



AGING & DISABILITY RESOURCE CENTER
OF SW WI IOWA COUNTY
ADRC BOARD
MEETING MINUTES

January 22, 2013

1:00 P.M.

Health & Human Service Center – Conference Room 1001
303 W. Chapel St.
Dodgeville, WI

Chairman Ron Benish called the meeting to order at 1:00 p.m.

ROLL CALL: Present: Ron Benish, Lorraine Drews, Lorraine Frisch, Dan Nankee, Marjorie Bomkamp, Carol Calhoun, MaryClaire Murphy, Mildred Swedland, Rosalie Zweifel, Marlene Stenner Excused: Margaret Peat, Nona Chappell, Rose Ross, Therese Hess Also in Attendance: Rebecca Wetter, Cecile McManus, Laura Crowley, Nancy Howard, Erin Estabrook, Angela Sullivan, Jamie Gould.

INTRODUCTIONS: There were no new introductions at this time.

CERTIFICATION: Laura Crowley indicated that this meeting was certified in posting and publishing and also faxed to newspaper and radio. We currently post in three locations.

AGENDA: Lorraine Drews made the motion to approve the Agenda for the January 22, 2013 meeting. Mildred Swedland seconded the motion. There was no discussion. All members present were in favor.

MEETING MINUTES: Dan Nankee made the motion to approve the November 27, 2012 meeting minutes. There was no meeting in December. Carol Calhoun seconded the motion. There was no discussion. All members present were in favor.

REPORTS/COMMENTS FROM BOARD MEMBERS/AUDIENCE: Rosalie Zweifel brought to the Board's attention a correspondence that she had received from AARP regarding a Driver Safety Program. Rosalie passed the correspondence onto Laura who will look into the possibility of hosting a Driver Safety class in the spring. Rosalie also indicated that there is a bus trip planned to Washington D.C. from June 20th – 25th and that there over 80 people already signed up to go. Members of the Board discussed the radio spots (Know Us Before You Need Us) and articles about the ADRC (Regional and Local) and felt that all were very well done and did a good job of getting the word out about the ADRC's services.

FINANCIAL REPORT: The Expense/Income Report for the month of November and December was distributed to the Board for their review. The Board will address this financial report later on the agenda in this meeting. Copies are available in the ADRC Office.

QUARTERLY FINANCIAL REPORT: Jamie Gould distributed the Expenditure Report for January 1, 2012 – December 31, 2012 and also the Revenue Guideline for the same period of time. Jamie indicated that the ADRC is basically in a good position. We have received \$129,076.18 over what we had budgeted for in 2012. We should have approx. \$35,000.00 additional still coming in for 2012. There was discussion about carrying over or going back into the general fund. If we were able to keep the money Ron asked about what we might need or use the money for and Rebecca talked about a need in the area of Prevention Programs. Rebecca discussed the possibility of hiring a prevention person. Jamie discussed how proficient we have been with submitting our expenses for reimbursement from the Region. Also we budgeted for 36% time reporting for the staff and averaged between 36 to 41% every month so we were able to draw down on additional Federal funds. We are slightly over what was budgeted for in Expenditures, but have more than made up for it in Revenues. Technically we are not over budget, Jamie asked the Board members to look at ‘In-Kind Expenses’ – which is really not an expense on our books, but we have to record it. It is a value that we receive from our volunteers which is reported to GWAAR.

The Board was very pleased with the Year-End Financial Report for the ADRC. These reports are available in the ADRC Office. We will see Jamie again in April for a quarterly financial report.

SUN REPORT: Cecile McManus, the Director of the SUN Program was present to talk about the SUN Program. Cecile discussed several grants that were not available to the Program over the last year. She mentioned the several nice contributions that were received. This is the first time that the Program has had to go to the County for funds. The Program will be receiving \$34,000.00 between Iowa and Lafayette County. Cecile also informed the Board that they will be receiving about a 6.5% cut from their GWAAR funds (C1 & C2). It has been a challenging year financially for the SUN Program. Cecile is actively applying for grants and working on fundraisers. There will be a Soup/Supper held in Arena from 4 p – 7 p on February 20th. Cecile passed out flyers and asked for members to please post them around their areas. Also along the lines of prevention, the dietetic intern will be back in the spring and will be teaching a class, with Cecile at Hidden Valley from April 23 – May 28th (on Tuesdays) from 9a. – 11:30 the class is called Healthy Eating for Successful Living for Senior Adults.

BENEFIT SPECIALISTS REPORTS:

I & A: Erin Estabrook distributed the I & A Report for the months of November & December, 2012. While the Board was reviewing the reports, Erin thought that she would tell the Board a success story, a personal representation of what they do as I & A Specialists. Numbers were down a bit for the months of November and December probably due to the holidays. Erin discussed the various contacts, referrals and meetings that occurred in November and December. Copies of the I & A reports are available at the ADRC Office.

EBS: Nancy Howard distributed three months of Elder Benefit Specialist's Reports – October, November and December of 2012. Nancy indicated that they did a few more clients this October over the same month last year.

There was one volunteer that helped out with Medicare Part D, and Mary Lee was a great help. GWAAR complimented our County based on the number of new clients that are being seen and also our time reporting is excellent. Nancy discussed the Homeless Task Force and the ADRC involvement. It is a shelter that families are the priority, and they may stay from 30 – 90 days. They are currently looking for new members for the Task Force. Nancy discussed some of the details about Affordable Health Care, what already is in effect, what will be coming. The October, November and December EBS Reports are available in the ADRC Office.

DBS: Angela Sullivan distributed the DBS Report for the months of November and December. November was a busy month for Medicare. Angela talked about the meeting that she and Stacey attended in Lancaster with Social Security. She stated that they are definitely an asset. They reviewed with Angela and Stacey what they would like to see on the disability applications. She discussed various other meetings that she attended with the Health Dept., DBS Meeting and a Time Reporting Meeting. Angela discussed helping with the Holiday Project and how many things are donated and how wonderful it was to distribute to folks. The November and December DBS Reports are available in the ADRC Office.

Office Assistant/Transportation: Laura distributed the November and the December transportation reports. Laura told some stories about our bus driver Rose and the many nice things that she does for our clients. 2012's numbers were all up over 2011 in donations, riders and trips. The transportation reports for November and December are available in the ADRC Office.

MANAGER'S REPORT & TRAININGS: Ron read a letter from GWAAR that informed our ADRC 2013 – 2015 Aging Unit Plan has been approved. Rebecca discussed one remaining item that had been accomplished and that was informing the Town Boards/Village Boards and City Boards directly of our services. The ADRC mailed them information and put them on our monthly mailing list so that we can keep a flow of information going to these Boards. Rebecca said that the contracts were up for the Billboards, and the decision was made to take a pass on a new contract. The radio ads will continue to run through January – people are hearing them and indicating to us that they are hearing them and like the phrase of 'Know us before you need us'. Rebecca is continuing to work on a grant program – for prevention programs and quality improvement. We are currently looking for leaders in the community and also organizations to partner with us for prevention programs. AARP is coming back for tax preparation. In the past AARP would give special attention to persons over the age of 60. And VITA (UW Extension) would work with persons of other age groups, but, they have had problems getting volunteers, so AARP has offered to take up some of the slack, and have extended the number of days that they will do tax preparation. Rebecca passed a flyer around with the dates that AARP will be doing tax preparation at the HHSC. We renewed a Memorandum of Understanding with the Homeless Task Force, offering

support and connecting them with resources, etc. We will continue to play a role and be a part of the Homeless Task Force. Rebecca reminded the Board that it is 1 year now that we have been working through The Shopping News with our monthly newsletter – News and Views. One year ago, it was determined as part of the decision to go through the News & Views, that we would review in one year. Millie Swedland made a motion to extend the contract indefinitely, unless there are issues that would need to be addressed. Rebecca reminded the Board that we do not have any advertising in our newsletter and if ever it became necessary to make any budgetary cuts, all these things might be a consideration (accepting ads to help fund the newsletter). Lorraine Fritsch seconded the motion. All members were in favor. Rebecca discussed the need to make more people aware of what we do in the ADRC. She discussed a survey that was distributed to DSS & ADRC as a result of the OE Group. It was found that in one area only did employees feel ‘not valued’ and also felt that it was not the departments, but in areas out of our control – Administration and County Board. We need to take some ownership in helping them to see some value to our programs and to us as employees. So, we were thinking of doing something like UW Extension did, a Meet and Greet for the County Board – ½ hr. before their monthly meeting to be available for questions at different stations. She asked the Board Members what they felt about something like this, and also to Non-Board members that if it was decided to do this, if they would be present to support us. Several Board members mentioned the Power Point Presentation that was shown to the ADRC at the end 2012 and how much they liked it and thought it would be a good idea to show to the County Board Members. Ron indicated that there are several County Board members that feel that the Billboards, etc. are bringing in more people and that it makes more work and makes more services available – more cost. It seems that they are not making the connection that by keeping people in their homes, we are actually saving tax payer dollars in the long run. Ron thought it would be a good idea, possibly arrange for it to be in March/April when it is warmer and lighter later. Rebecca was asked to pursue.

ACTION ON FINANCIAL REPORT: The Financial report was distributed earlier in the meeting, after Board review, Ron Benish asked if there were any questions about the Financial Report. Rosalie Zweifel made a motion to approve the November/December bills to be paid. Mildred Swedland seconded the motion. All members present were in favor.

FINAL THOUGHTS: NEXT MEETING: The next few dates for Board meetings needed to be discussed because of space available.

Our next meeting will be scheduled for Tuesday, February 26, 2013 at 1:00 p.m. at the HHSC in Conference Room 2001.

There being no further business, Chairman Benish asked for a motion to adjourn. Rosalie Zweifel made the motion to adjourn, Marjorie Bomkamp seconded the motion. All members present were in favor.

The meeting was adjourned at 2:00 p.m.

Respectfully submitted
Laura Crowley ADRC Staff