

ADRC of Florence County * Governing Board

Meeting Minutes * Wednesday, December 28, 2016

Call to Order & Roll Call. Meeting was called to order at 5:30 pm. Present were: Sherry Johnson, Connie Onsager, Holly Stratton-Wahlstrom, Vicki Antonini, Tina Sonkowsky, Karen Wertanen, Larry Neuens, Barb Neuens. Betty Bock was seated at 5.40 p.m. Deb Bell was excused.

Approval of agenda. Moved by Johnson, supported by Wertanen to approve with amendment to include discussion of vacation carryover request. Carried.

Approval of minutes of 11.16.16 and 12.8.16. Moved by Wertanen, supported by L Neuens to approve with amendments to typographical errors. Carried.

Approval of December Bills. Moved by Antonini, supported by L Neuens. Carried.

Approval of Out of Town Travel. Moved by Johnson, supported by Sonkowsky. Carried.

Transportation Program: Moved by Johnson, supported by Antonini to purchase new 6+1 wheelchair accessible mini bus from Atlas Bus Sales through State Contract, with option of a cargo box. Carried.

Governing Board Membership: Friberg explained that Sherry Johnson's (County Board) term expires 12.2016, and Sonkowsky's term expires 4.2017. Johnson explained that County Chair will appoint a new member. Sonkowsky is a community member representing the developmental disability population. Moved by L Neuens, supported by Wertanen to recruit/advertise for new representative. Carried. Friberg is to check with Human Services for potential individuals, as well.

"ADRC" Updates

Friberg shared that the interior and exterior signage was complete. The library/foyer area is being updated. Moved by Johnson, supported by Sonkowsky to update/expand technology to meet needs, if budget allows. There was no new information regarding conversion of the lower level mens' restroom to a Family restroom.

State will notify ADRC when contracts are awarded for Family Care expansion. It is likely that Enrollment Counseling with Participants will have to be completed for July 1 roll-over date.

The LTE I&A position was approved by Personnel, Audit & Budget, and County Board. It will be advertised in January 2017, with interviews the week of January 30. Wahlstrom and Wertanen will participate in interviews.

Staffing Update

Performance Evaluations: Hourly Staff: Antonini volunteered to review evaluations.

Performance Evaluation: Director: Antonini and Bock volunteered to evaluate.

Friberg announced the Mary Lindow is new Administrative Assistant, however she is also one of two Casual Call-in staff, and has been filling in weekly at the Fence Senior Dining Center. Lindow's rolling 12-month hourly total must stay under 1200 hours (WI Retirement eligibility), greatly reducing her availability as Casual Call-in to cover sick and vacation days. Last round of advertising for both the Fence and Casual Call-in positions did not provide any applicants. Friberg expressed her concern regarding ability to meet the needs of the Senior Nutrition and Transportation programs, particularly when vacation season rolls around. Johnson suggested checking in with other Departments that utilize Casual Call in help, including Highway, Forestry, and Clerk's office (custodial staff). Friberg will, and will re-advertise for both positions, with interviews slated week of January 30th.

Friberg reported that she was not able to utilize 53 hours of vacation. Committee Consensus to recommend to Personnel her vacation carryover request. (January 5, 2017).

Nutrition Program

Friberg reported that the State is requesting data to support changes in days of operation at Florence. Preparing for Tipler has been delayed.

Congregate Takeout Procedural Policy: Friberg presented policies from the GWAAR contract regarding TakeOuts. Moved by L Neuens, supported by Onsager to develop procedural policy and nutritionist approval.

Meal Costs, Contract Requirements, and Family Care: Friberg presented information from the GWAAR contract regarding meal costs. Board discussed impact with anticipated Family Care. No action taken.

Weather Related Meal Site Closures: proceed with developing a policy.

Director's Report

Friberg reported that the high school Torpedoes youth group provided Holiday JOY decorations for HDM participants. A family member reported that the gift inspired the parent to decorate again.

ADRC provided assistance with the Evacuation request for the local nursing home on 12.21.16, but was unable to assist to move people back to the nursing home due to staff availability. Friberg shared that there was a reduction in office work, as well as a two day closure of congregate meals at Florence to allow the nursing home to use the Community Center kitchen. The CC kitchen did not appear used. Friberg will follow up with Deputy Gribble regarding a review of the event.

Medicare Open Enrollment: 59 EBS, 10 DBS, and 24 other appointments. SHIP funding supports the EBS time during Open Enrollment.

I&A – Maria became LTCFS certified. State needs to add ADRC of Florence County to the drop down list for her registration to be completed. She has also done extensive outreach to medical providers, is planning 2017 workshops and a mini wellness fair.

Nutrition Program feedback – Friberg shared appreciative comments received for the Nutrition Program.

Passenger Assistance Training: When the new bus is received, Friberg will schedule this training for staff for the 3 vehicles.

Future agenda items were not identified.

Next meeting date: Wednesday, February 22, 6 p.m.

Adjournment: motion by B Neuens, supported by Johnson. Carried.

Respectfully Submitted,

Lori A Friberg, Director

Date