



Aging & Disability Resource Center Advisory Committee
Minutes of Meeting
Tuesday, September 1, 2020

Call to Order

The meeting was called to order by Kutz.

Roll Call

Present: Russell Kutz, Chair; Jeanne Tyler, Vice Chair; Janet Sayre Hoeft, Secretary; Ellen Sawyers, Frankie Fuller and Ruth Fiege.

Also present from ADRC: Michael Hanson, Kimberly Swanson, Kim Herman, Sharon Olson, and Dominic Wondolkowski. Guests: Laura Payne and Carol O'Neil.

Certification of Compliance with Open Meetings Law

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

Approval of Agenda

Janet Sayre Hoeft made a motion to approve the agenda, Frankie Fuller seconded. Motion carried.

Approval of August 4, 2020 Minutes

Frankie Fuller made a motion to approve meeting minutes from August 4, 2020, as written, Ellen Sawyers seconded. Motion carried.

Communications

None.

Public Comment

Laura Payne, County Board Supervisor, shared that she was asked to attend as a member from an ad-hoc group working within a committee in Cambridge for gathering information on resources.

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

Olson shared updates on the following:

- Janet Zander, Advocacy and Public Policy Coordinator from GWAAR will be presenting at our next meeting on Advocacy 101 with emphasis on voting.
- Updates on Monthly Income Limit Adjustment for 2021
- Update on Patient Liability and Cost Share Eligibility Changes to Medicaid Starting July 1, 2020

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

No requests at this time.

Discussion: ADRC Report, Dominic Wondolkowski - For August, the Key Outcome Indicator (KOI) Is met. Thirteen (13) customers were enrolled in a LTC program per KOI guidelines. For 2020, there have been 101 LTC enrollments. For August, the ADRC documented 484 calls with 272 unduplicated callers. This is a decline in documented calls compared to July (733) and June (1337) but expected as our contacts had increased each month since COVID due to making the wellbeing calls for the HDM program (wellbeing calls ended 7-9-20). Staff still report a high call volume and indicate with COVID, the nature of the calls are more complex and require more time per call.

127 out of 201 Sr. Farmer Market vouchers have been distributed with approx. 15 applications pending. Wondolkowski represented the ADRC as a non-profit vendor at the Lake Mills Farmer Market on 8-26-20. No additional vouchers were distributed. Open enrollment for Medicare Part D is Oct. 15-Dec 7. A letter will be mailed to all 2019 customers explaining their options due to the pandemic. Karla Nava, split DBS-EBS had her first successful disability determination. Karla also represented the ADRC as a Spanish translator on 8-28-20 at the Jefferson Co. Free Drive-Thru COVID-19 testing site at the fairgrounds. Fort Healthcare Partners Tele-Care Service program, which serves residents throughout Jefferson and other WI. Counties, is still open. Volunteers make phone calls to subscribers Mon.-Fri. to check on their wellbeing. DHS uploaded a new Adder workbook for all ADRC's to use starting with reporting August 2020 time and task information in September.

Discussion: Senior Dining Program Updates – Kimberly Swanson - Swanson presented the monthly meal totals for the 2020 Elderly Nutrition Program with 2444 total home delivered and congregate meals served in January and 2300 home delivered meals served in July. No congregate sites are currently open. Swanson also stated that there were 14 new home delivered meal participants in July. A new service, Contactless Curbside Meals, began on 7/20/20 and for July there were 17 participants and 69 meals provided in four locations: Jefferson, Lake Mills, Palmyra, and Watertown. Fort Atkinson plans to offer curbside meals in the next 30-45 days dependent on the training needs of Kevin Purcell, the new Fort Atkinson Nutrition Site Manager who started working on 8/31/20.

Discuss Mobility Manager Report – Michael Hansen - Ridership for the ADRC of Jefferson County Driver / Escort Service was a little lower during August with 437 rides compared with 533 rides in July. This drop was primarily due to the lack of available drivers. However, we recently hired another part-time driver and added another volunteer driver, so rides should increase going forward if demand continues to stay strong.

We recently received the 6 electronic tablets that were purchased for our part-time drivers. The tablets now have been setup with software to communicate with the ride scheduling software used by our administrative staff. Staff Drivers (non-volunteers) will be using tablets for passenger assignments, route mapping, fare collections, mileage tracking, hours, and pre & post trip vehicle inspections. So far, 3 of our 6 part-time drivers have had training on how to use them and begun using them in the field.

Our second of four Wednesday Walk events was held on August 19th at Korth Park. Eight individuals attended the event including 2 people who had not attended previously. The weather was perfect and everyone enjoyed themselves greatly. Some of the group walked the majority of the park path network logging over 4 miles.

Discuss Family Caregiver Programs – Kim Herman Kim Herman shared the current census of NFCSP, AFCSP, and Supportive Services programs. Jefferson County and Rock County are collaborating to offer Armchair Tours and Joyful Moments through the Hummingbird Project. Participants need to register with their name, phone number and email address. The sessions start on September 16th and are one hour long for a total of 12 sessions (6 Armchair Tours and 6 Joyful Moments).

Discussion on the 2021 ADRC Scope of Services Updates: There are several time line requirements added under cores services, including (1) If after providing initial information & assistance, there is a need for an appointment/home visit, the ADRC will conduct the appointment within 10-business days or at another time preferred by the customer; (2) option counseling shall cover all the elements of the options counseling training curriculum and certification and must be provided within the same 10-business day timeframe; (3) functional eligibility shall be determined no later than 30 days from the date the ADRC receives a request or expression of interest. If there is a delay in determining eligibility, the ADRC will notify the individual in writing specify the reason for the delay and inform the individual of their right to appeal the delay by requesting a fair hearing; and (4) Within 5-business days of the ADRC's awareness of confirmed functional and financial eligibility, an potential enrollee in a LTC program shall be provided enrollment counseling so they can use the information to make a selection among available MCOs and ICAs (similar to the current ADRC KOI). The contract also formally requires ADRCs to have an emergency preparedness and response plan. Also, individuals who serve on the ADRC

Governing Board are subject to the Conflict of Interest policy and when necessary, mitigation plans are required. DHS is in the process of revising the Conflict of Interest policy; release date unknown. There are also requirements added to be a Dementia Capable ADRC, which Jefferson Co. already has in practice.

Discussion Texting Policy for ADRC - The policy of JCHSD and the ADRC Division is to accommodate reasonable request for text communication, subject to the requirements and limitations set forth in the policy and procedure. Requirements of communication include: there must be a valid staff Text Message Acknowledgement Agreement form on file; staff shall only use JCHSD issued devices for texting customers; only minimum necessary PHI or other confidential information may be communicated; text messaging is not an appropriate way to communicate urgent mental health or emergency situations; and all text communication is documented in case notes. Customers will be asked to sign one of two authorizations forms which includes acknowledgement that text communication is not secure (encrypted) and the ADRC cannot guarantee privacy.

Discuss Future Agenda Items - Janet Sayre Hoeft suggested information on nursing home voting, Dominic will reach out to the nursing homes. Olson suggested Benefit Specialist to present on Food Share.

Adjourn: Frankie Fuller made a motion to adjourn the meeting, Jeanne Tyler Fuller seconded. Motion carried. Meeting adjourned.

Respectfully submitted,

Sharon Olson
Aging & Disability Resources Division Manager