



Aging & Disability Resource Center Advisory Committee  
Minutes of Meeting  
Tuesday, May 5, 2020

**Call to Order**

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

**Roll Call**

Present: Russell Kutz, Chair; Jeanne Tyler, Vice Chair; Janet Sayre Hoeft, Secretary; Ellen Sawyers, Frankie Fuller, and LaRae Schulz

Also present from ADRC: Michael Hanson, Kimberly Swanson, Sharon Olson, and Dominic Wondolkowski.

**Certification of Compliance with Open Meetings Law**

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

**Approval of Agenda**

Frankie Fuller made a motion to approve the agenda, Jeanne Tyler seconded. Motion carried.

**Approval of March 3, 2020 Minutes**

Frankie Fuller made a motion to approve meeting minutes from March 3, 2020, as written, Ellen Sawyers seconded. Motion carried.

**Communications**

None.

**Public Comment**

None.

**Discuss and possible action on reappointments for ADRC Advisory Committee Members**

Janet Sayre Hoeft made a motion to forward Jeanne Tyler's reappointment to Human Services Board. Frankie Fuller seconded. Motion carried.

**Discuss and possible action on reappointments for Nutrition Project Council Members - Carol O'Neil reappointment for three year, second term ending July 1, 2023.**

Jeanne Tyler made a motion to forward Carol O'Neil's reappointment to Human Services Board. Janet Sayre Hoeft seconded. Motion carried.

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

Olson shared updates on the following:

- The Coronavirus Aid, Relief, and Economic Security Act (CARES) supplementary funds granted to Wisconsin by the Administration for Community Living under P.L. 116-136 will be distributed, through the AAAs, to county and tribal aging units based on Wisconsin's ACL-approved funding formula.
- The Wisconsin Department of Health Services (DHS) announced today that more than 215,000 FoodShare households will be receiving additional benefits. These benefits will help those Wisconsin families stay healthy during the COVID-19 pandemic.

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

No requests at this time.

**Discussion: ADRC Report, Wondolkowski**

For March, the Key Outcome Indicator was met. I & A staff provided 17 of 17 initial home visits within 10-business days of the customer's request or at later date preferred by the customer. March 18h is the last known home visit provided before COVID-19 crisis.

The ADRC submitted an Emergency Preparedness Plan to both the Human Services Director and to the Office of Resource Development (ORCD) for maintaining essential ADRC operations with priorities now that ADRC services will temporarily not be delivered in the building. The plan includes the following highlights: staff telecommutes from home following county policy; staff submit weekly work plans and weekly Zoom team meeting and regular phone contact occurs to monitor work load and activity. All core ADRC services are available. To simply business, DHS has provided allowances, such as no face-to-face contact required. Staff report to the office on a limited basis.

Recognizing the vulnerability of many of our Home Delivered Meal recipients (who may experience social isolation, food shortages or have other concerns) ADRC staff provided 218 welfare checks in March and over 700 calls in the month of April.

Volume of regular contacts (minus welfare check calls) has decreased since COVID-19. In March, there was 578 contacts (not including welfare checks), which is only slightly less than the number of total contacts for Jan (617) and Feb. (601). In April, there were 409 “regular” contacts.

The Senior Farmer Market Nutrition voucher program will be available beginning June 1<sup>st</sup>. Due to COVID, DHS has provided special allowances and safety guidance for issuance of voucher coupons.

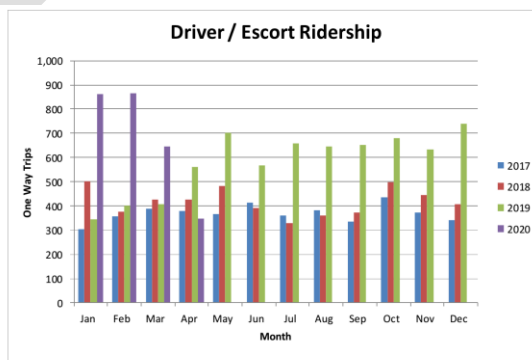
**Discussion: Senior Dining Program Updates – Sharon Olson** Kimberly introduced herself to the committee. Kimberly is learning all the data base software and has been with the site managers to understand the responsibilities at the meal sites.

**Discuss Mobility Manager Report**

Mike Hansen shared the April’s ridership report and updates.

**Driver / Escort Ridership**

Month	2017	2018	2019	2020
Jan	305	503	346	861
Feb	356	376	400	865
Mar	390	426	408	645
Apr	379	428	561	349
May	368	482	701	
Jun	413	392	567	
Jul	361	328	657	
Aug	382	362	647	
Sep	337	373	652	
Oct	435	499	682	
Nov	372	444	634	
Dec	343	409	740	
<b>Total</b>	<b>4,441</b>	<b>5,022</b>	<b>6,995</b>	
<b>Y-to-Y Chng (%)</b>		<b>13.08</b>	<b>39.29</b>	



**Discussion and presentation on Aging programs and ADRC Services**

Olson and Wondolkowski presented an overview of ADRC and Aging Programs. There is a contract or “Scope of Services” between the ADRC and DHS that must be followed and defines the core services the ADRC shall provide. Navigating through the long term care system can be overwhelming and the ADRC offers the general public a single entry point for information and assistance on issues affecting older people and people with disabilities. ADRC funding sources include state funds and federal match (typically with no county levy dollars) and are captured through 100% daily time and task reporting. ADRC staff positions include four full-time Information & Resources Specialists; three Benefit Specialists, one Dementia Care Specialist and one ADRC paraprofessional position. Responsibilities for each position were reviewed.

**Discuss Future Agenda Items**

Request made to hold meeting location at the County Board Room at the Courthouse. Comment made that the Zoom Meeting works out better for some members for hearing. Meet new Family Caregiver Specialist. Discussion on masks; great resources shared by members.

**Adjourn:** Janet Sayre Hoeft made a motion to adjourn the meeting, Jeanne Tyler seconded. Motion carried.

Respectfully submitted,

Sharon Olson, Aging & Disability Resources Division Manager

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