

## ADRC Advisory Committee Meeting Minutes

DATE: Thursday, May 14, 2009

MEMBERS PRESENT: Ken Grode, Dan Witt, Frank Schubert, Mary Anne Gruber, Elizabeth Tautges, Bob Miller, Yvonne Ebben, Marilyn Mosher, John Wollner

MEMBERS NOT PRESENT: Ridge Putnam, Vernon Beall, Mike Hopfensperger

OTHERS PRESENT: Mary Schlautman, Donna Siedschlag, Todd Romenesko, Nancy Leipzig, Tom Stratton, Bonne Elias Planner

1. Ken Grode called the meeting to order at 3pm. Roll call and introductions were done.
2. Motion to approve the agenda made by Marilyn Mosher, approved by Yvonne Ebben. Motion carried.
3. Motion to approve March 12, 2009 made by John Wollner, approved by Frank Schubert. Motion carried.
4. Public participation – none.
5. Communications – none.
6. Committee Member Report
  - A. Mary Anne Gruber reported that she is continuing to work with her congregation in Chilton on an outreach committee but they seem to be stalled right now.
  - B. Yvonne Ebben had an opportunity to speak to the St. Johns Befrienders. They are excited about having the ADRC services available. She also had an opportunity to talk about NAMI and many were very interested and happy to hear that it is a resource on mental health issues. The ADRC is supplying them with File of Life packets. Befrienders do outreach with elderly and disabled in Little Chute as a social contact.
  - C. Marilyn reported that she made a contact Brunch Bunch at First Congregation. This is a contact for Nancy to follow up on.
  - D. Dan reported that the Real World Day took place in Chilton. They had 150 students attend and had tours of potential work and living place, tours of HS and the jail. Students were well-behaved and will probably repeat in 2 -3 years.
7. Prevention Report – Nancy Krueger provided an update on local prevention workshops and an upcoming AARP program called CarFit. Nancy is now a trained CarFit technician and will be working with others in the area to offer CarFit events, starting with our volunteer drivers.
8. Election of Officers: Secretary, Vice-Chair, and Chair
  - A. Nominations for Chair were accepted from the floor. Ken nominated John. Dan nominated Ken. John withdrew his nomination. Marilyn moved to close the nominations and elect Ken by acclamation. Seconded by Dan. Motion carried.
  - B. Nominations for Vice Chair: Dan nominated John, Marilyn moved to elect John by acclamation, Frank seconded, motion carried.
  - C. Nominations for secretary – Yvonne nominated by acclamation, seconded by Dan. Motion carried.

9. Old Business

- A. Advisory Committee member biographies – Nancy L. distributed a draft of biographies.
- B. Advisory Committee member outreach contacts – reviewed contacts and how they are important for the ADRC. Frank helped with outreach to Waupaca Bar Association, Donna presented on ADRC and had the AT toolkit. Marilyn requested see the AT tool kit at a future Advisory Committee meeting.
- C. Long-range Planning Subcommittee report – John reported that the LRP meeting was held right before this meeting, minutes will be distributed. We did some research on what other ADRC Advisory Committee and determined that this committee fairly progressive relative to others in the state. We also had a discussion about the role of this committee. Much of our activity will be dependent on FC and the role we play in the funding model for ADRCs including:
  - i. serving as a sounding board for quality and delivery issues with FC,
  - ii. serving as advocates for individuals,
  - iii. serving as advocates with state legislators on policy, and
  - iv. serving as advocates on behalf of the community.

Next steps: pay attention to the roll out of FC, revisit the output from planning retreat, and get feedback from department heads. We'll be submitting some questions to them and asking for formal feedback.

10. New Business

- A. Wisconsin Open Meetings Law – Todd spoke with Rosemary and Ted to make sure they are okay because technically it is the role of Corporation Councils from each county to interpret the law. This discussion serves as a general overview. Any specific questions should go to your respective county Corporate Council.
  - i. Being a government body meets the requirement of Open Meetings Law, which applies to this committee, subcommittees and ad hoc gatherings.
  - ii. A meeting is defined by members engaging in government business. Even a small number of members are sufficient to determine the committee's course of action – it can cause a negative quorum. Any meeting of members where committee business is discussed and information is provided can impact on the whole committee. This is why all meetings must be noticed.
  - iii. Teleconference meetings must be noticed.
  - iv. Written correspondence is not considered a meeting – it is one-way information that is provided to members.
  - v. Email acts with more interaction and there hasn't been any further decision from the current Attorney General. It is strongly discouraged to have exchanged communication via email. Keep all emails one-way sharing of information.
  - vi. The burden of proof is on the person claiming that you violated Open Meetings Law.

- vii. All committee members are responsible to uphold the law. Staff will not be held responsible for violations. Frank requested that we amend our bylaws to specify how this is done for posting meeting minutes for meetings and teleconferences.
  - viii. Discussion of liability, fines and forfeitures. There are a few examples of the law being violated in the past but they are rare.
  - ix. Agenda – meetings cannot address topics that are not noticed. Having general agenda items such as “old business” without any specifics is not advised. You should identify what you are talking about and stick to the agenda. Chair and committee members need to identify when discussion veers off agenda.
  - x. Closed sessions need to be approved by your Corporate Council. There is no reason why this committee would need to meet in closed session.
  - xi. Time of notice – we post meetings a week in advance but in an emergency, the notice can be 24 hours.
  - xii. Citizens may attend meetings. We have a public participation item on each agenda. They may also videotape or audio tape.
  - xiii. A handout summarizing the law was provided to all members and staff in attendance.
- B. ADRC Evaluation Report
- i. Report is posted on our ADRC website. Nancy provided a summary of the results for the COW ADRC as compared with the 18 ADRCs surveyed in the study.
  - ii. At our next meeting, we’ll discuss the Quality Improvement project brief that we need to submit to DHS regarding a project we want to work on to improve quality in the next year.
11. Update on Family Care Expansion
- A. Todd gave an update on the local process for managed care expansion for the COW. Community Care applied for Partnership with the federal government at the end of February, with the sense that the Feds are being stricter on requirements. They are getting closer to roll out and each county is meeting with Community Care individually on transitioning.
- B. A question was raised regarding Todd’s opinion on the current state budget and FC expansion. Todd spoke with Judith Frye at DHS, he is feeling fairly confident that they are moving ahead because the counties they have selected to move ahead have such high MA costs, and they plan to realize the cost savings in the next biennium.
12. Chairman’s report – Ken expressed some concern about those not attending, and look into checking possibly rescheduling the July meeting. Ken thanked everyone for voting him as chair again, and for their support, and for the work of the subcommittee.
13. Motion to adjourn meeting made by Frank Schubert, seconded by Dan Witt. Motion carried.
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