

**AGING AND DISABILITY RESOURCE CENTER BOARD MEETING
MINUTES**

**Burnett County Government Center
Siren, WI
April 29, 2022
9:30 AM**

Members Present: Brent Blomberg, Fred Eaves, John Helling, Sharon Kelly, Barb Behan, Dick Klawitter, and Amy Middleton

Members Absent: Jennifer Bearheart, Tracy LaBlanc, Lisa Mosay, Barb Kass, Dorothy Richard, and Beverly Sandberg

Others Present: Laura Neve, Sabrina Naglosky, Angie Joy, Cheryl Bereiter, Racheal Broome, and Nicole Coulter

Call to Order: 9:32 AM by Chairman John Helling

Moment of Silence

Pledge of Allegiance

Approval of Amended Agenda: Motion to postpone catering policy review/approval to the next meeting was made by John Helling, seconded by Barb Behan. Motion to approve the amended agenda was made by Dick Klawitter, seconded by Barb Behan. Motions carried.

Approval of Minutes of the February 18, 2022, meeting: Motion to approve the minutes was made by Brent Blomberg, seconded by Sharon Kelly. Motion carried.

Public Comments: None

Introduction of new staff: Racheal Broome

Laura Neve welcomed Racheal Broome. She comes with a background of nursing. Her last position was at Regions Hospital. Racheal started as the Dementia Care Specialist this month. John Helling welcomed Racheal and is glad to have her on board with the ADRC.

Action Item: Review and Select Developmentally Disabled Population Representative

Director Neve reviewed the applicant for the Developmentally Disabled Population Representative. After reaching out to several potential members, only one was willing to serve at this time. Terri Stone, Grantsburg, who is a former clerk of courts is the only interested applicant. Laura Neve reviewed application from Terri stating she has been on different boards and committees. A motion to select Terri Stone as the representative for the Developmentally Disabled Population on the ADRC Board was made by Brent Blomberg, seconded by Dick Klawitter. Motion carried.

Jim Paden from Grantsburg has been appointed to the board to fill Brent Blomberg's position. Jim is already on Sabrina Naglosky's Aging Advisory Committee. John Helling stated we will miss

Brent and farewell for now. Brent Blomberg thanked us for his time here and loved the teamwork.

Program Updates

Sabrina Naglosky, Aging Supervisor, stated the congregate meals sites are now open as of April 1st. The Webster meal site has now moved from the Webster Senior Center to the Siren United Methodist Church. Supervisor Naglosky explained she is trying to get participants from Siren Senior Center over to the Siren United Methodist Church to eat after their programs. The Siren church has one evening meal monthly which is the third Tuesday of the month. In March, the Siren church had 31 participants for the evening meal and 27 participants for April. Sabrina Naglosky will be starting evening meals for the Grantsburg site in the summer. Since congregate sites are open, the homebound eligibility for new participants is back in place. Carryout meals will continue as an option. Sabrina will be attending the Wisconsin Association of Nutrition Directors conference in Wausau in May. Lastly, the items discussed at last meeting have sold on Wisconsin Surplus for more than minimum and that money will be put back into the program.

Angie Joy, ADRC Supervisor, welcomes Racheal on board. Racheal has reconvened the Dementia Coalition, edited brochures, and has completed training. Supervisor Joy stated the Elder Benefit Specialists are working on additional outreach by providing materials to pharmacies and reaching out to food shelves. The MIPPA (Medicare Improvement for Patients & Providers Act) grant is supporting this outreach. We are currently looking for a Specialist to replace Barb Engelhart as she is retiring on May 18th. Angie shared the workload is currently high for the Specialists. We have started presenting for groups again and hosting many roadshows. Lastly, Supervisor Joy mentioned the face-to-face waivers are phasing out and requirements are going back to pre-pandemic status.

Laura Neve shared a tribal update from Nicole Rossow. Nicole Rossow is back on site at the Tribal Aging Office. She is there the 1st and 3rd Wednesday of the month. She is attending the tribal nurse staff meeting monthly.

Cheryl Bereiter discussed looking into a new dispatch software for the medical drivers, bus program, and nutrition routing. We have a demonstration today on the software. Cheryl stated the shopping and medical trips are all open and going well. There are two more volunteers and two more social drivers that just joined. Sharon Kelly suggested to take a trip to the Polk County Museum.

Action Item: Approval to Revise Volunteer Driver Expense Reimbursements

Laura Neve explained the volunteer driver policy is currently using the employee policies to determine the amounts reimbursed. They are different from county to county and time consuming to determine if eligible. Cheryl Bereiter discussed changing the expense reimbursement for volunteer drivers to say up to \$10 if driving six consecutive hours or more. The wording will also include the expense needs to be “actual, reasonable, and necessary.” We would still need an itemized receipt for the meal.

A motion to approve the revision to the volunteer driver expense reimbursement was made by Brent Blomberg, seconded by Sharon Kelly. Motion carried.

Action Item: Purchase of Mini-Bus Utilizing Polk County's DOT Trust Account

Director Neve explained the approved amount budgeted for the bus purchase is no longer appropriate. Due to supply issues the expense for vehicles has significantly increased. Laura Neve stated if we are looking to buy another mini-bus or trikes we will need a mid-year budget adjustment due to the increase. Due to COVID restrictions last year, our trust balance is well over the amount allowed to carry. Laura has received permission from DOT to keep the overage but to spend it down as soon as possible. Cheryl Bereiter researched potential suppliers and they are very limited. An in-depth discussion was held on how to proceed with strong support for purchasing the bus but not dropping the trike program altogether. Laura Neve explained we would have to go through a formal RFP process either utilizing the state's process or running our own locally. Amy Middleton commented she would love if we worked locally and does not want to give up the trike program however, we need to use the money wherever it is needed most. Lastly, Fred Eaves offered to reach out to a relative for a possible deal or donation of a vehicle. A motion to approve the use of \$106,000 dollars from the Polk County trust account for a purchase of a minibus with remaining amount to purchase trikes was made by Fred Eaves, seconded by Brent Blomberg. Motion carried.

Review of 2021 Year End Fiscal Reports

Laura Neve shared two reports illustrating where the agency's money has gone for 2021. Our budget was approximately \$2.25 million for both counties combined. Director Neve stated to reach out if anyone has any questions regarding the year end fiscal reports.

Director's Report

Director Neve shared a letter from the governor showing appreciation to ADRCs for the work during the pandemic. Laura Neve stated Aging Advocacy Day is May 11th and shared information on that event as well as the Mental Health Awareness Symposium on May 16th which is virtual. Director Neve explained our staffing issues both with the I&As and nutrition sites. Laura Neve shared initial discussions have taken place internally on what to do if we are not able to fill positions. She and Angie Joy discussed possibly not having the certified social worker requirement however they are not giving up on that qualification yet. Potentially a change in position title and lower qualifications if we cannot find someone to fill that position. Laura also stated we might have to look at combining nutrition sites eventually if we are unable to maintain kitchen staff.

Director Neve shared Polk County is moving offices around August. Laura Neve and Cheryl Bereiter are working with the regional planning commission on a transportation study to find out if public transportation is realistic for Polk County. This is a county-wide initiative that includes a county employee work group and a stakeholder committee.

Director Neve shared the state emergency order for the pandemic ends July 16th if it is not extended. The state office is already making plans for reinstating the previous guidelines for

programming. The state office is utilizing their ARPA funds on a project for modernizing the ADRC. They are looking to add a virtual resource platform for resources statewide as well as marketing and outreach campaigns. This will then add a position called the Regional Resource Specialist to work with the local ADRC offices.

Lastly, Director Neve read thank you notes from clients.

Committee Comments

Dick Klawitter shared Shady Knoll closed due to staff shortage. Some moved to Continuing Care Center in Grantsburg. Angie Joy stated two moved out on their own and five have been placed in other facilities.

Future Agenda Items

Retiring Staff Presentation: Barb Engelhart

Action Item: Approval of Catering Policy

New Staff Introduction: Symone Sine

Future Meeting Dates and Locations

Polk County Government Center, Balsam Lake, WI

June 24th, 2022

9:30 AM

Adjourned: A motion to adjourn was made by Sharon Kelly, seconded by Dick Klawitter. Motion carried. Meeting adjourned at 11:44 AM

Respectfully submitted,

Nicole Coulter