

## Minutes



### **ADRC Executive Committee Meeting**

**Monday, February 8, 2021 @ 1:00 PM**  
**Shawano County Human Services**  
**W7327 Anderson Ave, Shawano WI 54166**

#### **Members Present:**

Richard Kane - Director Shawano County Human Services, Kristy Malone designee for - Director of Human Services Stockbridge-Munsee Community (via Zoom), 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 1:00 pm by Chairperson Kane.

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

Motion made by Wilber, second by Reimer, to approve the January 11, 2021 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 accounts payable for the ADRC of the Wolf River Region.**

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

#### **5. ADRC department update regarding COVID-19.**

All ADRC offices are currently closed but staff are available via phone calls and video conferencing. Customers are able to schedule appointments to meet with staff in the office. ADRC staff are also able to pick up/drop off documents at customer homes to help customers get documents turned in as timely as possible. The ADRC does have resources to help set up transportation to COVID vaccination appointments.

#### **6. Discussion and possible approval of Grant Agreement between the ADRC and the State of Wisconsin Department of Health Services for 01/01/2021 - 12/31/2021.**

The ADRC has received a grant contract agreement between the State of Wisconsin Department of Health Services and the ADRC. Motion made by Reimer to approve this contract. Second by Wilber. All aye. Motion carried.

#### **7. Update on changes to other organizations.**

The Oconto County Commission on Aging Director is retiring. The new Director is Sandi Schneider. Angela School has been hired as the Elder Benefit Specialist with the Oconto County Commission on Aging.

#### **8. Update regarding continuing skills testing.**

ADRC staff who perform functional screens as part of their job duties have a mandatory continuing skills test that they must take every two years. ADRC staff are scheduled for testing on February 16 & 17, 2021. Staff must pass this test with a score of 80% or higher.

#### **9. SAMS Report - Information & Assistance.**

The ADRC Director presented information regarding customers served by ADRC staff. In the month of January 2021, Information & Assistance Specialist (I&A) staff members had 870 contacts with persons or organizations in our service area. Common topics discussed included in-home care services, long term care programs, Medicaid, and Alzheimer's disease information.

The total number of contacts for all of 2020 was almost 14,000.

Managed Care Organizations (MCOs) are not able to dis-enroll individuals from programs due to the pandemic at this time.

#### **10. Benefit Specialists Reports.**

The ADRC Director presented information regarding the number of contacts the Disability Benefits Specialists (DBS) had in the month of January 2021. The DBS workers had 131 open cases. The most common assistance provided is assistance with the Social Security Disability application process and understanding benefits.

The Dementia Care Specialist (DCS) is offering many educational trainings and caregiver programs virtually. In partnership with the Tribal DCS in Menominee County, the Silver Society Club (Memory Café), weekly caregiver call-in support group, and monthly dementia educational trainings are being offered. Other programs include the caregiver series, book club and Dementia Care Partner Music Choir. The ADRC intern is also assisting with these virtual events.

#### **11. Aging and Disability Resource Center Status Report**

The billing for the month of January was 48%.

The lease for the 2021 ADRC Oconto Falls office site is complete.

The State has waived the requirement of completing a quality assurance project in 2021. The ADRC still plans to complete 2 projects in 2021. The first is to test a new scheduling system for intake workers. The second is to gather information on populations needing services that may not be identified during the pandemic, and specifically reach out to any populations that may be in this category.

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

None.

#### **13. Set next meeting date.**

The next tentative ADRC Executive Committee meeting will be held on Monday, March 8, 2021 at 1:00 pm. The tentative meeting place is at Shawano County Human Services.

**14. Adjournment.**

Motion to adjourn the meeting made by Reimer. Second by Wilber. All aye. Kane adjourned the meeting at 1:33 pm.

Recorded by: Kristine Tuma, Fiscal Support Specialist