



ADRC OF THE LAKESHORE BOARD MEETING NOTICE

DATE: Tuesday, January 24, 2012

TIME: 4:30 P.M.

PLACE: Kewaunee County Public Health & Human Services Center
810 Lincoln Street, Kewaunee

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Approval of agenda as printed
4. Adopt ground rules
5. Election of Officers
 - a. Chair
 - b. Vice-chair
 - c. Secretary
6. Determine initial terms of office for all members
7. ADRC contract amendment
8. Adopt "Policy on Public Input"
9. Director's Report on operation of the ADRC
10. Determine future meeting schedule
11. Future agenda items
12. Meeting evaluation
13. Next meeting date & Place
14. Adjourn

Date: January 18, 2012

By: Judy Rank, Director - ADRC

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

ADRC of the Lakeshore Board
January 24, 2012 Minutes

The meeting was called to order by Director, Judy Rank, at 4:35 p.m.

Roll call was taken. Those present: Jim Abrahamson, Melvin Bourgeois, Laurie Burke, Robert Entringer, Jim Gayhart, Connie Gulash, Mary Noah, Sally Schmidt, Kaye Shillin, Linda Sinkula, Melvin Waack, and Cathy Wagner. Also present: Judy Rank

Motion by Laurie Burke, second by Connie Gulash, to approve the minutes of the December 28, 2011 meeting. Motion carried.

Public Input: None

Motion by Melvin Bourgeois, second by Melvin Waack, to approve the agenda as printed.

Motion by Cathy Wagner, second by Connie Gulash, to adopt the "Ground Rules" for the board as developed at the training meeting on January 17, 2012. Motion carried.

Motion by Melvin Bourgeois, second by Jim Gayhart, to approve the "Public Input" guidelines as printed. Motion carried.

Nominations of Cathy Wagner and Jim Abrahamson to serve as chairperson were made. Cathy Wagner was chosen by a paper ballot to serve as chairperson.

Motion by Bob Entringer to cast a unanimous ballot for Jim Abrahamson as vice-chair for the board. Motion carried.

Discussion of term limits of board members. County board members are appointed by respective county boards and therefore term limits are determined by the respective county board. Initial board term for Mary Novak will be one year, Bob Entringer will be two years, and Jim Gayhart will be three years.

Motion by Bob Entringer, second by Melvin Waack, to accept the Department of Health Services Amendment to the 2012 ADRC contract. Motion approved. Motion by Bob Entringer, second by Melvin Waack, to approve the resolution authorizing Manitowoc County to amend the ADRC budget to reflect DHS amendment. Motion approved.

Judy Rank reported on the progress of the ADRC and expressed appreciation for the warm welcome staff have had in Kewaunee and the support that Kewaunee staff have given to the ADRC staff. Interviews will be held on Wednesday, Jan. 25 and training will follow before staff are permanent in Kewaunee. The disability benefit specialist is in Kewaunee on Tuesdays and Wednesdays and has seen several clients.

It has been decided that future meetings will be held at 2 p.m. on the 4th Tuesday of the month. The next meeting will be Feb 28th at 2 p.m. at the Manitowoc office, 4319 Expo office.

A board training will be held on Feb 2 starting at 9 p.m. in Manitowoc. Future agenda items were not identified as items may be identified at the training.

A round robin of evaluating of the meeting occurred.

There being no other business, Melvin Waack made a motion to adjourn, seconded by Mary Noah. The meeting adjourned at 5:45 p.m.

Respectfully submitted,
Judy Rank



ADRC OF THE LAKESHORE BOARD MEETING NOTICE

DATE: Tuesday, February 28, 2012

TIME: 2:00 P.M.

PLACE: ADRC of the Lakeshore Office – County Office Complex
4319 Expo Drive, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Approval of agenda as printed
4. Presentation of Sherry Schuelke (Department of Health Services)
5. Appointment to LTC Advisory Committee
6. Check In - where did members go to talk about ADRC and what did they learn?
7. Year to date expense report
8. Meet the Kewaunee staff
9. Marketing in Kewaunee County
10. Emergency plan for cancellation of a meeting
11. Next month's agenda items
12. Meeting evaluation
13. Next meeting date & Place
14. Adjourn

February 20, 2012

By: Cathy Wagner/Judy Rank

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Aging & Disability Resource Center (ADRC) of the Lakeshore Board
Meeting Minutes
February 28, 2012

Chairperson Cathy Wagner called the meeting to order at 2 pm.

Roll call was taken. Those present: Bob Entringer, Jim Abrahamson, Jim Gayhart, Sally Schmidt, Melvin Waack, Laurie Burke, Cathy Wagner, Melvin Bourgeois, Connie Gulash and Mary Noah. Also present: Judy Rank, Wendy Hutterer, and Kristen Hockhammer. Excused: Linda Sinkula and Kaye Shillin.

Motion by Jim Gayhart, second by Melvin Waack, to approve the minutes of the January meeting. Motion carried.

Public Input: None

Motion by Bob Entringer, second by Jim Gayhart, to approve the agenda as printed.

Wendy Hutterer and Kristen Hochkammer were introduced as the staff that will staff the Kewaunee office. Each had the opportunity to tell about themselves.

Sherry Schuelke, Regional ADRC Quality Specialist from the Bureau of Aging & Disability Resources, a division within the Department of Health Services explained the Regional Long Term Care Advisory Committee and asked for 4 board members to attend a regional meeting this spring in Appleton (date to be announced). Jim Gayhart, Mary Noah, Melvin Bourgeois, and Laurie Burke have agreed to attend. All board members were asked to discuss the list of questions that were provided by Ms Schuelke with county residents and bring back responses to the next ADRC meeting.

Check-in: Board members reported on their interaction and discussion with community members regarding the ADRC of the Lakeshore during the past month.

Judy Rank distributed and reviewed the January expense report.

Judy Rank reported that the new staff will start full time in Kewaunee after they become certified to complete functional screens. It is hoped this will happen by April 1. When staff locate to Kewaunee, Judy will be getting out and meeting with CBRF managers, apartment managers, nursing homes, and medical providers to talk about the ADRC and help the agency is able to provide. She asked that board members assist in setting up speaking engagements at service and church club meetings and other places they feel would benefit the agency. Resources from Kewaunee County will be combined with resources from Manitowoc County and an ADRC of the Lakeshore website will be created listing the resources, which will be linked back to the individual counties.

Board members shared that they felt the feedback and participation by the board members was excellent and led to some good discussions.

There being no other business, Melvin Waack made a motion to adjourn, seconded by Mary Noah. The meeting adjourned at 3:35 p.m.

The next meeting will be Tuesday, March 27 at 2 pm in Kewaunee.

Respectfully submitted,

Judy Rank



ADRC OF THE LAKESHORE BOARD MEETING NOTICE

DATE: Tuesday, March 27, 2012

TIME: 2:00 P.M.

PLACE: Kewaunee County Public Health & Human Services Center
810 Lincoln Street, Kewaunee

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Approval of agenda as printed
4. Director's Report on progress within the ADRC
5. Meet Ann Habeck – Disability Benefit Specialist
6. Year to Date Expense Report
7. Members report for Regional Long Term Care Advisory Committee
8. Lifting of the Enrollment Cap
9. Transition Kits
10. Review & update Complaint & Grievance Policy
11. Meeting evaluation
12. Next meeting date & Place
13. Adjourn

March 16, 2012

By: Judy Rank, Director - ADRC

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Aging & Disability Resource Center of the Lakeshore
Board Meeting Minutes
March 27, 2012
Kewaunee

Chairperson Cathy Wagner called the meeting to order at 2 pm.

Roll call was taken. Those present: Bob Entringer, Jim Abrahamson, Sally Schmidt, Melvin Waack, Laurie Burke, Cathy Wagner, Melvin Bourgeois, Connie Gulash and Mary Noah. Also present: Judy Rank, and Ann Habeck. Excused: Linda Sinkula and Jim Gayhart.

Motion by Bob Entringer, second by Melvin Waack, to approve the minutes of the February meeting. Motion carried.

Public Input: None

Motion by Melvin Bourgeois, second by Laurie Burke, to approve the agenda as printed.

Judy Rank shared that the new staff have taken the exam to become certified to conduct functional screens and have all passed the exam. Those needing to recertify have also passed the exam. Kristin Hochkammer and Wendy Hutterer will start full time in the Kewaunee office on April 9, at which time MOUs with Kewaunee departments will be reviewed and modified if necessary, and marketing of the ADRC in Kewaunee will begin.

Ann Habeck, Disability Benefit Specialist from the Kewaunee office shared information about herself and the services she is able to provide for the disabled populations in both counties, which includes helping them get benefits to which they are entitled and assist them with becoming a good advocate for themselves.

Judy Rank distributed and reviewed the February Year-to-Date expense report.

Board members shared concerns that were expressed to them when talking with community members about the ADRC, Family Care, and IRIS in preparation for the Regional Long Term Care Advisory meeting that will be held on May 17. Judy Rank will compile the information and provide it to those who will be representing the board at the meeting.

Judy Rank reported that the enrollment cap will be lifted on Tuesday, April 3, which will put counties in a position of filling all of the slots that could not be filled during the cap.

Manitowoc County will have an immediate 90 open slots to fill.

Motion by Sally Schmidt, second by Connie Gulash, to approve the information and distribution of transition kits to the special needs departments in the schools, who will distribute to parents with students nearing the age of 18. Motion carried.

Due to time, the review and update of the Complaint & Grievance Policy was tabled.

Board members shared that they felt the meeting was very educational and appreciated the homework done by board members regarding the quality of long term care services that are provided by the ADRC, Family Care, and IRIS.

Board members have asked that the director compile a directory of acronyms.

There being no other business, Kaye Shillin made a motion to adjourn, seconded by Mary Noah. The meeting adjourned at 3:50 p.m.

The next meeting will be Tuesday, April 24, at 2 pm in Manitowoc.

Respectfully submitted,

Judy Rank



ADRC OF THE LAKESHORE BOARD

AMENDED MEETING NOTICE

DATE: Tuesday, April 24, 2012

TIME: 2:00 P.M.

PLACE: ADRC - Manitowoc County Office Complex
4319 Expo Drive, Manitowoc WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Approval of agenda as printed
4. Director's Report on progress within the ADRC
5. Meet Alyssa Weber – Senior Fair Chairperson
6. Year to Date Expense Report
7. Members report for Regional Long Term Care Advisory Committee
8. Lifting of the Enrollment Cap
9. *Transition Care*
10. Review & update Complaint & Grievance Policy
11. Acronyms
12. Next month's policy
13. Meeting evaluation
14. Next meeting date & Place
15. Adjourn

April 17, 2012

Amended: April 20, 2012

By: Judy Rank, Director – ADRC

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Aging & Disability Resource Center of the Lakeshore
Board Meeting Minutes
April 24, 2012
Manitowoc

Chairperson Cathy Wagner called the meeting to order at 2 pm.

Roll call was taken. Those present: Bob Entringer, Jim Abrahamson, Sally Schmidt, Melvin Waack, Laurie Burke, Cathy Wagner, Melvin Bourgeois, Connie Gulash, Kaye Shillin, Linda Sinkula, Jim Gayhart, and Mary Noah. Also present: Judy Rank, and Alyssa Weber.

Motion by Kaye Shillin, second by Laurie Burke, to amend the March minutes to reflect her attendance and then to approve the amended minutes. Motion carried.

Public Input: None

Motion by Bob Entringer, second by Melvin Waack, to approve the amended agenda as printed. Motion carried.

Judy Rank shared that the Kewaunee office is now staffed full time by Kristin Hochkammer and Wendy Hutterer. They started doing functional screens this week in the county. The Kewaunee County school systems have received a grant to fund supported employment for several of their disabled students in each of the 3 high schools (a total of 5 students). The ADRC staff will be involved in an informational breakfast for employers to learn more about opportunities to employ people with disabilities this Wednesday. The Manitowoc office is focusing on enrolling elderly, physically disabled, and the developmentally disabled individuals into either Family Care or IRIS as the cap on enrollment has been lifted.

Alyssa Weber introduced herself as the nutrition coordinator in the Manitowoc office. She invited everyone to attend the Senior Fair "Never Too Old to Play" on May 23 at the Manitowoc Ice Center.

The March year to date expense report for the ADRC was distributed and explained.

Sally Schmidt reported that the Two Rivers school system did talk with teachers and parents about services offered through the ADRC and Family Care. Their concerns will be added to the list that has already been developed for the Regional meeting on May 17.

The cap on enrollments into Family Care and IRIS was lifted on April 3. During the July 1 period until the lifting of the cap, 75 individuals were enrolled in one of the two programs through attrition slots. A total of 36 individuals will have enrolled in Family Care by May 1, and an addition 14 individuals have been referred to IRIS since the cap has lifted. An addition 7 Children's Waiver students have been screened, with 3

choosing IRIS and 4 choosing Family Care. 90 individuals were eligible for enrollment on April 3 and enrollment will continue until all slots are filled.

Motion by Laurie Burke, second by Melvin Bourgeois, to approve applying for the \$52,000 in ADRC carryover to be able to staff a position to work with hospitals and other care providers in the county's Transition Care program, which is working to reduce the number of readmissions to the hospital within 30 days. Motion carried.

The Complaint and Grievance Policy was reviewed. Judy Rank will update the policy based on recommendations made at the meeting. Judy distributed the Quality Assurance policy as this is the policy that will be worked on at the next meeting.

A booklet of common acronyms to the aging and disability populations was distributed to board members.

There being no other business, Bob Entringer made a motion to adjourn, seconded by Mary Noah. The meeting adjourned at 3:25 p.m.

The next meeting will be Tuesday, May 29, at 2 pm in Kewaunee.

Respectfully submitted,

Judy Rank



ADRC OF THE LAKESHORE BOARD MEETING NOTICE

DATE: Tuesday, May 29, 2012

TIME: 2:00 P.M.

PLACE: ADRC of the Lakeshore (Kewaunee Office)
Kewaunee County Public Health & Human Services Center
810 Lincoln St., Kewaunee

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Approval of agenda as printed
4. Director's Report on progress within the ADRC
5. Year to Date Expense Report
6. Members report for Regional Long Term Care Advisory Committee
7. 2011 State Annual Long Term Care report
8. 2011 ADRC status report
9. ADRC Tag Line
10. Family Care/IRIS Enrollment
11. Transition Care
12. Update on Older Americans Act program
13. Revised Complaint & Grievance Policy
14. Quality Assurance Policy
15. Meeting evaluation
16. Next meeting date & Place
17. Adjourn

May 22, 2012

By: Judy Rank, Director - ADRC

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Aging & Disability Resource Center of the Lakeshore
Board Meeting Minutes
May 29, 2012
Kewaunee

Chairperson Cathy Wagner called the meeting to order at 2 pm.

Roll call was taken. Those present: Bob Entringer, Jim Abrahamson, Melvin Waack, Laurie Burke, Cathy Wagner, Melvin Bourgeois, Connie Gulash, Kaye Shillin, Linda Sinkula, Jim Gayhart. Excused: Sally Schmidt and Mary Noah. Also present: Judy Rank

Motion by Melvin Waack, second by Connie Gulash, to approve the April 24 minutes as printed. Motion carried.

Public Input: Jim Gayhart asked if a flag could be available to allow for meetings to start with the pledge of allegiance. Judy will talk with Bill about this possibility.

Motion by Linda Sinkula, second by Bob Entringer, to approve the agenda as printed. Motion carried.

Judy Rank shared that she is in the Kewaunee office at least once a week. Cathy Ley comes to the Kewaunee office at least once a week to review screens and assists Kewaunee staff with concerns they may have encountered with clients or building the waitlist in Kewaunee. Manitowoc will be through all of its eligible clients on its waitlists by the end of June. A letter will be sent in July to those still spending down and those who have chosen not to receive services as their needs are still limited, explaining that services will be available when they need them.

Melvin Bourgeois, Laurie Burke, and Jim Abrahamson reported on the Regional Long Term Care Advisory meeting they attended on May 17. Mary Noah sent a report to the meeting. IRIS appears to have more flexibility to long term care needs than managed care. Dental care and transportation services still are not adequately met for those needing long term care services.

Judy Rank shared information from the state's 2010 Annual Long Term Care report. Total expenditures for services in IRIS, Family Care, and Partnership & PACE in 2010 was \$1,305,307,910. The Family Care cost for 2010 was \$998,282,255. A breakdown of services supported by this funding was shared, along with number of people enrolled in the separate programs.

Judy Rank shared information from the 2011 ADRC status report. The 34 ADRCs responded to 344,661 requests for information, which resulted in a total of 527,474 activities provided to these requests, which is up 16% from 2009. The Disability Benefit Specialist served 37,932 individuals during this time. The most requested service among the elderly population was chore services, followed by personal care, while individuals

with a dementia needed assisted living, followed by chore services and personal care. The top service provided for the developmentally disabled population was transportation, followed by employment and personal care. The physically disabled mirrored the elderly with chore services followed by personal care.

The State marketing program of developing a tagline for ADRCs was discussed and the group favored “A trusted source of information”, followed by “A bridge to independence and dignity.”

By the end of June, the ADRC will have caught up on filling the enrollments that were required because the cap on enrollments was lifted. The April and May slots remained unfilled at this time as there is no one in immediate need of long term care services.

Judy Rank reported that DHS has added the \$52,000 in 2011 carryover to the ADRC 2012 budget to develop a transition care program with hospitals and nursing homes. The request for a staff position is on the Personnel Committee’s June 12 agenda.

Laurie Burke reported that the committee from Manitowoc and Kewaunee working on merging the Older Americans Act program into the ADRC met today and discussed staffing and communication of the plan to the community and county board.

Motion by Melvin Bourgeois, second by Jim Gayhart, to approve the revised Complaint & Grievance Policy after changing wording in item number 5 “or to a state” to read “or to the state.” Motion carried.

The Quality Assurance/Quality Improvement Policy was reviewed. Several changes were suggested in the policy. Judy will redo the policy to reflect the Kewaunee office procedures for handling calls, walk-ins and home visits.

Board members expressed appreciation to the 4 individuals who attended the Regional Long Term Care Advisory meeting in Appleton and thanked them for the information they shared from the meeting. Members also shared that they felt the 2010 State Annual Long Term Care report and the 2011 ADRC status report provided informative and valuable information on the operations of ADRCs and Family Care.

Motion by Bob Entringer, second by Jim Gayhart, to meet every other month. Motion carried. The next meeting will be Tuesday, July 31, at 2 pm in Manitowoc.

There being no other business, Jim Gayhart made a motion to adjourn, seconded by Laurie Burke. The meeting adjourned at 3:40 p.m.

Respectfully submitted,

Judy Rank



ADRC OF THE LAKESHORE BOARD MEETING NOTICE

DATE: Tuesday, July 31, 2012

TIME: 2:00 P.M.

PLACE: ADRC of the Lakeshore (Manitowoc Office)
Manitowoc County Office Complex
4319 Expo Dr., Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public input
3. Approval of agenda as printed
4. Katie Mnuk – Executive Director of Lakeland Care District
5. Director's Report on progress within the ADRC
6. Year to Date Expense Report
7. ADRC Tag Line
8. Family Care/IRIS Enrollment
9. Transition Care
10. Older American's Act Draft County Plan – Public Hearing – Aug 2 – 4pm
11. Resolution regarding agreement to blend aging services into ADRC of the Lakeshore
12. Revised Policies
13. Meeting evaluation
14. Next meeting date & Place
15. Adjourn

July 23, 2012

Cathrine Wagner, Chairperson
By: Judy Rank, Director, ADRC

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Aging & Disability Resource Center of the Lakeshore
Board Meeting Minutes
July 31, 2012
Manitowoc

Chairperson Cathy Wagner called the meeting to order at 2 pm.

Roll call was taken. Those present: Bob Entringer, Jim Abrahamson, Laurie Burke, Cathy Wagner, Melvin Bourgeois, Connie Gulash, Kaye Shillin, Linda Sinkula, Jim Gayhart, and Mary Noah. Also present: Katie Mnuk, Lisa Behnke and Judy Rank

Motion by Melvin Bourgeois, second by Connie Gulash, to approve the May 29 minutes as printed. Motion carried.

Public Input: None

Motion by Sally Schmidt, second by Linda Sinkula, to approve the agenda as printed. Motion carried.

Katie Mnuk was introduced as the CEO of the Lakeland Care District. She explained what Family Care is, why it was created, how it works and the accomplishments of the agency. Discussion took place following the presentation.

Judy Rank shared statistics regarding contacts in the Kewaunee office. 40 different individuals have been served by the benefit specialist since the beginning of the year, with ½ of them seeking help with filing for disability. Other needs included assistance with insurance issues, benefits, financial needs, and transition students. The Information & Assistance Specialist have taken 79 calls in the last two months. The needs included transportation, housing, financial assistance, personal care, long term care, durable equipment and help from the benefit specialist. 11 calls were received on the toll free line in Manitowoc and could be addressed by phone.

The year to date expense report was distributed and discussed.

The ADRC State Tag Line voted upon at the last ADRC was rejected by ADRC directors and nearly 70 more were generated for discussion. An ADRC director meeting is scheduled for August 1 at which time it will once again be discussed.

Manitowoc was able to serve everyone who was eligible and needed services within two months of the cap being lifted. The state has given all ADRCs a target number of nursing home relocations for the next twelve months to assist them in meeting its sustainability plan. Manitowoc County is expected to relocate between 27 and 42 individuals from nursing homes.

Judy Rank shared that Kelly Klein, an Information & Assistance Specialist in the office has taken the Transition Care Coach position with Cathy Ley serving as the supervisor. Training on the model is set for October 4.

A public hearing to gather comments on the Older American's Act County Plan will be held on Thursday, October 2, at 4 p.m. Judy Rank encouraged board members to attend and provide input.

Judy Rank reported that an amendment will be brought before both the Kewaunee and Manitowoc County Boards at their August board meetings to enter into an agreement to blend all aging services into the ADRC of the Lakeshore.

Revisions have been made to the ADRC policies to reflect the ADRC of the Lakeshore.

The next meeting will be September 25 at 2 pm in Kewaunee.

There being no other business, Bob Entringer made a motion to adjourn, seconded by Jim Gayhart. The meeting adjourned at 3:40 p.m.

Respectfully submitted,

Judy Rank



ADRC OF THE LAKESHORE BOARD MEETING NOTICE

DATE: Tuesday, August 28, 2012

TIME: 2:00 P.M.

PLACE: ADRC of the Lakeshore (Kewaunee Office)
Kewaunee County Public Health & Human Services Center
810 Lincoln St., Kewaunee

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Correspondence – Aging Network conference
4. Public input
5. Approval of agenda as printed
6. Report on transition coach position progress
7. 2013 ADRC Budget (discussion and possible action)
8. Nursing Home Relocation
9. ADRC Tag Line
10. Summary of Long Term Care Advisory Committee meetings in April & May
11. Older Americans Act agreement with ADRC of the Lakeshore
12. Meeting evaluation
13. Next meeting date & Place
14. Adjourn

August 13, 2012

Catherine Wagner, Chairperson
By: Judy Rank, Director, ADRC

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Aging & Disability Resource Center of the Lakeshore
AMENDED Board Meeting Minutes
August 28, 2012
Kewaunee

Chairperson Cathy Wagner called the meeting to order at 2 pm.

Roll call was taken. Those present: Bob Entringer, Jim Abrahamson, Laurie Burke, Cathy Wagner, Melvin Bourgeois, Connie Gulash, Kaye Shillin, Linda Sinkula, Mary Noah, Sally Schmidt *and Melvin Waack*. Also present: Judy Rank. Excused: Jim Gayhart.

Cathy Wagner distributed a copy of Manitowoc County's directory to everyone. The cover of this year's directory has a photo of the building sign for the ADRC from both counties.

Motion by Laurie Burke, second by Connie Gulash, to approve the July 31 minutes as printed. Motion carried.

Correspondence: Judy Rank shared an email from Rolf Hansen, CEO of Northeast Wisconsin Family Care District, along with a letter from the Department of Health Services informing them to ask for legislative support of the expansion of Family Care and to anticipate that this could happen within 12 to 13 months.

Judy also distributed an invitation for board members to attend the Fall Focus reunion.

Public Input: None

Motion by Linda Sinkula, second by Melvin Waack, to approve the agenda as printed. Motion carried.

Judy Rank shared an update on the progress of the transition coach position that will work with hospitals on their Medicare discharges to reduce the rate of readmissions to hospitals. Training will take place October 4 in Aurora, CO.

Motion by Melvin Bourgeois, second by Connie Gulash, to approve the draft budget of the ADRC program. Motion carried. Motion by Bob Entringer, second by Mary Noah to approve the overall draft budget of the ADRC of the Lakeshore budget. Motion carried.

Judy Rank shared information received from the state indicating that Manitowoc County has been given a goal of relocating between 27 and 34 nursing home residents over the next 12 months into a less costly environment. Special funding is being provided by the state to work with nursing home residents.

An ADRC tag line has been established by the state, but was not available for the meeting.

The state has emailed a summary of all the Long Term Care Advisory meetings that were held throughout the state. It was decided not to copy and mail to those who do not have email because of the length of the report.

The county board from both Kewaunee and Manitowoc County reviewed and passed a resolution accepting the agreement to merge the aging programs into the ADRC of the Lakeshore at the August 21 county board meetings. The agreement goes into effect on January 1, 2013.

Members felt the meeting was quite informative and went well.

The next meeting will be October 23 at 2 pm in Manitowoc.

There being no other business, Bob Entringer made a motion to adjourn, seconded by Kaye Shillin. The meeting adjourned at 3:10 p.m.

Respectfully submitted,

Judy Rank

Minutes Amended: October 23, 2012



ADRC OF THE LAKESHORE BOARD MEETING NOTICE

DATE: Tuesday, October 23, 2012

TIME: 2:00 P.M.

PLACE: ADRC of the Lakeshore (Manitowoc Office)
Manitowoc County Office Complex
4319 Expo Dr., Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Public input
4. Approval of agenda as printed
5. Year to date expense report
6. Transportation Assessment for Manitowoc & Kewaunee County
7. Amend 2012 Budget (discussion & possible action)
8. Alzheimer's Grant (discussion & possible action)
9. Request for staff positions
10. Family Care update
11. Meeting evaluation
12. Next meeting date & Place
13. Adjourn

October 15, 2012

Catherine Wagner, Chairperson
By: Judy Rank, Director, ADRC

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Aging & Disability Resource Center of the Lakeshore
AMENDED Board Meeting Minutes
October 23, 2012
Manitowoc

Chairperson Cathy Wagner called the meeting to order at 2 pm.

Roll call was taken. Those present: Bob Entringer, Jim Abrahamson, Laurie Burke, Cathy Wagner, Melvin Bourgeois, Connie Gulash, Kaye Shillin, Linda Sinkula, Sally Schmidt, and Melvin Waack. Also present: Judy Rank. Excused: Mary Noah. *Jim Gayhart has asked to resign from the board due to health reasons.*

A Kewaunee County directory was distributed to board members.

Melvin Waack's name was inadvertently omitted from the August 28 minutes. Motion by Bob Entringer, second by Melvin Bourgeois, to approve the August minutes after correcting the roll call. Motion carried.

Public Input: Judy Rank explained the makeup of the Commission on Aging boards that will need to be developed as an advisory committee representing the Older Americans Act programs to the ADRC board. Each Commission will need to have a county board member that can serve as a liaison between the Commission and the ADRC board.

Motion by Melvin Waack, second by Lori Burke, to approve the agenda as printed. Motion carried.

The August and September year to date expense reports were distributed and discussed.

Judy Rank explained the Transportation Assessment process that will be conducted by Bay Lake Regional Planning Commission. Manitowoc will host its assessment on Wednesday, October 31 from 9 a.m. until 11 a.m. The assessment in Kewaunee will be held on Thursday, November 1 from 9 a.m. until 11 a.m.

Motion by Laurie Burke, second by Connie Gulash, to approve the resolution to amend the 2012 budget to reflect actual income and expenses. Motion carried.

Motion by Bob Entringer, second by Melvin Waack, to approve the resolution to apply for and accept dementia specialist grant if awarded. Motion carried.

Motion by Laurie Burke, second by Jim Abramhamson, to approve the resolution to hire an *additional* Information & Assistance specialist. Motion carried.

Judy Rank reported that Lakeland Care District will be going to electronic billing in 2013, making it easier to bill.

Board members expressed appreciation for the information that was shared and felt the dialog and engagement by everyone made for an informative meeting.

With the next meeting date falling on Christmas Day, the meeting has been changed to Monday, December 17, at 2 pm in Kewaunee.

There being no other business, Connie Gulash made a motion to adjourn, seconded by Linda Sinkula. The meeting adjourned at 3:20 p.m.

Respectfully submitted,

Judy Rank

Minutes Amended: December 17, 2012



ADRC OF THE LAKESHORE BOARD MEETING NOTICE

DATE: Monday , December 17, 2012

TIME: 2:00 P.M.

PLACE: ADRC of the Lakeshore (Kewaunee Office)
Kewaunee County Public Health & Human Services Center
810 Lincoln St., Kewaunee

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Public input
4. Approval of agenda as printed
5. Year to date expense report
6. Transportation Assessment report for Manitowoc & Kewaunee County
7. s.85.21 resolution (discussion & possible action)
8. LogistiCare report
9. Food Vendor contracts (discussion & possible action)
10. Nutrition site contracts (discussion & possible action)
11. COA and ADRC membership
12. Update on staff positions
13. Family Care update
14. Meeting evaluation
15. Next meeting date & Place
16. Adjourn

December 11, 2012

Catherine Wagner, Chairperson
By: Judy Rank, Director, ADRC

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Aging & Disability Resource Center of the Lakeshore
Board Meeting Minutes
December 17, 2012
Kewaunee

Chairperson Cathy Wagner called the meeting to order at 2 pm.

Roll call was taken. Those present: Bob Entringer, Jim Abrahamson, Laurie Burke, Cathy Wagner, Melvin Bourgeois, Connie Gulash, Kaye Shillin, Linda Sinkula, Sally Schmidt, and Melvin Waack. Also present: Judy Rank. Excused: Mary Noah

Motion by Bob Entringer, second by Sally Schmidt, to approve the October 23, 2012 minutes after correcting Jim Gayhart as resigning from the board, rather than excused; and to change “addition” to “additional”. Motion carried.

Public Input: Judy Rank shared information that was discussed at the recent ADRC directors encouraging advocates to contact Governor Walker to expand Family Care into counties currently not served. Advocates are also encouraged to contact federal legislators to request that the reauthorization of the Older Americans Act hold counties harmless because of the increasing elderly population they are serving and also to ask the USDA to continue the Senior Farmers Market voucher program. Board members asked for a template that could be used for advocacy purposes.

Motion by Melvin Waack, second by Linda Sinkula, to approve the agenda as printed. Motion carried.

The year to date expense report, which went through the month of October, was distributed and discussed.

Highlights of the Coordinated Transportation Assessment Report for Kewaunee and Manitowoc counties, that was prepared by the Bay Lake Regional Planning Commission, identified that Manitowoc County could benefit by updating and distributing its transportation resource directory and have more advocacy involvement for individuals using LogistiCare. The report identified Kewaunee County needed to expand its transportation services.

Motion by Laurie Burke, second by Connie Gulash, to approve the s.85.21 resolution that will be submitted with the annual Elderly and Disabled Transportation grant application. Motion carried.

Judy Rank shared that LogistiCare has notified the state that it will be severing its contract to provide Medicaid rides on February 17, 2013, citing operating losses as the reason. The state will be issuing an RFP looking for another provider. Several providers are working to form a co-op to respond to the RFP and bring transportation back to a regional and local effort.

Motion by Melvin Bourgeois, second by Jim Abrahamson, to approve the food vendor contracts for 2013, which included Aurora Medical, Konop Foods, Reedsville School District, Two Rivers Senior Center, and Algoma Care Center. All vendor contracts remain the same as 2012 with the exception of the \$.03 raise for the Two Rivers Senior Center for the Mishicot meals. Motion carried.

Motion by Bob Entringer, second by Melvin Waack, to approve the contracts with the sites that host the meal programs. Motion carried.

Appointments to the Commission on Aging boards that go into effect January 1, 2012 will be completed at the December 18, 2012 County Board meeting in both counties. Melvin Bourgeois and Mary Noah have been appointed to the ADRC board for another 2 year term.

Four staff positions have been advertised – those being an elder benefit specialist, who will work part of the time in Kewaunee and part of the time in Manitowoc, a dementia specialist, and 2 Information & Assistance specialist. Applications are being accepted through December 21, 2012.

Family Care expansion into Kewaunee County will need joint finance committee approval. Rolf Hansen is encouraging those in the Northeast Family Care District to contact legislators and the governor to make this happen.

Board members felt there was a lot of good information that was shared and felt the dialog and engagement by everyone made for an informative meeting.

The next meeting will be Tuesday, February 26, 2013, in Manitowoc.

There being no other business, Connie Gulash made a motion to adjourn, seconded by Linda Sinkula. The meeting adjourned at 3:10 p.m.

Respectfully submitted,

Judy Rank