

# ADRC Advisory Board - Minutes

Monday, August 20, 2018 at 3:00 p.m.  
The Community Center, 916 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 meeting to order at 3:00

- The meeting was called to order at 3:06 p.m. by Helen Bacon. Members present were: Helen Bacon, Christine Andersen, Tom Krueck, Melissa Wolfe, Carol Moellenberndt, and Lucille Kirkegaard (Late). Absent were: Tami Leist, Mike Green, and Judy Larson. Other persons present were Jake Erickson and Jenny Fitzgerald. Barb Snow took minutes.

### 2. A quorum was established and the meeting continued.

### 3. Review and approve the agenda

- A motion was made by Christine Andersen and seconded by Carol Moellenberndt to adopt the agenda. The motion was carried unanimously.

### 4. Review and approve the Minutes of the 7/16/2018 ADRC Advisory Committee Meeting

- Correct spelling from donatations to donations under Old Business, Operational Update.
- A motion was made by Tom Krueck to approve the minutes with corrections and was seconded by Christine Andersen. The motion was carried unanimously.

### 5. Public Comment – No Public

### 6. Council Response – The board expressed their interest in another joint ADRC/NAC meeting maybe at the end of the year or the beginning of the year.

### 7. Old Business

#### • Operational Update.

- Jake passed around the new ADRC, Elderly Benefit Specialist, and the Disability Benefit Specialist brochures that TWEAK completed. TWEAK is also helping monitor and update our Facebook page and working on completing our webpage. Jake pointed out that our website is much more detailed which is taking some time to complete. Tom mentioned that we should put our resources in the newsletter or a brochure so that people would know what resources are available.
- Jake referred to the Meals Comparison Report handout discussing the increase in Congregate meals and explained that the Home Delivered Meals numbers are due to fixed routes and that we are only able to put a certain number of people on a route as well as attrition.
- Jake listed some statistics for the board. There was 87 unduplicated consumers for a total of 4914 frozen meals in 2017. From January to the end of July 2018 there were 99 unduplicated consumers for a total of 2839 frozen meals. Soup and Salad meals for 2017 have 168 unduplicated consumers for a total of about 1300 meals. From January to the end of July 2018 Soup and Salad had 394 unduplicated consumers for a total of about 1666 meals. Transportation has stayed consistent with 174 unduplicated consumers for a total of about 7000 rides for 2017, and 153 unduplicated consumers for a total of about 3396 rides for 2018. For activities in 2017 there were about 190 different participants in 2018 there were 352 different participants. In SchedulesPlus there were 12,413 units of service in 2017 and 17097 units of service from January to present. The I&A, EBS and DBS numbers have increased as well.
- September 29<sup>th</sup> is a Walk to End Alzheimer's. Jake invited the board to attend and bring their family and friends as well. Jake will send the registration information out to the board.
- The ADRC will have a fall open house which is tentatively set for October 17<sup>th</sup> somewhere between 4-6 pm or 5-7 pm. This will be a more formal open house with an address from possibly the County Administrator, County Board Member, Joe Krebsbach and/or Jake Erickson.

#### • Staffing Update

- The Information & Assistance position has been offered and accepted by our current Disability Benefit Specialist Jessica Holland. She will start right after her maternity leave.

- The Disability Benefit Specialist position was changed from 32 hours to 24 hours and will go in front of the Admin Committee Tuesday. Once approved the position will be posted.
- **Three Year Aging Plan Update**
  - The formal public hearing for the Three Year Aging Plan is September 11<sup>th</sup> at 12:45 pm here at the ADRC/Community Center. The Three Year Aging Plan will be updated based on the feedback from the public hearing and sent to the Human Services Board for approval in October. The final plan will be submitted by November 2<sup>nd</sup>. Jake asks the board members to attend the public hearing and to encourage others to attend as well. Tom mentioned that the board should connect with those they did the 1-on-1 interviews with and update them on the Aging Plan and invite them to the public hearing. Jake also mentioned that the budget part of the Three Year Aging Plan was already submitted and approved.

## 8. New Business

- **Relocation of the Southern Door Meal Site**
  - Tuesday, October 2<sup>nd</sup> the Forestville mealsite will be relocated to the Brussels Community Center. The meals will be held on Tuesdays and Thursdays by reservation. Forestville does not meet GWAAR criteria, which is that at least 50% of the apartment complex must be composed of residents that are 60 years of age or older. Forestville also doesn't allow for the expansion of programs and services. Brussels has a Support Group and office hours and there is someone interested in holding an exercise class. This also helps meet the goals in the 3 Year Aging Plan of reaching more people in the Southern Door area. Jake said they were exploring possibilities for transportation from Forestville to Brussels. Jake said that there was an overall understanding among the Forestville participants although they were not excited about the move. He explained to them that with limited resources and time we needed to optimize our opportunities to provide services and Brussels is more centrally located. Brussels mealsite open house is Thursday, October 25<sup>th</sup> by reservations. The board is invited to attend. Jake also mentioned that we would be calling it the Southern Door mealsite versus the Brussels mealsite to be more inclusive of the entire Southern Door area.
- **1-on-1 Interviews**
  - Jake discussed the Public Input Report handouts. He said that one of the things that stood out in these reports were that those that were isolated needed to stay connected both physically and emotionally to the community and the outside world. He also pointed out other areas that were issues such as, caregivers, and a lack of pay and training. Helen brought up that NWTC in Sister Bay has PCW classes and about 8 people signed up as well as the NWTC in Sturgeon Bay is offering classes to High School students.
- **Donation Requests**
  - Jake explained the donation process to the board. If someone wanted to donate money they should be connected with Jake or Jenny. The funds would then be deposited in one of two accounts; specified or unspecified. Specified funds are donations that have a specific use attached to the donation. Unspecified funds are donations that are not designated to a specific purpose or fund. Jake usually asks the person or family what they would like the funds to be spent on. It was also mentioned that if the funds are over \$1000 they have to be approved by the county board. The board asked if they could get a list of donations at the end of the year.
- **Unmet Needs**
  - Training for Caregivers – what and who should be doing the training and how it should be applied.
  - How we define and deal with the issue of isolation.
- **Frequency of Meetings**
  - The board discussed meeting every other month. Jake asked that they try to participate in the events for the Three Year Aging Plan. A motion was made to meet every other month with the next meeting on October 22<sup>nd</sup> at 3:00 pm by Tom Krueck and seconded by Melissa Wolfe. The motion was carried unanimously.
- **Meeting Code – 466 (\$75.00)**

## 9. Future Agenda Items –.

## 10. Confirm Next Meeting Date and Time

- The next ADRC Advisory Committee meeting is tentatively scheduled for Monday, October 22, 2018 at 3:00 p.m.

## 11. Adjourn.

- Meeting was adjourned at 5:00 p.m.

The minutes for this meeting were recorded by Barb Snow.