



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

ADVISORY BOARD - NOTICE OF PUBLIC MEETING

MONDAY, September 18, 2017 - 3:00 P.M.
ADRC of Door County @Senior and Community Center
832 N. 14th Avenue, Sturgeon Bay, WI 54235

AGENDA

- 1. Call to Order at 3:00 p.m.**
- 2. Establish Quorum**
- 3. Adopt Agenda**
- 4. Approve Minutes from the 07/17/2017 Meeting**
- 5. Public Comment**

- 6. Old Business**
 - Building Project Update-Timeline
 - SRC & ADRC Blending/Integration Update
 - Staffing Update
 - Operations Update
 - Waiting List Update
 - Southern/Northern Door Involvement
 - Getting ADRC Board Members into Action

- 7. New Business**
 - What's New in Family Care/IRIS
 - ADRC Conference
 - More Than Meets the Eye Event
 - AIRS Certification Update
 - Unmet Needs
 - News for Next Year
 - Meeting Code

- 8. Future Agenda Items**

- 9. Confirm Next Meeting Date and Time**
 - The next meeting is tentatively scheduled for November 20, 2017 at 3:00 p.m.

- 10. 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: 9/13/2017

ADRC Advisory Board - Minutes

Monday, July 17, 2017 at 03:00 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 3:00 p.m. by Helen Bacon. Members present were: Helen Bacon, Christine Andersen, Judy Larson, Tami Leist, Tom Krueck, Robert Sullivan, and Melissa Wolfe. Absent were; Julie Kudick and Lucille Kirkegaard. Other persons present were Joe Krebsbach and Jake Erickson. Barb Snow took minutes.

2. Establish a Quorum

- A quorum was established and the meeting continued.

3. Adoption of Agenda

- It was noted that #3 on the Agenda should read 2017 and not 2016. A motion was made by Christine Andersen and seconded by Judy Larsen to adopt the agenda. The motion was carried unanimously.

4. Approve Minutes from 05/15/2017 Meeting

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

5. Public Comment – None

- **Joe deviated from the agenda:**

- **Update Regarding Refill of Director's Position & Reorganization – Introduce the New ADRC Director Jake.** Joe introduced Jake Erickson as the new ADRC Director his first official day is today July 17th. The Assistant Director of the ADRC position goes in front of the Admin Committee tomorrow.

- **Joe deviated from the agenda:**

- **Recess to Human Services Center, 916 N 14th Ave 3:05 p.m.**
- **Reconvene to tour Human Services Center, 916 N 14th Ave at 3:10 p.m.**
 - Returned back to ADRC at 3:45 p.m. and continued meeting.

6. Old Business

- **Building Project Update - Naming the New building.** The new building is scheduled to potentially be done by December 1st. There are discussions on how the move will take place. The ADRC could be closed for about a week while the staff transition from one building to another. Wayne Spritka from Building and Grounds answered questions on heating and air conditioning. He mentioned that the building will be pressurized meaning that windows are not able to open. The way the system is set up there would be a credit to the energy bill. The Human Services Board decided on naming the new building "Door County Resource Center". The name will go in front of the Property Committee next month.
- **SRC & ADRC Blending/Integration Update.** Joe - We are moving forward and getting away from having 2 separate units; Senior Center and ADRC; and working on one unit the ADRC. The Aging Manager position has been reclassified as the Assistant Director of the ADRC. Jake drafted a funding proposal for \$30,000 in additional monies. If the proposal is approved the additional funding would be reserved for marketing and a new ADRC website as well as possibly keeping Patti Peterson on as a consultant. Jake and Patti went to Green Bay and met with Neal Minogue (Director of the Office on Aging) and Devon Christianson (ADRC Director of Brown County). Neal and Devon had ideas on how to integrate and also recommended that after the move we conduct a soft opening first then later hold a public hard opening. They suggested that Jake and Patti carry over programs and services that have been successful and reevaluate what might not be working. The Senior Services Advisory Board and the ADRC Board are still blending at some point in the future.

- **Operations Update.** Patti Peterson has been filling in and helping out a couple days a week. We are looking at the APS placement to possibly stay over at the other building under a different supervisor. We are finding that they are connected more with Behavioral Health/Mental Health programs and the cases are overlapping. Erin's position with APS is being reclassified as a case management position. Kim and Carol will focus their attention on conducting APS intakes and completing WATTS (Guardianships) reviews.
 - **Waiting List Update.** I & A's have a steady flow of new and existing consumers on the waitlist to do functional screens.
 - **ITeam Status.** Joe went to the ITeam last week and noticed that there were way too many Human Services staff attending and not enough community members. They are continuing to work on recruiting community members to attend and hoping that it will build up more in the next few months.
- 7. New Business**
- **Conflict of Interest – Handout - Information and signature.** A motion was made by Tom Krueck to approve the Conflict of Interest policy. It was seconded by Melissa Wolfe. The motion was carried unanimously. The policy was read and signed by all committee members and turned into Jake Erickson.
 - **2018 State Contract Update.** There are different agencies trying to decide who should or shouldn't be involved with the ADRC's. For Example should Economic Support be involved and if not can I & A's step in and do some of those functions. Joe, Patti and Jake are meeting next Tuesday to review the amended ADRC contract. We are looking at having one staff member become AIRS Certified, which is a requirement written into our ADRC State Contract.
 - **Legislative Committee Issues - None**
 - **Confirm Next Meeting Date and Time.** The next meeting of the ADRC Advisory Board will be held on Monday, September 18, 2017 and November 20, 2017 at 3:00 p.m. at the Senior Resource & Community Center.
 - **Adjourn.** Helen Bacon picked 223 for the code. Meeting was adjourned at 4:35 p.m.

Recorded by Barb Snow

What kind of secrets do we each hide day-to-day? Maybe they are not intentional, but there is always more than meets the eye.

As an advocate that works with adults that are not able to work full-time due to disabilities, I am offered the privilege to learn many of our neighbors' secrets related to their everyday challenges and triumphs that are usually hidden from plain sight.

I often hear two polarizing sentiments:

1. I am more than my disability. It creates challenges in my life, but I am capable of so much more than people expect.
2. Why does my neighbor get Social Security Disability and I can't? There's nothing wrong with him and there is so much wrong with me!

The common thread that connects both of these thoughts is that nobody ever knows everything about someone else.

In an effort to raise awareness of the challenges and strengths of individuals with disabilities in our community, we are asking them to share something about themselves that is not obvious to onlookers.

What are you good at that people may not realize because of your disability?

What do you struggle with that is hidden from your neighbors, coworkers, friends, or family?

What do you wish others would understand about you that improves or complicates your ability to work?

There is always more than meets the eye; tell us about what we cannot see.

"More Than Meets the Eye" is a photo-journalistic community awareness project that will be displayed at Makerspace on Sturgeon Bay's 3rd Avenue in October for National Disability Employment Awareness Month, hosted by the Aging & Disability Resource Center of Door County, Door County Division of Vocational Rehabilitation, and Avenson Photography.

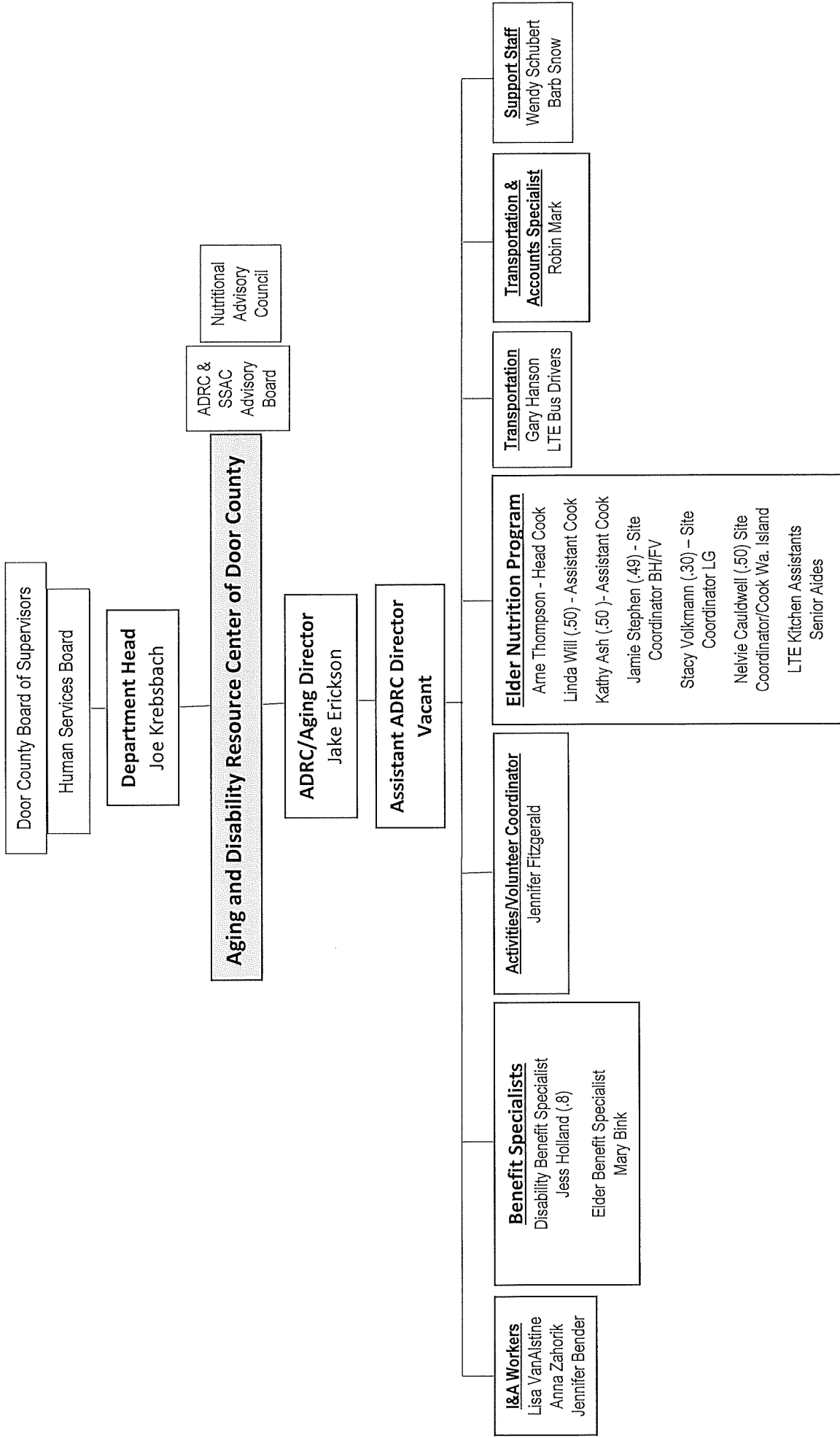
If you have a story to tell and would like to be part of the series, please contact Jessica Holland, Disability Benefit Specialist at the Aging & Disability Resource Center of Door County @ 920-746-7154 or JHolland@co.door.wi.us.



More Than Meets The Eye

an event to celebrate National Disability Employment Awareness Month

DOOR COUNTY DEPARTMENT OF HUMAN SERVICES
ADRC Organizational Chart



County of Door
Assistant ADRC Director

Job Title	Assistant ADRC Director	Last Revision	10/12/2015
Department	Human Services	HR Reviewed	01/01/2017
Division	ADRC	Employee Group	General Municipal Employee
Report To	ADRC/Aging Program Director or designee	FLSA Status	Exempt
Pay Grade	J	EEO Code	02 – Professionals

General Summary

This position works in conjunction with the Aging and Disability Resource Center (ADRC) Director to provide administration and leadership of the programs provided at the ADRC. This position assists the ADRC Director with the development and implementation of short and long range planning, operations, programming, and supervision of staff related to ADRC Services and Older Americans Act services. Acts on behalf of the Director on all matters in his/her absence.

Duties and Responsibilities

Essential Job Functions

1. Works with the Director to provide leadership and oversight that promotes and enhances the operation of the ADRC.
2. Participates in the writing of the Business Plan, Aging Plan, and required updates.
3. Participates in the development and oversight of the ADRC budget.
4. Serves as the designated Nutrition Director to meet the requirements for funding under the Older Americans Act. This includes oversight of multiple meal sites located throughout the county, as well as home delivered Meals (Meals on Wheels and frozen meals).
5. Performs meal site visits at regular intervals and interacts with seniors to get feedback on programming.
6. Supervises assigned staff as determined with the Director.
7. Provides support to all units including case consultation, consumer issues, complaints by consumers, or response to employee needs.
8. Participates in the interpretation of program and policy to the community and in community planning and education efforts, via media outlets, public hearings, committee meetings, and the monthly Senior Resource Center newsletter.
9. Promotes, markets, and conducts health, prevention and wellness education and activities.
10. Responsible for oversight, developing and monitoring goals to ensure quality assurance in services provided.

General Job Functions

1. Advocates for the elderly and disabled adult population and works in collaboration with community organizations to identify and maximize services to meet identified needs.
2. Promotes interagency cooperation and represents the agency in meetings related to assigned agency programs.
3. Coordinates the Door County Caregivers Coalition and provides oversight to these services.
4. Participates in research programs (as assigned) and in the review and development of agency programs, policies and procedures.
5. Provides assistance in grant writing.

County of Door
Assistant ADRC Director

Requirements

Training and Experience

1. Graduate of an accredited college or university with at least a Bachelor's Degree in social work, gerontology, or a related human services field preferred, or equivalent experience.
2. Four (4) years of progressive, professional work experience directly with seniors and / or adults with disabilities.
3. At least 1 year of progressive experience with organizational management, budget development and monitoring, and public / media relations or equivalent experience.
4. The County of Door reserves the right to consider candidates whose education and work experience provides comparable knowledge, skills and abilities.

Knowledge, Skills, Abilities Required

1. Strong leadership qualities, and ability to develop and effectively lead a well-functioning team.
2. Applicant to successfully pass the "Safe Serve" exam (in order to supervise the Nutrition Program).
3. Ability to market/outreach the program in the community.
4. Ability to direct and supervise the work of others.
5. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
6. Ability to communicate effectively with consumers who use our services, including ability to deal with challenging behavior when necessary.
7. Ability to use fact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical and Working Conditions

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

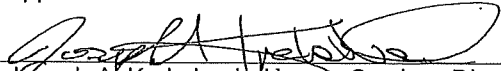
Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

Potential for physical harm exists during contacts with angry or irate members of the public. Limited office space may cause some distraction.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:


Joseph A. Krebsbach, Human Services Director

7/5/2017
Date


Kelly A. Hundel, Human Resources Director

7/5/17
Date