



**Aging and Disability Resource Center
ADRC of Door County**

ADVISORY BOARD - NOTICE OF PUBLIC MEETING

MONDAY, February 15, 2016 - 4:00 P.M.
ADRC of Door County @Senior and Community Center
832 N. 14th Avenue, Sturgeon Bay, WI 54235

AGENDA

1. **Call to Order at 4:00 p.m.**
2. **Establish Quorum**
3. **Adopt Agenda**
4. **Approve Minutes from the 01/18/2016 Meeting**
5. **Public Comment**

6. **Old Business**
 - New ADRC Director Introduction
 - Building Project Update
 - Activities Coordinator Position

7. **New Business**
 - ADRC Contract Issues
 - Director's Report

8. **Confirm Next Meeting Date and Time**
 - The next meeting is tentatively scheduled for March 21, 2016 at 4:00 p.m.

9. **Adjourn**

In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting should contact the Office of the County Clerk at (920) 746-2200. Notification 72 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

Deviation from the printed order may occur.

Posted:

ADRC Advisory Board - Minutes

Monday, January 18, 2016 at 04:00 p.m.

Senior Resource & Community Center, 832 N. 14th Ave., Sturgeon Bay, WI

THESE MINUTES HAVE NOT BEEN REVIEWED AND APPROVED BY THIS BOARD AND ARE SUBJECT TO REVIEW AND REVISION BY THE BOARD AT THEIR NEXT REGULARLY SCHEDULED MEETING.

Business Meeting

1. Call to Order

- The meeting was called to order at 4:00 p.m. by Dave Lienau. Members Present are: Christine Andersen, Robert Sullivan, Judy Treptow, Julie Kudick, Lucille Kirkegaard and Dave Lienau. Tom Krueck was unable to make it due to cold weather and Tami Leist was absent. Others present are: Michael Van Dyke, Jake Erickson, Joe Krebsbach, and Barb Snow (Minutes).

2. Establish Quorum:

- A quorum was established and the meeting continued.

3. Adopt Agenda

- A motion was made by Julie Kudick and seconded by Christine Andersen to adopt the agenda. The motion is carried unanimously.

4. Approve Minutes from 11/16/2015 Meeting

- Motion to approve was made by Julie Kudick and seconded by Christine Andersen. The motion was carried unanimously.

5. Public Comment.

None

6. Old Business

Introductions were made by the committee to introduce new Board member Lucille Kirkegaard. The Board members also acknowledge the passing of long term Board Member Butch Tess.

• Update ADRC Director Position

- Rachelle Gramann was interviewed for the ADRC Director position and an offer was presented to her and accepted. Rachelle's start date will be February 1st. There will be an overlap in orientation where Michael Van Dyke will stay on for a couple of months while Rachelle is adjusting to the position. Rachelle comes to us from Milwaukee and has a Master's Degree in Social Work with a specialty in Gerontology.

• Data Information

- Listed on the 4th quarter SAMS Agency Call Report are categories explaining the number of calls that our I & A's handled in the 4th quarter. There were roughly over 1,000 contacts. Areas that are listed include: consumer age group, referred by, and disability. Committee members discussed the categories and why some calls were high while other calls were low. For example: In-Home Services and Public Benefits were high and Caregiving and Veterans calls had low numbers. In-Home Services could include a caller requesting resources for family members, friends, clients or themselves. Public Benefits may be higher because of the enrollment for the Affordable Care Act, which includes Foodshare, Medicaid and Medicare. Another category discussed was Abuse & Neglect. One question was "Is this a typical number for abuse and neglect in a quarter?" The answer was that the I & A's have lower numbers because the majority of the calls would go

through the APS (Adult Protective Services) department. Julie Kudick was questioning if there was a way to track the unmet needs so that we could make changes in the future. Joe answered that we could be tracking better and will look more into what can be done when Rachelle is in place. Jake mentioned that the unmet needs are used as a “catch all” as well. Other questions asked were: “Are we asking all the right questions to catch all the information?” such as, “Are they a Veteran?” and “Are we multiple coding to capture as much information as possible?”

- One topic was whether or not physicians were referring the ADRC/SRC. Jake mentioned that we typically do not get referrals from physicians and that it has been challenging to get that done. APS is getting calls and referrals almost daily from nursing staff, Ministry Home Health or the social worker (Katie Graf) from the hospital with a referral on someone. Jake is not sure if we have established ourselves enough for Northern Door. Christine Andersen said that she has a good relationship with providers on Washington Island. Lucille Kirkegaard said that this is similar to when the 0-3 program started and they had to keep educating and making the physicians aware of our services.

- **MCO/IRIS Options-Handout**

- The Family Care – Two (2) Managed Care Organization (MCO) Options handout is updated and contains consolidated information of Family Care and IRIS. Michael added the handout to the packet to let the board members see what is available once someone is eligible for Family Care in Door County.

- **Building Project Update**

- Joe- Venture Architect presented a proposal for the renovation of the old Highway building. The Property Committee did not feel like they had enough information to decide if people could work in there safely. The Property Committee also felt that they didn't have enough information about the vapor barrier below the floor to allow gases to escape out the side and wanted more information on that. The Property Committee meeting is on February 1st. The team is to come back then and explain how they can make the building safe. They have added funding to do soil testing and boring through the concrete floor. There is a floor level difference of about 30 inches from the front 2/3rds and the back of the building. They can decrease the cost by filling in the difference to level it out. Finance is looking at how to fund this and keep it moving forward. They are not looking for a donation piece and are doing this as a county funded building. The preliminary layout looks like the Senior Center would be on the south side of the old Highway building and the EMS department would be on the north side. The tanks and gas pumps would be taken out and/or relocated to the south side of the building. The environmental testing under the building will include the possibility of taking out all the concrete floors and 2-3 feet of soil under the floors. As we go forward we need to gather input from the Seniors from one end of Door County to the other, and ask what they want to include as far as programming. Dave mentioned that the biggest problem will be Northern and Southern Door County. The Senior Center board will need to figure out how to get more resources out in the community. Jake pointed out that Bob Sullivan is increasing programming in Northern Door with his exercise group in Baileys Harbor. It has been quite a hit and has had 12-15 participants.

7. **New Business**

- **Activities Coordinator Position**

- The Activities Coordinator Position, a part-time, 20 hour a week position, has been posted for two weeks and expires the last week in January. The position will be in support of Jakes position as well as volunteer efforts and activities efforts. Jake said we are looking at the Activities Coordinator to do three things: 1) Promotions and Marketing, 2) Activities and Evidence Based Programming, and 3) Volunteerism.

- **Short Term Service Coordination Policy-Approval**
 - The Short Term Service Coordination policy handout is in the packet. The policy covers short term service provision of services that can be provided and completed within 90 days. There are very few cases and it should not be a big workload. Longer term cases should be referred to Family Care. There is an example in the packet; Success Story #2 of the Short Term Service Coordination.
- **Director's Report**
 - Michael Van Dyke stated that he had received the state contract for the ADRC. He will be going over it with Rachelle.
 - Michael also mentioned that the Sunshine House, Inc. Board of Directors will meet January 20th in the afternoon. They will be voting on the Day Program. They would be able to serve 16 people at any one time. Some transportation would also be included. There was some discussion on limitations and benefits of day services. In other areas of the state where Family Care is offered they also have funding for adult day services.
- 8. **Confirm Next Meeting Date and Time**
 - The next meeting will be held on February 15, 2016, at 4:00 p.m.
- 9. **Adjourn**
 - A motion was made by Judy Treptow and seconded by Julie Kudick. The motion was carried unanimously. Meeting adjourned at 5:45 p.m.

Recorded by: Barb Snow