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**AGING & DISABILITY RESOURCE CENTER (ADRC) BOARD
THURSDAY, DECEMBER 1, 2016
MINUTES**

CALL TO ORDER

The regular meeting of the Aging & Disability Resource Center Board was called to order at 2:00 p.m. by Chair Kevin Kessler. The meeting was legally advertised. A quorum was present.

ROLL

ADRC BOARD MEMBERS PRESENT: Kevin Kessler; Betty Telvick; Renae DeMott-McMahon; Kurt Rinde; Neil Ford; Teresa Sumnicht.

ADRC BOARD MEMBERS EXCUSED: Sharon Peterson.

ADRC BOARD MEMBERS ABSENT: Marilyn George-Burton.

H&HS STAFF PRESENT: Becky Mulhern; Ashley Jahn; Sarah Millard; Kathy Cummings; Gretchen Halvorsen.

OTHERS: Peggy Ford; County Board Supervisor Nancy Long; Mary Cupery, County Board 1st Vice chair; Jeanne Baertsch; Pastor Julie Krahn; Jessica Kath, Accounting.

Chair Kessler lead the group in introductions by everyone.

APPROVAL OF AGENDA

MOTION: TO APPROVE THE AMENDED DECEMBER 1, 2016 AGENDA OF THE COLUMBIA COUNTY AGING & DISABILITY RESOURCE CENTER BOARD.

Motion by Teresa Sumnicht, second by Betty Telvick. Motion carried.

PUBLIC HEARING

Convened at 2:05 by Chair Kessler.

Testimony: ADRC Director Becky Mulhern presented the 85.21 grant application. She provided statistics about the Columbia County population and its transportation needs. Discussion followed. Peggy Ford, Jeanne Baertsch and Julie Krahn were all members of the public present at the meeting.

Public Hearing concluded at 2:10 p.m. by Chair Kessler.

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APPROVAL OF MINUTES

MOTION: TO APPROVE THE OCTOBER 13, 2016 MINUTES OF THE AGING & DISABILITY RESOURCE CENTER BOARD MEETING.

Motion by Betty Telvick, second by Neil Ford. Motion carried.

PUBLIC COMMENTS AND CONCERNS

None.

DEPARTMENT BUDGET & COMPENSATORY TIME

ADRC Director Becky Mulhern presented the Finance Report and Comp Time Report to the Board.

MOTION: TO ACCEPT THE FINANCIAL AND COMP TIME REPORT AS PRESENTED.

Motion by Neil Ford, second by Betty Telvick. Motion carried.

ADRC COMMITTEE RECOMMENDATIONS ON NEW ADRC BOARD MEMBERS

ADRC Director Becky Mulhern reported that due to term limitations, new members are needed on the Board. Julie Krahn and Jeanne Baertsch were present at the meeting and are interested in becoming ADRC Board members. Jeanne and Julie introduced themselves to the Board. County Board Supervisor Teresa Sumnicht advised the Board that Allan Baumgartner is also interested in being on the ADRC Board as well although he could not attend today's meeting.

MOTION: TO RECOMMEND APPOINTMENT OF THE THREE INDIVIDUALS JEANNE BAERTSCH, JULIE KRAHN AND ALLAN BAUMGARTNER AS NEW MEMBERS TO THE ADRC BOARD.

Motion by Kevin Kessler, second by Renae DeMott-McMahon. Motion carried.

ACTION ON 85.21 DEPARTMENT OF TRANSPORTATION GRANT APPLICATION

ADRC Director Becky Mulhern reported that the 85.21 grant is the main source of funding for the ADRC's transportation program. Funding is based on county population. The allocation for 2017 will be \$136,276 and the 2017 local match is \$27,255.20.

MOTION: TO RECOMMEND APPROVAL OF THE GRANT APPLICATION FOR SUBMISSION TO THE STATE.

Motion by Teresa Sumnicht, second by Neil Ford. Motion carried.

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ACTION ON 2017 UPDATE TO COLUMBIA COUNTY AGING UNIT PLAN

Director Mulhern presented the 2017 Columbia County Aging Unit Plan. Money is used for HDM and the Congregate meal programs, caregiver programs, APS and the EBD program. The only modifications made to the plan were for staff changes.

MOTION: TO APPROVE THE 2017 REVISIONS TO THE COLUMBIA COUNTY AGING UNIT PLAN.

Motion by Kevin Kessler, second by Betty Telvick. Motion carried.

ACTION ON DISCIPLINE POLICY FOR NUTRITION PROGRAM PARTICIPANTS

Ashley Jahn, ADRC Assistant Director, presented a policy draft on the consequences of inappropriate behavior at nutrition sites. Discussion followed.

MOTION: TO APPROVE THE MEAL SITE DISCIPLINE POLICY AS PRESENTED.

Motion by Teresa Sumnicht, second Renae DeMott-McMahon. Motion carried.

ADVOCACY/EDUCATION UPDATE

Director Mulhern distributed a handout for a training opportunity in January regarding advocacy. If people are interested in attending they should let Becky know. Training is free.

NUTRITION PROGRAM UPDATE

Ashley Jahn, ADRC Assistant Director reported that the ADRC is still looking for meal site managers. The ADRC has also received requests to bring the soup, salad, sandwich bar back to meal sites. The ADRC is hosting a food drive for HDM participants thru 12/16/16 for non-perishable, microwaveable items. Drop off is at the ADRC.

NUTRITION WAITLIST UPDATE

ADRC Assistant Director Jahn informed the Board that the waitlist has yet to be implemented. Ashley explained the purpose of the wait list.

PREVENTION PROGRAM UPDATE

ADRC Assistant Director Jahn reported that the Powerful Tools for Caregivers training finishes on December 8. The ADRC is preparing a class list and schedule for next year.

TRANSPORTATION PROGRAM UPDATE

ADRC Director Mulhern reported that the ADRC is currently recruiting for drivers due to several drivers vacationing in the south over the winter months. Becky reported that the drivers will receive more training in the next year due to grant requirements. When

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possible, the ADRC collaborates with surrounding counties for these trainings. Becky reported that there has been no news on the 5310 grant application yet.

CAREGIVER PROGRAM UPDATE

ADRC Assistance Director Jahn reported that respite funds are still available for the year, which might be useful for some holiday respite for caregivers.

ADULT PROTECTIVE SERVICES UPDATE

ADRC Director Mulhern reported that they continue to receive lots of Adult Protective Service referrals. Scams continue to be reported in the community too, especially during the holidays. APS staff is working with the Alzheimers & Dementia Alliance on a training for first responders in February in Wisconsin Dells regarding recognizing dementia in individuals in crisis.

ADRC DIRECTOR'S REPORT

ADRC Director Becky Mulhern reported that the Information & Assistance p/t position should be filled in January. Open Enrollment ends next week for Medicare enrollment. Tax appointments begin on February 1st and are free of charge to consumers. They, however, are not for business owners or farmers due to complexity of returns. Becky also reported on the ADRC Satisfaction Survey. ADRC clients were called to check on service quality from the ADRC. Overall the report was good. The ADRC rated slightly above the state average and improved in all areas from the 2010 survey results. If a Board members wants a copy of the complete survey, notify Becky.

NEXT MEETING DATE

The next meeting of the Aging & Disability Resource Center Board will be on Thursday, February 16, 2017, 9:00 a.m. at Columbia County Health & Human Services.

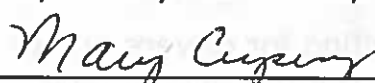
ADJOURNMENT

MOTION: TO ADJOURN THE MEETING AT 3:00 p.m.

Motion by Teresa Sumnicht. Motion carried.

The Columbia County Aging & Disability Resource Center Board will reconvene on Thursday, February 16, 2017 at 9:00 a.m. in the Brewer's Room of the Columbia County Health & Human Services Building, located at 2652 Murphy Rd, Portage, WI.

Respectfully Submitted,



Betty Telvick, Secretary
ADRC Board



Gretchen Halvorsen, Executive Secretary
Columbia County DH&HS

cc: County Board Chair Vern Gove
County Board 1st Vice Chair Mary Cupery
County Board 2nd Vice Chair James E. Foley

Aging & Disability Resource Center of Columbia County Board Bylaws
Revised 2/16/17

Article I: Name and Purpose

The Aging and Disability Resource Center of Columbia County (ADRC) Board shall be the governing board for the ADRC, which is the lead agency of municipal government representing the needs, concerns, interests, and well-being of older adults and adults with disabilities in Columbia County. The ADRC is a place for the public to get accurate, unbiased information on all aspects of life related to aging or living with a disability.

Purpose: The ADRC Board shall have oversight of the ADRC of Columbia County pursuant to sec. 46.283(6) and 46.82(4), Stats.

Article II: Mission and Duties

Section 1: Mission. The ADRC's mission is: To provide older adults and people with physical or developmental/intellectual disabilities the resources needed to live with dignity and security, and achieve maximum independence and quality of life. The goal of the Aging and Disability Resource Center is to empower individuals to make informed choices and to streamline access to the right and appropriate services and supports.

Section 2: Duties. The powers and duties of the ADRC Board shall be exercised and performed in conformity with the laws, ordinances and resolutions of Columbia County. Duties of the ADRC Board shall include the following:

- Be accountable for the mission and goals of the ADRC;
- Determine the structure, policies and procedures to the ADRC and the Older Americans Act (OAA) programs within State and Federal guidelines and local governance structure;
- Oversee the ongoing operation of the ADRC and OAA programs including ADRC annual review of interagency agreements;
- Make recommendations regarding Federal, State, County or private funds received that are designated to be used for County Aging Unit and/or ADRC operations; This includes grants or payments received by the County for purposes for which the allocation was made;
- Identify unmet needs of the client populations;
- Assure input from consumers, service providers, Managed Care Organizations and local constituents regarding the policies, procedures and goals of the ADRC;
- Provide financial oversight, including development of a budget and monitoring of expenditures;
- Ensure that the terms of the State ADRC contract are fulfilled;
- Ensure that there are no conflicts of interest involving or affecting the ADRC;

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- Provide recommendations on selecting the ADRC Director and ADRC Assistant Director;
- Monitor and ensure quality of services provided by the ADRC and participate in ADRC quality assurance activities.
- Review the number and type of grievances and appeals concerning the long term care system in the service area and make recommendations for improvements as appropriate;
- Identify potential new sources of community resources and funding to serve client populations;
- Provide well-advertised opportunities for persons to participate in the ADRC Board's informational gathering activities;
- Recommend strategies for building local capacity to serve the client populations to elected officials, the Wisconsin Council on Long-Term Care, and the Health and Human Services Department as appropriate;
- Assure that the ADRC Board has ongoing training and experience to effectively advocate for the clients that the ADRC serves;
- Appoint one (1) member each to the Nutrition Advisory Council and The Ride Improvement Project - Transportation Coordination Advisory Council (TRIP-TCAC) and participate in program planning and oversight of the transportation and nutrition programs.

Article III: ADRC Board Membership, Composition and Terms

Section 1: ADRC Board Membership.

- The ADRC Board will consist of eleven (11) members.
- Elected County Board Supervisors shall be appointed at the annual meeting in April by the Columbia County Board Chair, with confirmation by the County Board of Supervisors.
- Consumer members shall be nominated by the ADRC Board, confirmed by the Health and Human Services Board, and final approval given by the Columbia County Board.
- The ADRC Board will reflect the ethnic and economic diversity of the geographic area served by the ADRC.
- At least one-fourth of the membership of the ADRC Board will consist of individuals who belong to the ADRC client group or their family members, guardians, or other advocates.
- The proportion of ADRC Board members representing older adults, individuals who are physically disabled and individuals who are developmentally disabled shall be the same as the proportion of individuals in these target groups statewide that are enrolled in Medicaid managed long-term care programs. These individuals will each only represent one client group.

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- One (1) member of the ADRC Board may be an individual with a mental health or substance abuse issue or a youth transitioning to the adult system, or their family member or other representative.

Section 2: Composition.

- Nine (9) citizen members.
- Two (2) members of the County Board of Supervisors.
- Members shall be chosen on the basis of recognized ability and shall demonstrate an interest in services for older adults, adults with physical or developmental disabilities, or adults with mental health or substance abuse issues.

Individuals who are employed by, have a financial interest in, or serve on the governing board of a managed care organization (MCO), PACE program, Family Care Partnership Program, SSI managed care plan, or who have a family member with any of these same conflicts may not serve on the ADRC Board. Providers under contract with Health and Human Services or an MCO are considered to have a financial interest and therefore are not eligible to serve on the ADRC Board. IRIS Independent Consultants and Financial Services Agency employees are also considered to be providers, therefore are not eligible to serve on the ADRC Board.

Section 3: Terms.

- Initial members shall be appointed for staggered terms of one (1), two (2) or three (3) year terms. All future terms of office shall be three (3) years. Members shall serve no more than two (2) consecutive three (3) year terms. Elected County Board Supervisors will serve terms concurrent to their County Board term.

Section 4: Resignations/Vacancies.

- Any ADRC Board member may resign by written notice to any Board Officer.
- Any vacancy shall be filled for the unexpired term in the same manner as the original appointment/confirmation. Persons seeking to fill the position of citizen member must submit a letter to the ADRC of Columbia County within the time frame identified.

Section 5: Absenteeism.

- A member's seat on the ADRC Board will be assumed vacant or abandoned if three (3) consecutive meetings are missed in a twelve (12) month period without notifying the ADRC Board Chair.

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Revised 2/16/17

Article IV: ADRC Board Officers

The Columbia County Board Chair shall elect an ADRC Board Chair and a Vice-Chair. Any vacancy in an officer position will be filled by ADRC Board election. Duties are as follows:

Duties of the Chair: The Chair shall:

- a) Preside at regular and special meetings of the ADRC Board;
- b) Be prepared to report to the Health and Human Services Board, County Board, and/or its Committees, and to attend such meetings as are appropriate to the business of the ADRC Board;
- c) Appoint ADRC Board Committees as needed; and
- d) Approve and sign ADRC Board documents where appropriate.

Duties of the Vice-Chair: The Vice-Chair shall assume the responsibilities of the ADRC Board Chair in the Chair's absence.

Recording Secretary: The Recording Secretary shall be elected by the ADRC Board or will be a staff person provided by the sponsoring agency (ADRC/HHS).

Article V: Appointments

The Columbia County Board Chair will make appointments to ADRC Board Committees and to regional and state committees as appropriate. The Columbia County Board Chair shall appoint one (1) member each to the Nutrition Advisory Council and The Ride Improvement Project - Transportation Coordination Advisory Council (TRIP-TCAC).

Article VI: Meetings

Meetings of the ADRC Board shall be held every other month, unless the ADRC Board establishes a different schedule of regular meetings. A change in the regular schedule shall be approved by a two-thirds vote of the ADRC Board. The ADRC Board members shall be notified in advance of any change in the schedule. Each meeting of the ADRC Board shall be called, noticed, held, and conducted in accordance with the Wisconsin Open Meetings Law (Section 19.81 et. seq. of the Wisconsin Statutes). Meetings shall be recorded consistent with the provisions of Wisconsin Public Records and Open Meetings Laws.

Quorum: A simple majority of the total ADRC Board members will constitute a quorum.

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Article VII: Committees and Councils

The ADRC Board Chair may appoint ad hoc committees (i.e. nominating, marketing, outreach) as needed by the ADRC Board.

Advisory Councils: The Nutrition Advisory Council and The Ride Improvement Project of Columbia County - Transportation Coordination Advisory Council (TRIP-TCAC) shall be advisory councils to the ADRC Board.

Article VIII: Confidentiality

ADRC Board members shall not release the names and/or other confidential information about program participants without the prior written consent of the participant. The responsibility to maintain confidentiality should be fulfilled in such a way as to not obstruct or preclude legitimate public access to records or information relative to the activities, programs, services and financing of the ADRC.

Article IX: Parliamentary Authority

The ADRC Board shall conduct its business according these Bylaws and Roberts' Rules of Order.

Article X: Ratification & Amendment of Bylaws

These Bylaws shall be ratified by a simple majority vote of the Health and Human Services Board and final approval given by the Columbia County Board.

Amendments: These Bylaws may be amended as deemed necessary by a two-thirds vote of the ADRC Board at any regularly-scheduled meeting provided there has been advance notice of the intent to amend. Then approval will be required by the Health & Human Services Board with final approval from the Columbia County Board.