



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

MONDAY, April 23rd, 2018 - 3:00 P.M.
ADRC of Door County @ The Community Center
916 N. 14th Avenue, Sturgeon Bay, WI 54235

AGENDA

1. **Call to Order at 3:00 p.m.**
2. **Establish Quorum**
3. **Review and Approve Agenda**
4. **Review and Approve Minutes from the 3/01/2018 Meeting**
5. **Public Comment**
6. **Introductions**

7. **Old Business**
 - Operations Update
 - Staffing Update
 - Marketing Update

8. **New Business**
 - New Board Orientation
 - Three Year Aging Plan – Public Input Update
 - Elect Chairperson and Vice Chairperson
 - Unmet Needs
 - Meeting Code

9. **Confirm Next Meeting Date and Time**
 - The next meeting is tentatively scheduled for June 18, 2018 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:

ADRC Advisory Board - Minutes

Monday, March 1, 2017 at 03:00 p.m.
The Community Center, 916 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 3:05 p.m. by Helen Bacon. Members present were: Helen Bacon, Christine Andersen, Judy Larson, Lucille Kirkegaard, Tom Krueck, and Tami Leist. Absent were; Robert Sullivan and Melissa Wolfe and Julie Kudick. Other persons present were Joe Krebsbach, Jake Erickson. 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 Christine Andersen to adopt the agenda. The motion was carried unanimously.

4. Approve Minutes from 011/20/2017 Meeting

- Spell out Airs under Old Business.
- A motion was made by Christine Andersen to approve the minutes with correction and was seconded by Tom Krueck. The motion was carried unanimously.

5. Public Comment

- Tom spoke about how the public was raving about the new building.

6. Old Business

- **Building Project Update.** The backup generator was being worked on about 2 weeks ago. That has been fixed and we were awarded permanent occupancy. We were given 11 acoustic panels with local photographs and they will be hung on the walls soon. Tom asked about the hearing loop. Jake explained that they are active in the dining room and the large activity room. Our wireless is 10 times faster than before. We are working on a building needs list, such as, toilet height, media carts that are lockable so that we can place our tech equipment in there, clocks, garbage cans, more tables and chairs, etc. We have been getting good feedback from those that visit the facility.
- **Staffing Update.**
 - **Congrats to Cathy Keller.** Jake announced to the committee that Cathy Keller started as the Activities/Volunteer Coordinator at the beginning of January. She has been doing a fantastic job and we have a lot of new volunteers.
 - **Reorganization of the Front Desk.** Wendy and Barb's job as front office support was reorganized to create a back office support and a front office support. Barb is now front office support working with the consumers and front desk duties and Wendy is back office support working with the daily data collection and reporting. Also in moving Wendy to back office support we were able to create a Nutrition line which is 920-746-2523.
- **Operations Update.**
 - Jake talked about a building usage policy to help set guidelines for what the building could be used for and the days and hours it would be used. This policy would included weekends and non work hours.
 - The committee discussed how to get people in that feel like they don't need the services of the building. Many options were brought up, such as; the tours, being ambassadors of the ADRC and reaching out to the community. Jake mentioned that when someone says this isn't for them to ask them why they feel that way and what are their interests or hobbies. This will help facilitate a conversation about what we have to offer.

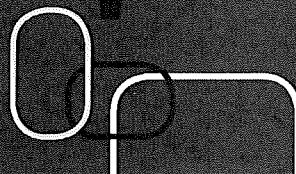
- Update on attendance. There were 346 new Scan Cards made in the month of February. Comparing nutrition from February 2017 to February 2018 there were 261 different individuals and 959 meals served in 2017, whereas, there were 516 unduplicated individuals and 1400 meals in 2018. Contributions in February 2017 were \$2729 times 12 it would be \$32,000 and in February 2018 we had \$4,231 and if we times that by 12 we got \$51,000.
 - New Activities and classes include: PC Computer class and a Mac computer class. Stepping On put on by Learning In Retirement (LIR). Some of these classes have over 100 signed up to attend. Athletic Trainer, Alyssa, from 1:30-2:30 on Wednesdays. Alyssa gives an overview of how the exercise equipment works. We have been talking to an Exercise Physiologist. He specializes in exercise programs for adults with disabilities, and autism. We also have the Brewers, Aging Mastery Program, Chess group, Rotary Club.
 - We are still learning what we need before scheduling regular meetings with outside organizations.
 - We have 15 new volunteers
- **Marketing Update.** Jake showed the Eagle County website to show how we were modeling our website after. He altered the design a little. Tweak has set up a Facebook page for the ADRC.
- 7. New Business**
- **Proposed Bylaws for the Nutrition Advisory Council.** Skipped
 - **Proposed Bylaws for the Combined ADRC-Senior Advisory Board.** We are restructuring the ADRC Advisory Board and the Senior Advisory Board. They will be combined and the Nutrition Advisory Council will be a stand alone committee. The Nutrition program is a big program and there is a lot to it. We felt that the Nutrition took a backseat when combined with the Senior Advisory Committee. A motion was made by Tom Krueck and seconded by Lucille Kudick to move forward with the proposed bylaws. The motion passed unanimously.
 - **Three Year Aging Plan – Public Input.** The Advisory Board discussed the Three Year Aging Plan. Jake mentioned that there was an activities interest survey put out that had a decent response. He also mentioned the Caregiver Coalition. Jake referred to the GWAAR handout Questions to Gather Preliminary Ideas From the Public and the board discussed options and ideas in which they could help. The Three Year Aging Plan will need to be drafted by the end of summer.
 - **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 – 216**
- 8. Confirm Next Meeting Date and Time** The next meeting of the ADRC Advisory Board will be held on Monday, April 16th, 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 5:00 p.m.

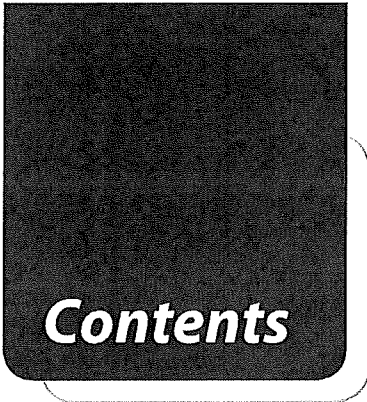
Recorded by Barb Snow



ADRC
Aging & Disability Resource Center

BOARD ORIENTATION GUIDE





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Aging and Disability Resource Centers (ADRCs): A Guide for New Board Members

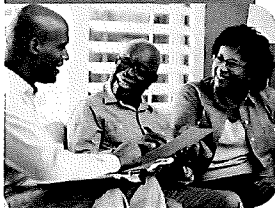
*Congratulations
on your new
role as a board
member for
an ADRC in
Wisconsin!*

Welcome

This guide will introduce you to ADRCs and help you prepare for your important new role as a valued member of the ADRC board. Your local ADRC will provide additional information and answer questions as your orientation continues.

ADRC Mission

The ADRC mission is to provide older adults and people with physical or developmental/ intellectual disabilities the resources needed to live with dignity and security, and achieve maximum independence and quality of life. The goal of the ADRC is to empower individuals to make informed choices and to streamline access to the appropriate services and supports.



ADRC History

Wisconsin is the birthplace for ADRCs. The long history of ADRC development started in the 1990s as people in Wisconsin came together to develop the concept of ADRC. The first ADRCs in Wisconsin began operation in 1998 and expanded to cover the entire state in 2013. ADRC board members helped shape the statewide ADRC network of today. The federal government has provided financial support to 54 states and territories to develop ADRCs.

Across the country, people can get help to learn about services available in their area because ADRCs in Wisconsin blazed the trail.



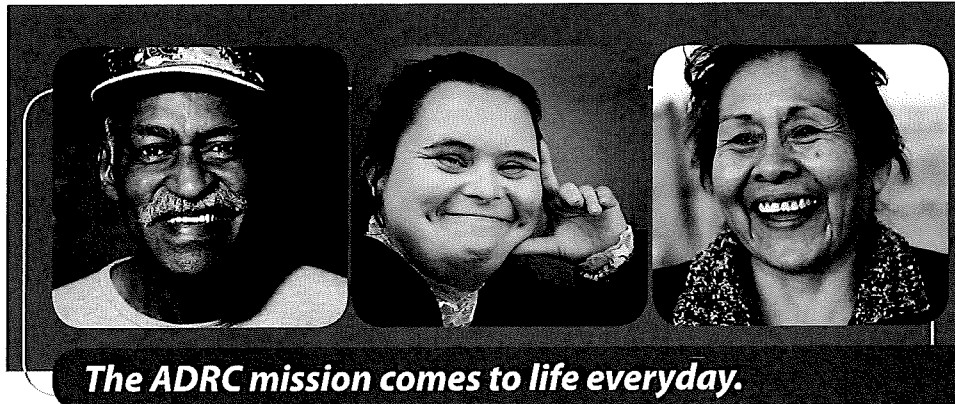
1998

*First ADRC in
Wisconsin*

2013

*Full state
coverage*

*ADRC board members
helped shape the statewide
ADRC network of today.*



ADRC Board Member Roles

Reaching Out to the Community

ADRC board members are ambassadors of the ADRC. Board members help to “spread the word” about the ADRC and about the services the ADRC provides. Board members are active people in their community. You may receive questions from neighbors or family members about the ADRC. You can help raise awareness about the ADRC by promoting the work of the ADRC in your community. Encourage others to call, email, or drop by the ADRC.

As a member of the ADRC board, it is important to have an understanding of how ADRCs fulfill their mission. ADRCs help people learn about the options available in the community to support them as they age or live with a disability. ADRCs enable people to stretch their resources and delay the need to use public dollars to pay for long-term care services. ADRCs provide information, assistance, help to examine options through options counseling, help to access publicly



funded long-term care programs such as Family Care and IRIS (Include, Respect, I Self-Direct), and help to access other benefits like Social Security Disability. ADRCs are warm, welcoming, customer service driven organizations.

Representing ADRC Customers

Board members represent the interest of the customers served by the ADRC. You will play a role in monitoring and ensuring the quality of the ADRC as well as participating in quality assurance activities. For example, board members review customer complaints in addition to considering potential improvements to policies and procedures in light of the complaints that have occurred.



Quality Improvement

Learn what ADRC customers thought about their experiences through customer satisfaction surveys.

The ADRC and the State of Wisconsin conduct customer satisfaction surveys. As a board member, it will be important to learn what your ADRC customers thought about their experience with the ADRC. Information from these surveys provides valuable insight and you may consider improvements to the ADRC based on the results.

ADRCs also have staff who are trained in quality improvement methods and complete at least one quality improvement project each year. As a board member, you will learn about the quality improvement initiatives and may be asked to take part in special projects.





ADRC customers may have challenges locating a service.

Analyzing and Raising Awareness about Unmet Needs

ADRC staff may work with a customer who is having challenges meeting a need because a service or resource doesn't exist in the area. ADRCs gather information about service gaps. The ADRC board reviews and analyzes information about these unmet needs. Likewise, board members may identify new community resources as well as sources of funding needed by the people served by the ADRC. Information about community needs can be shared with other community leaders and support planning efforts.

Board members may identify new community resources as well as sources of funding.

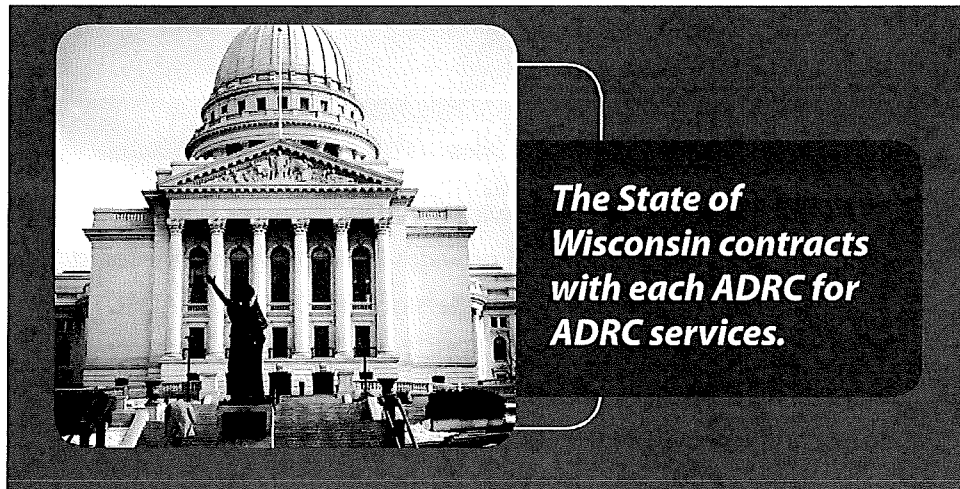


Working with ADRC Management and Staff

The ADRC board works closely with the ADRC Director. When a new director is hired, the board provides input on the hiring. Board members often interact with members of the ADRC team. ADRC staff may present information at ADRC board meetings and serve as a resource. Board members may be asked to research particular issues or concerns, participate in discussions, and problem solve.

ADRC board members may help sort through issues or guide special projects.





Next Steps

Your journey as an ADRC board member is just beginning. As part of your orientation, you will want to become familiar with state and federal requirements of ADRCs. ADRCs and their role in the long-term care system are articulated in the Wisconsin State Statutes, Wisconsin Administrative Code, federal regulations, and federal law—namely the Older Americans Act. In addition, the State of Wisconsin contracts with each ADRC for services. As a board member, you will want to be knowledgeable about the Scope of Services. The Office of Resource Center Development, in the Bureau of Aging and Disability Resources, works closely with each ADRC to ensure that customers receive high-quality services delivered consistently across Wisconsin.

As a board member, you will continue to learn about the changing needs of ADRC customers and the community that the ADRC serves. Keeping pace with these changes is a challenge that the ADRC board, management, and staff all have in common. ADRCs are quality-driven organizations rooted in customer service. As a board member, you can help foster this commitment to quality and advocacy for adults with disabilities and older adults.

Notes



Wisconsin
Department of Health Services

For more information, visit:

<https://www.dhs.wisconsin.gov/adrc>



Aging and Disability Resource Center Governing Boards

Aging and Disability Resource Centers (ADRCs) are required to have a governing board that enables the consumers of ADRC services to have a voice in the direction of their local ADRC in meeting its local long term care needs. These boards are required to perform specific functions related to the policies and operation.

This version of Information Bulletin #16 replaces all previous versions on this topic. This bulletin clarifies the requirements for client group representation on the governing boards and explains the options for combining Commission/Committee on Aging with the ADRC governing board.

Statutory authority is provided under s. 46.283(6):

46.283 (6) Governing Board. (a)

1. A resource center shall have a governing board that reflects the ethnic and economic diversity of the geographic area served by the resource center.
2. At least one-fourth of the members of the governing board shall be individuals who belong to a client group served by the resource center or their family members, guardians, or other advocates. The proportion of these board members, who belong to each client group, or their family members, guardians, or advocates, shall be the same, respectively, as the proportion of individuals in this state who receive services under s.46.2805 to s.46.2895 and belong to each client group.
3. An individual who has a financial interest in, or serves on the governing board of, a care management organization or an organization that administers a program described under s. 46.2805 (1) (a) or (b) or a managed care program under s. 49.45 for individuals who are eligible to receive supplemental security income under 42 USC 1381 to 1383c, which serves any geographic area also served by a resource center, and the individual's family members, may not serve as members of the governing board of the resource center.

ADRC Board Membership Requirements

Consistent with this statute, all of the following requirements must be met by the governing board:

- The composition of the governing board must generally reflect the ethnic and economic diversity of the geographic area served by the ADRC. If the headquarters of a tribal government is located within an ADRC's service area, then that ADRC is expected to have a Native American on its governing board.
- *At least* one-fourth of the membership of the board must consist of individuals who belong to an ADRC client group or their family members, guardians or other advocates.
- The proportion of board members representing older adults, people who have a physical disability, and people who have a developmental disability shall be the same as the proportion of individuals in these client groups statewide that are enrolled in Medicaid managed long-term care programs. Each individual may only represent one client group.



- The proportions determined in December 2007 were approximately 70 percent older adults, 15 percent people with physical disabilities and 15 percent people with developmental disabilities. As vacancies occur, ADRCs **may** adopt proportions determined in December of 2009: approximately 55 percent older adults, 15 percent people with physical disabilities, and 30 percent people with developmental disabilities. ADRCs may maintain the original (2007) proportions until the statewide expansion of Family Care is complete and proportions become stable.

Governing boards are encouraged to include elected officials such as county board representatives as well as citizen members who reflect the populations that may be customers of the ADRC, such as caregivers, youth in transition, people with brain injuries, dementia or mental health issues.

Beginning in 2010, for governing boards having 20 members or less, ADRC governing board client group representation proportionality requirements may be met using either of the following proportionalities. Boards with more than 20 members must submit proposed membership to the Department prior to beginning board activities and any time there will be a change to the membership.

Acceptable Client Group Representation Proportionality

- Three or four older adults, one person with a developmental disability and one person with a physical disability, or their family members, guardians, or advocates.
- OR**
- Four older adults, two people with developmental disabilities, and one person with a physical disability, or their family members, guardians, or advocates.

Conflict of Interest

- Any individual who has a financial interest in, or serves on the governing board of a Managed Care Organization, PACE program, Family Care Partnership Program, SSI managed care plan, or who has a family member with any of these same conflicts, is prohibited from serving on the governing board of an ADRC that shares a common service area.
- County employees may not serve on the board, unless prior authorization for exceptional circumstances is obtained from the Department.
- Elected county officials serving on a board may not also serve as *consumer* representatives on the board of an ADRC serving their constituency.
- Providers under contract with a managed care organization are considered to have a financial interest in the MCO and therefore are not eligible to serve on the ADRC governing board, as provided for under state statute s.46.283(6)(a)3. IRIS ICA and Financial Services Agency employees are also considered to be providers, therefore they also may not serve on the ADRC governing board.

- Providers that offer long term care services for older adults or people with physical or developmental disabilities, and have a competitor providing the same service in the ADRC service area, are also prohibited from serving on the governing board. ADRCs provide information about and referrals to service providers, and should not give the appearance of endorsing any provider by giving board membership to one provider and not another.
- ADRCs must avoid the appearance of 'steering' customers to any particular provider based upon the influence of the provider on the governing board. ADRCs are trusted sources of unbiased information regarding long term care services.

Duties of an ADRC Governing Board

The duties of an ADRC governing board are described in statute (s.46.283(6)), Wisconsin administrative code (HFS 10) and the ADRC contract. These responsibilities are summarized below.

Operational Duties

- Develop a mission statement for the ADRC
- Determine the appropriate structure, terms of office, policies, and procedures
- Oversee the on-going operations of the ADRC including annual review of interagency agreements
- Assure input from consumers, service providers, MCOs and local constituents regarding the policies, procedures and goals of the resource center
- Provide financial oversight, including development of a budget and monitoring of expenditures
- Ensure the terms of the contract are fulfilled
- Provide recommendations on selecting the Director
- Ensure that there are no conflicts of interest involving or affecting the ADRC
- Monitor and ensure the quality of services provided by the ADRC

Advocacy and Outreach Duties

- Review the number and type of grievances and appeals concerning the long term care system in their service area and make recommendations for improvements as appropriate
- Identify potential new sources of community resources and funding to serve the client populations
- Identify the unmet needs of the client populations (see section below)
- Provide well advertised opportunities for persons to participate in the board's informational gathering activities
- Recommend strategies for building local capacity to serve the client populations to elected officials, the Wisconsin Council on Long-Term Care, and the Department as appropriate.

Identifying Unmet Needs

ADRCs are required to collect information regarding the contacts they receive for which there is no service available to meet the needs of the individual. These data are to be used along with any other information gathered through ADRC activity related to the identification of unmet needs within the community. The governing board is expected to analyze this information and share the results with the county board and the Department. The ADRC board may also share this information with local organizations that fund or operate service programs.

Combining ADRC Board with Commission/Committee on Aging

The ADRC governing board may combine with the County Commission/Committee on Aging. The composition of the collective board must meet both the ADRC governing board and the Commission/Committee on Aging member requirements. The Commission/Committee on Aging statutorily requires that at least 50 percent of the commission or committee consists of older adult representatives, and the number of elected officials on the commission or committee cannot be 50 percent or more. There are two options to accomplish meeting these requirements on a combined board:

Option 1 for Combined Boards

The board may develop an advisory subcommittee of the ADRC Board to address aging specific issues. Fifty (50) percent of the **subcommittee** members must represent the older adult population and the number of elected officials on the **subcommittee** cannot be 50 percent or more. The overall board must comply with the requirements listed in the ADRC Board Membership Requirements section of this document for client group representation and proportions.

Option 2 for Combined Boards

Client group proportionality requirements under ADRC statutes must be maintained while also meeting the at least 50 percent older people requirement of the Commission on Aging. This means that the number of individuals with developmental disabilities and physical disabilities must be increased when the number of older adults is increased. The chart below describes acceptable proportionality distribution possibilities as of 2010.



Chart of Acceptable Client Group Proportionality for Combined Commission/Committee on Aging and ADRC Governing Boards

Total Board Membership	Older adults 50%	People with Developmental Disabilities	People with Physical Disabilities	Non-Client Group Reps
6	3	1	1	1
7	4	1	1	1
8	4	1-2	1	1-2
9	5	1-2	1	1-2
10	5	1-2	1-2	1-3
11	6	2-3	1-2	0-2
12	6	2-3	1-2	1-3
13	7	2-3	2	1-2
14	7	2-3	2	2-3
15	8	2-4	2	1-3
16	8	2-4	2	2-4
17	9	3-5	2-3	0-3
18	9	3-5	2-3	1-4
19	10	4-5	2-4	0-3
20	10	4-5	2-4	1-4

Combined Boards for Regional ADRCs

When an ADRC serves an area that includes more than one county, and has a combined ADRC governing board and Commission/Committee on Aging, each county must maintain its own aging advisory committee, appointed by the county board of supervisors. Fifty (50) percent of the committee members must represent the older adult population and the number of elected officials on the committee cannot be 50 percent or more. The aging advisory committees are subject to the term limits required by the Wisconsin Elders Act. These advisory committees shall provide input and advice to the regional ADRC governing board which has designated oversight of aging programs.

This requirement applies regardless of which of the two options listed above is selected for the combining of the two boards. Please see the memo dated April 13, 2010 from Gail Schwersenska, director of the Office on Aging, to all AAA and county and tribal aging unit directors outlining these requirements.

Implementation

Existing ADRCs must complete the information requested regarding their governing board in the ADRC Annual Documentation. New ADRCs will be required to provide information on their governing boards upon beginning operations. Governing boards should be operational, preferably at the start of the ADRC, but no later than six months after start-up. To come into compliance with these requirements, replacement of board members may occur when positions become vacant, or sooner at the discretion of the ADRC.

Additional Information

Please send an email request to DHSRCteam@wisconsin.gov for further information.

**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 (persons 17 ½ to 59 years of age) 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 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 adults living with a physical disability
- Two (2) citizens representing adults living with a developmental disability
- 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 during the first ADRC Advisory Committee Meeting that follows the April Full County Board meeting, by a majority vote of the members present. If the election of officers is not held at the first meeting following the Full County Board's April 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 appointment.

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 supervise 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 prior to the Full County Board April meeting.

Section III - Committee Regular Meetings

The Door County ADRC Advisory Committee shall meet a minimum of six (6) times per calendar year. A written meeting agenda shall be sent to ADRC Advisory Committee members no later than 48 hours prior to before mentioned 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 the ADRC Director. 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 the ADRC Director. Attendance at closed meetings or during closed special meetings will be limited to those requested by the ADRC Advisory Committee Chair and the ADRC Director.

Section VI - Quorum and Voting Rights

- A minimum of one-half (50%) of the elected membership or five (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 Thursday, March 1, 2018.

Every three years, the Aging and Disability Resource Center of Door County is required by the State of Wisconsin to complete a strategic plan that serves as a platform to create, improve and expand services we provide our community. It is required to receive federal funding through the Older Americans Act. The working document is known as our "Three Year Aging Plan" and will cover years 2019-2021. Our staff and advisory committee members all participate in the development of this plan, but most important is input from you. Please fill this questionnaire out and return it to us.

1. What part of Door County do you live?

Northern Door Washington Island Southern Door Sturgeon Bay

2. What is your gender? _____

3. How old are you?

Under 40 40-49 50-59 60-69 70-79 80-89 90+

4. Where do you receive or look for information on the news around Door County? (Check all that apply)

WDOR Radio Station WBDK Radio Station 106.9 Lodge Radio Station
 Peninsula Pulse Newspaper Advocate Newspaper Facebook Other: _____

5. Are you aware of the Aging and Disability Resource Center of Door County?

Yes No

6. What do you feel are the main challenges in your life? (Check all that apply)

Financial Mental Health Transportation Healthcare/Prescription Medication
 Nutrition Isolation Caregiving Physical Fitness Other: _____

7. Are you providing assistance or support for a family member or friend?

Yes No

8. Are you receiving assistance or support for a family member or friend?

Yes No

9. Do you know someone who is living with dementia or Alzheimer's?

Yes No

10. Do you currently live alone?

Yes No

11. In an effort to improve the services provided to the older adult population of Door County, we would be interested in knowing if there are any issues that you are aware of that aren't being met? Please write your comment on the back of this questionnaire.

Please Return To: Aging and Disability Resource Center of Door County
914 N. 14th Avenue, Sturgeon Bay, WI 54235
(920)746-2372

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