



**Aging and Disability Resource Center of Door County  
ADVISORY BOARD - NOTICE OF PUBLIC MEETING**

Thursday, March 1<sup>st</sup>, 2018 - 3:00 P.M.  
ADRC of Door County @ The Community Center  
916 N. 14<sup>th</sup> 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 11/20/2017 Meeting**
- 5. Public Comment**
  
- 6. Old Business**
  - Building Project Update
  - Staffing Update
  - Operations Update
  - Marketing Update
  
- 7. New Business**
  - Proposed Bylaws for Nutrition Advisory Council
  - Proposed Bylaws for Combined ADRC-Senior Advisory Board
  - Three Year Aging Plan – Public Input
  - Unmet Needs
  - Meeting Code
  
- 8. Confirm Next Meeting Date and Time**
  - The next meeting is tentatively scheduled for April 16, 2018 at 3:00 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, November 20, 2017 at 03:00 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 3:03 p.m. by Helen Bacon. Members present were: Helen Bacon, Christine Andersen, Judy Larson, Lucille Kirkegaard, Julie Kudick, Tom Krueck, and Melissa Wolfe. Absent were; Robert Sullivan and Tami Leist. Other persons present were Joe Krebsbach, Jake Erickson and JoAnn Baumann. 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 Tom Krueck and seconded by Judy Larson to adopt the agenda. The motion was carried unanimously.

### 4. Approve Minutes from 09/18/2017 Meeting

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

### 5. Public Comment – None

### 6. Old Business

- **Building Project Update – Tour the New Building.** The committee recessed for the tour at 3:09 p.m. and the meeting reconvened at the Senior Center at 3:55 p.m. Occupancy of the new building has moved from December 20<sup>th</sup> to mid January. The date for the ADRC to close for moving is tentatively set for January 22-26<sup>th</sup>. The ADRC will have limited staff for emergencies during the week we are closed to the public. There is an open house tentatively scheduled for Thursday, January 18<sup>th</sup> from 4:00 p.m. until 6:00 p.m. for both the ADRC and the EMS. Jake stated that he would like volunteers, board members and staff to stand at certain points during the open house to explain the areas.
- **2018 Aging Plan Amendment & Budget.** Jake shared the Aging Plan & Budget with the committee. He explained that it was always shared with the Senior Services Advisory Committee and because of the integration the ADRC will be included. Changes to the Aging Plan are in blue. Jake explained how the plan works to the committee. He explained that the plan is what we strive to accomplish or attempt to accomplish. There are no penalties if the goals in the plan are not completed. Tom stated that we should have interim goals and Helen suggested that time was given for the staff to get acclimated to the new building before pushing the goals. Joe asked for a motion to approve the plan, Julie Kudick motioned and Tom Krueck seconded the motion. JoAnn Baumann explained the Budget worksheet and how the process works to the committee
- **Staffing Update.**
  - **Congrats to Jenny Fitzgerald.** Jake announced to the committee that Jennifer Fitzgerald was hired on as the Assistant ADRC Director. The job description was added into the ADRC packet to show the committee what Jenny would be doing.
  - **Activities/Volunteer Coordinator.** There were 33 applicants for the Activities/Volunteer Coordinator job. The job was closed on November 10<sup>th</sup>. Jake and Jenny chose 5 applicants from the pool of applications and have 4 interviews on Tuesday, November 21<sup>st</sup> and one interview on Wednesday, November 22<sup>nd</sup>. A job description was added to the Agenda packet.
- **Operations Update.**

- The ADRC has an obligation in the contract to have at least one staff member AIRS certified. Jennifer Bender has taken the AIRS exam certification and passed the test.
  - Jake shared the 2017 State Customer Satisfaction Survey with the committee. He asked the committee to look it over and see if there were any questions that didn't apply or questions that should be added. There is a Long Term Care survey and a generalized survey that will be going out to randomly selected individuals. Jake would like the committees input on the questions by next week. Jake mentioned that he hopes that the survey would be evenly distributed throughout all communities in Door County. Some questions that were brought up were: How many people throughout the county know we (ADRC) are here? How far do you travel to get to the ADRC? What transportation do you use to get to the ADRC? Do you feel others in your community are aware of the services we provide? Do you feel it was/is necessary for a face to face meeting?
- **ADRC Board members into Actions.** Jake referred to the handout in the Agenda packet titled "Board Orientation Guide". He explained that the ADRC Advisory Board and the SSAC go over roughly the same information with a few different areas. He wanted the committee to think about their roles and responsibilities and what skillsets they can bring to the table. Jake referred to page 5 of the handout in saying that the committee members are ambassadors of the ADRC and they could help spread the word about the ADRC and the services the ADRC provides. Jake wants to make sure the committee gets the most out of the time spent in meetings. Judy Larson asked about a list for outreach contacts. Helen also stated that we should meet more frequently for less time to help keep track of what we are doing. Jake mentioned having action items for the committee. Also mentioned were subcommittees and getting a list together of what needs to be done.
- 7. New Business**
- **Marketing Update.** The grant for the Integration Funding was approved for \$26,500. The new building will provide a push in marketing to the community using radio, newspapers and website. Jake referenced the worksheet from Tweak outlining the options for marketing and their prospective costs.
  - **Planning for Next Year.** Julie Kudick mentioned that the staff could put together a 1 hour presentation for Wisdom Wednesdays. Other ideas were: Success Stories about services and planning for aging. We will work on getting a list in next 2 months to find out what kind of activities we are interested in doing.
  - **Unmet Needs.** The committee has been discussing some unmet needs throughout the meeting in other agenda items. Southern Door, Northern Door, and Washington Island are listed among the unmet needs.
  - **Meeting Code – 837**
- 8. Confirm Next Meeting Date and Time** The next meeting of the ADRC Advisory Board will be held on Monday, February 19<sup>th</sup>, 2018 at 3:00 p.m. at the ADRC.
- 9. Adjourn.** A motion to adjourn was made by Lucille Kirkegaard and seconded by Judy Larson. The motion was carried unanimously. Meeting was adjourned at 5:25 p.m.

Recorded by Barb Snow

**DOOR COUNTY AGING AND DISABILITY RESOURCE CENTER (ADRC) &  
AGING UNIT ADVISORY COMMITTEE BYLAWS  
(Effective April 2018)**

**Article I: Advisory Committee Name**

The name of this Committee shall be called the Door County Aging and Disability Resource Center (ADRC) Advisory Committee. The Door County ADRC Advisory Committee shall represent and advocate for older adults (persons over 60 years of age), adults living with a physical or developmental disability and their families.

**Article II: Committee Purpose**

1. To improve the quality of life for older adults, adults living with a physical or developmental disability and their families by helping them remain independent and engaged within their own community.
2. To represent, empower and advocate on behalf of older adults, adults living with a physical or developmental disability and their families.
3. To identify and promote Aging and Disability Resource Center (ADRC) of Door County programs and services that will help older adults and adults living with a physical or developmental disability to maintain dignity, independence and active lifestyles.
4. To guide Aging and Disability Resource Center (ADRC) of Door County staff to serve, advocate and respond to the needs of Door County older adults, adults living with a physical or developmental disability and their families.
5. To counsel and support Aging and Disability Resource Center (ADRC) of Door County staff on program and service design, development and oversight.
6. To advise Aging and Disability Resource Center (ADRC) of Door County staff on the composition, implementation and administration of the Door County Three Year Aging Plan and ADRC Annual Plan.

**ARTICLE III: COMMITTEE POWERS AND DUTIES**

The powers and duties of the Door County Aging and Disability Resource Center Advisory Committee shall be exercised and performed in conformity with the laws, ordinances and resolutions of Door County.

**ARTICLE IV: COMMITTEE MEMBERSHIP**

**Section I - Committee Appointing Authority**

The members of the Door County ADRC Advisory Committee shall be appointed by the Door County Administrator and approved by the Door County Board of Supervisors.

**Section II - Committee Membership**

The Door County ADRC Advisory Committee membership shall consist of nine (9) members who represent and advocate for older adults, adults living with a physical or developmental disability and their families. Fifty-one percent of members must be 60 years and older. 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. 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.

The board shall be composed of:

- Five (5) citizens representing older adults
- One (1) citizen representing physically disabled persons
- Two (2) citizens representing developmentally disabled persons
- One (1) member of the County Board, who also sits on the Human Services Board

The Door County ADRC Advisory Committee membership represents all income levels and minority backgrounds of the population in Door County. All Door County ADRC Advisory Committee members must reside within Door County and act according to county, state and federal Older Americans Act guidelines.

Door County ADRC Advisory Committee membership does not include members with a real or potential conflict of interest. All members shall abide by the Door County ADRC conflict-of-interest policy and any member of an agency or organization that receives funds from the Aging and Disability Resource Center (ADRC) of Door County may not be a member of the ADRC Advisory Committee.

### **Section III - Committee Membership Tenures**

Membership terms are three (3) years. No member may serve more than (2) consecutive full terms. If a member vacancy occurs mid-term, a replacement member may fulfill the remaining term of the departing member and begin their tenure following mid-term placement. Term limits will be so arranged that the terms of one-third (1/3) of the membership shall expire each year.

### **Section IV - Committee Membership Absences**

Any member who has more than three (3) unexcused absences, in a twelve (12) month period, from regular Door County ADRC Advisory Committee meetings will resign their position on the Committee. An unexcused absence means that the absentee did not notify Aging and Disability Resource Center (ADRC) of Door County staff that they would be unable to attend the meeting.

## **ARTICLE V – COMMITTEE OFFICERS**

### **Section I - Elected Officers**

Elected officers shall consist of a Chairman and Vice Chairman.

### **Section II - Election of Officers**

The officers shall be elected yearly at the first ADRC Advisory Committee Meeting of the calendar year by a majority vote of the members present. If the election of officers is not held at the first meeting, the election shall be held as soon thereafter as possible. Each officer shall hold their office until their successor has been duly elected.

### **Section III Term of Officers**

The officers shall be elected for a one (1) year term. Officers shall assume duties at the next Door County ADRC Advisory Committee meeting following their election at the first meeting of the calendar year.

**Section IV - Officer Vacancies**

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled for the unexpired portion of the term by Chair appointment. Appointment to temporarily fill an officer position does not constitute automatic succession to the officer position.

**Section V - Chair**

The Chair shall be the principal executive officer of the Door County ADRC Advisory Committee and shall in general supervise and control all ADRC Advisory Committee business. The Chair shall appoint all sub-committees. The Chair shall preside at regular and special meetings of the ADRC Advisory Board and be prepared to report to the Door County Board of Supervisors and/or its committees.

**Section VI – Vice Chair**

In the absence of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform other duties that may be assigned to them by the Chair of the ADRC Advisory Board. If both the Chair and Vice Chair are absent, the members present will decide who will chair the Door County ADRC Advisory Board meeting.

**ARTICLE VI – OTHER COMMITTEES**

**Section I - Other Committees**

The Chairman shall appoint other committees as necessary for the transaction of Door County ADRC Advisory Committee business.

**ARTICLE VII – COMMITTEE MEETINGS**

**Section I - Committee Meeting Location**

The Door County ADRC Advisory Committee official meeting location shall be within the geographical boundaries of Door County.

**Section II - Committee Annual Meeting**

The Door County ADRC Advisory Committee Annual Meeting shall be held yearly for the purpose of electing officers and transacting other business as may come before the ADRC Advisory Committee. The Annual Meeting will be held during the first meeting of the new calendar year.

**Section III - Committee Regular Meetings**

Door County ADRC Advisory Committee regular meetings shall be held bi-monthly, on the third Monday of each month, unless otherwise designated by the Chair, ADRC Advisory Committee and/or Aging and Disability Resource Center (ADRC) of Door County staff. A written meeting agenda shall be sent to ADRC Advisory Committee members one (1) week prior to before said ADRC Advisory Committee meetings.

**Section IV - Special Committee Meetings**

Door County ADRC Advisory Committee special meetings may be called by, or at the request of, the Chair or at the request of any ADRC Advisory Committee member. Door County ADRC Advisory Committee special meeting notices shall be given at least three (3) days previously thereto by written notice sent by mail or oral notice to each ADRC Advisory Committee member.

### **Section V - Closed Meetings**

Closed meetings or closed special meetings may be called by the ADRC Advisory Committee Chair and Aging and Disability Resource Center (ADRC) of Door County staff. Attendance at closed meetings or during closed special meetings will be limited to those requested by the ADRC Advisory Committee Chair and Aging and Disability Resource Center (ADRC) of Door County staff.

### **Section VI - Quorum and Voting Rights**

- A minimum of one-half (50%) of the elected membership or seven (5) members shall constitute a quorum for the transaction of business.
- An ADRC Advisory Committee member shall not be qualified to vote upon any issue directly affecting the interest of an organization or agency of which they are an employee or officer.
- A majority (51%) of Door County ADRC Advisory Committee members present who are qualified to vote shall constitute a quorum sufficient to approve any motion.

### **Section VII - Meeting Manner of Acting**

The majority act of Door County ADRC Advisory Committee members present at a meeting, which a quorum is present, shall be the act of the ADRC Advisory Committee unless the act of a greater number is required by law or by these Bylaws. All ADRC Advisory Committee meetings will be governed by Roberts Rule of Order.

### **Section VIII - Meeting Compliance with the Wisconsin Open Meetings Law**

It is the responsibility of each Door County ADRC Advisory Committee member to comply with the Wisconsin Open Meetings Law.

## **ARTICLE VIII - AMENDMENTS TO BYLAWS**

These Bylaws may be altered, amended or repealed and new Bylaws adopted by a two-thirds (2/3) majority of the Door County ADRC Advisory Committee if at least ten (10) days written notice has been given to each ADRC Advisory Committee member as to the proposed intention to alter, amend or repeal or to adopt new Bylaws at any regular or special meeting.

The Door County ADRC Advisory Committee approved and amended the Door County ADRC Advisory Committee Bylaws on September 11, 2017