ADRC of Florence County Governing Board – Meeting Minutes

Wednesday, May 26, 2021

Call to Order & Roll Call

The meeting was called to order by the Chair.
Present: Vicki Antonini, Barb Chiamulera, Gloria Dzekute, Janice Gehlhoff *seated at 5:34 pm*, Connie Onsager, and Susan Theer.
Present (via phone): Deb Bell and Cinde Nichols
Excused: Chad Hedmark
Absent: Warren Soderberg
Also attending: Tiffany White – ADRC Director

Approval of Agenda

Motion to approve the agenda, Antonini/Onsager. Carried.

Approval of Minutes of March 24, 2021 meeting

Motion to approve minutes of the March 24, 2021 meeting, Bell/Nichols. Carried.

Janice Gehlhoff was seated

Approval of Bills

Motion to approve bills from April and May, Dzekute/Onsager. Carried.

Advocacy and Comments from the Public

- White reported on her participation in the virtual Aging Advocacy Day for 2021.
- Dzekute mentioned that a representative from New Freedom Transportation would be attending the June 7th meeting of the St. Vincent DePaul Society in Florence and invited anyone interested to attend.

ADRC/OAA Program Staffing

Casual Call-In – approval to advertise/hire (discussion/action)

White informed the board that one of the current casual employees will no longer be able to work with the ADRC as her schedule for her regular employer has changed, so White would like advertise and hire for the casual position and would be willing to hire two or three applicants. Motion to advertise/hire for casual call-in staff, Antonini/Gehlhoff. Carried.

Letter of Resignation – Head Cook (discussion/action)

White received a letter of resignation from the Head Cook in Florence. Motion to accept the resignation with regret, Gehlhoff/Chiamulera. Carried.

Head Cook – approval to advertise/hire (discussion/action)

White expects that one of the current assistant cooks may apply for the head cook position, which could potentially leave a vacancy in the assistant cook position. White would like to consolidate the hiring process as much as possible, and Theer suggested White speak with the Administrative Coordinator about what is done in similar situations in other departments. Motion to advertise/hire for a Head Cook and follow the recommendations to consolidate future hiring if a vacancy occurs as a result of that process, as recommended, Onsager/Dzekute. Carried.

Director's Report

White provided the following updates:

- Feeding America food boxes for seniors (60+) was very successful again in May. 196 of the 200 requested boxes were distributed. With the remaining few items going to St. Vincent DePaul for distribution with their normal commodities program.
- Services are slowly returning to normal:
    - Congregate meal sites in Florence and Aurora reopened on May 17th
    - Transporting multiple passengers at once
    - Returning to home visits for appointments
- White continues to work on the 2022-2024 County Plan on Aging.
- ADRC will be doing outreach during the National Night Out event in August.

Board Member Comments and/or Identification of Future Agenda Items

Onsager mentioned that the Daily News menu section still lists the Florence and Aurora Center as being HDMs only. White will reach out to them to be sure that is amended.

Next Meeting Date/Time

The next ADRC Governing Board meeting was set for July 21, 2021 at 5:30 p.m.

Adjournment

Being that there was no further business to be discussed, motion to adjourn, Dzekute/Antonini. Carried.

Respectfully Submitted,
Tiffany White, Director