

## Minutes



### **ADRC Executive Committee Meeting**

**Monday, June 13, 2022 @ 1:00 PM**  
**Shawano County Department of Human Services**  
**Building A, Room 115**  
**W7327 Anderson Ave, Shawano WI 54166**

**Members Present:** Richard Kane - Director Shawano County Human Services, Kristy Malone designee for - Stockbridge-Munsee Aging and Disability Services Area Manager, Scott Shackelford - Director Oconto County Health and Human Services

**Members Absent:** Shannon Wilber - Director Menominee County Human Services

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

**1. Call meeting to order.**

Called to order at 1:06 pm by Chairperson Kane.

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

Motion made by Shackelford, second by Malone, to approve the April 11, 2022 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 Malone, second by Shackelford, to approve the bills and vouchers as presented. All aye. Motion carried.

**5. Discussion and possible approval of the Grant Agreement between the ADRC of the Wolf River Region and the State of Wisconsin Department of Health Services for 01/01/2022 - 12/31/2022.**

The ADRC has received a new grant contract agreement between the State of Wisconsin Department of Health Services and the ADRC for the time frame of 01/01/2022 - 12/31/2022. After discussion, motion made by Shackelford to approve this contract. Second by Malone. All aye. Motion carried.

**6. Discussion and possible approval of sending the Fiscal Support Specialist position to Carlson Dettmann for review of reclassification.**

The Fiscal Support Specialist job responsibilities within the ADRC are significantly different than when first classified. Due to these significant changes, a motion was made by Malone, second by Shackelford, to recommend Carlson Dettmann to study the changes made to the Fiscal Support Specialist job description for a possible reclassification. All aye. Motion carried.

**7. Discussion and possible approval to refill the position of Information & Assistance Coordinator.**

The Information & Assistance Coordinator position is on the ADRC organizational chart and vacant. After discussion, motion made by Shackelford to approve refilling the position of Information & Assistance Coordinator within the ADRC. Second by Malone. All aye. Motion carried.

**8. Discussion and possible approval of sending the Information & Assistance Coordinator position to Carlson Dettmann for review.**

After discussion, motion made by Shackelford to support the Information & Assistance Coordinator position to be studied by Carlson Dettmann and then refilled. Second by Malone. All aye. Motion carried.

**9. Information on Stockbridge-Munsee Tribal funding for ADRS.**

The Stockbridge-Munsee Community may be giving written notice to the ADRC of the Wolf River Region. The Tribe has received grant funding to have a Tribal Aging & Disability Resource Specialist. This funding is currently for 2.5 years.

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

The ADRC Director presented information regarding customers served by ADRC staff. In the months of April through May 2022, Information and Assistance Specialist (I&A) staff members had 975 contacts in April and 867 contacts in May with persons or organizations in our service area. Common topics discussed included housing/homeless resources, health concerns, long term care services, abuse/neglect, and end of life resources.

**11. Benefit Specialists Reports.**

The ADRC Director presented information regarding the number of contacts the Disability Benefits Specialists (DBS) had in the months of April and May 2022. The DBS workers had 181 open cases. The most common assistance provided is assistance with the Social Security Disability application process and understanding healthcare benefits.

The Elder Benefit Specialist had 42 total open cases in the months of April and May 2022. The most common assistance provided included assistance with disability applications, health insurance benefits, income benefits, and Medicare information.

The Dementia Care Specialist is offering multiple educational trainings and caregiver programs. Many of the programs are in partnership with the Tribal Dementia Care Specialist for the Menominee Tribe. Currently, the programs being offered include caregiver support groups, memory cafes, and brain wellness check-ups. The caregiver mini-conference is scheduled for June 16 in Gillett and June 30 in Shawano. During the month of August 2022, the Remember Project is scheduled to present a play called In the Garden. This play will reenact some of the struggles a family may go through when their loved one has a cognitive impairment. This event will be free and open to the public. Tentative event dates are August 15 at the Oconto Falls High School and August 16 at Franklin Park in Shawano.

**12. Tour of Shawano County Department of Human Services building.**

After the meeting adjourned, Executive Committee members toured the Human Services building.

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

The ADRC has a new Office Assistant working out of the Oconto Falls office Monday - Friday; 12:30 pm - 4:30 pm.

The ADRC Governing Board has a new member. Grant Staszak is the new member and will be representing the Shawano County Board for a 3-year term on the ADRC Governing Board.

The ADRC is offering a free caregiver mini-conference. This event will be held on June 16 at Hillside Assembly of God Church in Gillett and on June 30 at Shawano County Human Services. The event will run from 10:00 am - 2:30 pm. There will be handouts, guest speakers, and lunch will be provided.

**14. Committee member comments or new business to be considered at a future meeting.**

None.

**15. Set next meeting date.**

The next tentative ADRC Executive Committee meeting will be held on Monday, August 8, 2022 at 1:00 pm. The tentative meeting place is at Shawano County Human Services.

**16. Adjournment.**

Motion to adjourn the meeting made by Shackelford. Second by Malone. All aye. Kane adjourned the meeting at 1:32 pm.

Recorded by: Kristine Tuma, Fiscal Support Specialist