

MEETING NOTICE

COMMITTEE MEETING OF JUNEAU COUNTY BOARD

NOTICE THAT THE JUNEAU COUNTY COMMITTEE ON AGING and DISABILITY OF THE JUNEAU COUNTY BOARD WILL MEET ON:

DATE: Monday, August 17, 2020

TIME: 9:30 a.m.

PLACE: ADRC Conference Room

Present: Steven Thomas, Michael Kelley, Jack Jasinski, Charlene Norberg, Tiffani Stillson, John Grothan, Kathy Kucher, Mary Alice Lasswell, Judy Zobal

SUBJECTS TO BE DISCUSSED OR ACTED ON:

1. Call to order : Steven Thomas 9:30am
2. Citizen Comments: None
3. Motion to approve minutes of the July 20, 2020 meeting and posting of the agenda: *Jack Jasinski Motioned to approve July Minutes Seconded by Michael Kelley Carried by Committee.* Mailout #1

Old Business:

4. Monthly Financial Report: Charlene Presented the monthly financial Report to the committee, Reviewed budgeting of program funding. As our senior meal sites have been closed funds from the Congregate Dining Program have been transferred to the home delivered meal program to meet full budget on both programs. Transportation has been under budget due to the restrictions of COVID-19, limiting trips to only Non-emergency medical rides. Charlene also discussed with the committee that it has been very challenging to fill driver positions and would like committee opinions on Hiring an Advertisement agency in hopes to bring in more drivers to support our ridership. *Kathy Kucher motioned to approve the monthly financial report seconded by Mary Alice Lasswell carried by committee.* Handout #1
5. ADRC Operations Report—Information and Assistance, Elder and Disability Benefit Specialist, Outreach, Regional Board Meeting: I&A contacts have been progressively going up, we encourage clients to make an appointment or call ahead of time to limit the amount walk-ins and being able to safely social distance, walk-ins will not be turned away. To better support our staff and clientele we have added three additional Zoom licenses to accommodate virtual appointments to those who may feel uncomfortable leaving their home. We are working as a team to organize Zoom appointments. DBS contacts are slightly down, she has been working more indebts on pre-COVID functional reports for clients to continue receiving benefits. She has been seeing an increase of new applicants. DBS position has been vacant, Norma Phillips has been supporting the overflow of active cases. We did hire a new DBS “Abby Hoppe” she will be starting August 31st. we have not been able to fulfill outreach as its been challenging to get out into the public. Regional Board meeting discussed education on voting and providing assistance to those experiencing difficulties, persons with disabilities and elderly. Handout #2
6. Senior Dining Program bid requests for 2020: During the Nutrition Project Counsel Meeting the site managers agreed to place bids as normal operation. Chelsey has been in coordination with public health to draft a re-opening of the meal sites. Bid requests to be posted two weeks in newspaper. *Jack Jasinski Made motion to approve seconded by Michael Kelley carried by committee.*
7. By-Laws review with revisions: Charlene presented the updated By-laws to the committee with discussion for additional adjustments. Committee agreed for additional adjustments to be added and brought to the next meeting. *motioned by Jack Jasinski Seconded by Michael Kelley carried by committee* Handout #3

New Business:

8. Letter of waiver request for restaurant model: Charlene presented a draft letter of waiver for review by the committee requesting that GWAAR. (Greater Wisconsin Agency on Aging Resources) allow the Juneau County Nutrition program to continue working under current operations. *Mary Alice Lasswell made motion to approve letter with added adjustments Kathy Kucher Seconded that motion carried by committee* Handout #4

9. Personnel Policy discussion: No Discussion, Moved to Next meeting
10. VRI + Safe Living Technologies: review and approve services sheet and signing of contract. Charlene made the request for approval for the signing of new contract to allow the Juneau County ADRC to continue to provide emergency response safe living technology. *Steven Thomas made motion to approve, carried by committee* Handout #3
11. Operations contingency plan discussion for COVID-19: establish a plan for home visits, for reasonable needs our staff will make a home visit for a consumer with documentation. Three additional zoom licenses have been purchased. Re-open plan for all meal sites, all rides scheduled through the ADRC that are met both driver and rider are mandated to wear mask. Contingency plan for office outbreak is DHS would support window services for our consumers.
12. Potential items for next meeting: Transportation advertisement, Senior Dining bid request for 2020, review updated by-laws, budget process update.
13. Set next meeting date: September 21st at 9:30am
14. Motion to adjourn: 11:30am *Jack Jasinski made the motion to adjourn meeting Seconded by Kathy Kucher carried by committee*

(If special accommodations are needed please notify the sponsoring committee by calling 847-9448)

ATTENTION: This notice must be posted on the bulletin board in the Courthouse prior to the meeting in order to conform to s.19.83 and 19.84 Wis. Stats.