



Florence County

Aging and Disability Resource Center

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A.Vucenic, BSW, ADRC Director
Tom Brandt, Chairperson

ADRC of Florence County Governing Board – Meeting Minutes

Wednesday, June 18th, 2025

Call to Order & Roll Call:

The meeting was called to order by the Chair Tom Brandt at 5:00pm.

Present: Tom Brandt, Karen Thompson, Dwain Drewa, Linda Opsahl, Amanda Yoder, Jan Jonet, and Amy Hill

Excused: Ann-Marie Frankini and Lisa Brouillette

Absent: Richard Holstrom

Also attending: Allysa Vucenic – ADRC Director, Mary Lindow – ADRC Program Assistant and Elizabeth Koski – ADRC I&A/Dementia Care Specialist.

Approval of Agenda:

Motion to approve the agenda, Drewa/Thompson. Carried.

Approval of Minutes of April 16th:

Motion to approve minutes of the April 16th. Opsahl/Drewa. Carried.

Welcome to the new Board Members:

Brandt expressed a welcome to Jonet and Hill. Jonet and Hill introduced themselves. The other members and staff introduced themselves to the new members.

Out of Town Trainings/Travel:

Vucenic provided Out of County Training Log for review listing April/May Staff Trainings along with upcoming July Staff trainings. Drewa inquired what is included in the total cost listed on spreadsheet, Vucenic answered. Drewa/Thompson. Carried.

Approval of Bills:

Vucenic provided disbursement sheets for May and June bills. Drewa inquired about funding related to caregiver programs, Vucenic provided clarification. Drewa asked about update on the contract with Radio Results Network. Vucenic is working on contract with Betty Gunville of Radio Results Network. Hill inquired about history and why this is a discussion. Hill suggested asking about a price break or negotiation for a lower value. Brandt asked about Daily News cost. Vucenic explained that the Daily News is used for advertisements and job postings.

Motion to approve May and June Bills. Opsahl/Thompson. Carried.

ADRC/OAA Programming and Staffing Updates:

- Vucenic explained the Part-Time Assistant Cook position remains open.
- Application received for Casual/Call-In position. Vucenic asked that Board members let her know who is interested in being part of the interview committee. Vucenic explained she needs 3 members. Hill, Brandt and Drewa volunteered.

- New Part-Time Financial Assistant position was approved and to be posted. Vucenic and K. Merrill-County Financial Director, have discussed timeframes and hope to have T. White-ADRC Fiscal Agent assist in training new financial position.
- Hill suggested about advertising positions on Telephone Time on the radio.
- Vucenic inquired with the school prior to summer break about graduating seniors looking for summer work- she did not receive any applications from this.

Advocacy and Comments from the Public:

None.

Director's Report:

- ADRC Specialist/Information and Assistance Update:
 - Koski took the test and is now a certified Long Term Care Functional Screener along with Matuszewski.
 - In 2023 there were 9 total functional screens, in 2024 there were 6, and 2025 13 screens have been completed thus far.
 - The Hiking Group has been successful. Approximately 20 people are signed up with an average of 8 attending.
 - There will be a Powerful Tools for Caregivers class offered in the fall. Matuszewski and Koski are both trained to teach this class.
 - The Stockbox Program continues to be a great success. Maintenance department is allowing the ADRC to utilize their truck for the deliveries. In June, Stockbox recipients received beef, cheese and butter in addition to the nonperishable items in the box. 145 people are signed up to receive a box and the average distribution is approximately 125 per month. There have been 59 new customers since starting this program.
 - National Night Out is scheduled for August 5th. The ADRC will have a table at the event.
 - On August 27th, there will be a Scam Presentation by the Outreach Specialist for the Bureau of Consumer Protection. Details for the event are being determined.
- Dementia Care Specialist Update:
 - Koski is completing training. She will have a work plan due mid-August for DHS.
- Elder Benefit Specialist (EBS)/Disability Benefit Specialist (DBS) Update:
 - EBS caseload has been steady. Recently there has been more DBS referrals.
- Nutrition Program Update:
 - 40 vouchers were received for the Senior Farmer's Market Voucher program. 25 of the vouchers have been distributed.
 - The Nutrition Advisory Committee has multiple people signed up. Will be working on setting up a schedule for 4x a year.
- 2026 Budget Timeline:
 - Timeline has been sent out. Department Objectives and Proposed Budget will need to be reviewed by the ADRC Board at next ADRC Board meeting in August.
 - Budget requests will be due to the County Financial Director on August 22nd.

Board Member Comments and/or Future Agenda Items:

- Drewa asked Vucenic how she has been doing in her first couple of months being the Director of the ADRC. Vucenic reports she is doing well. She feels supported by her team along with the ADRC Board.
- Drewa expressed he is receiving calls asking if the Florence Meal Site is using pepper in the kitchen. Vucenic has received 1 call since being the Director. Vucenic expressed she continues to reiterate the importance of not using any pepper products in the Florence kitchen with staff.

Next Meeting Date/Time:

August 13th, 2025 at 5:00pm

Adjournment:

The meeting was adjourned by Brandt at 5:36pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Allysa Vucenic".

Allysa Vucenic, BSW, ADRC Director