

ADRC of Florence County * Governing Board

Wednesday, May 17, 2017 * 6:00 p.m.

Minutes

The meeting was called to order by the chair. Present: Chair Holly Stratton, Betty Bock, Larry Neuens, Barb Neuens, Karen Wertanen, Vicki Antonini and Susan Theer. Excused: Debra Bell and Connie Onsager.

The agenda was approved (LNeuens, Theer.)

The minutes of 02/22/17 and 03/20/17 were approved (Wertanen, Theer)

Friberg presented the bills from March, April, and May. She stated that three other bills were paid outside of the normal bill process: one for the purchase of the 2017 wheelchair bus, one for repairs to the 2007 w/c bus, and one for a keynote speaker for the caregiver conference. Approved (Bock, L Neuens)

Out of Town Travel, including overnight stays as indicated, was approved. (Wertanen, BNeuens)

Recommendation to appoint Barb Chiamulera to the ADRC Governing Board was approved (Bock, Antonini)

The preliminary results of the 2016 Audit indicate the department finished the year with a deficit of \$3,905, before factoring the September budget revision/increase. Audit and Budget utilized the budget revision to wipe out the \$3,905, and approved an additional \$6,000 for carryover.

Friberg requested the item concerning creating a part time fiscal assistant position be tabled. Approved (Theer, Wertanen). Friberg requested a consensus recommendation to Personnel to continue the 5 hours per week fiscal assistance while options are explored. Consensus approved.

Friberg reported on the transition (from CIP/COP) to Family Care and IRIS. Of the 29 individuals currently served by CIP/COP, all have been contacted, and 26 of 29 have made their choice and enrolled. With this transition, ADRC will be the agency responsible to provide the Long Term Care Functional Screen (LTCFS) for adults requesting Long Term Care supports, effective July 1, as well as the Enrollment Counseling. Friberg spoke about the lengthy ADRC training process (6-8 months) for the LTCFS, and the need to have a backup plan in the event of an I&A vacancy, as well as a second I&A Specialist who can provide screens. Friberg requested a consensus recommendation to Personnel committee regarding the contract requirement to provide LTCFS, and if need be, to consider an extension to the residency requirement if not yet met, in order for ADRC to serve the elder and disabled population of Florence County in need of Long Term Care Support Services. Approved.

There is funding available in the current contract to fund a part time I&A Specialist. Recommendation to create this position approved. (Bock, LNeuens) Friberg also addressed the available ADRC carryover at the State, and presented the carryover request, which includes the purchase of a vehicle for ADRC staff travel. Committee approved bidding for this vehicle, pending approval from State of the carryover request. (LNeuens, Bock)

The new 2017 wheelchair mini bus was delivered in April. An independent inspection revealed repairs needed to the rear view mirror and back up display placement. Friberg has received an estimate and will submit to the dealer for reimbursement by the manufacturer. The 2007 wheel chair minibus, pending DOT decision, will need to be offered to another 85.21 funding recipient, or sold. Generally, proceeds of the sale are returned to DOT.

Sale of the 2007 mini bus was approved pending DOT decision. (Antonini, BNeuens.) There is a sufficient balance in the DOT trust fund to bid and replace the 2007 Taurus. Approved. (LNeuens, Wertanen.) Note: the ADRC vehicle and DOT vehicle will be bid out together.

The 2016 Annual (self) Assessment of the Aging Unit 3 Year plan was approved. (Theer, Bock) GWAAR's letter indicating compliance was presented.

The Community Cafe at NWTC in Aurora has received some new dining furniture. ADRC will be sharing the kitchen this summer with Food, Fun, and Fitness. The Aurora Centennial celebration will not impact scheduled Senior Dining Center service.

With the transition to Family Care comes an opportunity to contract with MCOs to provide home delivered meals and transportation to individuals receiving Medicaid funded long term care supports. Friberg has been working with the GWAAR Business Development team to identify low input solutions to the high input web portal billing system. Friberg discussed the challenges (high product costs, increased administrative time for tracking and billing.) Authorization to apply and work toward becoming an MCO provider with Community Link and LakelandCare was approved. (LNeuens, Bock). Committee deferred to the County administrator regarding who has authority to sign these contracts.

Friberg provided an update on center closures and staffing adjustments at the Senior Dining Centers during March, April, and May. One staff was out on injury, 2 staff on vacation in May). With a staff member back, and a casual call in hired, the schedule will return to normal for June. While centers were short staff and closures occurring, it also created an opportunity to pilot Tipler one day per month when staffing was available. Funds to maintain Tipler at one day per month are not available. Committee approved keeping Tipler open in June, while pursuing solutions. (Bock, Theer)

A request by a staff member for a decrease in hours was not acted on.

Written input received from a staff member needs to be presented in closed session, and will be addressed at the next meeting.

Director's Report: Friberg presented a summary of workshops and events held by the ADRC, including: Senior Health Fair, Caregiver Conference, Legal & Financial Planning workshop, two dementia workshops, and a Smart Driver Course.

Identification of future agenda items

Personnel guidance on 5 hours per week position
Update on part time I&A Specialist approval process
Update on DOT sale
Update on Nutrition Staffing & Tipler solution
Upcoming Nutrition Site Review
Written input received 05/17 (closed session)

Next meeting date: June 13, 9 am

Adjournment approved. (LNeuens, Theer)

Respectfully Submitted,

Lori A. Friberg, Director

Date Approved