

## **ADRC of Florence County Governing Board – Meeting Minutes**

Wednesday, May 30, 2018

### **Call to Order & Roll Call**

The meeting was called to order by Tiffany White.

Present: Vicki Antonini, Deb Bell, Betty Bock, Janice Gehlhoff, Barb Neuens, Larry Neuens, Connie Onsager, and Susan Theer.

Excused: Chad Hedmark

Absent: Barb Chiamulera

Also attending: Harold Bell and Tiffany White – ADRC Director

### **Election of Governing Board Chair**

White called for nominations for the ADRC Governing Board Chair. Bock nominated Susan Theer. White called three times for nominations for the ADRC Governing Board Chair. Motion to close the nominations and a unanimous ballot be cast for Susan Theer to be Chair was made by L. Neuens, seconded by Bock. A roll call vote was taken and all member present voted Aye. Carried.

White turned the meeting over to ADRC Governing Board Chair Theer.

### **Election of Governing Board Vice Chair**

Theer called for nominations for the ADRC Governing Board Vice Chair. Bock nominated Larry Neuens, and L. Neuens nominated Chad Hedmark. Theer called three times for nominations for the ADRC Governing Board Vice Chair. Motion to close the nominations and a unanimous ballot be cast for Chad Hedmark, and if he declines it, for Larry Neuens to be Vice Chair was made by L. Neuens, seconded by B. Neuens. A roll call vote was taken and all member present voted Aye. Carried.

### **Approval of Agenda**

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

### **Approval of Minutes of March 28, 2018 meeting and May 7, 2018 interview committee meeting**

Motion to approve minutes from the March 28, 2018 meeting and May 7, 2018 interview committee meeting was made by Bock, seconded by L. Neuens. Carried.

### **Welcome New Governing Board Members**

White introduced Janice Gehlhoff and welcomed her to the board. White also took the opportunity to thank Holly Wahlstrom Stratton for her many years of service on the board.

### **Approval of Bills**

L. Neuens asked if White would look into the high rent for the Florence kitchen. Motion to approve bills from April and May was made by Antonini, seconded by B. Neuens. Carried.

### **Approval of Out of Town Travel**

White presented the trainings known for the remainder of 2018, a motion to approve presented out of town travel and any additional training opportunities that arise before the next scheduled meeting was made by Onsager, seconded by Bock. Carried.

### **Advocacy and Comments from the Public**

None.

### **ADRC**

#### **LTCFS Appeal**

White explained that an individual has appealed the result of their LTCFS with the state. A hearing date has been set for Wednesday, June 20<sup>th</sup>. It is a telephone hearing and Maria Bournoville will be calling in for it (while on leave) as she will need to testify.

### **OAA Programs**

#### **2019-2021 County Plan on Aging**

White has been working on the plan, and has several sections completed.

##### **Public Input Requirement - Interviews**

The County Plan on Aging requires a minimum of two attempts at soliciting Public Input for the plan. White has disseminated surveys as one attempt. White provided each board member with interview sheets and requested that they conduct interviews with various community members during the next few weeks and return them in mid-June to serve as the second source of public input.

#### **Transportation**

##### **2019-2023 Coordinated Transportation Plan**

The meeting for the development of this plan is being held on Tuesday, June 26<sup>th</sup> at 10 am in the 2<sup>nd</sup> Floor conference room at the Courthouse. Board members are invited to attend the meeting. Invitations has also been sent to other interested parties and stake holders and the meeting is also open to the public.

##### **Request from MCO to Contract for Transportation**

White explained that one of the MCOs reached out about the possibility of contracting with us to be a transportation provider for their members. White worked with representatives from GWAAR to establish an appropriate rate to recover costs and to work through other considerations for the process. White has reviewed a copy of the contract and asked for clarification from the MCO about a few points to ensure we will not be penalized if we are unable to provide transportation when requested. Motion to submit the contract to Donna Trudell and Corporate Counsel for review and move forward if approved was made by L. Neuens, seconded by Bock. Carried.

#### **Nutrition**

##### **Contract/Lease for Use of NWTC Meal Site**

White explained that the annual lease for NWTC was sent over by Sally Miller. The contract is exactly as before, except that it was lengthened from one year to three years, as both Miller and White foresee a continued partnership. Motion

to submit the contract to Donna Trudell and Corporate Counsel for review and move forward if approved was made by Antonini, seconded by Onsager. Carried.

#### **Meal Cost Tool**

White has completed the meal cost tool as required by the state. After discussion with Barb Bauer, White decided to submit two cost tools because there are some changes in the 2018 budget that are not accurately reflected by using the 2017 expenses and would likely result in a more realistic picture of the 2018 meal costs. White also informed the board of the content of the email she will be sending with her cost tool submission explaining various frustrations with the process.

#### **Nutrition Assessment**

White updated the board on her progress in completing the Nutrition Assessment and also explained that the date had to be moved, and it will now occur on June 21<sup>st</sup>.

### **ADRC/OAA Program Staffing**

#### **Interview Committee**

White asked board members for their interest in serving on the interview committee since two of the previous members (Holly Wahlstrom Stratton and Karen Wertanen) are no longer on the board. Current committee members: Bock, B. Neuens and Theer all remain interested. Antonini and L. Neuens indicated interest in joining. White will also reach out to the two board members not present to see if they are interested. White thanked everyone who volunteered for their willingness to be available for the committee.

#### **I & A Hours during Employee Leave**

Teresa Broullire's hours are going to increase during Maria's leave. To remain as part-time with no increase in benefits, she must stay below 29 hours per week AND not exceed 1200 hours in a calendar year, per Joe Bestor. White said she plans to have Teresa in the office 4 days (28 hours) per week for additional coverage and to cover the additional workload resulting from being short one person.

#### **Casual Call-In Help**

The two attempted hires last month did not work out; one due to the residency requirement and the other due to the realization that it wouldn't work for her. The position was posted again and two new applicants were received. White would like to schedule interviews ASAP, so that she could likely have the candidates approved for hire at the Personnel meeting on June 7<sup>th</sup>. After discussion, the interview time was set for the morning of Tuesday, June 5<sup>th</sup>.

#### **Fence Meal Site Staffing Change**

Julie Johnson gave notice shortly after the last meeting. Due to a conflict with her full-time job, she cannot continue as the assistant cook at the Fence site. White did decide to keep her listed as an employee so she could be used for casual/call-in during the winter months, when she will likely be laid off again.

### **Fiscal Assistant**

White asked the board to extend the employment of the fiscal assistant, Cinde Nichols, through September, 2018. Due to the various large projects this summer, White does not feel she has the bandwidth to take on the fiscal responsibilities on the current timeline (end of June). Motion to recommend to Personnel the extension of the fiscal assistant's employment through the end of September was made by Bock, seconded by Bell. Carried.

### **Director's Report**

White said that the Open House held on May 10<sup>th</sup> had a wonderful turnout and was just a really nice afternoon. It got a lot of people through the door and was a good opportunity for White to get public input for the Plan on Aging through the surveys.

White updated the board on a question that came up during the last meeting, asking if there were funding penalties if there were poor results on the Self-Assessment required by GWAAR. White reached out to John Schnabl and he said that things would need to be exceedingly bad for funding to be affected.

Upon the suggestion of board members, White contacted Unity Hospice (affiliated with Bellin) to gauge their interest in extending hospice services to Florence County. A good conversation in early May, but that was before the Bellin/DCHS buyout fell through. White will be meeting with Peter Koffman on May 31<sup>st</sup> to determine action plan to continue moving forward.

White is considering using contribution letters for the nutrition program, many other counties use them with good results. White plans to discuss the pros and cons with Pam VanKampen from GWAAR during the Nutrition Assessment.

White also explained the Nutrition Infographic that was created by the state with the data from the 2017 satisfaction surveys. When sending out this year's surveys, White plans to include a letter from herself explaining the importance of it and the flyer so they can see what the results are used for in a tangible way. Hopefully that will increase the responses received.

### **Identification of Future Agenda Items**

White will hopefully have an update from the state regarding which meal cost tool she submitted has been approved for the year.

### **Next Meeting Date/Time**

The next ADRC Governing Board meeting was set for July 25, 2018 at 5:30 p.m.

### **Adjournment**

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

Respectfully Submitted,

Tiffany White, Director