

# AGING AND DISABILITY RESOURCE CENTER COMMITTEE MEETING MINUTES

**COMMITTEE:** Aging & Disability Resource Center Committee  
**DATE:** Thursday, July 14, 2016 **TIME:** 8:15 a.m.  
**PLACE:** West Square Building, Third Floor County Board Gallery, Room 326A  
505 Broadway, Baraboo, Wisconsin 53913

**Attendees:** Blodgett, Birkholz, Hovde, Kriegl, Krueger, Moore, Spencer, Tyczynski

## **SUBJECTS FOR DISCUSSION:**

1. Call to Order and Certify Compliance with Open Meeting Law; Meeting called to order at 8:18 a.m. and certified to be in compliance with Open Meeting Law.
2. Adopt Agenda; Motion to adopt agenda by Hovde, second by Spencer; Motion carried
3. Adopt Minutes of Previous Meeting; Motion to adopt minutes of previous meeting by Spencer, second by Hovde. Motion carried.
4. Public Comment
5. Communications; Louie shared a heartfelt thank you letter from the family of a veteran the VSO assisted in becoming service connected.
6. Next Meeting Date: Thursday, August 11, 2016, 8:15 a.m., West Square Building, Third Floor County Board Gallery Room 326A; discussed possibility of changing meeting time – will continue to meet at standard time but will discuss again in September.
7. Aging & Disability Resource Center Business Items
  - A. Adopt Mission, Vision, and Goals for 2017 Budget; Motion by Moore to approve mission, vision, and amended goals (shown below), second by Hovde. Motion carried.
    - Increase unduplicated clients by five percent
    - 85% of all transportation clients will return surveys reporting “excellent service”
    - Provide surveys to all EBS and DBS clients with 85% “excellent” reviews
    - Provide 60,000 eligible home-delivered and congregate meals
    - Train 15 Baraboo businesses to be dementia-friendly
    - Provide a total of four evidence-based classesDahl will attend August meeting to discuss current unduplicated client trends in 2016; will explain the current 35% increase and client tracking processes in general.
  - B. Discuss ADRC Employee Addition – I&A Specialist  
Dahl shared at the June meeting that she would like to see a sixth I&A due to high increase in client contacts. The ADRC of Eagle Country regional office will fund this position beginning in the 2017 budget year.
  - C. \*\* Discuss Future Funding of Elder Benefit Specialists  
Effective 2017 the ADRC Eagle Country regional office will no longer fund the Elder Benefit Specialists; this position, while mandated by the state, is not funded by the regional office for any other ADRC in the region. Committee members expressed concern over an increase in the tax levy – currently, the tax levy is paying approximately \$34,000 of the two EBS positions. An additional \$61,000 will be needed in 2017. The discussion of possible funding sources will continue at the August meeting.
  - D. Discuss Nutrition Survey Results  
Blodgett will share survey results as they become available. Spencer has attended the dining centers recently and reported that the food is good, but numbers are low and that some present an uninviting atmosphere. Spencer would like to see better signage directing diners to dining areas as well as the dining centers being “branded,” perhaps with a dedicated website or a recognizable logo. Kriegl asked if a new Reedsburg congregate location has been found. Blodgett shared that we have been making appointments at potential sites, but were turned down at the location we were initially hoping for due to scheduling conflicts; this task will continue.
  - E. Discuss Bus Ridership – Unduplicated Clients  
Goodman shared that ADRC had 54 unduplicated clients for Fun Day Travels and 38 for Shopping Day Travels – total of 92 unduplicated clients.

## **SAUK COUNTY BOARD OF SUPERVISORS MEETING NOTICE/AGENDA, Continued**

Moore asked what part of this is funded by grants and what the ADRC is mandated to provide. For the grant for elderly and disabled the ADRC must provide 20% match – this year the grant was \$157,977 dollars and it was matched with approximately \$33,000.

- F. Aging & Disability Resource Center Departmental Updates and Service Trends  
June highlights include emergency preparedness seminar, farmers market coupons, evidence based training, and outreach in La Valle. On the horizon includes making strides to make Baraboo dementia-friendly, hiring a new nutrition coordinator, and more work on the budget process. Goal progress – 35% increase in I&A contacts, 3% increase in transportation, Part D Clinic planning is underway, YTD increase of 9%, dementia friendly goal has been met, staff are now trained in evidence based courses and they will be offered in the fall
  - G. Review the Monthly Financial Statements
  - H. Consideration and Approval of Monthly Invoices; Motion by Moore to approve the monthly invoices, second by Spencer. Motion carried.
8. Veterans Service Office Business Items
- A. Adoption of Mission, Vision, and Goals for 2017 Budget; Motion by Moore, second by Spencer. Motion carried.
  - B. Discuss Possible Changes in Classification of Veterans Service Office Employee; Tyczynski shared reclassification request for VSO employee. This position has changed significantly and Tyczynski believes it warrants a reflective title and small pay increase. Spencer suggested more information/documentation measuring the change in responsibilities; Moore added that personnel would likely require this information. Motion to support this reclassification request made by Spencer, second by Hovde. Motion carried.
  - C. Veterans Service Office Departmental Updates and Service Trends; VA Medical center Tomah can finally hire new staff; for about a year the acute care/psychiatric unit has been closed. A new psychiatrist has been identified and the hire process will begin. The director position remains vacant and has once again been posted. VSO and commissioners discussed how to better communicate when the VSO needs assistance to help a client.
  - D. Review the Monthly Financial Statements;
  - E. Consideration and Approval of Monthly Invoices; Motion by Moore to approve monthly invoices, second spencer. Motion carried
9. Aging & Disability Resource Center Advisory Committee/Transportation Coordination Committee Updates
10. Aging & Disability Resource Center of Eagle Country Board Update; first meeting next Friday (July 22).
11. Public Comment
12. Agenda Items for Next Meeting; Dahl to discuss numbers and funding.
13. Adjourn; Motion by Moore, second spencer. Motion Carried.

Adjourned at 10:40 a.m.

**Any person who has a qualifying disability that requires the meeting or materials at the meeting to be in an accessible location or format should contact Sauk County (608-355-3269 or TTY 608-355-3490) between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday, exclusive of legal holidays, at least 48 hours in advance of the meeting so that reasonable arrangements can be made to accommodate each request.**