



# PORTAGE COUNTY

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1519 WATER STREET  
STEVENS POINT, WI 54481

## MEETING MINUTES

### COMMISSION ON AGING/AGING AND DISABILITY RESOURCE CENTER BOARD

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Thursday, August 5, 2021

4:15 PM

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#### REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone : dial 1-608-338-1399, after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number: 667 357 291 then press #

To attend this meeting by video: [Click here to join the meeting](#)

Due to COVID-19 and the potential risk to members of the public who attend meetings in-person, any person who plans to attend the meeting remotely, but wishes to comment on an agenda item can send their comments via email to [piesikk@co.portage.wi.us](mailto:piesikk@co.portage.wi.us). The deadline for sending comments by email is 48 hours prior to the start of the meeting. Emailed comments will be delivered to committee members at least 24 hours prior to the meeting. Remote comment by the public during the meeting will be at the discretion of the Chair.

#### CALL TO ORDER

Members present: Eleanor Brush, Bernie Coulthurst, Bob Gifford, Cathy Jones Ferk, Meleesa Johnson, Lynn Kissner, Judy Ordens, Mike Splinter, Bill Zimdars, Barbara Zwickey.

Also present: ADRC Director Cindy Piotrowski, Assistant ADRC Director Maureen Miller, Executive Assistant Melinda McCord, Administrative Associate IV Karen Piesik.

#### PUBLIC NOTICE

**Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.**

#### APPROVAL OF MINUTES

1. July 1, 2021 Meeting Minutes

Coulthurst motioned to approve the minutes; Splinter seconded. Ordens mentioned that the names of the members present were not reflected in the minutes; Piesik said that she would add the names manually. A motion was made by Ordens, seconded by Jones Ferk to approve the minutes as amended. Motion to approve passed by voice vote, with no negative votes.

#### REPORTS

2. Review of Vendor Invoice Lists
  - 6/30/2021

No unusual payments were reported for this period.

3. Year to Date Budget Reports
  1. Revenues - July 2021
  2. Expenses - July 2021

David Foemmel, Finance Manager - more COVID money is expected later this month and in August. The budget hearing is sheduled for the middle of the month.

4. Information & Assistance Reports
  1. SAMS Agency Call Report - June 2021
  2. SAMS Call Profiler Report - June 2021

3. Long-Term Care Enrollment Report - June 2021

The number is low due to state updates to the data system; the Profiler report reflects the actual number. Long-Term Care enrollments are holding steady.

5. Benefit Specialist Reports

1. Disability Benefit Specialist Program Statistic 3/1/2021 - 6/30/2021
2. Elder Benefit Specialist Program Statistics 3/1/2021 - 6/30/2021

Twenty five (25) new clients were served in the last quarter, and 76 cases were opened for the Disability Benefit Specialists. (The Elder Benefit Specialist report was not attached and will be reviewed at the September meeting.)

6. Long-Term Care Facility Report January-July 2021

Long-Term Care Facility Report by Miller - violations of abuse and neglect resulting in death of a resident were reported at a Care Partners facility. The problems have been resolved and staff are being trained properly.

A Divine Mercy LLC facility has closed voluntarily due to staffing shortages.

Statements of deficiencies are public record and may be viewed at Board meetings or online.

7. AmeriCorps Seniors Advisory Council Meeting Minutes - 4/13/2021

Piotrowski said that the drive-through volunteer recognition event held on Friday, April 30 went very well.

8. Director's Report

Portage County will release a new policy tomorrow on masking for county employees. ADRC will resume masking and social distancing and will re-evaluate before Labor Day. The Post newsletter will have disclaimers instructing people to call ahead to see if activities are still being held. Support groups will continue as is; some are still offered virtually. Portage County has a substantial rating for COVID-19 cases. One instructor and a class participant (both persons were vaccinated) tested positive for COVID. A proof of vaccination (card or copy) is required for people to participate in activities where social distancing is not possible. Piotrowski has had conversations with the Public Health Director and the County Executive to make planning decisions. Congregate dining will be put off for a while, but Grab 'n' Go meals will be available; the Curbside Pickup Program will still be offered.

GWAAR has reviewed the goals for the 2022-2024 ADRC Aging Plan.

United Way is reviewing the goals for the grants due later in August for the Adult Day Center, Home-Delivered Meals and Evidence-Based Health Programs.

9. COVID-19

See discussion above.

10. Commission on Aging/Aging & Disability Resource Center Board Member Directory

Ordens asked for a correction to her email address, which was changed to [judyordens@gmail.com](mailto:judyordens@gmail.com).

**DISCUSSION/POSSIBLE ACTION**

11. Discussion/Possible Action Re: Regarding Special Meeting Attendance (Portage County Ordinance 3.1.47 & 3.1.48)

- Request for special meeting attendance
- Approval of attendance of special meetings
- Special meeting attendance reports

12. Discussion/Possible Action re the 2020 ADRC Annual Report

Numbers reported are lower than usual for the past year due to the COVID-19 shut down. Revenue seems high, because program expenses and service calls were down, plus the addition of CARES Act Funds from 2020. Two refrigerators and a stove for the Nutrition Program kitchen were replaced using 2020 funds. Color copies of the report will be provided to Board members and funders.

A motion was made by Splinter, seconded by Brush to approve the report. Motion carried by voice vote, with no negative votes.

**13. Discussion/Review of the 2022 ADRC Budget**

American Rescue Plan Act of 2021 (ARPA) money requires matching and the ADRC will receive sufficient funds for regular programming. Approximately twice the normal amount of Older Americans Act dollars will be received one time for Nutrition, Caregiver Services, Transportation, and Evidence-Based Health Programs. Money must be spent through 2023; there is a \$5,000 limit for capital expenses. Piotrowski said that LTE hours could be added to positions through the end of the grant cycle, but programming would have to be added to justify that. Part of the funding will be used for sound proofing in the Dining Room.

Kristi Cooley, Nutrition Program Manager, has proposed pop-up dining sites where organizations and churches would host the dining site. The extra funds will help with anticipated rising food costs.

Chair Gifford reported that Cooley is working on a stock box food distribution program to address hunger concerns in the community.

Johnson asked if ARPA money can be used to retroactively provide compensation to front-line workers and if ADRC staff meet those qualifications? Piotrowski explained that the county does not allow giving bonuses to employees. Johnson would like to have a discussion with the Human Resources Committee Chair on that subject.

**14. Discussion/Possible Action re Confidentiality Policy for ADRCs**

The State makes changes to policy for uniformity among Aging & Disability Resource Centers. Portage County also has its own HIPAA policies and procedures. The governing board and staff should sign off annually that they have received, read and understand the state's policy in addition to the Portage County Confidentiality Policy. The state's policy references the functional screening process, but most employees other than Community Resource staff have access to that system.

A motion was made by Zimdars, seconded by Jones Ferk to approve adopting the State policy. Motion carried by voice vote, with no negative votes.

**15. Discussion/Possible Action re Reclassification Request for the Administrative Associate IV Position**

Piotrowski explained that the responsibilities have changed for the Administrative Associate IV position since the salary study was completed in 2017. Requirements for training and skills have increased with the addition of several new online platforms (sites used for the website and social media, conducting background checks, drivers' license checks, etc.).

A motion was made by Johnson, seconded by Coulthurst. Motion to approve the reclassification request carried by voice vote, with no negative votes.

**CORRESPONDENCE**

**NEXT MEETING DATE**

Thursday, September 2, 2021 at 4:15 PM in the Multi-Purpose Room or via remote connection.

**ADJOURNMENT**

A motion was made by Jones Ferk, seconded by Splinter to adjourn. Motion carried by voice vote, with no negative votes.

**NOTICES**

*Notice: Any person who has special needs and plans on attending this meeting in-person or remotely should contact the Facilities Office at 715-346-1598 as soon as possible to ensure that reasonable accommodations can be made.*

*Notice: A quorum of the Portage County Board of Supervisors, or any committee thereof, may be present at this meeting.*