



Aging & Disability Resource Center Advisory Committee
Minutes of Meeting
Tuesday, February 2, 2021

Call to Order

The meeting was called to order by Kutz at 1:19 pm.

Roll Call

Present: Russell Kutz, Chair; Jeanne Tyler, Vice Chair; Janet Sayre Hoeft, Secretary; Ellen Sawyers, Frankie Fuller, LaRae Schulz, and Ruth Fiege. Guest: Carol O’Niel

Also present from ADRC: Michael Hanson, Kimberly Swanson, Kim Herman, ReBecca Schmidt, and Dominic Wondolkowski.

Certification of Compliance with Open Meetings Law

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

Approval of Agenda

Janet Sayre Hoeft made a motion to approve the agenda, Ruth Fiege seconded. Motion carried.

Approval of January 5, 2021 Minutes

Frankie Fuller made a motion to approve meeting minutes from January 5, 2021, Jeanne Tyler seconded. Motion carried.

Communications

No new communications

Public Comment

No public comment

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

ReBecca Schmidt shared that the 3-year Aging plan will be due to GWAAR by November of 2021. This plan encompasses the ADRC of Jefferson County’s goals and plans for meeting identified community service area needs and wants related to individuals over the age of 60.

GWAAR is holding monthly meetings to assist Directors in the development of the plan. The first meeting addressed the importance of, and ideas for gathering community input for the plan.

ReBecca Schmidt recommended that for this plan the ADRC of Jefferson County would focus on identifying community needs and interests as well as focusing on representation from diverse populations.

The 3-year Aging Plan requires ADRCs to utilize at least two distinct methods of community engagement for gathering input. ReBecca Schmidt asked the committee members to suggest methods for gathering community input. Several suggestions were provided by committee members. Suggestions were; paper surveys and phone surveys, visiting the local Farmer’s Markets to meet and survey individuals attending, visiting local aging apartment complexes to hold information gathering forum, hold outdoor Town Hall meetings when the weather allows, getting a booth at the Jefferson County Fair to connect with people in person, visiting Senior Centers when they are re-opened, and surveying our core volunteers. Several committee members stated that they would be willing to participate in these community input efforts.

ReBecca Schmidt was asked by the committee how a survey would be created. ReBecca reported that she is planning to work with the UW Social Work department to aid in the development of an effective survey.

ReBecca Schmidt updated the Committee on the ADRC's efforts to vaccinate employees against the COVID virus. The CDC identified that the ADRC staff qualified as frontline health care personnel, therefore COVID vaccines have been offered and many ADRC staff have chosen to receive these vaccinations in January, with the second dose being available the first week of February. The ADRC will continue to follow the CDC's preventative measures such as social distancing, virtual interactions when possible, wearing masks, and working remotely if reasonable.

Discussion: ADRC Report, Dominic Wondolkowski:

The new 2021 Key Outcome Indicator (KOI) was reviewed. ADRC staff are expected to provide enrollment counseling within 5-business days of the ADRC's awareness of confirmed functional and financial eligibility for publicly-funded long-term care (PFLTC). The KOI is a requirement of the 2021 Scope of Services. Staff must have at least two attempted contacts to the potential enrollee or designee within the 5-business day time frame. For January, the KOI was met. 8 of 8 customers were provided information per KOI guidelines, resulting in 7 LTC enrollments and/or IRIS referrals. After receiving enrollment counseling, one customer declined and the case is closed.

In January, ADRC staff documented 388 calls with 215 unduplicated callers. This is about the same as December 2020 (379 calls with 216 unduplicated callers). The ADRC now has four full-time staff accepting calls and hopefully productivity will increase in February.

COVID-19 updates provided include: (1) COVID-19 Vaccine: What You Need to Know Free Webinar Feb. 3rd at 12-1pm. provided by WI. Women's Health Foundation. Use link to access webinar: <https://register.gotowebinar.com/register/1019190516847567119>. (2) On 1-27-21, DHS send out communication regarding "Recent Expansion of Eligible Groups for COVID-19 Vaccination" which includes individuals enrolled in Medicaid long-term care programs. Information can be found on the DHS website. <https://www.dhs.wisconsin.gov/covid-19/vaccine-about.htm> and (3) Jefferson Co. will be offering FREE Walk-In Testing at our Parks Shop every Fri. and Sat. in February and first Fri-Sat in March. Information is available on County Facebook Page.

Other ADRC updates include: (1) DHS issued revised requirements effective 2-1-21 for the Social Assistance Management System (SAMS), which is the client tracking database used by ADRC'S to capture consumer, call and provider records (2) two staff are schedule to take the Continuing Skills Test (functional screen exam) Feb 4th and 5th. (3) All Resource Specialist staff are either actively in training and/or are in the beginning stages of scheduling a preventative health class (Living Well with Chronic Conditions and Healthy Living with Chronic Pain) and (4) the ADRC will again advertise in the Conexiones Latinas Quarterly Publication for calendar year 2021.

Discussion: Senior Dining Program Updates – Kimberly Swanson:

Swanson requested discussion and approval of the ADRC Advisory Committee for a second term appointment to the Nutrition Project Council for Barbara Schmitt when the first term expires on 11/13/21. A motion was made by Janet Sayre Hoeft and seconded by Jeanne Tyler to approve a second term appointment for Schmidt and to send the recommendation to the City Board for approval. Swanson also requested discussion and approval of the recommended amendments to the Nutrition Project Council bylaws. A motion was made by Ruth Feige and seconded by LaRae Schulz to approve the amendments and send to the City Board for approval. Swanson further requested discussion and approval for a Meal Waiver for a Home Delivered Meal Participant. A motion was made by Frankie Fuller and seconded by Jeanne Tyler to approve the Meal Waiver and send to the City Board for approval. And finally, Swanson shared that the Senior Nutrition Program served 29, 410 total meals

and enrolled 140 new Home Delivered Meal participants in 2020 as compared to 26,768 total meals and 66 new Home Delivered Meal participants in 2019.

Discuss Mobility Manager Report – Michael Hansen:

Ridership for the ADRC of Jefferson County Driver / Escort Service for January held steady with 546 rides in December. The number of new (first time) riders for January was 10.

The 2020 Driver Escort Transportation Client Survey results were presented. A total of 92 surveys were distributed to clients who had used our service during the month of December and 43 completed surveys were returned.

The questions from the 2019 survey were used again to be able to compare new results to those from the previous year. The 2020 survey results were very similar to those obtained in 2019. A few highlights of the 2020 survey are as follows: 1) Roughly half of our clients are unable to drive because they have a disability or do not have a driver's license, 2) Over half of our clients first learned of our service by word of mouth, 3) Over half of our clients are comfortable using other forms of public transit including taxi and van pools, 4) Our overall service was rated good to excellent by 100% of our clients. Lastly, some opportunities for improving our service would be to: 1) offer more trips for shopping, 2) have a live person answer the phone more than an answering machine, and 3) confirm the scheduling of all rides whenever possible.

Discuss Family Caregiver Programs – Kim Herman:

Kim Herman Shared the current census of the Alzheimer's Family Caregiver Support Program, the National Family Caregiver Support Program, and Supportive Services. She also shared the main sources of referrals for each program.

Orientation Manual and By Laws Annual Update:

Schmidt shared that the ADRC Advisory by-laws need to be updated. The by-laws are part of the Orientation Manual also requiring updating for 2021. All of the data and financials for 2020 have not been finalized at this time, therefore, the updated Orientation Manual along with the updated by-laws will be shared with this committee at the March 2021 meeting.

Adjourn: Jeanne Tyler made a motion to adjourn the meeting, Frankie Fuller seconded. Motion carried. Meeting adjourned at 3:00 pm.

Respectfully submitted,

ReBecca Schmidt
Aging & Disability Resources Division Manager