



Aging & Disability Resource Center Advisory Committee  
Minutes of Meeting

Tuesday, March 4, 2014

**Call to Order**

The meeting was called to order by Ronk at 1:00 p.m.

**Roll Call**

Present: Carol Battenberg, Georganne Mortensen, Darlene Schaefer, Connie Stengel and Caroline Niebler.

**Certification of Compliance with Open Meetings Law**

Torum certified compliance.

**Review Agenda**

The agenda was reviewed.

**Public Comment**

None

**Approval of 2/4/2014 Minutes**

A motion to approve the 2/4/2014 minutes was made by Mortensen and seconded by Schaefer. The motion passed unanimously.

**Communications**

Email from Janet Zander, Advocacy & Public Policy Coordinator from the Greater WI Agency on Aging Resources was shared. Members are encouraged to contact their U.S. Representative and ask them to “show their support for a bi-partisan reauthorization of the Older Americans Act this year by co-sponsoring H.R. 3850.” The importance of the OAA was discussed.

**Advocacy**

See communications.

**ADRC Report**

The Resource Database Inclusion/Exclusion Guidelines were reviewed. The policy was developed in 2009 and it was time to review and update as the ADRC is getting an increasing number of requests to add businesses and organizations outside of Jefferson County. A lot of inquiries are being made on behalf of web service providers. There was discussion and the topic was tabled as Olson was unable to make the meeting and Torum did not have all of the information.

**Senior Dining Program**

- **Highlights from the 2013 Program Report:** In 2013 the program ended the year with \$339,138 in expenses. Collections totaled \$97,964 and \$5,996 remained at year end and will be carried forward into 2014. These funds must be spent within the first two months according to federal rules. 2013 was the first year that the county did not provide an over-match in funding.

Home delivered meals continue to be the largest category of meals served (55%), and the average donation for delivered meals was \$3.16. The suggested donation is \$3.50. Meals are delivered in six communities and the Jefferson & Lake Mills Programs are the largest. For the first time, meal costs for each site are below the \$10 mark.

- **2013-2013 Aging Unit Assessment for Elderly Nutrition Programs:** An in-depth program assessment is scheduled for 2/28. The document that will be used in the assessment were reviewed along with any concerns related to compliance. In general, all requirements were met. An exception occurred when the Palmyra Site was relocated because the county was given two weeks' notice to vacate so the procedure could not be followed. The results of the assessment will be shared at the April meeting.

### **2013 Aging Unit Self-Assessment**

The Aging Unit is into the second year of the three year plan. The document that will be submitted to the Area Agency on Aging (GWAAR), was shared with all and discussed. Torum said that the area that needs the most attention in 2014 is regarding the National Family Caregiver Support Program. The caregiver coalition is dwindling because members are involved in the Dementia Redesign at the county level. This is a priority area in 2014.

Ronk made a motion to support eliminating the goal related to Adult Protective Services and to approve the self-assessment document. The motion was seconded by Niebler and passed unanimously.

### **Set next meeting date and possible agenda items**

The next meeting will be on April 1, 2014. Possible agenda items include: review of the Resource Database Inclusion/Exclusion Policy; Health Care Reform and the Disability Benefit Specialist Program. Mortensen will not be at the April meeting.

### **Adjourn**

A motion to adjourn was made by Battenberg, seconded by Ronk and passed unanimously.

Respectfully submitted,

Susan Torum, Division Manager  
Aging & Disability Resources