

**SAUK COUNTY BOARD OF SUPERVISORS  
AGING & DISABILITY RESOURCE CENTER COMMITTEE  
MEETING MINUTES**

**Date:** Wednesday, February 8, 2012

**Time:** 8:15 a.m.

**Place:** Second Floor Conference Room 213, West Square Building, 505 Broadway,  
Baraboo, Wisconsin 53913

**REGULAR MEETING**

**ATTENDANCE:**

**Members Present:** Arthur Carlson, Chair, Tommy Lee Bychinski, George Johnson, Andrea Lombard, and Peter Murray.

**Others Present:** Michelle Posewitz, Sauk County Personnel Director, Tony Tyczynski, Sauk County Veterans Service Officer, Trish Vandre, Aging & Disability Resource Center of Sauk County Director, Thomas L. Litscher, Aging & Disability Resource Center of Sauk County Mobility Operations Manager.

**Absent:** None.

**CALL TO ORDER:** The meeting was called to order by A. Carlson at 8:15 a.m. and was certified to be in compliance with the Open Meeting Law.

**ADOPT AGENDA:** Motion by A. Lombard to adopt the Agenda, second by T. Bychinski.  
**Motion carried.**

**ADOPT MINUTES OF PREVIOUS MEETING:** Motion by P. Murray to approve the January 4, 2012 Regular Meeting Minutes, second by A. Lombard. **Motion carried.**

**PUBLIC COMMENT:** None.

**COMMUNICATIONS:** None.

**PERSONAL APPEARANCE BY SAUK COUNTY PERSONNEL DIRECTOR,  
MICHELLE POSEWITZ:** **ADRC STAFFING DISCUSSION:** M. Posewitz presented information regarding Aging & Disability Resource Center staffing for Committee discussion.

**AGING & DISABILITY RESOURCE CENTER ADVISORY COMMITTEE UPDATE:** A. Carlson presented information from the most recent Aging & Disability Resource Center Advisory Committee meeting for Committee discussion.

**AGING & DISABILITY RESOURCE CENTER OF SOUTHWEST WISCONSIN –  
NORTH BOARD UPDATE:** P. Murray presented information from the most recent Aging & Disability Resource Center of Southwest Wisconsin-North Board meeting for Committee discussion.

**VETERANS SERVICE OFFICE BUSINESS ITEMS:**

- A. Consider Approval of the Travel Request in Excess of 300 Miles for the County Veterans Service Officer to Attend the National County Veteran Service Officer Annual Convention in Atlantic City, New Jersey, Sunday, June 3, 2012 Through Friday, June 8, 2012: Motion by G. Johnson to approve the travel request in excess of 300 miles for the County Veterans Service Officer to attend the National County Veteran Service Officer

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Annual Convention in Atlantic City, New Jersey, Sunday, June 3, 2012 through Friday, June 8, 2012, second by T. Bychinski. **Motion carried.**

- B. Review the 2011 Carryforward Plan: Withdrawn by T. Tyczynski.
- C. Veterans Service Office Departmental Update: T. Tyczynski distributed and presented the Departmental Update for Committee discussion.
- D. Veterans Service Office Service Statistics/Trends: T. Tyczynski presented the Veterans Service Office statistics and trends through January 31, 2012 for Committee discussion.
- E. Consider Approval of the Monthly Vouchers: Motion by T. Bychinski to approve the December 2011 Vouchers, in the amount of \$3,895.68 and the January 2012 Vouchers, in the amount of \$1,960.11, second by A. Lombard. **Motion carried.**

**AGING & DISABILITY RESOURCE CENTER BUSINESS ITEMS:**

- A. Consider Approval of the 2011 Aging Unit Plan Self-Assessment: Motion by T. Bychinski to approve the 2011 Aging Unit Plan Self-Assessment, second by P. Murray. **Motion carried.**
- B. Consider Approval of the Travel Request in Excess of 300 Miles for the Lead Aging & Disability Specialist to Attend the National AIRS Affiliate Council Meeting and Conference in New Orleans, Louisiana, Friday, May 18, 2012 Through Thursday, May 24, 2012: Motion by A. Lombard to approve the travel request in excess of 300 miles for the Lead Aging & Disability Specialist to attend the National AIRS Affiliate Council Meeting and Conference in New Orleans, Louisiana, Friday, May 18, 2012 through Thursday, May 24, 2012, second by G. Johnson. **Motion carried.**
- C. Consider Approval of Filling Up to Two (2) Vacant ADRC Van Drivers Positions: Motion by T. Bychinski to approve filling up to two (2) vacant ADRC Van Driver positions, second by P. Murray. **Motion carried.**
- D. Consider Approval of Writing-Off Invoice Nos. 485 and 486 Due to Untimely Billing: Motion by T. Bychinski to write-off Invoice Nos. 485 and 486 due to untimely billing, second by P. Murray. **Motion carried.**
- E. Aging & Disability Resource Center Departmental Update: T. Vandre distributed and presented the Departmental Update for Committee discussion.
- F. Review the 2011 Donation Report: T. Vandre distributed and presented the Donation Report for Committee discussion.
- G. Review 2011 Carryforward Plan: T. Vandre distributed and presented the 2011 Carryforward Plan (2011 Year End Financial Statement) for Committee discussion.
- H. Review 2012 Budgeted Goals: Withdrawn by T. Vandre.
- I. Review the Monthly Financial Statements: T. Vandre presented the Financial Statements for Committee discussion.

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- J. Consider Approval of Monthly Vouchers: Motion by P. Murray to approve the December 2011 Vouchers, in the amount of \$9,120.94, and the January 2012 Vouchers, in the amount of \$37,087.49, second by T. Bychinski. **Motion carried.**

**NEXT MEETING:** The next Regular Aging & Disability Resource Center Committee Meeting will be held Wednesday, March 14, 2012 at 8:15 a.m. at the Sauk County West Square Building, 505 Broadway, Baraboo, Wisconsin 53913.

**CONSIDER ADJOURNMENT OF THE AGING & DISABILITY RESOURCE CENTER COMMITTEE:** Motion by T. Bychinski to adjourn the Aging & Disability Resource Center Committee at 10:17 a.m., second by A. Lombard. **Motion carried.**

**Signed by: A. Lombard**