

Aging & Disability Resource Center of Grant County
Board Minutes
January 21, 2015

The meeting was called to order by Chair Mary Lou Bausch at 9:00 a.m. at the ADRC Large Conference Room, 8820 HWY 35/61 South, Lancaster, Wisconsin.

Attendance: Mary Lou Bausch, Carrie Bell, David Janney, Jan Lintvedt, Shirley Pink, Steve Wetter, Lori Reid, Robert Keeney

Excused: Larry Wolf, Lester Jantzen

Others Present: Crystal Riley

Compliance with Open Meeting Law:

It was noted the meeting is in compliance with the open meeting act. (Published via website, radio, newspaper and posted at the Grant County Administration Building).

Agenda Approval:

Wetter/Pink: Motion to approve the agenda. Motion carried.

Approval of Minutes- November 19, 2014

Pink/Lintvedt: Motion to approve November 19, 2014. Motion Carried.

Public Comment/Communication:

- Bausch asked how storage from Fennimore was working out. Reid stated we just started moving supplies and after speaking with personnel, we are going to have meal site manager work here 2 afternoons a week to complete orders.

Advocacy Reports or Activities:

ADRC Regional Board Meeting Report- Pink said it was an excellent meeting in Darlington. They participated in the Virtual Dementia tour. The tour illustrates the struggles that individuals with dementia have in experiencing daily, basic tasks. Reid stated that Ruth Rotramel has been trained to conduct the tour and we will be offering this in the future.

Understanding Alzheimer's Disease, Dementia and Memory Loss Workshop @SWTC-March 12 - The keynote speaker is Lori La Bey, founder of Alzheimer's Speaks.

Public hearing for Transportation Grants- January 27, 2015 at 10:00 a.m.- Reid stated hearing in December was not advertised properly. Reid stated any comments on our current transportation services are received at these hearings.

Other Items:

ADRC-Committee Vacancy- Linda Adrian contacted Reid in December and said she will be resigning. Reid requested permission to fill vacancy. Wetter asked if they have to be from a certain area. Reid stated they do not but it is nice to have members from different areas of the county so someone from Platteville would be desirable.

Janny/Bell: Motion to approve filling vacancy. Motion passed.

Information & Assistance Specialist Position Vacancy- Reid discussed the recent vacancy and asked to fill the vacancy. Bausch stated she would like someone interested in the prevention program.

Lintvedt/Pink: Motion to approve filling vacancy. Motion carried.

Step increases and wage placement for New Staff- Reid stated that the new wage schedule implementation would delay 4 meal site managers hired in 2014 from receiving their 6 month and 1 year step increases based on their hire date. Reid stated that new staff were informed at the time of hire they would be eligible for a 6 month increase based on their date of hire. Reid requested the committee approve the 4 meal site managers be granted their 6 month and 1 year step increases based on hire dates. Keeney stated the proposal would also need to be sent to the Executive Committee upon approval from this committee.

Wetter/Janney – Motion to approve the proposal to give meal site managers step increases based on their anniversary date and forward to the Executive Committee.

Aging Plan Update- Reid stated approval letters for the 2015 Aging Plan were received from GWAAR.

Approval of Vouchers

Wetter/Lintvedt: Motion to approve payment of vouchers. Motion carried.

Financial Report-

Bell/Lintvedt: Motion to accept the financial report. Motion carried.

Nutrition Market Study Update- Reid is continuing to work with Linda Davis. Demographic data has been pinpointed to map. Need to get data from participants not using the sites. Board members suggested using a bus to transport people to meal sites. Shirley Pink suggested the VFW in Lancaster, and also discussed the Senior Center in Lancaster.

ADRC Grant County Director's Report/Program Reports- Reid handed out program reports and director's report. Highlights included the following:

- Nancy Scott has continued to provide training in financial reports and procedures. Nancy and Crystal met with Julie Schroeder from DHS to learn more about fiscal time reporting.

- Continued work on waiting area and cleaning of storage areas. Senior meal site supplies have been moved from Fennimore Meal Site to Lancaster office.
- Met with Linda Davis, Nutrition Market Research Study Consultant. Demographic data has been done. Discussing what data is needed further to make informed decisions on nutrition site options and services.
- Crystal Riley and Reid are attending LEAN Management classes conducted by SWTC at the Admin building.
- Working with Nancy and Crystal to look at nutrition reporting for possible process improvement.
- Carol Hughey, Information and Assistance Specialist resigned her position effective January 9.
- Disability Benefits Specialist Technical Assistance Attorney, Melanie Cairns conducted a program review in Grant County for the Disability Benefits program. No significant issues were found. Cairns pointed out that the DBS cases were averaging 80-90 and recommended prioritizing some of the cases.
- Continuing to provide training to Office Assistant on database use.
- Reviewing end of year budgets and developing plan to improve budgeting process for 2015.

Bausch asked about having the February meeting or meal at the Lancaster meal site. Pink and Lintvedt also thought it was a good idea.

Adjourn: Pink/Janney: Motion to adjourn. Motion carried.

Next meeting: February 18, 2015