

ADRC of Florence County Governing Board – Meeting Minutes

Thursday, August 27, 2020

Call to Order & Roll Call

The meeting was called to order by Susan Theer.

Present: Gloria Dzekute, Janice Gehlhoff, Barb Chiamulera, Barb Neuens, Cinde Nichols and Susan Theer

Present (via phone): Connie Onsager, Deb Bell (at 5:40 pm)

Excused: Vicki Antonini, Chad Hedmark

Also attending: Tiffany White – ADRC Director

Approval of Agenda

Motion to approve the agenda, Nichols/Gehlhoff. Carried.

Approval of Minutes of July 29, 2020 meeting and August 4, 2020 interview committee meeting

Motion to approve minutes from the July 29, 2020 meeting and August 4, 2020 interview committee meeting, Gehlhoff/Nichols. Carried.

Approval of Bills

Motion to approve bills from August, Onsager/Neuens. Carried.

Advocacy and Comments from the Public

None.

Governing Board Membership

B. Neuen's board term will be ending in September. White thanked her for her 6 years of service to the ADRC. Motion for White to advertise in the paper for a new board member, Gehlhoff/Chiamulera. Carried.

2021 Budget

White presented board members with a copy of 2021 budget worksheets. After discussion, motion to approve the 2021 budget and submit to Financial Manager and Audit and Budget Committee, Nichols/Chiamulera. Carried.

ADRC Program Staffing

Approval for out of state residency for Part-Time Information & Assistance Specialist, if applicable for strongest candidate(s)

White would like approval to expand interviews/hiring to candidates who do not meet with WI residency requirement. White asked for and received approval from the Personnel Committee for this hire. Motion to move forward with out of state applicants for interviews/hiring if they are the strongest candidate, Gehlhoff/Dzekute. Carried.

Approval for updated Job Description for Part-Time Information & Assistance Specialist

White has updated the job description for the Part-Time Information & Assistance Specialist. The updated job description has been submitted to the wage consultant for review. Motion to approve updated job description for the Part-Time Information & Assistance Specialist, Chiamulera/Nichols. Carried.

Approval for updated Job Description for Lead Information & Assistance Specialist

White has also updated the job description for the Lead Information & Assistance Specialist. The changes are really just to keep terminology and layout in line with the Part-Time position, and there is no plan for wage update/review. Motion to approve updated job description for the Lead Information & Assistance Specialist, Dzekute/Neuens. Carried.

Director's Report

White provided the following updates:

- Some of the funds for Older Americans Act programs were reallocated (primarily between congregate nutrition and home delivered meals).
- Update on difficult customer ADRC sent a certified letter to re: her behavior becoming harassing.
- The planned virtual Powerful Tools for Caregivers class was cancelled as we only had one caregiver sign up.
- Bingocize class will be offered beginning next month. Dzekute mentioned that she would potentially be interested in being trained as a leader for Bingocize in the future.
- ORCD is recommending some policy updates, so once those are provided, there will likely be a series of updated policies that will need approval.

Board Member Comments and/or Identification of Future Agenda Items

Dzekute asked about home delivered meals for people residing in Forest or Marinette counties who used to attend the Fence meal site. White explained that the ADRC is only service Florence County residents, but that all counties should have HDM funding to provide meals to participants since congregate sites are closed.

Next Meeting Date/Time

The next ADRC Governing Board meeting was set for October 28, 2020 at 5:30 p.m.

Adjournment

Being that there was no further business to be discussed at this time, motion to adjourn, Dzekute/Gehlhoff. Carried.

Respectfully Submitted,

Tiffany White, Director