ADRC of Florence County * Governing Board

Tuesday June 13, 2017 * Minutes

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

The agenda was approved with amendments to item 8, (Discussion/action instead of Update) (Theer, Wertanen)
The minutes of 05/17/2017 were approved as amended (Theer, LNeuens)
The June bills were approved (Onsager, BNeuens)
There were no changes to the Out of Town Travel presented in May, no action necessary.

Staffing:

- Friberg presented her letter of resignation and offer to continue beyond August 4 to allow time to find and train the new Director. The Governing Board accepted with Regrets her resignation. (Theer, Bock)
- ADRC Director job description was sent back to Personnel for revisions pending input from Friberg and J Steber. (Theer, Antonini) *email sent 06/14/17 to board members re: 2016 job description. Consensus to utilize 2016 position description (attach replies)*
- The Board approved advertising and interviewing for the position of ADRC/Aging Unit Director. (LNeuens, Bock)
- Theer provided an update on the Personnel meeting of 06/08/17. She reported that Personnel discussed the position opening, that no action was taken at the meeting, and no action was required by ADRC Governing Board.
- Fiscal Assistant - Friberg provided information about the fiscal assistance being provided at 5 hours per week, the cost of the position, and budget impact. She recommended the board approve continuing this assistance given the transition of the Director position. Theer stated more support hours are needed. Motion by Bock, supported by Onsager to continue with this assistance until such time as Personnel decides to eliminate this position or expand the Administrative Assistant position.
- Friberg provided an update on the process of approval for the part time I&A position.
- Friberg and Bock provided updates on the nutrition staffing.
- Friberg reported that the I&A staff member will attain WI residency on August 1.

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- Friberg provided an update on family Care/IRIS enrollments, developing the queue and waitlist, and progress on service delivery contracts. With the advent of Family Care and IRIS in Florence County, the ADRC becomes the agency responsible for Adult Long Term Care Functional Screens, Eligibility, Application Assistance, Enrollment Counseling, and all data entry regarding the individual's enrollment and transfer to a care organization. These are additional responsibilities, and contractually required by the State of Wisconsin.
- Friberg reported that the proposal for funds from the State (ADRC carryover) was approved.
- The Functional Screen Quality Policy was approved (Wertanen, Onsager)

Transportation

- The board approved a course of action concerning the needed repairs to the 2017 wheel chair lift bus. Friberg was directed to contact the seller, notifying the business that the board does not accept the bus in its current condition, that the seller shall arrange for transportation, repairs, inspection, and return in a timely manner.

- Friberg provided an update on the online process to request sale of the 2007 bus wheelchair lift bus. This will not be pursued until the 2017 bus is approved and ready for use.

Nutrition

- The board approved continuation of the Tipler Senior Dining Pilot through 2017 (Bock, BNeuens), and directed Friberg to include Tipler in the 2018 budget proposal.
- Friberg shared the information received from a Nutrition employee at the last meeting, concerning the short staffing closures during March/April/May, and room capacity at Tipler. The board affirmed that they were kept informed monthly of staffing levels, and had no issues with the Director's decisions. The board concurred with Friberg on the importance of safety and egress at the Tipler Town Hall, and the dining limit will remain at 40.

Director's Report

- Friberg informed the Governing Board that an application had been received for Casual/Call-in help, specifically transportation and home delivery of meals. She discussed the current Casual/Call-in staffing level, the need to train and work frequently enough to stay fresh on procedure and the route. The board chose not to interview at this time.
- Friberg provided an update on the remaining information received at the May 17 meeting. The employee did not follow chain of command. Friberg provided the Personnel Policy regarding chain of command to the employee. The employee has stated she will think about this.

Advocacy and Comments from the public

Stratton shared an update on advocacy for SHIP funding, which was not eliminated, but did suffer a decrease from $6,000 to $5,259 for the current funding year.

Identification of future agenda items

budget review, 2017 w/c bus update, open bids

Next meeting date was set for Tuesday, July 25, 5:30 p.m.

Adjournment was approved. (LNeuens, Theer)

Respectfully Submitted,

Lori A. Friberg, Director *Date Approved*