

COMMITTEE MEETING OF JUNEAU COUNTY BOARD  
COMMITTEE ON AGING and DISABILITY  
MinutesDRAFT

Date: Monday, February 17, 2020

Location: ADRC Conference Room

Present: Steven Thomas, Jack Jasinski, Mike Kelley, Judy Zabal, Mary Alice Lasswell, Charlene Norberg, Tiffani Stillson, Kathy Kutcher, Kathy Kutcher

Absent: Becky Dahl, Josette Buehlman, Iny Emery, Cynthia Peterson, Marcy Krogh, Donna Eisman

1. Call to order: Steven Thomas called the meeting to order at 9:32am.  
Jack requested that a follow up call be made to all board members to remind them of the importance of meeting attendance. He requested that each member be called monthly to ensure that they received the agenda and minutes, and to inquire about attendance.
2. Citizen Comments: None
3. Minutes motion: No quorum, tabled to next meeting.

**OLD BUSINESS:**

4. Monthly Financial Report-  
Review of new process and spreadsheet that shows payments, budget, and YTD balance for each grant. This does not include wages, indirect expenses and other expenses that were not vouchered. This new process will only cover monthly expenses that are vouchered and would have been signed in the past. The new spreadsheet allows for a clearer picture of department expenses and budget. Encouraged committee input to ensure that spreadsheet and reporting is clear and understandable.
5. ADRC Operations Report – Information and Assistance, Elder & Disability Benefit Specialist, Outreach, Budget, Regional Board Meeting  
Reviewed the December Dashboard report prepared by the Regional Office. This is the 2019 end of year report. Contacts and unduplicated customers average approximately 20% increase in caseload. Throughout 2019 home visits were being reported at a decrease, a break in the formulation was corrected and accurate numbers reflect a 52% increase for the year. Each Information and Assistance Specialist has begun providing office hours at a local nursing home. This has cut down on travel time, increased efficiency in working with nursing home clients, and has established a liaison with each nursing home. Follow ups continue to reflect increases over the previous year. Disability Benefit Specialist remains consistent in monthly caseload. She assisted the Elder Benefit Specialist and Medicare Part D Specialist with overflow through the annual open enrollment period. Elder Benefit Specialist and Medicare Part D Specialist are staying consistently busy. End of year report always reflects a high EBS and Part D caseload for the last quarter due to open enrollment. The ADRC has scheduled “ride the bus” with our EBS for the month of March to travel to all the meals sites to discuss Medicaid.
6. Newsletter complaints and current actions to address issues-  
Complaints have been lodged by the community in regards to timeliness of newsletters and locations of distribution. Distribution list has been updated. Printer has been consistently behind with printing. We are now sending the newsletter to the printer by mid-month to ensure a 2 week time frame for printing and delivery. They have been holding the newsletter in queue for approximately 5 days before making any contacts with the office regarding issues with print

parameters or layout. Sending the newsletter to the printer earlier allows for this period of holding without delaying our ability to distribute timely in the community. As a department we will work collaboratively to create a complete event calendar and will post it on our Facebook page at the beginning of each month and as updates get added. Suggestion to contact Jim Podboy of Concept Printing to inquire about newsletter printing possibilities.

7. Update on Innovative Coordinated Access and Mobility (ICAM) grant – Adams and Juneau Counties in partnership with Southwest WI Community Action Program (SWCAP) are in the process of interviewing for the Mobility Manager to serve Adams and Juneau Counties. SWCAP will be the employer. We have our performance measures drafted and approved, and are set up with the federal reporting system; WisDOT will be our fiscal agent for the grant.
8. Transportation Ridership Report – The ADRC pulled data from the months of October and November 2019 to show the volume of unmet needs in transportation. We are unable to schedule transportation regularly throughout the month. Ride requests are rising. We have secured additional volunteer drivers, and we continue to use our LTE driver to the maximum hours. Board members agreed to have Director take a request for an additional LTE to Personnel Committee.

**New Business:**

9. Motion to update Food Transporter job description and next steps-  
Tabled
10. Motion to request Safety Training for Staff – DHS, Public Health and ADRC have staff the work in the community. ADRC Director gathered information on how to schedule a safety training for these staff. Mauston Police would collaborate with Sheriff Department to hold this type of training. Some information was miscommunicated. Board members agreed to have this request brought to Executive Committee for discussion and for request to be held. Charlene will connect with Terri Treptow to be added to March agenda.
11. Nutrition Project Council actions-  
The ADRC staff is currently working towards a Nutrition Education class regarding hydration. Meeting was held on February 11. We are expecting to have a grand opening for the new Camp Douglas meal site in mid-April and we are working on community sponsorship for entertainment for the occasion. In 2019 a Lifeline screening was scheduled to coincide with the regular Senior Dining Program at the American Legion. This was not appropriate for the Senior Dining program. This event is again scheduled at the American Legion to be held on March 30, 2020. Nutrition Project Council voted to cancel the lunch at the American Legion on this date and provide our bus to bring participants to the Bluffs location, hopefully at the new Community Center and work with a local restaurant for catering. Committee members agreed with Nutrition Project Council recommendations. Charlene will follow up with Lance on this plan and request that if this is scheduled in the future he discuss with Nutrition Program first.
12. Potential items for next meeting –  
Update on Transportation ridership, update of the staff safety training course, update on meal site grand opening, an introduction of our new regional board director, review of what constitutes a quorum
13. Set next meeting date - March 16<sup>th</sup> 2020 @ 9:30am
14. Motion to adjourn - Steven Thomas 11:45