Aging and Disability Resource Center
ADRC of Door County

ADVISORY BOARD - NOTICE OF PUBLIC MEETING

MONDAY, March 20, 2017 - 4:00 P.M.
ADRC of Door County @Senior and Community Center
832 N. 14th Avenue, Sturgeon0 Bay, WI 54235

AGENDA

1. **Call to Order at 4:00 p.m.**
2. **Establish Quorum**
3. **Adopt Agenda**
4. **Approve Minutes from the 01/16/2017 Meeting**
5. **Public Comment**

6. **Old Business**

   - Building Project Update
     - Temporary Office Space/Trailer Update
     - SRC & ADRC Blending/Integration Update
   - Agency Goals 2017

7. **New Business**

   - Review of Terms
   - Annual Report
     - Bylaws
   - Discussion Regarding Refill of Director's Position & Reorganization
   - Legislative Report
   - Review of Quarterly Status Report
   - Director's Report

8. **Confirm Next Meeting Date and Time**
   - The next meeting is tentatively scheduled for May 15, 2017 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 16, 2017 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 Helen Bacon. Members present were: Christine Andersen, Helen Bacon, Julie Kudick, Robert Sullivan, Judy Larson, and Lucille Kirkegaard. Tami Leist, Tom Krueck, and Melissa Wolfe was absent. Other persons present were Rachelle Gramann. Barb Snow took minutes.

2. **Establish a Quorum**

- A quorum was established and the meeting continued.

3. **Adoption of Agenda**

- A motion was made by Julie Kudick, and seconded by Judy Larson to adopt the agenda. The motion was carried unanimously.

4. **Approve Minutes from 9/19/2016 Meeting**

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

5. **Public Comment - None**

6. **Old Business**

- **Building Project Update** – Rachelle mentioned that the bids are in for the new building and everyone was under the maximum bid amount. Helen stated that there was a special Property Committee meeting where Finance was invited and it now goes to the full County Board next week.

- **ADRC 2016 Business Plan Update** –
    - Rachelle said that the business plan was finished and that she implemented the Customer Satisfaction Survey Report results into the Business Plan. Bob mentioned that it looked like things were going well and we stacked up pretty good against the rest of the state. One thing the survey pointed out was that we needed to market more toward medical clinics and doctors. The Committee discussed some of the challenges getting information into the doctor offices and clinics. Rachelle said she was hoping with more education with the doctors and nurses on what the ADRC does maybe they will be more receptive to referring the ADRC and distributing our brochures. The survey also pointed out that there were not enough home visits. Rachelle is going to be the main speaker at a Bayview Health and Wellness Lunch on the February 22nd. Rachelle asked the Committee for their advice on how to get more buy in and earn the trust of the people to get these services. Julie said parents think that if they accept help it takes away from their children. Others don't want the County to come in because they didn't want the county telling them what to do.
    - Helen mentioned the Library Resource Website that is partnering with the Door County Partnership for Children that has a list of resources within the County making it easier to access for people that might need them.

- Judy brought up the Welcome Wagon for seniors.
- Julie said the challenge of combining the SRC/ADRC is that it takes on the entire county, and we are a county with a lot of area where those are not close to the SRC/ADRC.

- **Update SRC & ADRC blending.**
  - Rachelle updated the committee that the Senior Center and ADRC were still working on blending. She is hoping that the Senior Center and ADRC will be formally blended by June. This will help cut back on some of the redundancy and duplications.
  - The AFCSP/NFCSP was only being accessed by APS and we are working on a shift to get the I&A's to be able to use these funds as well.

7. New Business

- **Agency Goals 2017**. Rachelle talked about the Music and Memory program moving forward and that this will be helping in-home caregivers with Dementia and with Sun downing. It could also help the Sheriff and Police Departments when going on Dementia calls.
- **Aging Unit Plan.** Rachelle referenced the Aging Unit Plan noting that the areas in red that have been amended. Christine mentioned that the organization chart would look differently after we are blended. Julie noted that some of the elected officials were not accurate and some other outdated errors.
- **Customer Satisfaction Survey Report.** This was discussed when talking about the Business Plan.
- **Functional Screen-Assessments.** I & A's used to put in the diagnosis on the functional screen enrollment whereas now the program decides the diagnosis. The State requires an updated functional screen every 6 months so the I & A will be very busy. There are certain criteria to get urgent services to move to the top of the list. We are also trying to get more streamlined with behavioral health.
- **Lakeland Care Inc. – Name Change.** Lakeland went from a government entity to a nonprofit on January 1st, 2017.

- **Director's Report**
  - Anna Zahorik is learning to become our Dementia Specialist.
  - I&A Numbers for 2016: January 258, February 337, March 265, April 299, May 249, June 228, July 241, August 325, September 311, October 287, November 264, December 280. The numbers are down from 38-40% to 35%. The hope is to get our numbers up in the future.

8. Confirm Next Meeting Date and Time

- The next meeting of the ADRC Advisory Board will be held on Monday, March 20, 2017, at 4:00 p.m. at the Senior Resource & Community Center.

9. Adjourn

- A motion was made by Christine Andersen, to adjourn the meeting. The motion was seconded by Bob Sullivan. The motion was carried unanimously. Meeting adjourned at 5:30 p.m.

Recorded by Barb Snow

ADRC of Door County

Quarterly Submission Status Reports for 2013 – 2016

	2016	w/adm	2015	2014	2013
1st Quarter	860	1057	1217	1028	493
2nd Quarter	776	970	1179	912	1019
3rd Quarter	877	1078	1520	908	885
4th Quarter	831	967	1055	1028	887
TOTAL	3344	4072	4971	3876	3264

In 2016, state changed protocol whereby admin numbers were omitted from submitted records which has skewed the comparison data. Also, in 2013-2015 if a phone call was completed that required something be mailed out that same day it was counted as 2 contacts; in addition, if an email sent out with an email response received that too was counted as 2 contacts. As of 2016, these same scenarios only count as 1 contact.

Quarterly Follow-up Contacts

	2016	2015	2014	2013
1st Quarter	35	407	534	316
2nd Quarter	29	225	476	691
3rd Quarter	15	161	323	316
4th Quarter	18	84	376	473
TOTAL	83	877	1709	1796

n4a Legislative Update

Major Changes Proposed for Health Care and Aging Programs

Congress and the Trump Administration Announce Changes—Policy Details Thin

February 28, 2017

In the past week, reports have emerged from both Capitol Hill and the White House that indicate the direction Republican policymakers will go in making major changes to both federal health care programs and the federal budget. n4a will continue to provide details, advocacy opportunities and resources as they are available, but for now, we wanted to inform our members as to what appears to be emerging, even if only at a high level.

What Do We Know?

If leaked documents from the House of Representatives and statements from the White House are accurate, lawmakers will soon unveil the first of several steps to repeal the Affordable Care Act and to restructure Medicaid, and the White House will release a proposal to dramatically cut funding for non-defense discretionary (NDD) programs in FY 2018. While these reports are not surprising, they are the first major examples of policy priorities for the Trump Administration and the 115th Congress.

We expect additional details on both proposals will emerge this week now that Members of Congress have returned to DC and President Trump will give his first address to Congress this evening. However, it may still be several weeks or more before we know exactly how these changes could affect Medicaid and funding for Older Americans Act and other critical aging programs.

Changes to Federal Health Care Programs

On Friday, a House draft bill to begin the repeal process for the Patient Protection and Affordable Care Act (ACA) was leaked. Details of that proposal also reflected the first legislative salvo at restructuring the federal-state health care and LTSS program Medicaid. Republicans in Congress and the Trump Administration have been floating major changes to Medicaid, but advocates and policy analysts were initially anticipating these changes wouldn't be unveiled until the fall of this year. However, in recent weeks, it's become clear that the timetable for Medicaid has been moved up.

The proposal that leaked from the House authorizing committees would not only repeal large swaths of the ACA, including the individual coverage mandate and Medicaid expansion, it would also transition the federal Medicaid program into a per-capita cap structure by FY 2019, which would shift the federal contribution to states for Medicaid beneficiaries from a dynamic structure that increases as costs increase to establishing a per-beneficiary spending limit for states. As proposed in the leaked draft, the federal contribution would be tied to current spending, and increased based on the rate of the Medical Consumer Price Index plus 1 percent each year.

n4a and other advocates are still analyzing what a per-capita cap structure for Medicaid would mean for Medicaid providers—especially for traditionally high-cost beneficiaries, including older adults and people with disabilities. We also cannot confirm at this point that lawmakers have abandoned the block grant approach, either. We do know, however, that previous reform proposals have set a goal of reducing federal Medicaid costs up to 40 percent over 10 years. This cost reduction would likely come through a combination of constrained federal spending, increased risk and costs for states, and potential reductions in services available to beneficiaries. For AAAs and other CBOs providing home and community-based services (HCBS) through Medicaid waiver programs—and the clients who rely on HCBS—these changes could be particularly troubling.

Initial Details of Trump Budget

Today, the Trump Administration announced plans to make significant shifts in discretionary spending levels for defense and non-defense programs in the President's first budget. Again, details are sparse, but what we do know is that the Administration plans to release an FY 2018 budget that breaks long-standing parity between defense and non-defense discretionary spending cuts, and pay for a proposed $54 billion boost to defense programs with a $54 billion cut to NDD programs. Reports indicate that this level of cuts to NDD programs could translate into an overall 10 percent cut. Details of how such a cut would be reflected among individuals agencies, such as the Administration for Community Living, Administration on Aging, etc., is still uncertain.

We don't anticipate seeing any specifics at all on how this broad cut would be absorbed among agencies until the Administration delivers the first draft of what they're calling a "skinny" budget proposal to Congress the week of March 13. Even then, we may not know exactly how the Administration proposes to fund smaller agencies or specific programs. At this time, the President has said there will be no cuts or changes to mandatory programs such as Medicare and Social Security.

As an important reminder, the President's budget is not a binding policy document, and it does not finalizing funding decisions—those are made by appropriators in Congress. However, the budget document does set an important vision for Administration priorities, and emphasizes that intense advocacy efforts from the NDD community and grassroots will be necessary to prevent these proposals from being realized.

What Happens Next?

The House and Senate returned to DC this week for six weeks of legislative activity, and President Trump will address a joint session of Congress for the first time tonight. We expect the House to take the lead on passing a reconciliation proposal reflecting ACA and Medicaid changes, and send a proposal to the Senate by the end of March. The Senate must complete their own reconciliation bill, and both chambers have to agree on a measure before any changes would be sent to the President. The release of a bare-bones budget from the Administration in March will kick off the federal FY 2018 funding debates in Congress, however, lawmakers must also finish the FY 2017 funding bills by April 28 when the current funding bill expires.

Needless to say, the next couple of months in Washington, DC are going to be incredibly busy, and it remains more critical than ever that local aging advocates weigh in with lawmakers and stress the need to protect key ACA provisions affecting older adults, caregivers and the Aging Network.

We also encourage aging advocates to attend the 2017 n4a Aging Policy Briefing and Capitol Hill Day, April 3-4, to learn the latest in a rapidly changing landscape for aging and health care policy, and to meet directly with your Members of Congress!

This *Legislative Update* is an n4a membership benefit. For more information about these and other federal aging policy issues, please contact n4a's policy team: Amy Gotwals (agotwals@n4a.org) and Autumn Campbell (acampbell@n4a.org), 202.872.0888.

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Door County Department of Human Services
S.M.A.R.T. GOALS

Specific (and strategic): State exactly what you want to accomplish (Who, What, When, Where, Why)
Measurable: How will you demonstrate and evaluate the extent to which the goal has been met?
Attainable: Goals are realistic and can be achieved in a specific amount of time and are reasonable.
Relevant (results oriented): How does the goal tie into your key responsibilities and objectives?
Time framed: Set 1 or more target dates to guide the goal to successful and timely completion (includes deadlines, dates, and frequency)

ADRC Team Goals 2017

Goal #1: To increase community awareness of the ADRC and the services offered through outreach efforts.

Activities to Achieve Goal:	Measurement	Target Date	Responsible Party	Progress/Outcome
Lunch and Learn events and presentations for area organizations (i.e. civic groups, churches and scheduled community events)	At least 2 per month	Ongoing Monthly	Rachelle, Jake and ADRC staff	
Distribute ADRC literature to medical clinics throughout the county	Increase referrals from clinics by 10%	Ongoing Monthly	Rachelle, Jake and ADRC staff	
Distribute ADRC Newsletter to multiple venues through the county.	Add 2-5 venues monthly	Ongoing Monthly	Jake, Jenny, Staff and Volunteers	

Goal #2: To increase the comfort and quality of life for community members with Dementia/Alzheimer's and their caregivers.

Activities to Achieve Goal:	Measurement	Target Date	Responsible Party	Progress/Outcome
Add Music and Memory Program to services offered.	Complete training, purchase program in next 3 months.	Roll out program by 7/2017	Rachelle, Jake. Jenny and Anna	
Collaborate with community partners re: creating Dementia Friendly Community	TBD	Ongoing monthly	Anna, Rachelle, Jake	

Goal #3: To increase volunteer network for the following areas: meals on wheels, activities/events, clerical/data entry, check-in desk and community guardians.				
Activities to Achieve Goal:	**Measurement**	**Target Date**	**Responsible Party**	**Progress/Outcome**
Implement Volunteer request ads in ADRC Newsletter	Increase volunteer network by 10%	1/1/2017-1/1/2018	Jake and Jenny	
Adult Protective Services will outreach in community for volunteer guardians and update.	Increase by 2-5 guardians	1/1/2017-1/1/2018	Erin, Carol and Kim	
Goal #4: To increase follow-up phone calls related to consumer contacts and services.				
Activities to Achieve Goal:	**Measurement**	**Target Date**	**Responsible Party**	**Progress/Outcome**
Process improvement through Change Project	Increase follow-up phone calls by 50% Compare 2016 4th quarter #'s with 2017 2nd quarter via SAMs reports.	4/2017 and ongoing monthly thereafter.	I&A's, EBS, DBS	

ADRC ANNUAL UPDATE 2017

ADRC Name	Submission Date
Aging & Disability Rsource Center of Door County	1/19/2017

Completed by Name

Rachelle Gramann, Director

DIRECTIONS: Please review and submit the following documentation. This page serves as a checklist to ensure all requested information is provided. Attach all documentation to one email message and send to your Regional Quality Specialist, and the DHSRCTeam@wisconsin.gov email box. Save and submit this document in its current format. Do not send as a pdf file.

1. ADRC Directory/Contact Information
   - ☒ Verify ADRC Information is accurate and update as needed in ADRC SharePoint https://share.health.wisconsin.gov/ltc/teams/ADRC/SitePages/Home.aspx

2. Governing Board
   - ☐ Appendix B Governing Board
   - ☐ Please attach a copy of the ADRC Governing Board By-Laws if updated or changed.

3. Organizational Structure
   - ☒ Appendix C
   - ☐ ADRC Organization Chart(s) which details:
     - ADRC Governance
     - All services under the supervision of the ADRC Director and/or local managers
     - County Organizational Chart with ADRC, Aging Services, and APS

4. Personnel
   - ☒ Appendix D Personnel Worksheet

5. Budget Information and Subcontract Information
   - ☒ Appendix E Annual Budget
   - ☐ Appendix F Subcontract

6. Quality Improvement Project for 2016
   - ☒ Attach a completed Change Project Report or Change Project Summary for your 2016 Performance Improvement Project.

7. Regional ADRC Management Plan (for regional ADRCs)
   - ☐ Attach Regional ADRC Management Plan if revised since submission with 2016 Annual Update.
   - ☐ No revisions made to approved Regional ADRC Management Plan submitted with 2016 Annual Update, not attached.

Appendix A – ADRC Directory

Click on the ADRC Director tab in the ADRC SharePoint site. Review the ADRC contact information in the directory. If the information needs to be updated, click "edit." Click on the specific column and enter the updated information. Click "stop editing this list" to save the changes.

Appendix B - Governing Board 2017

Complete the requested information in the space provided. Please remember that County Board members or elected officials of the county or tribe may not represent a target group. Employees of the county or tribe may not serve on the ADRC governing board except with an approved waiver from the Department.

Name of Board Member	Representative of: (e.g., elders, PD, DD, county board, tribal, or other representation)	Term of Appointment (Date from and to)
1. Helen Bacon, Chair	County Board	4/2016 - 4/2018
2. Christine Andersen, Vice-Chair	Citizen Member Senior Advisory Committee	4/2015 - 4/2017
3. Tom Krueck	PD	4/2016 - 4/2017
4. Robert Sullivan	Elders	4/2016 - 4/2017
5. Melissa Wolfe	DD	4/2016 - 4/2019
6. Judith Treptow	Elders	4/2016 - 4/2019
7. Tami Leist	DD	4/2016 - 4/2019
8. Julie Kudick	Elders	4/2015 - 4/2017
9. Lucille Kirkegaard	Elders	4/2016 - 4/2017
10.		
11.		
12.		

☒ By checking this box, I Rachelle Gramann (name) attest that the ADRC board members listed above meet board membership requirements as specified in Wisconsin Statutes § 46.283 (6) and the ADRC Scope of Services.

This information collected below is for use by ORCD staff only and will not be shared without permission.

	Governing Board Chair
Name	Helen Bacon
Mailing Address:	421 Nebraska Street
City, State, Zip:	Sturgeon Bay, WI 54235
Contact Phone:	
Email:	District7@co.door.wi.us

Appendix C - Organizational Structure

1.

a. For Single County ADRCs: Is the ADRC and Aging Unit co-located? ☒ Yes ☐ No

b. For Regional ADRCs: Specify by office if co-located with the Aging Unit:

County _____ ☐ Yes ☐ No
County _____ ☐ Yes ☐ No
County _____ ☐ Yes ☐ No
County _____ ☐ Yes ☐ No
County _____ ☐ Yes ☐ No

2. Is the ADRC and Aging Unit organizationally in the same department and have the same supervisor?
☒ Yes ☐ No

3. If the ADRC is regional, is the Aging Unit also regional?
☐ Yes ☐ No

4. Is the ADRC governing board combined with the Committee/Commission on Aging?
☐ Yes ☒ No

5. Do the ADRC and Aging Unit share the same budget?
☐ Yes ☒ No

6. Do the ADRC and Aging Unit share the same phone number?
☐ Yes ☒ No

7. Does the ADRC and Aging Unit use one name (i.e., Aging & Disability Resource Center?)
☐ Yes ☒ No

8. If you are a regional ADRC, what is your governance structure?
☐ LTC District ☐66.0301 Agreement ☐Subcontract ☐ MOUs
☐Other: _____

9. Does the ADRC perform initial SSI-E eligibility determinations and certifications for both managed care and IRIS enrollees?
☐ Yes ☒ No

Appendix D - Personnel Worksheet 2017

Please include all ADRC staff. Please report subcontracted staff in the designated section.

Under the "All Functions" column include: I&A, Options Counseling, Enrollment Counseling, LTCFS, DBS, outreach, and any other ADRC service the employee performs. A function is considered an ADRC function if it is included in the ADRC Scope of Services of the contract. Include non-ADRC activities such as APS if applicable. Include only one staff member per line. See the example below.

Position Title (please indicate if LTE)	Employee Name (full first and last name)	☒ If AIRS Certified	☒ Meets education and experience requirements	☒Waiver of Education and experience approved by ORCD	All Functions (ADRC and other) performed by this individual (see example below; include % of time for ADRC and non-ADRC)	Total FTE for this Person	Annual Salary (not fringe)	% FTE Funded by ADRC funding (all funds see note, page 5)	% FTE Funded by Other Source (list source)	☒ Method for allocation of Split Funded Positions		
Directors/Supervisors Section										100% Time Reporting	By FTE	By Work Effort
ADRC Director	John Doe	☒	☐	☐	Plans, directs, implements and monitors operations of the ADRC 50% and the OAA Programs 40%, and Adult Protective Services 10%.	1.00	78,000	50%	40% OAA 10% County Levy	☐	☒	☐
ADRC Director	Rachelle Gramann	☐	☒	☐	Plans, directs, implements and monitors the operations of the ADRC; Supervision of the Aging Unit Manager; APS 20%	1.00	63,152	80%	20% County levy	☒	☐	☐
		☐	☐	☐						☐	☐	☐

		☐	☐	☐						☒	☐	☐
		☐	☐	☐						☐	☐	☐
Other Staff Section										100% Time Reporting	By FTE	By Work Effort
I & A Specialist	Jane Smith	☐	☐	☐	I&A, options counseling, enrollment counseling, LTCFS	1.00	40,000	100%		☒	☐	☐
I&A Specialist	Lisa VanAlstine	☐	☒	☐	I&A; LTC Options Counseling; LTC Assessments; In-Home Care Counseling; Outreach Activities; Mediation	1.00	36,686	100%		☒	☐	☐
I&A Specialist	Anna Zahorik	☐	☒	☐	I&A; LTC Options Counseling; LTC Assessments; In-Home Care Counseling; Outreach Activities; Mediation	1.00	36,686	100%		☒	☐	☐
I&A Specialist	Jennifer Bender	☐	☒	☐	I&A; LTC Options Counseling; LTC Assessments; In-Home Care Counseling; Outreach Activities; Mediation	1.00	36,686	100%		☒	☐	☐

Disability Benefit Specialist	Jessica Holland	☐	☒	☐	I&A; Interpretation & Explanation; Legal Advocacy; Lay Representation	0.8	37,706	100%		☒	☐	☐
Elderly Benefit Specialist	Mary Bink	☐	☐	☒	I&A; Interpretation & Explanation; Legal Advocacy; Lay Representation	1.00	47,447	30%	64% GWAAR 6%, County Levl	☒	☐	☐
Receptionist	Barb Snow	☐	☐	☐	Answer phones; Data Management; Report Generation; Liaison with SRC; Typing; Ad. Brd. Minute taker; Reporting; EBS Assistant (10%)	1.00	29,511	93%	7% GWAAR	☐	☐	☐
Support	Robin Mark	☐	☒	☐	Accounts Payable; Budget Tracking; Report Generation; Administrative Assistant duties; Transportation Specialist (25%)	1.00	41,691	20%	25% WisDOT 55% GWAAR	☐	☐	☐
		☐	☐	☐						☐	☐	☐
		☐	☐	☐						☐	☐	☐
		☐	☐	☐						☐	☐	☐
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		☐	☐	☐						☐	☐	☐

		☐	☐	☐						☐	☐	☐
		☐	☐	☐						☐	☐	☐
Contract Staff Section										100% Time Reporting	By FTE	By Work Effort
		☐	☐	☐						☐	☐	☐
		☐	☐	☐						☐	☐	☐
		☐	☐	☐						☐	☐	☐
		☐	☐	☐						☐	☐	☐
		☐	☐	☐						☐	☐	☐
		☐	☐	☐						☐	☐	☐
					Total FTE:	**7.80**						

% FTE funded by ADRC funding should include contract funding and federal funding combined (you do not need to separate these funds on this form).

NOTE: If positions are split (either duties or funding), show the full FTE of the position and the total annual salary. Then note the percent that is ADRC funded and the percent funded by other sources. The other source(s) must be listed as well as the method for allocating funds.

Appendix E - Annual Budget 2017

Instructions for completing the Annual Line Item Budget page:

- Regional ADRCs should provide information for the entire entity.
- You do not have to itemize costs by what is included, just identify the expenses included.
- Rent must be reflected in the Direct Expense or Indirect Expense Admin/AMSO unless it is an unpaid in-kind county contribution.
- The ADRC Grant Funding column must equal the ADRC base contract amount.
- The subcontract section should equal amount shown on Appendix E.
- MA Match Funding can be added together for multiple contracts (ADRC, NH Relocation, DCS, EBS) and reported in same column.

Complete the budget worksheet and provide the following additional information:

1. Does the ADRC rent or lease space: ☐ Rent ☒ Lease ☐ N/A
   If yes:
   a. What is the monthly cost: 250.00 for temporary space
   b. If the ADRC is regional, what is the cost per ADRC office?

      County _____

      County _____

      County _____

      County _____

      County _____

2. Does the ADRC have other direct expenses than those listed in the worksheet:
   ☒ Yes ☐ No

   If yes, specify:Independent audit expense

3. Does the ADRC have other indirect expenses:
   ☒ Yes ☐ No

   If yes, please specify:Allocated fuel, heating, and utilities of leased space; Allocated County costs.

4. List all items included in the Admin/AMSO budget line. Examples include: Phone, Corp Counsel, IT, Human Services Director. Also list the percent of the total AMSO amount attributable to each item included:
   AMSO costs of the Senior Resource Center that relate to the portion of the EBS position claimed with ADRC funding: Governing Board per diem-1.4%, Independent Audit-0.95%, Fuel/Heating-2.1%, Utilities-9.45%,Telephone-1.75%, Repairs & Maintenance-0.35%, Membership-0.35%, Advertising-1.1%, Records Checks-0.21%, Misc Materials-1.26%, Postage-0.56%, Office Supplies-1.54%, Publications-0.04%, Janitorial-0.28%, Non-Capital Outlay-0.35%, Conferences & Training-0.63%, Training Meals, Miles, & Lodging-0.28%, Committee Mileage-0.28%, Copy Expense-3.5%, Gasoline-

0.28%, Operational Meals, Miles, Lodging-2.8%, Service Contracts-0.5%, Support Staff-22.65%, Senior Center Manager-48.39%

Appendix E - Annual Budget 2017

ADRC Program Personnel:	ADRC Grant Funding	MA Match Funding	Dementia Care Specialist Grant (if applicable)	Nursing Home Relocation Grant (if applicable)	List Other Funding (if applicable)	Grand Total
Salary	117,277	86,906			44,120	248,303
Fringe	77,639	57,533			29,209	164,381
Subtotal	194,916	144,439	0	0	73,329	412,684
Direct Expenses:						
Travel	1,676	1,243			631	3,550
Training	1,058	784			398	2,240
Printing	1,511	1,120			569	3,200
Postage	236	175			89	500
Office Supplies	708	525			267	1,500
Telephone	1,086	805			409	2,300
Computer & Related	0	0			0	0
Rent/Lease (list on pg. 6)	1,417	1,050			533	3,000
Equipment	0	0			0	0
Equipment Maintenance	0	0			0	0
Certifications/Professional Dues	165	123			62	350
Translation Services	94	70			36	200
Outreach/Marketing	1,417	1,050			533	3,000
Other Direct Expenses (list on pg. 6)	188	139			71	398
Governing Board per diem	1,653	1,225			622	3,500
						0
						0
Subtotal	11,209	8,309	0	0	4,220	23,738
Indirect Expenses:						
Administration/AMSO	2,267	1,680			853	4,800
Allocated Fuel/Heating/Utilities	561	416			211	1,188
Other (list on pg. 6)	26,249	19,452			9,876	55,577
Subtotal	29,077	21,548	0	0	10,940	61,565
Subcontracts: (include for staff or activities)						
						0
						0
						0
						0
Subtotal	0	0	0	0	0	0
TOTAL EXPENSES:	235,202	174,296	0	0	88,489	497,987

Change Project
2016 The ARD What.

Change Project
2016 Operation Car

DEPARTMENT OF HEALTH SERVICES
Division of Public Health
F-00615 (07/2016)

STATE OF WISCONSIN

CHANGE PROJECT REPORT

Completion of this form is voluntary; however, use of the form ensures all required elements are incorporated.

Name of Organization:	Aging & Disability Resource Center of Door County
Office or Site Location of Change Project:	Door County Senior and Community Center
1. **CHANGE PROJECT TITLE**	"The ARD...What??"
2. What **AIM** will the Change Project address?	**"BIG A"** Increase ADRC Customers
	"small a" (a clear and measurable goal statement related to the "Big A" including baseline measure and target): The Door County ADRC will increase the number of consumers by 4%.
3. **START DATE** and anticipated completion date	April 1, 2016 to June 30, 2016
4. Describe the **CUSTOMERS** you are trying to help.	Any consumer that may be in need of information and/or resources, with a particular focus on elderly and disabled.
5. What **SERVICE** are you trying to improve?	The service we are trying to improve is to educate more consumers in the community about what the ADRC does and the services, such as the I&A's, EBS, DBS that are offered for those that need help.
6. **EXECUTIVE SPONSOR**	Rachelle Gramann
7. **CHANGE LEADER**	Lisa VanAlstine
8. **CHANGE TEAM MEMBERS**	Anna VanLannen, Jennifer Bender, Jess Holland, Mary Bink, Rachelle Gramann, Jake Erickson, Erin Szakala, Kim Kramer, and Carol Lenius
9. How will you **COLLECT DATA** to measure the impact of the change and who will be responsible for data collection?	We will collect data by using a spreadsheet to track outreach events and particpants.
10. **TEAM COMMUNICATION STRATEGY** How will the team members, including the Executive Sponsor, stay informed about the change project?	Weekly staff meetings.
11. What is the anticipated **PROGRAMATIC and/or FINANCIAL IMPACT** of this change project (business case)?	The anticipated programmatic impact of this change project is to see an increase in the number of consumers using the ADRC. Using outreach to educate the community and consumers on what the ADRC does and what services are provided for consumers in need of resources and/or information.

JANUARY - MARCH 2016 (BASELINE DATA)

DATE COLLECTED	EVENT/GROUP	STAFF	NO. OF PARTICIPANTS	PARTICIPANTS	OUTREACH
1/10/2016	Grace Church Adult Forum	Lisa	24	community members	What is the ADRC? What kind of assistance can you get there?
2/16/2016	Red Cross/Oxford Apartment fire victims	Jennifer and Rachelle	12	Community Members	Offered housing resources to those displaced by the fire. Gave other ADRC resources as needed.
3/1/2016	County of Door Newsletter	Mary and Jess		County Employees	Offering assistance with issues related to Social Security, Medicare, and Medicaid
TOTAL EVENTS	**3**	**TOTAL PARTICIPANTS**	**36**		

APRIL - JUNE 2016

PLAN-*What is the idea/change to be tested?* -- Outreach - Explaining what the ADRC Does

	STEPS TAKEN		DATA COLLECTED		STUDY - RESULTS
DATE COLLECTED	EVENT/GROUP	STAFF	NO. OF PARTICIPANTS	PARTICIPANTS	CONTENT OF PRESENTATION/COMMENTS
4/5/2016	Forestville Meal Site	Anna, Mary, and Rachelle	4	community members	Overview of ADRC- how information and assistance specialists and benefit specialists can help you.
4/6/2016	St. Francis church in Brussels	Anna and Mary	33	community members	Overview of ADRC- who we are and what we do. Brief discussion of Medicare Part D plan finders and Senior Care. Answered questions. Brochures, business cards, and merchandise provided.
4/13/2016	Baileys Harbor Meal Site	Jennifer and Mary	9	Community Members	Chatted with individuals about who we are and how we can assist them.
4/18/2016	Senior Network Meeting	Lisa and Mary	6		Went to meeting that had been cancelled because of lack of attendence but ended up sharing with who was there!
4/20/2016	Liberty Grove Meal Site	Lisa and Mary	14	Community Members	Chatted with individuals about who we are and how we can assist them.
4/27/2016	Washington Island Meal Site	Jennifer and Mary	7	Community Members	Chatted with individuals about who we are and how we can assist them.
5/18/2016	Fish Creek YMCA Wellness Fair	Jennifer	30	Community Members	What is the ADRC? What kind of assistance can you get there? Explained roles of EBS, DBS and I&A. Gave examples of reasons why people might call.
5/26/2016	Probation and Parole	Jess and Lisa	14		What is the ADRC? What kind of assistance can you get there? Explained roles of EBS, DBS and I&A. Gave examples of reasons why people might call.
6/14/2016	Washington Island Open House	Rachelle, Lisa, Jess, Mary, Carol, Jake		Community Members	What is the ADRC? What kind of assistance can you get there? Explained roles of EBS, DBS and I&A. Gave examples of reasons why people might call.
6/24/2016	Dementia Summit	Anna	44	community members	Gave an overview of dementia. Discussed resources available at ADRC for dementia and memory screens. ADRC brochures were provided.
6/29/2016	Sheriff's Department with Tammy Sternard	Jess	1	County Employee	What is the ADRC? What kind of assistance can you get there? Explained roles of EBS, DBS and I&A. Gave examples of reasons why people might call.
7/2/2016	Sandi Bosch	Jess	1		What is the ADRC? What kind of assistance can you get there? Explained roles of EBS, DBS and I&A. Gave examples of reasons why people might call.
TOTAL EVENTS	12	TOTAL PARTICIPANTS	163		

EVALUATION AND SUSTAINABILITY PLAN

Project Outcomes (only complete if the team has adopted a change and the Change Project is finished)	
1. What was the ACTUAL project **END DATE** (when you stopped making changes)?	June 30, 2016
2. What did you **LEARN** (e.g., describe what the team thought the outcome would be and what was the actual experience)?	We anticipated immediate results and were slightly disappointed that we did not see increased numbers. We believe that the numbers will be reflected in the next 6 months because of the outreach that we all performed.
3. What was the **PROGRAMATIC and/or FINANCIAL IMPACT** of this change project (e.g. increased revenue, reduced costs, increased staff retention)?	The programmatic impact of this change project saw a gradual increase of consumers in some areas of the ADRC because of the education we did in the community and with consumers. We are confident that the numbers will increase as more consumers will know about the ADRC and what the ADRC does and its value in their lives in the coming months due to the outreach done from this change project.

Sustainability Plan (complete only if the team has adopted a change)	
1. What **CHANGES** do you want to **SUSTAIN**?	Outreach at least two times a month.
2. Who is charged with taking the role as the **SUSTAINABILITY LEADER**, to make sure the change project is sustained?	Lisa VanAlstine
3. What is the **TARGET GOAL**?	The target goal is to increase potential consumer's knowledge of the Aging and Disability Resource Center and its programs.
4. What system is in place to **MEASURE and MONITOR** that the process continues to meet the target goal?	Using the Outreach spreadsheet shared by all staff Sams Database

Additional Notes:

DEPARTMENT OF HEALTH SERVICES
Division of Public Health
F-00615 (07/2016)

STATE OF WISCONSIN

CHANGE PROJECT REPORT

Completion of this form is voluntary; however, use of the form ensures all required elements are incorporated.

Name of Organization:	ADRC of Door County
Office or Site Location of Change Project:	Door County, WI
1. **CHANGE PROJECT TITLE**	Operation Caregiver Outreach
2. What **AIM** will the Change Project address?	**"BIG A"** Increase consumers ability to be healthy in the home **"small a"** (a clear and measurable goal statement related to the "Big A" including baseline measure and target): The ADRC will increase the average number of participants in the Caregiver Support Groups from 12 to 16 within 3 months.
3. **START DATE** and anticipated completion date	09/01/2016 to 12/01/2016
4. Describe the **CUSTOMERS** you are trying to help.	Door County caregivers and those in Door County who need caregivers
5. What **SERVICE** are you trying to improve?	We are trying to maintain quality of care to those in Door County by supporting their caregivers, additionally hoping to reduce caregiver burnout.
6. **EXECUTIVE SPONSOR**	Rachelle Gramann
7. **CHANGE LEADER**	Jennifer Bender
8. **CHANGE TEAM MEMBERS**	Jake Erikson, Anna Zahorik, Lisa VanAlstine, Christine Anderson, Wendy Shubert, Carol Lenius
9. How will you **COLLECT DATA** to measure the impact of the change and who will be responsible for data collection?	Wendy will keep track of Support Group attendance and record in SAMS the monthly participants. Support Group leaders will ask any new participants how they heard about the group and provide that data to the Change Leader.
10. **TEAM COMMUNICATION STRATEGY** How will the team members, including the Executive Sponsor, stay informed about the change project?	Members of Operation Caregiver Outreach will meet periodically to discuss project, execute a plan and evaluate data. Meetings were held on 09/02/2016, 10/11/2016 and 12/12/2016.
11. What is the anticipated **PROGRAMATIC and/or FINANCIAL IMPACT** of this change project (business case)?	We anticipate being able to support an increased number of caregivers in our community and by doing so, hope to delay the use of state funded long-term care programs.

PDSA CYCLES

Rapid Cycle #	Cycle Begin Date	Cycle End Date	**Plan** *What is the idea/change to be tested?*	**Do** *What steps are you specifically making to test this idea/change? Who is responsible? Data: what is the result?*		**Study** *What were the results? How do they compare with your baseline measure?*	***Act*** *What is your next step? Adopt? Adapt? Abandon?*
				Steps Taken	Data Collected		
Base-line Data			N/A	N/A	Note baseline data **Average participants = 12**	N/A	N/A
1	9/1	9/30	Encourage ADRC/SRC staff and ADRC Advisory Committee to promote caregiver resources and Support Group	ADRC/SRC staff and Advisory Committee distribute folders with available resources for caregivers. Staff will do this through direct contacts and outreach	Total of 4 new participants. 1 individual heard about the Support Group through ADRC/SRC. 50% of data was not collected	Referrals from ADRC/SRC resulted in at least 1 new participant. Other data is unclear due to voluntary survey (some chose not to answer survey question)	Adopt
2	09/21	09/21	Live Broadcast	Outreach effort through radio broadcast mentioning time and date of Caregiver Support Group	No new participants	0% known increase but data unclear due to voluntary survey	Adopt
3	10/21	11/1	Marketing to recent caregivers through the mail	250 invitations sent to caregivers for a luncheon with Caregiver Support Group information	No new participants	0% known increase, but data unclear due to voluntary survey	Adopt
4	11/1	11/30	Marketing article	Article with Caregiver Support Group time and date in ADRC/SRC November Newsletter	No new participants	0% known increase but may be too early to tell	Adopt
5							

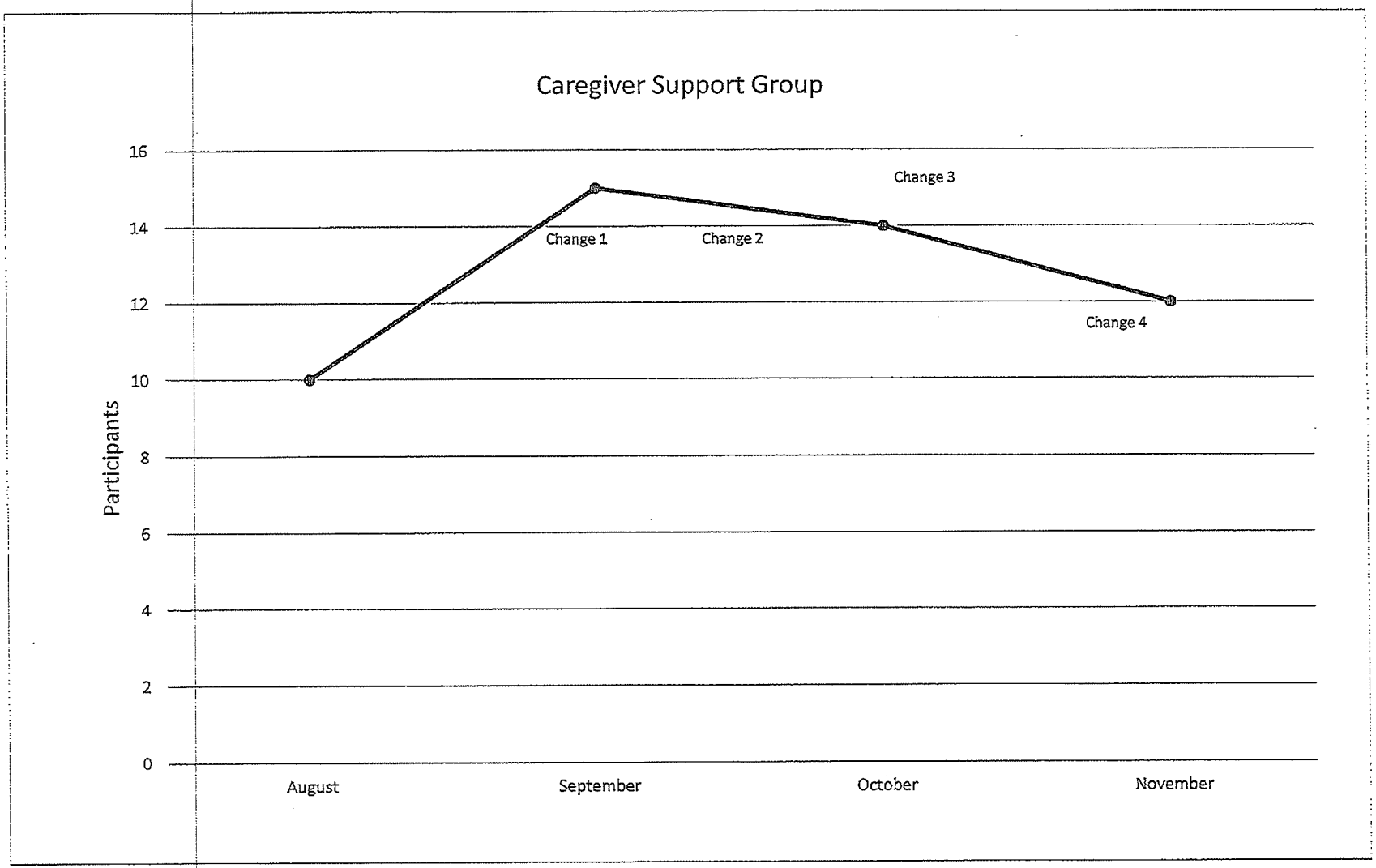
EVALUATION AND SUSTAINABILITY PLAN

Project Outcomes (only complete if the team has adopted a change and the Change Project is finished)

1. What was the ACTUAL project **END DATE** (when you stopped making changes)?	12/01/2016
2. What did you **LEARN** (e.g., describe what the team thought the outcome would be and what was the actual experience)?	The actual number of participants was 14 and our goal was to increase to 16. Although our month to month average did not meet our goal, we did increase the number of new participants by 8 people. We learned that maintaining caregivers is a goal we should also have and how important it is to get regular feedback from them.
3. What was the **PROGRAMATIC and/or FINANCIAL IMPACT** of this change project (e.g. increased revenue, reduced costs, increased staff retention)?	We were able to provide additional support to 8 new caregivers in our community.

Sustainability Plan (complete only if the team has adopted a change)

1. What **CHANGES** do you want to **SUSTAIN**?	We would like to continue our marketing efforts through printing brochures, radio advertisements and word of mouth. Also, we would like to include caregiver.com as a resource and utilize resources available through the Wisconsin Caregiver Innotiative.
2. Who is charged with taking the role as the **SUSTAINABILITY LEADER**, to make sure the change project is sustained?	Wendy will be our Sustainability Leader by monitoring results of overall participants through SAMS.
3. What is the **TARGET GOAL**?	Our target goal is still 16 average overall participants throughout the year 2017.
4. What system is in place to **MEASURE and MONITOR** that the process continues to meet the target goal?	We can measure the process through continuing to survey new participants in effort to find out where they heard of the Caregiver Support Group. We can continue to collect overall number of participants through SAMS data.


Caregiver Support Group
Participants
16
14
12
10
8
6
4
2
0
Change 1
Change 2
Change 3
Change 4
August
September
October
November

DOOR COUNTY DEPARTMENT OF HUMAN SERVICES – **STAFFING**

02-24-2017

Door County Board of Supervisors

Human Services Board

Susan Fernandez
Technical Support Specialist

Joe Krebsbach

Cori McFarlane

CHILDREN AND FAMLY SERVICES

Children & Family Support Services

Children's Services Program Manager
Cindy Zellner–Ehlers

Disabilities Case Manager – Children Services
-Jean Severson
-Kris Wagner – Maclean - .8

Birth to Three Educator & Service Coordinator
-Naomi Spritka

Human Services Nurse – Personal Care Program
Gloria Schneider .6

Children's Case Managers
-Margaret Buhk
-Faith Ann McCoy
-Andy Roth
-Kathy Schultz

CCS Coordinator
Vacant

Child Protection & Juvenile Justice

Children & Families Manager
Doreen Goddard

Social Worker – Child & Family Services Unit – Access/Ongoing
-Deb Fehrman
-Brett Hayner
-Beth Chisholm
-Amy LeFevre
-Mark Hill
-Emily Schwark
-McKenzie Erickson

ECONOMIC SUPPORT

Economic Support Manager
Carol Wautlet

Economic Support Specialist
-Val Bauldry
-Jessica Ingersoll
-Eric Olson
-Jessica Purdy
-Jill Whitman
-Mary Ann Salmon

Energy Program Specialist
-Kathy Fairchild

BEHAVIORAL HEALTH DIVISION

OUTPATIENT MENTAL HEALTH CLINIC / ADULT CRISIS SERVICES

Behavioral Health Program Manager
Jay Livingston

Psychiatrist
Colleen O'Rourke

CSP Manager
Sheryl Flores

Behavioral Health Therapists
-Elizabeth Ziolkowski
-Chris Hanke
-Cassandra Schraft
-Tanya Kavicky-Mels

Case Manager–Crisis
-Jamie Lowis

AODA Counselor
-Brenda Palkovic-Franco

CCS Coordinator
-Vacant

CONTRACT WORKERS
-Dr. Michael Sayers -.2
-David Hirn
-Pam Hirn

Community Support Program Case Manager/Worker
-Jodi Alsteen
-Glen Begrow
-Amy Higginbotham

Human Services Nurse – Community Support Program
-Scott Davis

CONTRACT WORKERS

-Magda Gutierrez– .25

AGING AND DISABILITY SERVICES DIVISION

ADRC/Aging Program Director
Rachelle Gramann

ADRC Advisory Board

Information & Assistance Workers
Lisa VanAlstine
Anna Zahorik
Jennifer Bender

Disability Benefit Specialist
-Jess Holland (.8)

Elderly Benefit Specialist
-Mary Bink

Social Worker - Adult Prot. Serv.
-Kim Kramer
-Erin Szakala
-Carol Lenius

Aging Program Manager
Jacob Erickson

Transportation Accounts Specialist
-Robin Mark

Activities Assistant
-Jennifer Fitzgerald - .50

Nutrition Site Manager
-Jamie Stephen - .49
-Stacy Volkmann - .30

Nutrition Site Manager/Cook – Washington Island
-Nelvie Cauldwell - .50

Cook
-Arne Thompson

Bus Driver
-Gary Hanson

Office Assistant – HS – ADRC/Senior Resource Center
- Wendy Schubert
- Barb Snow

CONTRACT WORKERS
-Carmen Schroeder – diet.

ADMINISTRATION

Business Manager
Tim Headrick

Office Manager
Shawn Barlament

Admin Assistant III – HS - Receptionist
-Kirsten Foss

Admin. Assistant II - HS - Records Management
-Kathy Zak

Admin Assistant II – HS - Support
-Debra Karas

Admin. Assistant II – HS – ARC
-Kay Madoche

Admin. Assistant III – Human Services
-Ashley LaLuzerne

Client Accounts Specialist
-Chris Wroblewski

Aging and Disability Resource Center
ADRC of Door County

ADVISORY BOARD BYLAWS

1.0 Definitions

1.1 ADRC: Aging & Disability Resource Center of Door County

1.2 Older adults mean individuals 60 years of age or over.

1.3 ADRC Advisory Board shall be an advisory body to the Door County Human Services Board, which is responsible for representing the needs, concerns, interests, and well being of older adults and adults with physical or developmental disabilities in Door County.

2.0 ADRC Advisory Board Membership, Appointment and Tenure

2.1 Membership

2.1.1 The ADRC Advisory Board will consist of **9** members appointed by the County Administrator, with confirmation by the Door County Board of Supervisors at their Annual Organizational Meeting or at other Board of Supervisor meetings as necessary to fill unexpected vacancies.

2.1.2 The ADRC Advisory Board will reflect the ethnic and economic diversity of the geographic area served by the ADRC.

2.1.3 At least one-fourth **(1/4)** of the membership of the board will consist of individuals who belong to an ADRC target group or their family members, guardians, or other advocates.

2.1.4 The proportion of board members representing older people, people who are physically disabled, and people 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 only represent one target group.

2.1.5 The board shall be composed of:

- **Four (4)** citizens representing elderly persons
- **One (1)** citizen representing physically disabled persons
- **Two (2)** citizens representing developmentally disabled persons
- **One (1)** citizen member who also sits on the Senior Services Advisory Committee
- **One (1)** member of the County Board, who also sits on the Human Services Board

2.1.6 Members shall be chosen on the basis of recognized ability and demonstrate an interest in services for older adults, adults with physical or developmental

disabilities, or adults with mental health or substance abuse issues. No person shall be appointed who has a conflict of interest as determined by state law or regulations or by county ordinance. No member of the ADRC Advisory Board may have any direct or indirect financial interest in a managed care organization or any organization that might benefit financially from the work done by the ADRC.

2.2 Term of Service

2.2.1 Initially, ADRC Advisory Board members will be appointed to serve until the Annual Meeting of the Door County Board of Supervisors in April of 2013. Commencing in April of 2013, the following terms, which will run from April to March, will be established:

- 3 Board members shall serve a term of 1 year,
- 2 Board members shall serve a term of 2 years and
- 3 Board members shall serve a term of 3 years.
- The County Board member's term will be 2 years

2.2.2 Thereafter, all Board members (with the exception of the County Board member) shall serve a full term, defined as 3 years, or until their respective successors are appointed. The County Board member's full term will be for 2 years and will parallel his/her term on the County Board of Supervisors.

2.2.3 No member may serve more than 2 consecutive full terms. Any vacancy shall be filled for the balance of the unexpired term in the same manner as the original appointment.

2.3 Eligibility

2.3.1 Eligibility to become a member of the ADRC Advisory Board shall be the same as those for other County Board appointments to committees.

2.4 Application

2.4.1 Persons seeking to fill the position of a citizen member ADRC Advisory Board must submit the official application form and 1 letter of recommendation to the Aging and Disability Resource Center of Door County within the time frame identified.

3.0 ADRC Advisory Board Officers

3.1 Election of Officers

3.1.1 At its initial meeting, and at subsequent Annual Organizational Meetings, the ADRC Advisory Board shall elect a chair and a vice-chair. Officers so elected shall serve a term of 1 year following their election or until their respective successors are elected. All succeeding terms shall be for one year.

3.2 Board Chair Responsibilities

3.2.1 Preside at regular and special meetings of the ADRC Advisory Board

3.2.2 Be prepared to report to the Door County Board of Supervisors and/or its committees, and to attend such meetings as are appropriate to the business of the ADRC Advisory Board

3.2.3 Appoint subcommittees, as needed

3.2.4 Approve and sign documents where appropriate

3.3 Board Vice-Chair Responsibilities

3.3.1 Assume the responsibilities of the Chair in the Chair's absence

4.0 Meetings

4.1 Frequency & Quorum

4.1.1 The ADRC Advisory Board shall meet at least bi-monthly or more often as the members determine or the chair directs.

4.1.2 The majority of the ADRC Advisory Board shall constitute a quorum.

4.2 Annual Organizational Meeting

4.2.1 The ADRC Advisory Board shall conduct its Annual Organizational Meeting at its first scheduled meeting following the Annual Organizational Meeting of the Door County Board of Supervisors.

4.3 Meeting Schedule

4.3.1 The ADRC Advisory Board shall determine its meeting schedule based upon the convenience of its members. Thereafter, a change in the regular schedule shall be approved by a two-thirds vote of the ADRC Advisory Board. The members shall be notified in advance of any change in the schedule.

5.0 Committees

5.1 The ADRC Advisory Board may appoint sub-committees, or advisory committees consisting of either members or non-members or both, to encourage community involvement and carry out the purposes and objectives of the ADRC Advisory Board.

6.0 Code of Ethics

6.1 Ethical Principles

6.1.1 Both ADRC Advisory Board members and staff must abide by the statement of "Ethical Principles," adopted as Ordinance No. 2010 – 04 by the Door County Board of Supervisors on April 20, 2010, or any subsequent revisions as adopted by the Door County Board of Supervisors..

6.2 Confidentiality

6.2.1 ADRC Advisory Board members shall not release the names and/or other confidential information about program participants without the 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 Aging & Disability Resource Center.

7.0 Duties and Responsibilities

7.1 The ADRC Advisory Board shall the following duties:

7.1.1 Adopt bylaws for the ADRC Advisory Board;

7.1.2 Develop and review a mission statement for the Aging and Disability Resource Center;

7.1.3 Determine the internal structure, policies and procedures of the Aging and Disability Resource Center, consistent with state guidelines and local governance structure and with input from consumers, service providers and other local constituencies;

7.1.4 Participate in the hiring process and authorize the hiring of future Aging and Disability Resource Center directors;

7.1.5 Propose a budget to the County's Human Services Board, monitor expenditures for and oversee the operations of the Aging and Disability Resource Center subject to the county's ordinances and budget.

7.1.6 Ensure that there are no conflicts of interest involving or affecting the ADRC.

7.1.7 Monitor and ensure the quality of services provided by the Aging and Disability Resource Center and participate in ADRC quality assurance activities.

7.1.8 Represent the interests of all target groups served by the Aging and Disability Resource Center.

7.1.9 Review ADRC customer complaints and appeals to determine if there is a need to change the ADRC's policies and procedures or otherwise improve performance.

7.1.10 Ensure that the terms of this contract with the State of Wisconsin are fulfilled and that fidelity to the mission of the ADRC is maintained.

7.1.11 Analyze and recommend system changes to address the needs of older people and people with physical or developmental disabilities for long term care and related services by doing the following:

- Annually gather information from consumers, service providers and other interested persons concerning the adequacy of long term care services offered in the area served by the ADRC. Provide well-advertised opportunities for public participation in the board's information gathering activities.
- Identify gaps in services, living arrangements and community resources needed by individuals belonging to the target populations served by the ADRC.
- Review the number and type of grievances and appeals concerning the long term care system in the area served by the ADRC, to determine if a need exists for system changes.
- Identify potential new community resources and sources of funding for services needed by the ADRC's target populations.
- Report needs analysis findings and recommend strategies for building local capacity to serve older persons and individuals with physical or developmental disabilities, as appropriate, to local elected officials, the regional long term care advisory committee, the Wisconsin Council on Long Term Care and the Wisconsin Department of Health Services.

7.1.12 When Family Care is available in Door County, annually review the ADRC's interagency agreements with the MCO(s) in its service area and make

recommendations, as appropriate, to assure coordination between the ADRC and MCO(s) and access to and timeliness in the provision of services by the ADRC and the MCO(s).

7.1.13 When so directed by the Wisconsin Department of Health Services, appoint members to the regional long term care advisory committee.

7.1.14 If directed to do so by the County Board, assume the duties of the county Long Term Support Planning Committee.

8.0 Rules of Order

8.1 The ADRC Advisory Board shall conduct its business according to Roberts' Rules of Order.

9.0 Ratification of By-Laws

9.1 Initial Ratification

9.1.1 Ratification of these by-laws shall be by a two-thirds vote of the ADRC Advisory Board.

9.2 Amendments

9.2.1 These by-laws may be amended as deemed necessary by a two-thirds vote of the ADRC Advisory Board at any regularly scheduled meeting, provided there has been notice of the intent to amend the bylaws given in advance.

10.0 Ratification & Amendment History

10.1 Ratification Date: 12/17/2012

10.2 Amendment History

Amendment Date(s)	Description of Change

ADRC ADVISORY BOARD MEMBERS & TERM LIMITS

FIRST ADRC BOARD APPOINTMENTS

BOARD MEMBER	REPLACEMENT BOARD MEMBER	TERM	TERM 1 BEGINS	TERM 1 EXPIRES	TERM 2	TERM 2 BEGINS	TERM 2 EXPIRES
Bob Sullivan		1 YR/3 YR	Apr-13	Apr-14	3 YR	Apr-14	Apr-17
Tom Krueck		1 YR/3 YR	Apr-13	Apr-14	3 YR	Apr-14	Apr-17
~~Helen Bacon~~	Lucille Kirkegaard 11/2016	1 YR/3 YR	Apr-13	Apr-14	3 YR	Apr-14	Apr-17
~~Dale Wiegand~~	Dave Lienau 4/2014	2 YR	Apr-13	Apr-15	2 YR	Apr-15	Apr-17
Christine Andersen		2 YR/3 YR	Apr-13	Apr-15	3 YR	Apr-15	Apr-18
Judy Treptow		3 YR	Apr-13	Apr-16	3 YR	Apr-16	Apr-19
~~Butch Tess~~	Melissa Wolfe 2/2015	3 YR	Apr-13	Apr-16	3 YR	Apr-16	Apr-19
~~Paul Kok~~	Julie Kudick 11/2015	3 YR	Apr-13	Apr-16	3 YR	Apr-16	Apr-19
Tami Leist		3 YR	May-14	Apr-16	3 YR	Apr-16	Apr-19

***The Duration for service for the board members were written into the by-laws. At the April 15, 2013 ADRC Advisory Board meeting the Board agreed to the service terms as follows: A one year term for three board members; a two year term for two board members; and a three year term for four board members. The purpose was to stagger the dates so term expirations would not leave the Board without a quorum.

AFTER FIRST TERM

BOARD MEMBER	REPLACEMENT BOARD MEMBER	TERM	TERM 1 BEGINS	TERM 1 EXPIRES	TERM 2	TERM 2 STARTS	TERM 2 EXPIRES
ELDERLY REP	1st Full Term begins 2017	3 YR	Apr-17	Apr-20	3 YR	Apr-20	Apr-23
PHYSICALLY DISABLED	1st Full Term begins 2017	3 YR	Apr-17	Apr-20	3 YR	Apr-20	Apr-23
Lucille Kirkegaard	1st Full Term begins 2017	3 YR	Apr-17	Apr-20	3 YR	Apr-20	Apr-23
Helen Bacon	4/2016	2 YR	Apr-15	Apr-17	2 YR	Apr-17	Apr-23
Christine Andersen	Final Term (ends 2018)	3 YR			3 YR	Apr-15	Apr-18
Judy Treptow	Final Term (ends 2019)	3 YR			3 YR	Apr-16	Apr-19
Melissa Wolfe	1st Full Term begins 2016	3 YR	Apr-16	Apr-19	3 YR	Apr-19	Apr-22
Julie Kudick	1st Full Term begins 2016	3 YR	Apr-16	Apr-19	3 YR	Apr-19	Apr-22
Tami Leist	???	3 YR	Apr-16	Apr-19	3 YR	Apr-19	Apr-22