contract Required Match error) should have actually been 7d. Motion to approve the amended agenda, Hedmark/Gehlhoff. Carried.

Approval of Minutes of January 23, 2019 meeting and February 6, 2019 Interview Committee meeting

Motion to approve minutes from the January 23, 2019 meeting and the February 6, 2019 Interview Committee meeting, Bock/Antonini. Carried.

Approval of Bills

Motion to approve bills from February and March, Gehlhoff/Antonini. Carried.

Approval of Out of Town Travel

Motion to approve presented out of town travel and any additional training opportunities that arise before the next scheduled meeting Hedmark/Onsager. Carried.

Advocacy and Comments from the Public

ADRC was contacted by a member of the public asking for a Safe Driver course to be offered. So, an AARP Smart Driver class has been scheduled for May 21st at the NWTC building in Aurora. White plans to have the ADRC drivers as well as some other ADRC staff members attend the training.

OAA Programs

2018 Self-Assessment for Plan on Aging

White sent this out to board members last week for review. It was required to be sent to GWAAR by March 15, so it was submitted along with notification that the board would be meeting for review/approval the following week. Motion to approve the 2018 Self-Assessment for the Plan on Aging, Bock/Hedmark. Carried.

Nutrition: 5-Day per Week Meal Site (Florence or Aurora)

White explained that NWTC now has availability for their kitchen to be used on Fridays. They would be happy to have the senior meal site be 5 days per week at that location with a modest increase to the rent due. White has analyzed the participation at each of

the meal sites and would recommend that the Friday meals be served in the Aurora kitchen. The ADRC would plan to offer transportation on Fridays from the Florence area to the meal site. Currently the Reinhart and the Aramark trucks make their deliveries on Friday. White has already confirmed with Reinhart that they could switch to a Wednesday delivery instead. White will also speak with the Town of Florence about lowering the rent cost to reflect the decreased usage. After further discussion it was determined that this change should not take place until the Florence meal site is back to normal operation. Motion to contact the GWAAR nutrition team regarding the change of the Friday meal site from Florence to Aurora with the offer of transportation, Hedmark/Antonini. Carried.

Transportation: 2018 85.21 Annual Financial Report

White sent this out to board members last week for review. In the intervening time the DOT Trust Fund's interest accrual was calculated by Joe Bestor and the Trust Fund page has been updated accordingly. Motion to submit the completed report to WisDOT, Antonini/Gehlhoff. Carried.

GWAAR Contract Required Match Error

White explained that the first copy of the GWAAR contract for 2019 that she received showed a required match for a particular grant of \$1,833 when it actually should have been \$452, a difference of \$1,381. White contacted the fiscal person for GWAAR right away and a new contract was received and signed.

ADRC/OAA Program Staffing

Reclassify Employee from Part-Time to Regular Part-Time

White explained that an employee hired in 2017 was likely mis-classified at the time of hire. To be considered a Regular Part-Time employee for the ADRC an employee would need to work more than 17.5 hours per week, on average. This particular employee worked an average of 19.38 hours/week in 2017, 20.78 hours/week in 2018 and 16.88 hours/week in 2019. White clarified that the 2019 hours would have been much higher but there were 8 closures so far in 2019 due to weather. Motion to recommend to Personnel Committee that the employee be reclassified as Regular Part-Time and that the reclassification be retroactive to January 1, 2019 and to present to the Personnel Committee the additional benefits that would have been paid out to the employee if they had been classified as Regular Part-Time from the beginning of employment, Bock/Onsager. Carried.

All-Staff Training

White plans to have an all staff training day in the coming months, as requested by several staff members in their evaluations. White discussed some of the training topics planned, with one of them being 4-hour CPR training at DCH. Hedmark mentioned that he was recently certified to train others in CPR and he would be happy to do it for the ADRC right in the Courthouse. White likes that option because then meal sites would not have to be cancelled for all staff training and it could be more easily accommodated in staff schedules. Hedmark and White will discuss further and work to schedule the dates for the CPR training to take place.

Director's Report

White did several quick updates:

- Stop the Bleed training (4 different sessions being offered on March 26th and March 27th) that was organized in conjunction with the Health Dept. and the Sheriff's Office.
- Website: respitecarewi.org, that White plans to refer people to as people ask for recommendations in finding a respite worker. So, if anyone is interested in doing respite work locally, they should please register on that website.
- Powerful Tools for Caregivers class is scheduled to begin April 4th for 6 weeks.
- White and Maria Bournoville are working with the Health Dept., Human Services Dept. and the Administrative Coordinator to develop a HIPAA policy for Florence County.
- Dementia Friendly Toolkit was received yesterday, ADRC plans to use it at various events throughout the year as well as reach out to the Chamber of Commerce to see if they would like a presentation done at one of their meetings.
- Quality Improvement Project for 2019, a requirement for ADRC contract, is in the works. One staff member will be attending a training at the end of next month and once that is completed the project will become more of a priority. General idea is for it to involve the assistive technology toolkit.
- ADRC Annual Update training will occur on March 26th and then it will likely be due in the coming months.
- Wisconsin DHS is developing scorecards for the Family Care and IRIS programs to be used by I&A staff when they do enrollment counseling. Florence County was selected as one of the 20 pilot agencies and will likely be starting in the late summer or fall.

Board Member Comments and/or Identification of Future Agenda Items

Antonini asked about the new assistant cook. White reported she is doing a great job so far and has started training this week on the head cook responsibilities so we will have more depth in coverage again. Bock and Theer commented, with other board members consensus, on their great appreciation for the work White has done thus far as director. Schuelke agreed and brought up the great results Florence County had with the ADRC surveys that were done in 2018. She commended the exceptional customer service we are providing with such a small staff and in such a small, rural county.

Next Meeting Date/Time

The next ADRC Governing Board meeting was set for May 29, 2019 at 5:30 p.m.

Adjournment

Being that there was no further business to be discussed at this time, motion to adjourn. Antonini/Chiamulera. Carried.

Respectfully Submitted,

Tiffany White, Director