

# ADRC Advisory Board - Minutes

Monday, October 22, 2018 at 03:00 p.m.  
The Community Center, 916 N. 14<sup>th</sup> Ave., Sturgeon Bay, WI

## 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, Judy Larson, Lucille Kirkegaard, Mike Green, Carol Moellenberndt, Tami Leist, and Tom Krueck. Absent were; Christine Andersen and Melissa Wolfe. Other persons present were Jake Erickson, Jenny Fitzgerald and Cathy Keller. 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 Mike Green, and seconded by Tom Krueck to adopt the agenda. The motion was carried unanimously.

### 4. Approve Minutes from 08/20/2018 Meeting

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

### 5. Public Comment – None

### 6. Committee Response - None

### 7. Old Business

#### • Operations Update.

- Cathy Keller spoke to the board about the upcoming activities. Cathy told the board about the lunch entertainment, Health events, Learning in Retirement classes, Computer classes, Art classes and Exercise classes. We also have a Brain Enrichment class a foot clinic, Powerful Tools for Caregivers class, Living Well with Diabetes, Living Well with Chronic Conditions and flu shots.
- Jake mentioned that in 2019 we are trying to invest more time in health and wellness and that we have great partnerships with the YMCA and the Hospital. There is a place for everyone here in the new building compared to the small old building.
- Jake talked about the Building Dedication and the speakers at the dedication, among which were, State Representative Joel Kitchens, State Senator Caleb Frostman, Ann Olson from the Office for Resource Center Development with DHS. Ann Olson spoke on the radio about how impressed she was with the building.
- Tomorrow is the Healthy Living Fair at the Sturgeon Bay YMCA.
- On October 2<sup>nd</sup> the Forestville meal site was relocated to the Brussels Community Center. There were between 15 and 20 participants attending the Brussels meal site, some were from Forestville.
- Thursday October 25<sup>th</sup>, Brussels will have their open house. George Sawyn will be playing guitar during this time.
- The Washington Island meal site will be relocated temporarily to Bethel Church during the kitchen renovation. Jenny went up to help Nelvie during the transition.
- Jake mentioned that we are looking for Meals on Wheels Volunteers. If the board knows of anyone willing to volunteer they should contact Wendy at 920-746-2372.
- The Caregiver Conference is November 8<sup>th</sup>. We are expecting between 80 and 100 people. If anyone has any questions they can call Jenny at 920-746-2544.

- **Staffing Update.**
  - Jessica Holland was hired as the new Information and Assistance Specialist. She will be back next Monday to start training.
  - The Disability Benefit Specialist vacancy has gone from 32 hours a week to 24 hours a week. They had three interviews for the position. It takes 1 to 1 1/2 months for an orientation process and training before they can take any calls.
- **Three Year Aging Plan**
  - The Three Year Aging Plan is the same information at the last board meeting. Tom asked if we can get back to the 1-on-1 people and let them know what is happening. He also asked to address caregiving, housing and transportation. The committee discussed at length housing issues and caregiving problems within the county. Tom asked to be a part of the caregiving part of the Aging Plan. Jake mentioned forming an Advocacy group. Brown County as an Advocacy group and the board asked if we could talk to them or have them talk to the board.
- 8. New Business**
- **Senior Space Check-In**
  - Jake talked about replacing the Schedulesplus check-in station with Senior Space Check-in system. LPI, who also prints our newsletters, are the contacts for Senior Space. They have better options than our current check-in station, such as, a kiosk, easier to operate software, better customer service, and hard cards that we would not have to print as well as possible credit card options. Jake hopes to get this going by the beginning of the year.
- **Creative Outreach**
  - Jake talked about how there are a lot of businesses in the community that do not know we as an ADRC exist. He is hoping to work on outreach for the next year to help get the ADRC more known to Door County businesses..
- **Unmet Needs – Training Opportunities for Caregivers**
  - Tabled – Next meeting talk about Advocacy and Caregiving.
- **Meeting Date and Time**
- **Meeting Code – 222**
- 9. Confirm Next Meeting Date and Time** The next meeting of the ADRC Advisory Board and Nutrition Advisory Council will be held on Monday, December 17<sup>th</sup>, 2018 at 3:00 p.m. at the ADRC.
- 10. Adjourn.** A motion to adjourn was made by Mike Green and seconded by Carol Moellenberndt. The motion was carried unanimously. Meeting was adjourned at 5:00 p.m.

Recorded by Barb Snow