

Joint ADRC Advisory Board & Nutrition Advisory Council - Minutes

Monday, January 20, 2020 at 2:30 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 meeting to order at 2:30

- The meeting was called to order at 2:30 p.m. by Helen Bacon. Members present were: Helen Bacon (ADRC), Melissa Wolfe (ADRC), Tami Leist (ADRC), Tom Krueck (ADRC), Carol Moellenberndt (ADRC), Megan Lundahl (NAC), Sue Clemens (NAC), Lynn Ballendux (NAC), and Winnie Jackson (NAC). Excused were: Steve Hey (NAC), Debbie Dahms (NAC), Vic Verni (ADRC), and Roxann Boren (ADRC & NAC). Absent were: Mike Green (ADRC), Lucille Kirkegaard (ADRC). Other persons present were Jake Erickson, Jenny Fitzgerald and Joe Krebsbach. Barb Snow took minutes.

2. A quorum was established and the meeting continued.

3. Review and approve the agenda

- A motion was made by Megan Lundahl and seconded by Lynn Ballendux to adopt the agenda. The motion was carried unanimously.

4. Review and approve the Minutes of the 11/19/2019 Nutritional Advisory Council Meeting

- A motion was made by Megan Lundahl to approve the minutes and was seconded by Lynn Ballendux. The motion was carried unanimously.

5. Review and approve the Minutes of the 11/18/2019 ADRC Advisory Committee Meeting

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

6. Public Comment – No Public

7. Council Response – No Response Necessary

8. Old Business

Operational Update.

- Jake went over the Human Services Statistics Report. He mentioned the steady amount of growth for a total of 3209 for memberships. The total participation for activities has grown thanks to the work Cathy and Jenny have done to with expanding the activities. We have seen more participants traveling from all over the county and state as well as some out of state participants. The amount of volunteers is down from 263 in 2018 to 193 for 2020, however, there are more volunteer hours. Megan mentioned that the Disability Benefit Specialist numbers are dramatically different this year than prior years and asked for the reasoning. Jake explained that the numbers are higher due to a change in reporting as of 3rd quarter. He will see about putting a side note on the report to explain the difference. The Information and Assistance Specialists (I & A) are busy but manageable. The overall explanation for decrease in meals is attrition. Our frozen meals are down this year as well.

	<u>2018</u>	<u>2019</u>
▪ Total Memberships	2,178	3,208
▪ New Memberships	1,492	825
▪ Volunteers	263 – 6,297 hours	193 – 6,997 hours
▪ I&A	4,533 contacts	7,770 contacts
▪ Elder Benefit Specialist Numbers include:		
	<u>2018</u>	<u>2019</u>
Cases Opened	806	796
New Clients	512	540

- Disability Benefit Specialist Numbers include:

	<u>2018</u>	<u>2019</u>
Cases Opened	178	660
New Clients	94	174
<ul style="list-style-type: none"> Congregate Meals 	21,840	21,809
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Sturgeon Bay 	17,155	17,183
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Baileys Harbor 	1,570	1,284
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Liberty Grove 	1,279	1,311
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Washington Island 	832	1,124
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Forestville/Brussels 	977	907 Brussels
<ul style="list-style-type: none"> Meals on Wheels 	19,451	19,492
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Sturgeon Bay 	17,051	17,237
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Scandia 	1,568	1,567
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Washington Island 	832	1,124
<ul style="list-style-type: none"> Frozen Meals 	4,523	3,630

- Door County was not selected for the Dementia Care Specialist (DCS) grant. Jake explained that the grant is very competitive. Door County has a high percentage of the population at risk for Dementia, however, the counties that were picked had a higher population.
- The Fitness Room had a few new pieces of equipment installed. There are 2 New Steps, a Shoulder Rotator that is wheelchair accessible a leg press and a leg curl.
- The public computer stations are in and we are just waiting on Curative and anti-virus software to be installed.
- Jenny has received the results of the Home Delivered and Congregate meal satisfaction surveys. She will go over that information with the Nutrition Council at the next meeting. There were about 31 Meals on Wheels responses and 197 congregated meal responses which are both similar results as last year.

- Staffing Update**

- Silver Umerham is our new Liberty Grove meal site manager. She takes her Safe Serve in February. Stacy is still filling in when needed.
- Gary Hanson the ADRC bus driver is retiring in March. We will have a small informal celebration for him on March 2nd from 1:00 pm to 3:00 pm in the large activity room.
- Carmen Schroeder our dietician retired at the end of 2019. She is still helping us as we look for a new dietician. Dietician work from 6-8 hours a week reviewing menus, 2 meal analysis during the year, and meal site surveys. Anyone interested can call Jenny at the ADRC.

- New Committee/Council Members**

- Lynn Ballendux and Sue Clemens from the Nutrition Advisory Council and Tom Krueck from the ADRC Advisory Committee will have their last meeting as council members in March. Jake asks the members if they know of anyone interested in becoming a member to call Jake. There is a 3 year term limit with no more than 6 consecutive years.

- One-on-One Interviews and Roundtable Conversations**

- Tom referred to the handouts; Three Year Aging Plan Design for Obtaining Community Input, Survey, Suggested guide for conducting interviews, and Summary from interviews. Tom would like to send out surveys in February. Based on responses from the surveys we will be able to establish the roundtable and interview subjects. We can break down Door County into cross sections of Washington Island, Northern Door, Sturgeon Bay, and Southern Door. Interviews should be 3 or 4 people you know that will be able to tell us what we need to know and take about 30-45 minutes. Jake mentioned that we send out nutrition survey satisfactions and that will help supplement. Megan mentioned putting an electronic survey online and on social media for those that are more tech savvy. Helen will talk to Chad and Megan said she would help as well. The order would be Survey then roundtable then interviews. One of the questions we could add to the survey is are they willing to expand on this survey with a one on one interview.

- 9. New Business**

- 2019/2020 Aging Plan Goal Review**

- Jake reviewed handout 6. Goal for the Plan Period with the boards. He mentioned that he switched the first goal in Focus Area 6-A Advocacy Related Activities with the last goal. Focus Area 6-B, The Elder Nutrition Program, goal 1 is still being completed. The Kitchen on Washington Island was being remodeled and there was no meal

site manager for Liberty Grove so that delayed the Frozen meal program until that was finished or filled. For the Focus Area 6-C first goal Jenny explained that she has trainings going on throughout the year. For Focus Area 6-D, that has been put on hold for the moment. Focus area 6-E we have implemented the Freedom From Falls Program.

- **Freedom From Falls Program**
 - Jake referred to the Partners Preventing Falls handouts. In January the ADRC and EMS partnered in a Freedom From Falls Program. The number one call to go out to EMS is to provide help/assistance to someone who has fallen. The responders does either a lift assist and no transport or they will provide a transport to the hospital. If they provide a lift assist they refer those patients to the ADRC Information and Assistance Specialists (I&A's) for followup. If they transport to the hospital the responders do not refer to the ADRC. Falls can happen due to lack of resources or environmental hazards. The I&A's then help by finding resources to help or they use a checklist from the CDC on how to improve the environment among other things. They are currently working on a brochure specific to the Freedom From Falls Program.
- **New Check-in System (Senior Space)**
 - Jake referenced the Seniorspace handout. We will be going through Lpi, which is the same company we go to for the newsletter. The handout shows what the cards will look like.
- **Unmet Needs**
 - Room is not large enough for dining room seminar.
 - Dialysis issue
 - Paid caregivers are too low starting wages. Get information about this from Governor Evers.
- **Meeting Code 630**
- 10. Items to be placed on a future agenda**
- 11. Confirm Next Meeting Date and Time**
 - The next Nutrition Advisory Council meeting is tentatively scheduled on March 16, 2020 at 9:00 am.
 - The next ADRC Advisory Board meeting is tentatively scheduled on March 16, 2020 at 2:30 pm.
- 12. Adjourn.**
 - A motion was made by Tom Krueck and seconded by Melissa Wolfe to adjourn.
 - Meeting was adjourned at 4:32 p.m.

The minutes for this meeting were recorded by Barb Snow.