

**MINUTES**  
**ADRC OF THE WOLF RIVER REGION GOVERNING BOARD**

September 12, 2017

**Members present:** Quinton Bowman Jr, Richard Ferfecki, Anne Miller, Diane Nichols, Lois Trever

**Members absent:** Kathy Gohr, Janet Miller, Joe Stellato, Misty Wayka

**Others present:** Kim Wolfmeyer, Kayla Lemorande, Janet Stodola, Kristine Tuma and 2 Citizen Attendees

**Location & Time:** ADRC Oconto County Office  
229 Van Buren St Oconto Falls WI 54154  
September 12, 2017 1:00 P.M.

1. Meeting was called to order at 1:04 pm by Anne Miller. It was noted that the meeting notices were properly posted.
2. Approval of June 13, 2017 Minutes:  
Kim Wolfmeyer, ADRC Director, proposed to amend the minutes of the June 13, 2017 minutes under item number 11, the status report. The amendment explains that the Chairperson position was refilled due to State Contract requirements if a Board member has employment that is a conflict of interest.

The addition will read "The ADRC Governing Board Chairperson position became open after the current Governing Board Chairperson accepted an employment position working in a publically funded long term care program. According to the State Contract and the ADRC By-Laws, this creates a conflict of interest. As per the by-laws, the Vice Chairperson assumed the Chairperson position. The Vice Chairperson position will be elected." Proposed change accepted by Diane Nichols. Motion to approve addendum to minutes made by Richard Ferfecki. Second by Lois Trever. All aye. Motion carried.

3. Public Comments or Correspondence:  
Kim Wolfmeyer, ADRC Director, presented a thank you letter that was received by ADRC staff member Nicole Raddant. The content of this letter was to thank the employee for taking the time to assist their family member and for her hard work and dedication. A thank you letter was also received from the Northern Health Center thanking the ADRC for participating in a health fair they hosted.

4. A Motion May Be Made, and Seconded, to Deviate From the Posted Agenda:  
Richard Ferfecki motioned to deviate from agenda if needed. Second by Diane Nichols. All aye. Motion carried.
  
5. SAMS Report – Information and Assistance / Disability Benefit Specialist:  
Kim Wolfmeyer presented information regarding customers served by ADRC staff. In August 2017, Information & Assistance Specialist (I&A) staff members made over 1,700 contacts. Common topics that were discussed included long term care programs, public benefits, transportation and veteran benefits. Diane Nichols requested the Board see quarterly reports to see trends in customers and customer's issues. The Board would also like a year-end copy of the SAMS report. The Disability Benefits Specialists (DBS) with the ADRC have assisted over 400 individuals in 2017. They currently have 126 open cases.
  
6. Information regarding enrollment counseling presented by ADRC staff Enrollment Counselor:  
Janet Stodola, ADRC Enrollment Counselor, presented information regarding how the enrollment counseling process into Family Care works. A folder of information was distributed to all Board members. Enrollment counseling is for those individuals who were found both functionally and financially eligible for long term care programs. ADRC staff then meets with the individual and the customer chooses which Family Care program they would like to enroll in. The ADRC remains impartial and the customer chooses the program that best meets their needs.  
  
It was noted that Janet left the meeting at 1:40 pm.
  
7. 2018 ADRC State Contract changes:  
Kim Wolfmeyer spoke to the Board about upcoming changes to the ADRC contract with the State.
  
8. ADRC and Independent Living Center Mini-Grant:  
The ADRC received a mini-grant from the State. The ADRC of the Wolf River Region, the ADRC of Marinette County and Options for Independent Living in Green Bay will all meet and discuss services, resource and supports that they each offer to make connections within the agencies, to expand their services and meet the needs of persons living in our communities.
  
9. Input and plan regarding reaching underserved populations in our region:  
There was a discussion amongst the Board regarding their thoughts on underserved populations in our region and how to find ways to inform those community members about the ADRC and services available. Richard Ferfecki

discussed the challenge of people who do not even know about services. He stated that programs are complicated which deters people from looking into them. Richard Ferfecki suggested we look at how we can find these people. Diane Nichols suggested television ad's reaching out to people in our communities. There was a discussion about television ad's being used in the past as well. Lois Trevor said that persons who are homebound may be underserved as they are not out in the community. She suggested that those who are homebound could be a population that would be underserved. Quinton Bowman Jr. suggested additional follow-up with persons who are new to the ADRC. Anne Miller suggested that ADRC staff ask those who come in if they know others that would benefit from ADRC services. Diane Nichols suggested meeting with other agencies to see what they felt were unmet needs in the community. Board members were interested in participating in outreach to our communities. Their input and suggestions will be brought up at the next Governing Board meeting and a plan will be made for Board members and ADRC staff to work on ideas given.

10. ADRC / Aging Conference information:

The ADRC and Aging Conference was held September 6 – September 8, 2017. Many of the staff from the ADRC of the Wolf River Region attended. Some of the information that was gathered at the conference included emergency management and ways to prepare for disasters. Kayla Lemorande, ADRC Supervisor, discussed this workshop that she attended. She also passed around a pamphlet that she received at the class. This pamphlet had large print pictures, letters and numbers that individuals can point to if they are unable to communicate. The Board thought this was a helpful tool and the ADRC will be printing these to give out to first responders.

11. Aging and Disability Resource Center Status Report:

Family Care is a publically funded long term care program that helps individuals who are eligible receive help in their home. Currently, Shawano County has a wait list of 127 individuals. The Oconto County wait list has 55 individuals and Menominee County has 6 individuals. Each of these counties currently has a number of people going off the wait list and on for Family Care programs.

The ADRC is currently billing a Federal match rate of 42% on average.

The ADRC has updated their Consortium Agreement between partnering agencies to reflect the changes of who represents each partnering agency.

ADRC By-laws will be reviewed and possibly updated or changed in December 2017.

A list of common acronyms was handed out to all Board members.

The ADRC has an updated newsletter format. The first edition of this new format is complete and being distributed throughout the community. This newsletter will come out on a monthly basis.

There was a discussion regarding Estate Recovery and how it effects Tribal Lands. The Estate Recovery program does not apply to those residences that are on Tribal Lands.

12. Per Diem and Mileage Approval for the July 11, 2017 Governing Board

Orientation:

Lois Trever motioned to approve the per diem and mileage for the July 11, 2017 Governing Board Orientation. Second by Diane Nichols. All aye. Motion carried.

13. Per Diem and Mileage Approval for the September 12, 2017 Meeting:

Richard Ferfecki motioned to approve the per diem and mileage for the September 12, 2017 Governing Board meeting. Second by Diane Nichols. All aye. Motion carried.

14. Any Topics to be Discussed at a Future Meeting:

Nominations and voting for ADRC Vice Chairperson and ADRC Secretary, SAMS/DBS reports year to date, wait list information, underserved populations and how to best reach them.

15. Next Meeting Date:

The next tentative ADRC Governing Board meeting will be held on Tuesday, December 12, 2017 at 1:00 pm. The tentative meeting place is the ADRC office in Shawano.

16. Adjournment:

Motion to adjourn the meeting was made by Lois Trever. Second by Richard Ferfecki. Anne Miller adjourned the meeting at 2:48 pm

Recording Secretary: Kristine Tuma, Office Manager