

## Minutes



### **ADRC Executive Committee Meeting**

**Monday, August 14, 2023 @ 1:00 PM**  
**Shawano County Department of Human Services**  
**W7327 Anderson Ave, Shawano WI 54166**  
**Building A, Room 115**

**Members Present:** Richard Kane - Director Shawano County Human Services, Scott Shackelford - Director Oconto County Health and Human Services, Shannon Wilber - Director Menominee County Human Services

**Members Absent:** Stephanie Bowman - Stockbridge-Munsee Aging and Disability Services Area Manager

**Others Present:** Kim Wolfmeyer - ADRC Director, Kristine Tuma - Fiscal Support Specialist

**1. Call meeting to order.**

Called to order at 1:05 pm by Chairperson Kane.

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

Motion made by Wilber, second by Shackelford, to approve the June 12, 2023 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 Wilber, second by Shackelford, to approve the bills and vouchers as presented. All aye. Motion carried.

**5. Discussion regarding parking lot maintenance.**

Oconto County stated they have an employee available to assist with parking lot maintenance if needed. Oconto County will only bill for direct expenses related to this employee's time and supplies.

**6. Review, discuss and approve the ADRC 2024 Budget and Budget Forms.**

Budget packets were distributed to all Committee members for review. After review and discussion, a motion was made by Shackelford to approve the ADRC 2024 budget and budget forms as presented. Second by Wilber. All aye. Motion carried.

**7. Discussion and possible approval of the Grant Agreement Modification between the ADRC of the Wolf River Region and the State of Wisconsin Department of Health Services for 01/01/2023 - 12/31/2023.**

The ADRC has received a grant agreement modification contract between the State of Wisconsin Department of Health Services and the ADRC for the time frame of 01/01/2023 - 12/31/2023.

After discussion, motion made by Wilber to approve this contract. Second by Shackelford. All aye. Motion carried.

**8. Update regarding meeting with State Fiscal Staff.**

Fiscal staff with the State of Wisconsin Office for Resource Center Development met with the ADRC Director, ADRC Supervisor, and Fiscal Support Specialist. The meeting, held annually, is to review funding and expenses.

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

The ADRC Director presented information regarding customers served by ADRC staff. In the month of July 2023, Information and Assistance Specialist (I&A) staff members had 978 contacts with persons or organizations in our service area. Common topics discussed included dementia services, public benefits, housing/homeless resources, and home services.

**10. Benefit Specialists Reports.**

The ADRC Director presented information regarding the number of contacts the Disability Benefits Specialists (DBS) had in the month of July 2023. The DBS workers had 150 open cases. The most common assistance provided is assistance with the Social Security Disability application process and understanding healthcare benefits.

The Elder Benefit Specialist (EBS) had 60 open cases in the month of July 2023. The most common assistance provided included assistance with disability applications, health insurance benefits, income benefits, and Medicare information.

The Dementia Care Specialists are offering multiple educational trainings and caregiver programs. Currently, the programs being offered include caregiver support groups, memory cafes, the AARP smart driver course, dementia live, and a Parkinson's/memory changes support group.

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

The billing percent in the month of July 2023 was 42%.

Benjamin Warrington is the new ADRC Governing Board member representing Menominee County.

The next edition of the ADRC newsletter is currently being worked on. It is expected to be available in September.

Kathy Waukau is the new Menominee Tribal Dementia Care Specialist.

**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, October 9, 2023 at 1:00 pm.

**14. Adjournment.**

Motion to adjourn the meeting made by Shackelford. Second by Wilber. All aye. Kane adjourned the meeting at 2:02 pm.

Recorded by: Kristine Tuma, Fiscal Support Specialist