

# AGING AND DISABILITY RESOURCE CENTER BOARD MEETING MINUTES

**December 4th, 2020 9:30 AM**  
**Virtual Board Meeting**  
**Zoom**

**Members Present:** Dan Mosay, Brent Blomberg, Fred Eaves, Dorothy Richard, Beverly Sandberg, John Helling, Tracy LeBlanc, Amy Middleton, Dick Klawitter, and Barb Kass

**Members Absent:** Barb Behan, Joe Demulling, and Jennifer Bearheart

**Others Present:** Laura Neve, Angie Joy, Sabrina Naglosky, and Nicole Coulter

**Call to Order:** 9:34 AM by Dorothy Richard

**Moment of Silence**

**Pledge of Allegiance**

**Approval of Agenda:** Motion to approve the agenda was made by John Helling, seconded by Fred Eaves. Motion Carried.

**Approval of Minutes of the August 28<sup>th</sup>, 2020 meeting:** Motion to approve the minutes was made by Brent Blomberg, seconded by Dick Klawitter. Motion carried.

**Public Comments:** None

**ADRC Program Updates:**

Angie Joy, the ADRC Supervisor, shared an update on the Elder Benefit Specialists' progress on Medicare Open Enrollment with December 7<sup>th</sup> being the last day.

Angie Joy discussed the Dementia Care Specialist activities including hosting a second Boost Your Brain class, virtually.

Angie also stressed how busy the Information and Assistance Specialists are with meeting clients virtually.

Sabrina Naglosky, the Aging Supervisor, gave an update on the nutrition program. We continue to do no contact drop-offs for home delivered meals. Advertising was successful to capture volunteers for A&H area. Volunteers are still needed for the Amery area. We are hiring for staff at the Milltown meal site and we need subs in both counties.

Sabrina shared there was a fiscal year-end review recently. Our agency activity reporting was reviewed and had minimal errors.

Laura Neve gave a transportation program update including the trike distribution. Laura shared it went smoothly and all trikes got out. However, it took a little longer due to backorder of the motors.

**Action Item: 2021 85.21 Dept. of Transportation Grant Applications Review & Approval**

Director Neve reviewed the grant application for both counties. The projects include the volunteer driver program, the ADRC van program, the trike program, and a new proposed ADRC - CVSO van purchase for veteran trips. The programming and fiscal information was reviewed and discussed.

Questions led to discussion on the impact COVID has had on the programs and the possible purchase of a van. A member asked why the cost of the van wouldn't be split between the counties. Laura responded by stating it would become an asset of one county but the cost of use would be charged out to the other county.

Director Neve shared the activities for outreach to the counties' aging committees by way of a survey. The responses favored the purchase of the ADRC-CVSO van above a second round of trikes.

A motion to approve the 2021 85.21 DOT grant applications for Polk and Burnett Counties as presented was made by John Helling, seconded by Fred Eaves. Motion carried.

**Action Item: 2021 Aging Budget and Transfer of Funds Review & Approval**

The 2021 Aging Budget document was shared with the Board and reviewed by Laura Neve. Laura explained that the budget is made up of many separate grants to cover different activities. Those activities and grants were then reviewed. Laura also explained the need to transfer grants funds from C1 (Congregate services) to C2 (Home Delivered Meals). She proposed we request to transfer the maximum, 40 percent. Due to our rural nature, we have more costs associated with delivering the home-delivered meals. Laura Neve stated how the Elder Benefits Services costs has transitioned into the ADRC contract budget.

Motion to approve the budget as presented with the transfer of 40% of C1 funds to C2 was made by Barb Kass, seconded by Tracy LaBlanc. Motion carried.

**Director's Report:**

Director Neve shared the feedback received from the state regarding our annual review of the Aging program. Laura read the letter stating we have provided excellent service and exceeded our goals. Laura Neve thanked Sabrina Naglosky for all of her work particularly during the stresses of COVID.

Director Neve explained how the ADRC is managing programs and office coverage to minimize impacts by COVID. Laura thanked the front desk people for high dedication at both offices.

Angie Joy has been appointed to coordinate who is in and out of the offices each day so we don't have more than three people on one day.

Laura Neve announced that we have hired a new Transportation Coordinator, Cheryl Bereiter, starting on December 14<sup>th</sup>. Laura shared how Leslie Peterson is fitting in well and doing a great job as the new Resource Specialist.

Lastly, Director Neve discussed the ADRC Reinvestment project. Laura reviewed a power point created by the state ADRC office. This is a quick overview to lay the groundwork for future discussions on potential fiscal contract changes for the ADRC. Laura shared the draft proposed contract amount as given by the state office which was based on several demographic factors. The proposed amount shows a significant increase, however Laura cautioned that this would be dependent on an increase in the state biennial ADRC budgeted amount.

Laura Neve thanked all of the staff for their dedication and wanted to let the board know how hard everyone is working during this tough time.

**Committee Comments:** John Helling thanked all staff, volunteers, and management for all they do.

**Future Agenda Items:**

ADRC Reinvestment Continuation

**Future Meeting dates and Locations:**

Friday: February 26, 2021 Virtual or Tribal Health Center 9:30 AM

**Adjourned:** 11:35 AM meeting adjourned by Fred Eaves, seconded by Beverly Sandberg.

Respectfully submitted;

Nicole Coulter