



## Minutes

### **ADRC Executive Committee Meeting**

**Monday, November 12, 2018 @ 1:00 PM**  
**DHS Fellman Center, 607 E Elizabeth St., Shawano WI**

#### **Members Present:**

Alphia Creapeau - Director of Human Services Stockbridge-Munsee Community, Richard Kane - Director Shawano County Human Services, Mike Reimer - Director Oconto County Health and Human Services, Shannon Wilber - Director Menominee County Human Services

#### **Members Absent:**

#### **Others Present:**

Kim Wolfmeyer - ADRC Director, Kristine Tuma - Fiscal Support Specialist

#### **1. Call meeting to order.**

Called to order at 1:03 pm by Chairperson Kane.

#### **2. Approve minutes from previous meeting.**

Motion made by Reimer, second by Wilber, to approve the September 10, 2018 minutes. All aye. 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. Approval of ADRC accounts payable for the period of 10/02/2018 - 11/05/2018.**

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

It was noted that Creapeau joined the meeting at 1:07 pm.

#### **5. Closed Session: It is anticipated that a motion will be made and seconded to go into closed session pursuant to Section 19.85(1)(c), Wis. Stats. , to address a personnel issue regarding an employee over which Shawano County exercises jurisdiction.**

Motion made at 1:08 p.m. by Reimer, seconded by Wilber to go into closed session under the Wisconsin Statutes §§ 19.85(1)(c) to discuss a personnel issue. Roll call vote: Creapeau, yes; Kane, yes; Reimer, yes; Wilber, yes. Motion carried.

#### **6. Open Session: It is anticipated that a motion will be made and seconded to come out of closed session, take action on any needed closed session item, and continue with the agenda.**

Motion made at 1:34 pm by Wilber, seconded by Creapeau, to come out of closed session and to take action if necessary on the closed session items and continue with agenda. Roll call vote: Creapeau, yes; Kane, yes; Reimer, yes; Wilber, yes. Motion carried. No action taken on information discussed in closed session. It was noted that the annual performance evaluation for the ADRC Director has been completed.

**7. Discussion and possible approval of the updated Memorandum of Understanding between the ADRC and Adult Protective Services and Adult at Risk Program.**

ADRC Director, Kim Wolfmeyer, distributed copies of the updated Memorandum of Understanding (MOU) to all Executive Committee members for review. After review and discussion, a motion was made to approve the updated MOU. Motion made by Reimer. Second by Creapeau. All aye. Motion carried.

**8. Update on Resource Directory.**

ADRC staff are contacting agencies to make any final updates to the 2019 ADRC Resource Directory. The final version is anticipated to be available in December. Committee members will receive a finalized copy once it is available.

**9. Update on Tribal Long Term Care Program.**

At this time, an enrolled Tribal member of any tribe who lives on the Menominee reservation and who is eligible for Family Care programs has the option to choose a Tribal care manager by choosing Lakeland Care Inc. as their Family Care program. The Menominee Tribal Aging Unit has capacity to serve program participants who choose Tribal care management. Customers may also choose to have a care manager through Lakeland Care Inc. without the Tribal option or choose to enroll into the IRIS program at this time. As of 11/01/2018, Menominee County reached full entitlement for long term care services and they no longer have a wait list to enroll into Family Care programs.

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

Kim Wolfmeyer presented information regarding customers served by ADRC staff. For the month of October 2018, Information & Assistance Specialist (I&A) staff members had 1,521 contacts with persons or organizations in our service area. Common topics discussed included public benefits, home care services, and medical assistance applications.

**11. Disability Benefit Specialist Report.**

Kim Wolfmeyer presented information regarding the number of contacts Disability Benefits Specialists (DBS) had in October 2018. The DBS workers currently have 109 open cases. The most common assistance they provide is assistance with the Social Security Disability application process and understanding benefits. It was also noted that the DBS workers have a new Program Attorney.

**12. Aging and Disability Resource Center Status Report**

Billing for the month of October was 46%.

The ADRC offered an AARP Smart Driver Course on October 16, 2018 in Oconto Falls. This event was well attended.

The Northern Health Center in Lakewood has a Certified Application Counselor (CAC) who helps individuals enroll into the Health Insurance Marketplace. This CAC worker is also available to meet with individuals at the ADRC office in Oconto Falls.

The State is donating a Dementia Care Toolkit to the ADRC. This toolkit will help simulate experiences that those with dementia go through on a day to day basis.

The Menominee Tribe does not have a Dementia Care Specialist (DCS) at this time. Once a new DCS is hired that information will be brought to the Committee.

The ADRC Resource Specialist at the Stockbridge-Munsee Elderly Center hosted a presentation from Judicare staff at their facility. This event was well attended.

The ADRC will once again take part in the Shawano Holiday Parade on December 7, 2018.

Kim Wolfmeyer attended the ADRC Directors meeting on November 7, 2018. Information brought back to the Committee includes; the State has created an updated enrollment/disenrollment plan for Family Care Procedures. This document no longer needs signatures from agencies. The ADRC will need to complete an Annual Update. The final version of this workbook is not yet available and a completion date has not yet been scheduled by the State. The State is looking to start Electronic Visit Verification to assure that individuals are receiving the homecare that they require. This program is in its beginning stages.

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

None

**14. Set next meeting date.**

The next tentative ADRC Executive Committee meeting will be held on Monday, December 10, 2018 at 1:00 pm. The tentative meeting place is at Shawano County Human Services – Fellman Center.

**15. Adjournment.**

Motion to adjourn the meeting made by Creapeau. Second by Wilber. Kane adjourned the meeting at 1:55 pm.

Recorded by: Kristine Tuma, Fiscal Support Specialist