

## ADRC Advisory Committee Meeting Minutes

DATE: Thursday, September 10, 2009

MEMBERS PRESENT: Ken Grode, Mary Anne Gruber, Bob Miller, Yvonne Ebben, Vernon Beall, Mike Hopfensperger, Frank Schubert, Marilyn Mosher

MEMBERS EXCUSED: John Wollner, Yvonne Ebben, Dan Witt

MEMBERS NOT PRESENT: Ridge Putnam, Elizabeth Tautges

OTHERS PRESENT: Nancy Leipzig, Bonne Elias Planner, Tom Stratton, Donna Siedschlag, Felicia Shaw, Joann Dewhurst, Barb Moore

1. Ken Grode called the meeting to order at 3:03pm. Roll call and introductions were done.
2. Motion to approve the agenda made by Marilyn Mosher, seconded by Vernon Beall. Motion carried.
3. Approval of the July, 2009 meeting minutes. Noted change in the record of attendance. Motion to approve the July minutes with corrections made by Bob Miller, seconded by Frank Schubert. Motion carried.
4. Public participation – none.
5. Communications – none.
6. Committee Member Reports
  - A. Mary Anne Gruber reported that her parish, Good Shepherd in Chilton, has formed a Care Ministry after a year of planning. At the present time, they have 14 volunteers who will do home reassurance phone calls, provide transportation / errands / shopping, and handyman services. They are working on recruiting volunteers for respite care. The volunteer training is through the Green Bay Dioceses. Mary Anne is now a trained volunteer trainer.
  - B. Frank Schubert reported that he will be conducting a Power of Attorney workshop at the upcoming Waupaca Caregiver Conference on Oct. 20<sup>th</sup>.
  - C. Mike Hopfensperger formally welcomed Joann Dewhurst as the new ADRC Supervisor for Calumet County. Mike also distributed his biography to committee members.
7. Prevention Report – Nancy Leipzig reported that fall workshops are beginning this month. At the next Advisory Committee meeting in November, Nancy Krueger will provide a detailed report on workshop activity. We are going to be rolling out SafeWatch in Seymour (Nancy L. will be the lead) and Clintonville (Nancy Krueger will be the lead). Vernon offered his assistance to work with Nancy Krueger in Clintonville, meeting with police and other important officials in Clintonville. Nancy Krueger is now a CarFit Technician, a program offered through AARP. We are having a CarFit event on Oct. 23<sup>rd</sup> in Waupaca. The ADRC is applying for a \$5000 grant from the Greater Wisconsin Agency on Aging Resources (GWAAR) to establish a Caregiver Coalition in 2010.
8. A presentation on Community Care, Inc. was provided by Barb Moore who is the Director of Program Development. Barb reviewed the history and mission of the organization and the timeline to establish Family Care in Calumet, Outagamie and Waupaca Counties. Barb discussed the values of Community Care and the services provided within the Family Care and Family Care Partnership programs.

9. Old Business
  - A. ADRC Bylaws – the Committee reviewed the Bylaws and recommended that several changes be made, with a draft of the revisions to be distributed prior to the November meeting so a vote can be taken at that time. A discussion took place regarding Article IV Membership, Section V Absences. Ken will review attendance and send a letter to those with two or more unexcused absences in the past twelve months. The Committee discussed Article VI Meetings, Section I Meeting Place, and asked to revise the language to state that the Committee shall meet in a central location. Section IX Posting of Public Meetings should include a listing of potential entities / positions who should receive meeting notices and information, up to the discretion of each county. It was suggested that a flow chart be developed which clarifies by position how the agenda and minutes are drafted and distributed. Section X will be added to address the responsibility of complying with Open Meetings Law lies with Committee members. Also discussed (not to be included in the Bylaws) was the possibility of have public listening sessions with subcommittee members, perhaps at senior and community centers where our target populations gather?
10. New Business
  - A. ADRC 2008 Annual Report – Nancy Leipzig provided a review of the activities that took place within the ADRC in 2008.
  - B. ADRC Enrollment Plan for Family Care – the ADRC is in the process of developing the plan describing how people will be enrolled in Family Care and how the wait list will be managed. It is due by Nov. 1<sup>st</sup> and the final plan will be presented to the Advisory Committee at the next meeting.
  - C. Assistive Technology Toolkit – each ADRC branch location has an “AT Toolkit” which consists of two pieces of luggage with assistive devices that ADRC consumers can look at as options to help them remain independent. The ADRC doesn’t sell the items but would refer individuals to the resources that do sell the items. The AT Toolkit was available for members of the committee.
  - D. ADRC State Conference takes place later this month. There is a session and a lunch specifically for Advisory Committee members – let Nancy know if you are interested in attending.
  - E. Meeting dates for 2010 – the committee determined that Advisory Committee would have scheduled meetings at 3pm in 2010 as follows:
    - i. January 14<sup>th</sup>
    - ii. March 11<sup>th</sup>
    - iii. May 13th (annual meeting)
    - iv. September 9<sup>th</sup>
    - v. November 11<sup>th</sup>
11. Update on Family Care - Felicia reported that once the Calumet Co. LTS case managers and I & A Specialists have training on Enrollment Counseling from the Department, they will be providing enrollment counseling to the 212 individuals currently receiving waiver services. Counseling needs to be complete by Nov. 1<sup>st</sup>. Those consumers will all be enrolled in either Community Care, Inc. or IRIS by January 1<sup>st</sup>.

12. Chairman's Report – Ken reported that the last meeting of the committee in July was a good meeting, and even though only seven members were present, everyone had something to contribute to the meeting. Ken urged us to remember that when we talk about the ADRC, we remember the phone number and give it to anyone interested in ADRC services. Ken had a copy of the Wisconsin Board for People with Development Disabilities Health Care Toolkit which is helpful to anyone who assists someone with doctor appointments. It is available free through Wisconsin BPDD at [http://www.wi-bpdd.org/publications/pub\\_all\\_details.cfm?pubID=50](http://www.wi-bpdd.org/publications/pub_all_details.cfm?pubID=50)
13. Motion to adjourn was made by Frank Schubert, seconded by Mary Anne Gruber. Motion carried. Meeting adjourned at 4:45pm. Next meeting is November 12<sup>th</sup> at 3:00pm at Goodwill.