

Minutes



ADRC Governing Board Meeting

Tuesday, September 14, 2021 @ 1:00 PM
Shawano County Department of Human Services
Building A, Room 115
W7327 Anderson Ave, Shawano WI 54166

Members Present: Richard Ferfecki, Kathy Gohr, Stephanie Holman (Virtual), James Lowey, Carolie Miller, Leslie Peters, Joe Stellato, Terrie Terrio, Lynnae Zahringer

Members Absent: Forrest Perez

Others Present: Kim Wolfmeyer - ADRC Director, Alexi Charneski - Information & Assistance Specialist, Kayla Lemorande - ADRC Supervisor, Haley Stevenson - Disability Benefit Specialist, Kristine Tuma - Fiscal Support Specialist

1. Call meeting to order.

Called to order at 1:00 pm by Chairperson Stellato.

2. Approve minutes from previous meeting.

Motion made by Ferfecki, second by Gohr, to approve the June 8, 2021 minutes. All aye. Motion carried.

3. Motion to deviate from the order of the agenda, if necessary.

Motion made by Terrio to deviate from agenda if necessary. Second by Zahringer. All aye. Motion carried.

4. Introduction of new Information & Assistance Specialist.

Alexi Charneski is the newly hired Information and Assistance Specialist with the ADRC. Alexi was introduced and gave information on her prior work experience. Alexi started her position with the ADRC in August 2021.

It was noted that Alexi Charneski left the meeting at 1:05 pm.

It was noted that Leslie Peters joined the meeting at 1:05 pm.

5. Open enrollment for Medicare - Benefit Specialist

Haley Stevenson, Disability Benefit Specialist (DBS) with the ADRC, presented information to the Board regarding Medicare and open enrollment. The Medicare open enrollment period will begin October 15 and go through December 7, 2021. Disability Benefit Specialists from the ADRC can help individuals review their current Medicare plans and enroll in new plans. The ADRC will be offering Medicare Basic classes at all locations that are free and open to the public. Classes will be offered virtually as well. The classes will be offered in the fall but exact dates have yet to be finalized.

It was noted that Haley Stevenson left the meeting at 1:11 pm.

6. Department update regarding COVID-19.

At this time, ADRC employees are offering home visits to customers. However, if COVID-19 infection numbers continue to rise, home visits may be limited and over the phone/virtual appointments may become more common. Masks are recommended in offices and conference rooms are available for appointments to help social distance.

7. Updates to the 2022 ADRC Scope of Services.

The ADRC Director spoke about the 2022 ADRC draft contract with the State of Wisconsin. Any future changes to the scope of services contract will be discussed at the next meeting.

8. ADRC 2022 Budget.

The 2022 budget was handed out for all Board members to review. This budget is based on a 41% Federal match rate.

It was noted that Stephanie Holman left the meeting at 1:29 pm.

9. Discussion on format of Governing Board meetings.

The State of Wisconsin has published a new technical assistance bulletin regarding representation of Governing Board members. Current members on the ADRC Governing Board meet all of the criteria in the new technical assistance document for target group representation. Changes will be made to the ADRC By-Laws to reflect the information in the technical assistance document. Proposed changes to the by-laws will be brought to the next meeting for review and possible approval.

Due to COVID-19 infection numbers rising, the Board discussed the need for virtual meeting options to continue. By consensus of the Board, meeting options and requirements will be based on the recommendations of the Shawano/Menominee County Public Health Department.

10. SAMS Report - Information & Assistance.

The ADRC Director presented information regarding customers served by ADRC staff. In the month of August 2021, Information & Assistance Specialist (I&A) staff members had 1,055 contacts with persons or organizations in our service area. Common topics discussed included housing, public benefits, Medicaid, transportation, nursing home relocation referrals, and home care.

11. Benefit Specialists Reports.

The ADRC Director presented information regarding the number of contacts the Disability Benefits Specialists (DBS) had in the month of August 2021. The DBS workers had 163 open cases. The most common assistance provided is assistance with the Social Security Disability application process and understanding benefits.

The Dementia Care Specialist is offering many educational trainings and caregiver programs at this time. Programs are being held virtually and in-person. Many of the programs are in partnership with the Tribal Dementia Care Specialist for the Menominee Tribe. Currently, the programs being provided are the Memory Cafés, monthly dementia educational trainings, and caregiver support groups. Other programs include the book club and a caregiver conference on September 23 at Hope Community Church in Shawano. Flyers and handouts were given to all Governing Board members.

The Elder Benefit Specialist (EBS) had 67 clients in the month of August 2021. The most common assistance provided is with Medicare and retirement benefits.

12. Aging and Disability Resource Center status report.

Funding for the Dementia Care Specialist position for 2022 is increasing due to a requirement that each county needs to have at least a half time Dementia Care Specialist. Due to this requirement, the ADRC will be hiring another Dementia Care Specialist for 2022.

The Oconto County Commission on Aging has a new interim Director. An Elder Benefit Specialist is expected to be hired in the coming months. At this time, the ADRC Elder Benefit Specialist is assisting with Oconto County calls.

The ADRC Governing Board will continue to meet in Shawano County due to the ability to have a room where members can social distance. As COVID-19 numbers decrease, the Board will resume meeting at partner agency facilities.

Resource guides were provided to the Governing Board members. Members will help distribute the resource guides to community members and organizations.

13. Per diem and mileage approval for today's meeting.

Motion made by Terrio, second by Miller, to approve the per diem and mileage for the September 14, 2021 Governing Board meeting. All aye. Motion carried.

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

Updated ADRC By-Laws for review, unmet needs assessment, policy reviews

15. Set next meeting date.

The next tentative ADRC Governing Board meeting will be held on Tuesday, December 14, 2021 at 1:00 pm.

16. Adjournment.

Motion to adjourn the meeting made by Ferfecki. Second by Gohr. Stellato adjourned the meeting at 2:05 pm.

Recorded by: Kristine Tuma, Fiscal Support Specialist