



## Minutes

### **ADRC Executive Committee Meeting Monday, February 12, 2018 , 1:00 PM DHS Fellman Center, 607 E Elizabeth St., Shawano WI**

**Members Present:** Richard Kane - Director Shawano County Human Services, Casey Arrowood - Menominee County Human Services, Alpha Creapeau - Director of Human Services Stockbridge-Munsee Community, Mike Reimer - Director Oconto County Health and Human Services

**Members Absent:**

**Others Present:** Kim Wolfmeyer - ADRC Director, Kristine Tuma - Fiscal Support Specialist, citizen attendee

**1 Call meeting to order.**

Called to order at 1:00 pm by Chairperson Richard Kane

**2 Approve minutes from previous meeting.**

Motion by Reimer, second by Arrowood, to approve the January 8, 2018 minutes. Creapeau abstained from the vote. Motion carried.

**3 Motion to deviate from the order of the agenda, if necessary.**

No action was taken to deviate from the posted agenda.

**4 Nomination and election of ADRC Executive Committee Secretary**

Reimer was nominated as the ADRC Executive Committee Secretary. Motion by Creapeau, second by Arrowood. All aye. Motion carried.

**5 Approval of ADRC accounts payable for the period of 01/06/2018 - 02/05/2018**

Motion by Arrowood, second by Reimer, to approve the bills and vouchers as presented. All in favor and motion carried.

**6 Family Care wait list in Oconto County, Shawano County and Menominee County**

Kim Wolfmeyer, ADRC Director, discussed the current wait list in each county. Shawano County has 110 individuals on the wait list; Oconto County has 48 individuals on the wait list; and Menominee County has 7 individuals on their wait list. There are people on the wait list at this time that are not financially eligible but can and have requested to stay on the wait list.

**7 SAMS Report - Information & Assistance**

Kim Wolfmeyer presented information regarding customers served by ADRC staff. In January 2018, Information & Assistance Specialist (I&A) staff members made 1,520 contacts versus 1,227 contacts made in January 2017. Common topics discussed included public benefits, financial related services, transportation and veteran services.

**8 Disability Benefit Specialist Report**

Kim Wolfmeyer presented information regarding the number of contacts Disability Benefits Specialists (DBS) had in January 2018. The DBS workers currently have 118 open cases. The most

common assistance they provide is assistance with the Social Security Disability application process and understanding benefits.

## **9 Aging and Disability Resource Center Status Report**

The billing percent for January 2018 was 44%.

The ADRC has submitted its Civil Rights Compliance Plan along with Shawano County.

Two thank you letters were received in January from customer's who were grateful for the assistance and services they received while being assisted by staff at the ADRC.

Kim Wolfmeyer handed out brochures to all Committee members regarding a program called the DICE Approach. This program is a process that aims to help caregivers manage behavioral and psychological symptoms of dementia. The ADRC has 2 staff members that are already trained in this program.

Bill Terrio, ADRC Resource Specialist, is in the process of putting together a health fair event that will discuss topics such as living wills, Power of Attorney paperwork, do not resuscitate forms and much more. These topics will also plan to be presented in both Menominee County and Oconto County.

The 2018 Change Project is underway. The project for this year will be in regards to services provided by the Disability Benefit Specialists and how to better educate the public on services that they might not realize are available.

The State is looking into ways to potentially reallocate funds to ADRCs. Many ADRCs have also requested that the State look into the option of having a risk reserve. If any new information is provided by the State regarding this topic, it will be brought to an upcoming meeting.

All ADRC staff who are Functional Screened Certified will have to retest this spring to remain certified. Staff are currently attending Continuing Skills Testing trainings to prepare for the test.

Mike Reimer stated that the Bay Lake Consortium is planning on have a training on how to handle difficult calls. The tentative date for this training is April 23 in Green Bay. The ADRC is invited to attend this training as well.

### **10 Committee member comments or new business to be considered at a future meeting.**

### **11 Set next meeting date.**

The next tentative ADRC Executive Committee meeting will be held on Monday, March 12, 2018 at 1:00 pm. The tentative meeting place is at Shawano County Human Services – Fellman Center.

### **12 Adjournment.**

Kane adjourned the meeting at 1:25 pm

Recorded by: Kristine Tuma, Fiscal Support Specialist