

**ADRC of Buffalo and Pepin Counties
Governing Board Meeting Minutes
February 29, 2024**

Committee/Board: Aging and Disability Resource Center of Buffalo and Pepin Counties Governing Board

The meeting was called to order at 9:30am by Chair, Terri Vettrus, at the Buffalo County Government Center, Alma Wisconsin. Remote access was also available via Zoom.

Roll Call: Members Present in Person: Terri Vettrus, Chris Lindstrom
Members Present Via Zoom: Debbie Betthausen, Elizabeth Bauer, Jim Hubert, Colleen Flynn
Absent: Jodie Anderson, Kathy Sweeney

Others Present In-Person: Cammi Catt-DeWyre
Others Present via Zoom: Tammy Wegner, Karen Amsrud

Approval of Agenda for February 29, 2024: Chair, Terri Vettrus, entertained a motion to approve the agenda as presented. Debbie Betthausen made a motion, Elizabeth Bauer seconded. Roll call votes were taken: Terri Vettrus-yes, Jim Hubert-yes, Debbie Betthausen-yes, Colleen Flynn-yes, Elizabeth Bauer-yes, Chris Lindstrom-yes. All those present in favor, none opposed, motion carried.

Public Comments on Agenda Items: There were no public comments.

Approval of Minutes from October 31, 2023 ADRC Governing Board Meeting: Motion made by Colleen Flynn, seconded by Elizabeth Bauer to approve minutes from the October 31, 2023 meeting as presented. Roll call votes were taken: Jim Hubert-yes, Debbie Betthausen, Colleen Flynn-yes, Elizabeth Bauer-yes, Chris Lindstrom-yes, Terri Vettrus-yes. All those present in favor, none opposed, motion carried.

Reports:

2023 ADRC/Aging Financial Report - Karen Amsrud reports that things are looking really good in both ADRC and Elder Benefit financials. ADRC through the end of December 2023 shows 96% expenses and 81% of target Revenue, with a large payment expected from GEARS in the next day or two. As for EBS financials, Expenses are at 91% of target while Revenues are 77%. Karen explained the actual expenses for EBS is lower than budgeted due to our full-time EBS worker being out on FMLA and there was a part-time LTE worker during that time. Final 2023 reports are due to the state on March 25th.

ADRC Manager's Report – Cammi provided a summary of the bullet points in her report that was provided in the packets prior to the meeting. New Dementia Care Specialist, Chelsey H started the end of January following the resignation of Katrina L in December.

In the Nutrition Program, Matt B is working on getting the Nutrition Advisory Committee back up and going; This has not been something required since before Covid. More info in the board packet. That committee is advisory to this Governing Board. Every five years we are required to do a (RFP) for senior meal providers. This is that year, and Cammi explained this process. Matt B will be obtaining bids, which will be reviewed by the Nutrition Advisory Committee to verify meals meet nutrition requirements, and then finally those recommendations are brought to this board for review and approval. Matt B is in the preliminary phase of exploring a breakfast option for senior meals, potentially at Silver Moon in Alma. There has been a pause in the exploration of partnering with Alma School District for senior meals once a month due to a death in the family for the person Matt was communicating with and he is being respectful of the timing with that. Obtaining reviews and feedback regarding all our meal sites is something Matt B continues.

The ADRC was not awarded any funds in the Pepin County Health Dept's Community Grant. Some discussion about how the awarding was determined. Elizabeth from this board served on the review committee and was able to provide some input as to that process.

There is information in the board packet about our Two Rivers Connection newsletter and how people can receive that, as well as a copy of the Aging Plan Goals for 2024. We are currently collecting community surveys to gather feedback and information, which will be used to help develop our Aging Plan for 2025-2027; this will come to this board to approve later this year. Packets also included some data regarding number of consumer contacts, meals, rides, etc. The board found this valuable.

Some additional discussion about ways to increase participation in other meal sites that are lower than others. Board feels continuing to get word out and promote these as great social outlet/connections is important.

Also would like to see the data that was provided today on a quarterly basis, along with any RFP requests and any meal site feedback obtained from surveys to help in selecting providers.

Business Items:

Cammi presented a Certificate of **Appreciation to Terri Vettrus**, whose term limit (6 years) is up in April. Fellow board members expressed gratitude for working with Terri and wished her well in her other involvements/family.

Jodie Anderson has been filling a board position that is due for reappointment in April. Jodie expressed that she is interested in continuing. Motion by Elizabeth Bauer, seconded by Jim Hubert to **reappoint Jodie Anderson as representative for the elder population of Pepin County**. Roll Call votes were taken: Chris Lindstrom-yes, Terri Vettrus-yes, Jim Hubert-yes, Debbie Betthausen-yes, Colleen Flynn-yes, Elizabeth Bauer-yes. All those present in favor, none opposed, motion carried.

Motion by Colleen Flynn, seconded by Chris Lindstrom, to convene into **Closed Session pursuant to s.19.85(1)c to discuss Appointment of Consumer Member to the ADRC Governing Board**. Roll Call votes were taken: Terri Vettrus-yes, Jim Hubert-yes, Debbie Betthausen-yes, Colleen Flynn-yes, Elizabeth Bauer-yes, Chris Lindstrom-yes. All those present in favor, none opposed. Confirmed no public in the room or present via Zoom and Closed Session began at 10:13am.

Motion made by Colleen Flynn, seconded by Elizabeth Bauer to reconvene into Open Session. Roll Call votes were taken: Terri Vettrus-yes, Jim Hubert-yes, Debbie Betthausen-yes, Colleen Flynn-yes, Elizabeth Bauer-yes, Chris Lindstrom-yes. All those present in favor, none opposed, Open Session reconvened at 10:23am. No action was taken during Closed Session.

Chair Vettrus entertained a motion to appoint Lynn Reinhardt as consumer member of the ADRC Governing Board representing the elder population of Buffalo County. Motion made by Elizabeth Bauer, seconded by Colleen Flynn. Roll Call votes were taken: Terri Vettrus-yes, Jim Hubert-yes, Debbie Betthausen-yes, Colleen Flynn-yes, Elizabeth Bauer-yes, Chris Lindstrom-yes. All those present in favor, none opposed, motion carried.

Board Member Reports/Comments: Happy birthday to Jim Hubert who just turned 70 last weekend!

Future Agenda Items: Board would like to hear an update from the new Dementia Care Specialist.

Next Meeting Date/Location/Agenda Items: Next meeting will be sometime in May or June 2024 and will be held at Pepin County Government Center in Durand, WI. Cammi will reach out to board members closer to the time to coordinate a date/time that works for most board members.

Adjournment: Motion by Debbie Betthausen to adjourn the meeting. Chair Vettrus declared the meeting adjourned at 10:28 am.

Respectfully submitted by: Tammy Wegner, Administrative Manager, Pepin County

Approved by the ADRC Governing Board on June 11, 2024.

Colleen M. Flynn
ADRC Chairperson,