



PORTAGE COUNTY

ADRC AT LINCOLN CENTER
MULTI-PURPOSE ROOM OR VIA REMOTE
CONNECTION
1519 WATER STREET
STEVENS POINT, WI 54481

MEETING MINUTES

COMMISSION ON AGING/AGING AND DISABILITY RESOURCE CENTER BOARD

Thursday, April 7, 2022

4:15 PM

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: 761 464 342, 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. 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

The Commission on Aging/Aging and Disability Resource Center Board meeting was called to order at 04:17 PM

Members Present:

Attending In-Person: Meleesa Johnson, Bob Gifford, Mike Splinter, Bernie Coulthurst , Bill Zimdars, Cathy Jones Ferk , Eleanor Brush, Barbara Zwickey , Lynne Kissner

Attending Online: Judy Ordens

Members Excused:

Members Absent:

Staff Attending: Finance Manager, David Foemmel; Nutrition Manager, Kristi Cooley; Senior Center Manager, Kate Giblin; ADRC Assistant Director, Maureen Miller; ADRC Director, Cindy Piotrowski

Others Attending:

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. March 3, 2022 Meeting Minutes

A motion was made by Bernie Coulthurst , seconded by Mike Splinter, to Approve. Motion to Approve carried by voice vote, with no negative votes.

REPORTS

2. Year to Date Budget Reports

- Revenues - February 2022
- Expenses - February 2022

3. Review of Vendor Invoice List - February 2022

Piotrowski stated the only unusual expense was the purchase of the Oliver system consumables for Nutrition

4. Resource Center Reports

- Agency Call Report - January, February 2022
- Call Profiler Report - January, February 2022
- Long-Term Care Enrollment Report - January/February 2022

5. Director's Report

- Scam Presentation

Piotrowski shared that Karen Piesik retired on April 1. Review of the ADRC Employee handbook will be delayed due to the retirement. Nutrition program will resume congregate dining on April 18 at Lincoln Center, April 19 at Junction City and April 25 at the Jensen Center in Amherst. There are not enough volunteers to reopen Plover at this time. The current volunteer base is not large enough to continue congregate dining when the program is no longer able to use Central Transportation to do meal delivery. Discussion on the need for volunteers took place. There are Radio and print ads currently in the community focused on volunteer recruitment. An All Staff meeting will take place later this month and will be a Safe Zone training to assist us to better serve the LGBTQ community. Piotrowski called attention to the flyer for a new presentation on Scams.

6. MySeniorCenter Program Update

Giblin provided update. In the past two months 500 participants have received their key tags and logged in to the system. There have been 1200 check-ins. We have learned that we serve the most seniors aged 70-74 with the second highest group being 80-84 and the third highest is 85+ we know that we are underserving those between 60-64. 75% are female and 23% are male. Thursday is the busiest day of the week followed by Tuesday. We have utilized the alert system 8 times to cancel or notify class participants of a change and it is working fabulously. It literally takes 2 minutes to send it to all participants vs. the past way of calling each individual. The current biggest concern is parking. Johnson discussed the kiddy corner Arlington and Water public lot and will look into it more for the agency.

DISCUSSION/POSSIBLE ACTION

7. 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

8. Discussion/Possible Action Dozynki Festival Request

Giblin provides information that Polish Heritage Society contacted the Lincoln Center to discuss possible use of the building for the September 17th, 2022 Dozynki Festival for the purpose of selling mushroom soup prepared off site at the Farmshed kitchen, setting up craft vendors, and dancers for the event. This would be a one-time out of policy request. Lots of discussion by members Splinter, Johnson, Coulthurst, Ordens, Gifford, and Ferk. Motion to move forward with the contract with Polish Heritage Society noting any vendors are subordinate to the Polish Heritage society and how it is connected back to the current policy. ADRC Staff will develop the contract with corporation counsel.

Amendment to motion: Corporation counsel will review the contract and if they do not agree we will go back to the original policy. Amendment motion made by Ferk, seconded by Zimdars to approve. Motion to approve passed by voice vote, with no negative votes. Original motion made by Johnson, seconded by Brush, motion to approve passed by voice vote, with no negative votes.

9. Discussion/Possible Action Dementia Care Reallocation Funds Grant

Piotrowski provided information that we will apply for \$12,500 with this grant. \$12,000 will be used for additional audio/visual equipment for additional rooms in the center and \$500 will be used for DCS marketing.

10. Discussion/Possible Action re Budget Adjustment

Gifford commented that the corresponding pages in the packet are 25-29.

Motion to approve the budget adjustment by Ferk, seconded by Brush. Motion to approve passed by voice vote, with no negative votes

11. Discussion/Possible Action re American Rescue Plan Act (ARPA) Funds for Flooring

Piotrowski provides information that she received in writing from the State that we can move local funds out of programs and replace them with ARPA funds to free up dollars for other needs. This is not how funds from the state have worked in the past. We are using these funds to pay for the flooring to be replaced throughout the building. This went to Finance Committee before it came to the ADRC Board because the order for flooring needed to be in by April 1st to avoid additional costs.

12. Discussion/Possible Action re United Way Final Report

Piotrowski provided information that this is the first time that we were required to get board approval for the year end report. Typically we just need board approval for the application. The report was 44 pages long.

CORRESPONDENCE

NEXT MEETING DATE

13. Thursday, May 5, 2022 at 4:15 PM in the Multi-Purpose Room or Via Remote Connection

ADJOURNMENT

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.