



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

**ADVISORY BOARD - NOTICE OF PUBLIC MEETING**

MONDAY, May 16, 2016 - 4:00 P.M.  
ADRC of Door County @Senior and Community Center  
832 N. 14<sup>th</sup> 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 03/21/2016 Meeting**
- 5. Public Comment**
  
- 6. Old Business**
  - Building Project Update
  - ADRC Contract Compliance Update
  - ADRC 2016 Business Plan Update
  
- 7. New Business**
  - Director's Report
  
- 8. Confirm Next Meeting Date and Time**
  - The next meeting is tentatively scheduled for July 18, 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, March 21, 2016 at 04:00 p.m.

Senior Resource & Community Center, 832 N. 14<sup>th</sup> 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: Dave Lienau, Judy Treptow, Lucille Kirkegaard, Tami Leist, Tom Krueck, and Melissa Wolfe.. Excused members was Christine Andersen, Robert Sullivan, and Julie Kudick.  
Others present are: Rachelle Gramann, Jake Erickson, and Barb Snow (Minutes).

### 2. Establish Quorum:

- A quorum was established and the meeting continued.

### 3. Adopt Agenda

- A motion was made by Tom Krueck and seconded by Judy Treptow to adopt the agenda. The motion was carried unanimously.

### 4. Approve Minutes from 02/15/2016 Meeting

- A Motion to approve minutes from the last meeting was made by Tom Krueck and seconded by Lucille Kirkegaard. The motion was carried unanimously.

### 5. Public Comment.

- None

### 6. Old Business

#### • Activities Coordinator Position – Jennifer Fitzgerald Started 02/29/2016

Jennifer Fitzgerald started on 2/29/2016 as the Activities Coordinator. She comes to us from Illinois and has a lot of experience from working in a multi-level facility with many departments. She will be working under the Senior Center doing all the programing and coordination of events. She will cover three areas; 1) Promotions and Marketing, 2) Activities and Evidence Based Programming, and 3) Volunteerism.

#### • Building Project Update

The building project for the ADRC/EMS has passed conceptually and is not finalized. The soil testing is being done now. Regional specialist ORCD will have their input on the building project. Tom Krueck mentioned that another area of interest is the accessibility for handicap parking. Dave Lienau gave an update on how much money the County Board approved for the project. The next step is to hire architects to approve the final plan. They will bid on the base project, get approval from the County Board and hopefully have it approved prior to this fall.

#### • ADRC Advisory Member Terms Expiring (April 2016)

Term reappointments confirmed for 1 year are: Bob Sullivan, Tom Krueck, and Lucille Kirkegaard. Term reappointments confirmed for 3 years are: Judy Treptow, Melissa Wolfe, Julie Kudick, and Tami Leist. Rachelle will let Ken Pabich know the names of those being reappointed or not so it can be voted on by the County Board.

### 7. New Business

#### • ADRC Contract Compliance Checklist- Rachelle submitted 03/14/2016

- Rachelle stated that we are not completely compliant on our contract. Some of the areas that are being looked at are the confidentiality when coming in the front doors and the bathroom areas of

the new building. The committee also discussed how things might be set up in the new building. Lucille asked if the handicap has a say in the final planning of the building. Judy Treptow asked if there was a ratio for handicap parking spaces.

- Other contract areas Rachele mentioned being worked on is making sure our signage has a blue ADRC lettering and a white background and websites have visible links to the ADRC website and communication updates.

- **2016 Business Plan to Improve the ADRC's Market Base and Expand its Reach**

The ADRC at the State level wants a business plan submitted. Rachele is getting the information together for number of contacts the ADRC has as well as calls. The Business plan is due November 1<sup>st</sup>. Tom offered to help with the business plan.

- **Director's Report**

- Pam Day, the ADRC Director from Marinette was assigned to Rachele as a mentor.
- Rachele mentioned that we were looking into radio ads for marketing.
- The I & A will be going to meal sites once month. There are 5 meal sites in Door County; Washington Island, Forestville, Liberty Grove, Baileys Harbor and Sturgeon Bay.
- Lucille mentioned that we should get someone on the committee from the Southern Door area.
- For outreach, The I & A and Disability Specialists are going to attend the Probation and Parole meeting on 4/28/2016, to give information on how the ADRC works. Anna VanLannen and Mary Bink are going to St. Francis and St. Mary's for the Adult Breakfast. Also mentioned were a Women's Breakfast monthly at the Brussels Town Hall, Churches and Women's groups.
- Lucille asked if there was a way to be more aggressive in screening for Alzheimer's and Dementia to help with slowing down progression. Rachele said that we were looking at these areas.
- The SAMS Agency Call Report shows 4,974 calls for 2015. There were 325 calls for January 2016 and 414 calls for February 2016. Our outreach goals are to get to areas outside of Sturgeon Bay.
- Rachele mentioned that at the Directors meeting there was a state satisfaction survey that showed the two most important areas were Home visits and follow-ups.
- Other things happening at the Senior Center/ADRC are monthly meetings with Lakeland Care District and Care Wisconsin. There is a public forum for the Mayoral Race for Seniors on Monday 3/28/2016 at 1:00 p.m. Laurel Brooks and Thad Birmingham will be attending.
- Tom Krueck asked for an update on staff morale. Rachele replied that we have weekly huddles on Thursdays at 4:00 p.m. and one of our goals is team building.

**8. Confirm Next Meeting Date and Time**

- The motion was made for the next meeting date to be held on May 16, 2016, at 4:00 p.m. Tom Krueck motioned and Melissa Wolfe seconded. Motion was carried.

**9. Adjourn**

- A motion was made by Lucille Kirkegaard and seconded by Tom Krueck. The motion was carried unanimously. Meeting adjourned at 5:45 p.m.

**Recorded by: Barb Snow**