



Aging & Disability Resource Center Advisory Committee
Minutes of Meeting
Tuesday, September 6th, 2016

Call to Order

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

Roll Call

Present: Earlene Ronk, Chair; Carolyn Niebler, Ellen Sawyers, Carol Battenberg, Russell Kutz, Ellen Haines Marcia Bare, and Connie Stengel.

Also Present: Sharon Olson , Dominic Wondolkowski, staff and guest: Ella Reinel

Certification of Compliance with Open Meetings Law

Olson certified compliance.

Approval of Agenda

The agenda was reviewed and approved in a motion made by Stengel, seconded by Haines and passed unanimously.

Approval of 9/6/2016 Minutes

A motion to approve the 9/6/2016 minutes was made by Battenberg, seconded by Sawyers and passed unanimously.

Communications

None

Public Comment

None

Discussed and Reviewed Bylaws and Terms of Committee Members

Olson reviewed with the committee the Bylaws and the Terms of the Advisory Committee members.

Earlene Ronk, Chair	Second Term	Retires in 07/2018
Russ Kutz, Vice Chair	First Term	Retires in 07/2021
Carol Niebler, Secretary	Second Term	Retires in 07/2019
Dan Krause	Second Term	Retires in 07/2017
Carol Battenberg	Second Term	Retires in 07/2017
Connie Stengel	Second Term	Retires in 07/2019
Marcia Bare	First Term	Retires in 07/2021
Ellen Haines	Second Term	Retires in 07/2019
Ellen Sawyers	First Term	Retires in 07/2022

Discuss: ADRC Report

ADRC Supervisor-Dominic Wondolkowski reported Key Outcome Indicators (KOI) for the month of August. 30 of 33 home visits or 90.9% of all home visits were completed within the targeted seven-day period from the time of the initial referral was made. Training and development of new staff members and volume of calls in August continue to be factors in the day-to-day operations of the ADRC.

Our most recent ADRC I & A Specialist hire completed her last day on 9-2-16 having accepted another position within the county system. The ADRC is now in the process of hiring a new I & A Specialist. Applications are being accepted through 9-9-16 or until the position is filled. Interviews will be scheduled in mid-September with the hope of having a new staff member hired/starting in October. More information will be provided at the October meeting.

All 201 Farmer Market Vouchers allocated to Jefferson Co. have been distributed. We had two additional consumer requests for a voucher. However, Judy Allen, Coordinator of Senior Farmers' Market Nutrition Program informed the ADRC's there are no additional vouchers available for distribution.

As part of the ADRC's continued effort to market, ADRC staff did set-up the ADRC tent at three Farmer Market locations in August (Jefferson, Lake Mills and Watertown). In total, staff were at these three locations for 15 hours and we made contact with 108 citizens. Although the ADRC would like the number of contacts to be higher, our visibility at these events goes a long way to ADRC awareness in the community.

Staff and Supervisor did not have time to post additional DHS marketing posters in the community in August. Time permitting; efforts will be made during the fall to get more of these DHS posters out in the community with churches as one focus.

ADRC/MCO/TMG (IRIS) and Income Maintenance staff met on August 12th for the quarterly Roundtable discussions. Overall, agencies are satisfied with current processes and outcomes for consumers. IM staff noted that effective 10-1-16, PPRF (Pre-Printed Renewal Form) will automatically generate a letter to consumers about a needed case review. This will allow IM 30-45 days to get the review completed to avoid disenrollment and loss of LTC benefits for consumers.

MCO/TMG staff at the round table share concerns on the impact of the new caregiver policy. DHS implemented the Participant-Hired Worker 40-Hour Health and Safety Assurance Policy in March 2016. The policy prevents a single participant-hired worker (PHW) from working more than 40 hours per work week. The goal of the policy is to mitigate safety risks and to ensure health and safety for both the participant and the PHW. DHS understands some situations will require approval for more than 40 hours per week. Any caregiver providing cares over 40 hours/week by law must be paid overtime. Often, current practice is to pay a caregiver a flat rate for the week. Group homes will especially need to strategize how to compensate and arranged their staff to meet consumer need and stay in compliance. IRIS recently mailed a letter to all their participants informing them of the change.

The ADRC Business Plan as required by DHS contract is due 11-1-16. The business plan shall identify (1) strategies for improving services to current customers; (2) expand its reach to serve potential customers who could benefit from but are not currently accessing ADRC services; and (3) promoting cost effectiveness in service delivery. The business plan shall be based on locally collected data, state wide data and findings made by the ADRC governing board. There is ADRC Director's Meeting scheduled for 9-7-16 and it is anticipated the state wide data will be provided to each ADRC at this meeting.

Discussed and Reviewed the Business Plan which will be due on November 1, 2016

ADRC business plans are required to identify strategies for improving services to current customers, expanding its reach to serve potential customers who could benefit from, but are not currently receiving, ADRC services; and promoting cost effective service delivery. The ADRC business plan shall be developed based on findings of the ADRC's governing board, in addition to locally collected data, statewide data, and findings and instructions from the Department. We reviewed what additional outreach and/or marketing techniques could the ADRC feasibly employ to and some suggestions: letters to the editors in local papers, proclamations of ADRC month, work with the Fort Hospital and Rainbow Hospice as they have a marketing person who supplies all the physician offices with brochures and pamphlets.

Discuss Transportation Budget

We will review the transportation budget in November as Olson will need to attend a Nutrition Project Training Event in October.

Discussed Creating a Welcoming Environment for ADRC

Olson shared he state form to review present structures and protocol of ADRC on Creating a Welcoming Environment for customers. Asked if members would critique for improvements and that positive feedback is always welcome.

Discussed and reviewed Senior Dining Updates: Medication Education

Olson shared the poster of the Voter ID Process for Wisconsin. In Nutrition we are in process of interviewing candidates for the Nutrition Program Supervisor position. The Lake Mills Nutrition Site manager has been hired and is in training. Stengel commented that she would like to see more medication education programs available. Olson handed out the Dining Scarf Pattern from the last meeting.

Adjourn:

A motion to adjourn was made by Haines, seconded Sawyers and the meeting was adjourned.

Respectfully submitted,

Sharon Olson, Manager
Aging & Disability Resources Division