



## Minutes

### **ADRC Executive Committee Meeting Monday, March 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

**1 Call meeting to order.**

Called to order at 1:04 pm by Chairperson Richard Kane.

**2 Approve minutes from previous meeting.**

Motion by Reimer, second by Arrowood, to approve the February 12, 2018 minutes. All aye. Motion carried.

It was noted that Creapeau joined the meeting at 1:05 pm.

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

No action was taken to deviate from the posted agenda.

**4 Approval of ADRC accounts payable for the period of 02/06/2018 - 03/05/2018.**

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

**5 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 95 individuals on the wait list; Oconto County has 43 individuals on the wait list; and Menominee County has 8 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.

**6 SAMS Report - Information & Assistance.**

Kim Wolfmeyer presented information regarding customers served by ADRC staff. In February 2018, Information & Assistance Specialist (I&A) staff members made 1,481 contacts versus 1,106 contacts made in February 2017. Common topics discussed included public benefits, financial related services, transportation and housing. Kim Wolfmeyer also handed out packets to all Committee members showing year end totals for services offered by the ADRC.

**7 Disability Benefit Specialist Report.**

Kim Wolfmeyer presented information regarding the number of contacts Disability Benefits Specialists (DBS) had in February 2018. The DBS workers currently have 113 open cases. The most common assistance they provide is assistance with the Social Security Disability application process and understanding benefits.

**8 Discussion and possible action regarding per diem/stipend and mileage for Governing Board members who attend a no quorum meeting.**

Kim Wolfmeyer discussed information received from ADRC Attorney Christine Hamiel regarding per diems/stipends/mileage for ADRC Governing Board members who attend a meeting where there is no quorum. After researching the issue, Attorney Hamiel stated that the ADRC Executive Committee can make a motion to approve payments of per diems/stipends/mileage, in rare cases these instances occur.

Motion by Reimer to approve a stipend of \$60 plus mileage to be paid to Governing Board members in attendance at a scheduled meeting that, by no fault of the Governing Board member, is cancelled due to a lack of a quorum. Second by Creapeau. All aye. Motion carried.

**9 Discussion and possible action regarding employee work schedule.**

Motion by Reimer to approve all ADRC staff working four, ten hour days at the discretion of the Director. Second by Arrowood. All aye. Motion carried. This schedule will run from June 4, 2018 - August 31, 2018.

**10 Aging and Disability Resource Center status report.**

The billing percent for February 2018 was 43%.

The ADRC held classes throughout the region in regards to the basics of Medicaid. These classes were well attended and the ADRC plans to offer this class topic again in the fall.

The ADRC will be offering a class on April 24, 2018 titled Medicaid 101. This class will be held at the Shawano Community Middle School, is free and open to the public.

The ADRC is one of the sponsors of the upcoming Dementia Memory Café in Gillett on April 17. This event is geared towards those who are caring for someone with a memory impairment.

The ADRC is in the process of completing their 2018 NIATx Project. The project for this year is informing the community regarding Medicare Savings Programs.

The State is updating the process that Federal dollars are calculated for the ADRC match rate. This change is beginning on April 1, 2018. All ADRC staff will be trained on these updates by the State.

All ADRC staff who complete the Long Term Care Functional Screen Assessment will need to test to renew their functional screen certification. ADRC staff will be completing this test in May 2018.

The ADRC had been storing extra furniture and equipment at a building near the Shawano ADRC office. This storage building had a water pipe burst and the equipment was damaged. The agency that owns the building is filing an insurance claim for our equipment.

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

Discussion regarding any situations that arise during the Oconto County full entitlement roll over.

**12 Set next meeting date.**

The next tentative ADRC Executive Committee meeting will be held on Monday, April 9, 2018 at 1:00 pm. The tentative meeting place is at Shawano County Human Services – Fellman Center.

**13 Adjournment.**

Richard Kane adjourned meeting at 1:53 pm.

Recorded by: Kristine Tuma, Office Manager