



PORTAGE COUNTY

MEETING MINUTES

COMMISSION ON AGING/AGING AND DISABILITY RESOURCE CENTER BOARD

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

Thursday, July 7, 2022

4:00 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: 825 953 532, 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 4:02 p.m. by Chair Cathy Jones Ferk.

Members Present, Attending In-Person: Bernie Coulhurst, Bob Gifford, Catherine Jones Ferk, Lynne Kissner, Mike A. Olson, Judy Ordens, Mike Splinter, Barbara Zwickey

Staff Attending: ADRC Director Cindy Piotrowski, Nutrition Manager Kristi Cooley, Senior Center Manager Kate Giblin, Administrative Assistant IV Heather Wynne

Other Attendee(s): County Executive John Pavelski

Excused: Eleanor Brush

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. June 2, 2022 Minutes

Motion to approve June meeting minutes made by Ordens, seconded by Gifford, motion to approve passed by voice with no negative votes.

REPORTS

2. Resource Center Reports

- SAMS Agency Call Report; March-May 2022
- SAMS Call Profiler Report; March-May 2022
- LTC Enrollment Report

Resource Center Reports reviewed by Piotrowski. Numbers are steady. Nothing unusual.

3. Review of Vendor Invoice List; May 2022

Vendor list reviewed by Wynne. Transportation 6-month payment processed in June for \$182,310.

4. Directors Report

- 2022 Budget preparation

Budget preparation is underway. Using old format until new is available. No anticipation of anything unusual.

ADRC had an employee picnic after work on June 22nd. On June 23rd one of the attendees tested positive for Covid. Following County policy, those vaccinated & boosted could stay in office while masking for 10 days. Those not up to date on boosters quarantined &/or worked from home for 5 days then returned to the office while masking for another 5 days.

Coulhurst asked for a flooring replacement update. Piotrowski shared the 1st full week of September the ceiling replacement is scheduled with the flooring to follow.

5. Year to Date Budget Reports

- Revenues - May & June 2022
- Expenses - May & June 2022

6. June 10, 2022 GWMR Board Meeting

GWMR New Executive Director, John Schnabel confirmed during last meeting.
Looking for new Board Members if anyone has any interest let Cindy know.

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

No requests.

8. Senior Center Trips

- Trip Policy Update
- Flyers for Mural Tour and Lacrosse Queen Trips

Reviewed Travel Policy now that trips are starting up again. An Activity Level 1, 2, 3 will be added to flyers, not policy so participants know what to expect on each trip.

Motion to approve Travel Policy update by Gifford, seconded by Splinter.

Further discussion; changes to the cancellation section. Should read:

- Full refund minus a \$10.00 administrative fee will be made for cancellations if you cancel your ticket prior to our registration deadline.
- If cancellation takes place past the agency trip deposit deadline, no refund will be made unless the ticket space is filled by another traveler. If no other traveler takes the spot, no refund will be issued. If the spot is filled, a refund minus a \$10 administrative fee will be issued.
- If the trip is cancelled by the event venue and a refund is made to the Senior Center, a full refund will be given to all registered participants.

Motion to approve Travel Policy as amended made by Ordens, seconded by Olson, motion to approve passed by voice vote with no negative votes.

9. Rate Increase proposal for Foot Care Clinic

Contracted service with Down Home Nursing. The last increase was in 2018. The proposed increase is modest. Footcare is not a subsidized service.

Motion to approve increase made by Coulhurst, seconded by Splinter, motion to approve passed by voice vote, with no negative votes.

10. Nutrition Program Changes

- Home delivered meals schedule
- Reorganization/ New Position

Piotrowski & Cooley met with the Advisory Council to discuss reorganization due to low volunteer numbers, increased mileage reimbursement costs, low participation numbers at some sites and recent staff resignation.

Propose adding another Nutrition Food Service Aide, eliminating a Dining Site Manager, and increasing the hours of the current Dining Site Manager from 25 to 30.

Proposing new home delivered meals & congregate schedule; fewer days at some locations but presence at more sites.

Gifford asked why lower numbers at congregate. Switched to home delivered, increased health issues, Covid concerns, national trend.

Ordens asked what plans are to advertise. Use The Post newsletter, Flyers at other programs. Word of mouth is most effective.

Partnerships with other programs help; e.g. Strongbodies.

Motion to approve new proposed schedule, with planning flexibility, made by Coulhurst, seconded by Splinter, motion to approve passed by voice vote with no negative votes.

Motion to approve reorganization & new position made by Coulhurst, seconded by Olson, motion to approve passed by voice vote with no negative votes.

CORRESPONDENCE

11. Letter from Mayor RE: Dining Room Ceiling

Piotrowski shared letter received from Mayor confirming no issues with replacing the dining room ceiling.

NEXT MEETING DATE

12. Thursday, August 4, 2022 4 p.m.

ADJOURNMENT

Motion to adjourn made by Splinter, seconded by Olson. Motion carried. Meeting adjourned at 4:50 p.m.

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.