



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, August 4, 2022

4:00 PM

Classroom F

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: 645 384 620, 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 p.m. by Chair Cathy Jones Ferk.

Members Present, Attending in Person: Eleanor Brush, Bernie Coulhurst, Bob Gifford, Catherine Jones Ferk, Lynne Kissner, Mike A. Olson, Judy Ordens, Mike Splinter, Barabar Zwickey.

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

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 7, 2022 Minutes

Motion to approve July meeting minutes made by Gifford, seconded by Olson. Motion passed by voice vote with no discussion or negative votes.

REPORTS

2. Resource Center Reports

- DBS April-June 2022
- LTC Enrollment Report YTD

Resource Center Reports Reviewed by Miller. Numbers are steady. Nothing unusual.

Jones Ferk asked about the age group 60-69 number of 2. Miller explained most people served by DBS are between 18-59 & it's likely someone turned 60 while working with them.

3. Review of Vendor Invoice List; June 2022

Nothing to discuss. Nothing out of ordinary.

4. Year to Date Budget Reports

- Expenses - June 2022
- Revenues - June 2022

Foemmel reported:

Expenses = \$1,618,000

Revenue = \$500,000

2nd Qtr GWAAR \$200,000 & CARS \$300,000 payments expected

2023 Budget preparation to begin soon

5. Directors Report

- Staffing update
- Wisconsin Employer and Family Caregiver Survey

RSVP Manager Barb Evans to retire effective August 5th. The process to replace has started. Five applicants to date. RSVP Volunteer Recognition dinner set for September 13th. RSVP staff, ADRC Director and other program managers will run the event. The Board can expect invitations.

WI Employer & Family Caregiver Surveys available. Piotrowski was part of the Alliance that put the survey together. Caregivers are a large part of what we do at the ADRC. Good information on strategies to retain employees that are caregivers. Sent to the State Legislature and plans for a meeting later this month to discuss.

Dining Room & Rooms A&B ceiling replacement update. Tear down 8/23-9/2. Vendor install 9/6-9. Plan to know more about flooring replacement by the next meeting.

We will be receiving more ARPA money this fall. The 1st round of ARPA money was used on AV equipment and flooring updates.

Plans are to be used for program enhancements. Open to suggestions from the Board on use of the 2nd round.

Generous donation was received from Connexus Credit Union for the 3rd year in a row. Distributed to Senior Center and Nutrition.

The Post Newsletter numbers are increasing. Will resume pre Pandemic number printed with next order of Sept/Oct edition.

6. Senior Center

- Advisory Council Minutes July 20, 2022
- WASC Senior Center Accreditation

At the last Advisory Council meeting, RSVP Manager Barb spoke to members & 100% are now enrolled in RSVP. Council had lunch at Lincoln Center Dining & plan to continue doing that for its meetings.

WASC Accreditation is due for 2023. A Board member is needed on the advisory council. Judy Ordens volunteered.

Question: if accreditations are due every 5 years, why haven't some been completed since 2015? Giblin explained exceptions were made during the pandemic but our senior center would like to stay on 5 year accreditation schedule.

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

Nothing this month but next month the Volunteer Recognition Dinner will be considered.

8. Senior Center

- Senior Center Mission Statement
- Senior Center Class Fees Proposed Increases 2023

Motion to approve the updated Senior Center Mission Statement as presented made by Gifford, seconded by Coulthurst, passed by voice vote with no further discussion or negative votes.

Proposed fee schedule increase includes T'ai Chi & Cardio Drumming added to the list. Previously considered Evidence Based but now Evidence Informed.

Motion to approve the updated Senior Center Proposed fee increase made by Splinter, seconded by Brush, passed by voice vote with no further discussion or negative votes.

9. Nutrition Reorganization II

Proposed change to Nutrition Program Assistant position to add 5 hours/week to bring to 40 hours/week, previously 35 hours. Also changing name to Administrative Assistant II based on additional data entry work for Caregiver Support. Not requesting additional funds for change, there will be rearranging of current funding.

Motion to approve change as explained made by Coulthurst, seconded by Kissner, motion passed by voice vote with no further discussion or negative votes.

10. Approval 2021 ADRC Annual Report

Motion to approve printing the 2021 ADRC Annual Report as presented made by Splinter, seconded by Brush, passed by voice vote with no further discussion or negative votes.

11. Public Records Policy Update

Piotrowski explained that the only change made to policy was updating Records Custodian name to Heather Wynne. Motion to approve made by Coulthurst, seconded by Ordens, motion passed by voice vote with no further discussion or negative votes.

12. Budget

- 2022 Budget Priorities
- Budget Adjustments

Piotrowski reviewed current budget priorities, explaining that information will not change but a new format is coming from finance. Discussion included: Senior Center programming, Director will look into alcohol policy for potential wine/beer lasting events, Fosler Grandparents numbers are down and Director to check with Transportation on a rider survey.

Budget adjustments reviewed by Foemmel. Motion to approve adjustments as presented made by Gifford, seconded by Splinter, passed by voice vote with no further discussion or negative votes.

CORRESPONDENCE

NEXT MEETING DATE

13. Thursday, September 1, 2022 at 4 p.m.

ADJOURNMENT

Motion to adjourn made by Olson, seconded by Splinter, motion carried by voice vote with no further discussion or negative votes.

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.