



Aging & Disability Resource Center Advisory Committee  
Minutes of Meeting  
Monday, March 4, 2019

**Call to Order**

The meeting was called to order by Tyler at 1:04 p.m.

**Roll Call**

Present: Jeanne Tyler, vice- chair; Carolyn Niebler, Secretary; Marcia Bare, Connie Stengel and Ellen Sawyers.

Also Present: Sharon Olson, Leigh Fritter and Dominic Wondolkowski, and Mike Hansen, ADRC Staff.

**Certification of Compliance with Open Meetings Law**

It was determined that the committee was in compliance with the Open Meetings Law.

**Approval of Agenda**

Marcia Bare made a motion to approve the agenda. Motion seconded by Carolyn Niebler. Approved unanimously.

**Approval of February 5, 2019 Minutes**

Ellen Sawyers made a motion to approve February 5, 2019 meeting minutes as written, Connie Stengel seconded. Motion carried.

**Communications**

None.

**Public Comment**

None.

**Advocacy Updates from GWAAR – Greater Wisconsin Agenda on Aging Resources and /or ORCD – Office of Resource Center Development:**

Olson shared updates:

- Advocacy Day at the Capitol on May 14<sup>th</sup>. This year's focus as an aging network priority is Direct Care Workforce Support, Elder Benefit Specialists Funding, Family Caregiver Support, Health Aging Grants and Transportation.
- The Credit for Caring Act is a bill that would create a nonrefundable individual income tax credit (caregiver tax credit) for people caring for a member or members of their family. Caregivers often need to spend their own personal finances to help meet the care needs of a loved one, (on average they spend about \$7,000/year).
- The Wisconsin Aging Advocacy Network shared that Governor Evers' announcement to include a 20% increase in funding in the County Elder and Disabled Transportation Assistance Program as well as expansion of the Dementia Care Specialist Program to all ADRC's.

**Discussion and possible action on Requests for Waiver of Transportation Co-payment**

Jean shared that she sent but have not received back a couple request for waiver, when we receive them, I can send info for approval in an email/phone call, or review at our next meeting.

**Meet new Mobility Manager, Mike Hansen**

Mike introduced himself to the committee. We are looking forward to Mike's help with transportation issues within the county. He will share quarterly reports and updates.

**Discussion: ADRC Report, Wondolkowski**

The Key Outcome Indicator for February was met. I & A staff provided 26 of 26 (100%) of the initial home visits within 10-business days of the consumer's request or at later time as preferred by the consumer. Note: Wondolkowski initially reported 25 of 26 visits met the KOI but after further clarification, all home visits were in compliance.

Wondolkowski and Resource Specialist-Karen Tyne will concluded the six week workshop “Living Well with Chronic Conditions” at Blackhawk Sr. Apartments on 3-7-19.

Staff-Wendy Pettit and Erika Holmes completed training to become an instructor of “Healthy Living with Chronic Pain”, an evidence-based program for people who have on-going, persistent pain. The next step is to schedule a class sometime in the next 3-6 months.

### **Discuss Senior Dining Program Updates**

Fritter, Senior Nutrition Program Supervisor shared that the last session of Cooking for 1 or 2 was being offered this month at the Senior Centers and that she felt it had been well received. She stated that the nutrition program is looking into other topics of interest to provide nutrition education at the meal sites. She also brought up that the 2019 Volunteer recognition Banquet would be held on Wednesday May, 8<sup>th</sup>. She stated that this week was the last week of the Stepping-On, the evidence-based falls prevention workshop that Fritter and a volunteer have been facilitating at the Jefferson Senior Center.

### **Discussion on possible of action on Meal Cost donation for 2019**

Fritter explained that the previous suggested donation increase occurred in 2018 from \$3.75 per meal to \$4.00 per meal, and the meal cost from the caterer increased by forty-two cents per meal for 2019. A motion by to recommend taking an increase of the suggested donation to \$4.25 per meal to the Nutrition Project Council for approval for 2019 was made by Caroline Niebler, Jeanne Tyler seconded. Motion passed 4-0.

### **Discussion and possible actions on ADRC Policies.**

Wondolkowski reviewed six ADRC policies as follows: (1) Conflict of Interest policy to ensure conflict of interests are prevented, recognized, and promptly addressed so the ADRC may provide customers with objective and unbiased information; (2) Complaint and Appeal policy to ensure the ADRC maintains and implements due process procedures to review and resolve complaints and inform people of their appeal rights; (3) ADRC Confidentiality policy and procedures with the purpose to provide guidance on how information should be accessed or shared consistent with the customer’s right to privacy and respect and with the requirements of state and federal law. Jefferson Co. has its own internal confidentiality policies independent of the DHS policy; (4) Information and Assistance Follow-Up policy- the expectation is to contact customers to determine outcomes and to provide additional assistance in locating or using services as appropriate; (5) Short Term Service Coordination policy to assure individuals unable to coordinate services for themselves will receive help but not to exceed 90 days; and (6) Long-Term Care Authorization, Enrollment, and Disenrollment Form Signatures policy, which describes who may sign authorization, enrollment, and disenrollment forms for the Family Care, PACE, Partnership, and IRIS programs.

**Discussion and possible action on 2016 – 2018 Aging Self Assessment.** Olson shared the Aging unit self-assessment review for 2018. Ellen Sawyers made a motion to approve the Self-Assessment as written, Carolyn Niebler seconded. Motion carried.

### **Discuss Future Agenda Items**

Some items on the agenda will include first Quarter Transportation Report and Mobility Manager Quarterly Report. Transportation Policy for consumers is being updated.

### **Adjourn:**

Caroline Niebler made a motion to adjourn, Marcia Bare seconded. Motion approved unanimously.

Respectfully submitted

Sharon Olson, Manager  
Aging & Disability Resources Division