

**ADRC Advisory Committee
Agenda**

***REVISED 12-05-2016**

Jefferson County Human Services Department
1541 Annex Road, Jefferson, WI 53549
Health/Human Services Conference Room

Date: Tuesday, December 6, 2016

Time: 1:00 p.m.

Committee Members: Earlene Ronk, Chair; Carol Battenberg, Ellen Haines, Dan Krause, Russell Kutz, Marcia Bare, Carolyn Niebler & Connie Stengel, Ellen Sawyers

1. Call to order
2. Roll call (establishment of a quorum)
3. Certification of compliance with Open Meetings Law
4. Approval of the agenda
5. Approval of the ADRC Advisory Committee minutes from 11/1/2016
6. Communication
7. Public comment (Members of the public who wish to address the committee on specific agenda items must register their request at this time)
8. Advocacy Updates
9. Discuss ADRC Report, Dominic Wondolkowski – ADRC Supervisor
10. Discuss Nutrition Programs and updates, Maria Peterson, Nutrition Program Supervisor
11. Discuss Care Talks Project
12. Discuss and review ADRC Policies on Conflict of Interest, Complaint & Appeals, Short Term Services Coordination
13. Discuss and review ADRC Business Plan/Marketing Plan
14. Discuss Transportation Program Updates
15. Discuss possible agenda items
16. Adjourn

Next scheduled meetings:

- January 3, 2017
- February 7, 2017
- March 7, 2017
- April 4, 2017
- May 2, 2017
- June 6, 2017

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.



Aging & Disability Resource Center Advisory Committee
Minutes of Meeting

Tuesday, November 1, 2016

Call to Order

The meeting was called to order by Ronk at 1:15 p.m.

Roll Call

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

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

Certification of Compliance with Open Meetings Law

Olson certified compliance.

Approval of Agenda

The agenda was reviewed and Olson requested a change of the Aging Plan Budget Review to replace the Business Plan were approved in a motion made by Battenberg, seconded by Kutz and passed unanimously.

Approval of 10/4/2016 Minutes

A motion to approve the 10/4/2016 minutes was made by Bare, seconded by Niebler and passed unanimously.

Communications

A letter from the Greater WI Agency on Aging Resources (GWAAR) dated 10/31/2016 was read by Ronk. The letter was regarding the Aging Unit On site Review for 2016-2018 Elderly Nutrition Program that was completed on October 3, 2016.

Jefferson County meet all expectations and there were no sections of the assessment to be out of compliance.

Public Comment

None

Discussion and possible action of the S85.21 Specialized Transportation Grant Application for 2017

Copies of the Draft Grant Application were reviewed. The application was updated to include language under Project three that clarifies that the copayment for intracounty taxi transportation is the same as it is for project one.

A motion to approve the draft application and forward it to the Human Services Board was made by Kutz, seconded by Bare and passed unanimously.

Discussion: Alzheimer's Family Caregiver Support Program

Olson reported that the Alzheimer's Family Caregiver Support Program serves individuals diagnosed with dementia and their families. Eligibility is based on income (\$48,000 or less in a calendar year) and diagnosis of dementia of any type. The statute allows counties to provide families with a maximum benefit of \$4,000, which is how the program has been administered since it began. Counties have the option of reducing the benefit in order to serve more people. Jefferson County's total allocation is \$25,777 for 2016 and will increase to 33,053 for 2017. No changes were recommended.

Discussion & possible action of the 2016-2018 Aging Unit Budget Review

The budget for 2017 Aging Unit Programs were passed out and reviewed. A motion to approve the plan and forward it to the Human Services Board was made by Sawyers, seconded by Haines and passed unanimously.

Discussion: ADRC Report

Dominic Wondolkowski did not report Key Outcome Indicators (KOI) for the month of October due to the Advisory Meeting being on November 1st. Wondolkowski offered to provide the results in the minutes. In October, I & A staff provided 17 initial home visits with 13 home visits (76.47%) conducted within 7-days of the consumer's request. A different KOI will be developed to measure compliance in 2017. One possibility is to monitor the eligibility determination date on Functional Screens. Per the current contract, scope of services, eligibility shall be determined within 14 days after the administration of the FS. Another possibility is to measure timeliness of contact with NH Relocation referrals.

Since Dan Krause has not been to the last few meetings, Wondolkowski provided an ADRC staff update with focus on Jenifer Eilert, the new I & A worker, who began employment with the ADRC on 10-10-16.

Wondolkowski explained the 2016 ADRC Business Plan is nearly drafted (in its final stages). The Plan will be submitted on Christine See of ORCD on 11-1-16 as per the scheduled due date. The Business Plan will be discussed in detail at the next Advisory meeting. Moving forward, the ADRC is required to submit an Annual Report to the Office of Resource Development (ORCD) by 1-4-2017. The next ADRC Director's meeting is scheduled for November 2nd in Wisconsin Rapids. Items on the agenda include Finalize the 2017 Scope of

Services /DHS Contract with ADRC's. The status of the Dementia Care funding is also on the agenda (will the DCS position be funded beyond 6-30-16).

ADRC/MCO/TMG (IRIS) and Income Maintenance will meet again on November 11th for the quarterly Roundtable discussions. Wondolkowski will provide feedback on Roundtable discussion at the December Advisory Committee Meeting.

ADRC staff has advertised to host a Living Well with Chronic Conditions class held at the Fort Atkinson Senior Center. The class is scheduled to begin Tues. November 8th from 9-11:30am and will run for six weeks concluding December 13th. Anyone interested may sign up at the Senior Center or contact the ADRC.

Discuss and Reviewed the Customer Satisfaction Report for the ADRC

On 9-23-16, the Department of Health Services (DHS) provided the ADRC of Jefferson Co. with its individualized Customer Satisfaction Report from Analytic Insight and Dr. Amy Flowers. On 10-14-16, Christine See from ORCD met with Sharon Olson, Dominic Wondolkowski, Kathi Cauley (Human Services Director) and Advisory Committee Chair-Earlene Ronk.

A copy of this survey was provided to each member of the Advisory Committee. Wondolkowski went through the 20-page report. Highlights include: the reports captured 109 customer surveys between June 5th and August 24th, 2015. Customer experience and satisfaction with the ADRC of Jefferson was determined to be very favorable. In nearly all statically areas, the ADRC of Jefferson scored at or above the statewide average. Information from the Customer Satisfaction Survey was used in the 2016 Business Plan to support current ADRC operations and strategies for 2017.

Discuss and Review Stroke Support Group

At this time, there is not a Stroke Support Group at the hospital, as with many groups it depends on who is interested and groups start up and dissolve. IF there were a concern or if members knew of interested persons, they could refer to the hospital or people can attend evidence-based programs such as Living Well with Chronic Conditions.

Adjourn

A motion to adjourn was made by Battenberg, seconded by Niebler and passed unanimously.

Respectfully submitted,

Sharon Olson, Manager
Aging & Disability Resources Division