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

The meeting was called to order at 2:00pm by Chair, Terri Vettrus, at the Buffalo County Court House, 3rd floor County Board Room, Alma Wisconsin. Remote access was also available via Zoom.

Roll Call: Members Present in Person: Terri Vettrus
Members Present Via Zoom: Jim Hubert, Debbie Betthauser, Kathy Sweeney, Colleen Flynn, Elizabeth Bauer
Absent: None (one vacancy currently)

Others Present In-Person: Cammi Catt-DeWyre-ADRC Manager, Camille (ADRC intern)
Others Present Via Zoom: Karen Amsrud, Tammy Wegner

Welcome & Introductions: Cammi gave a brief recap of the recent governing board vacancies and fillings, including Elizabeth Bauer taking Tessa King's place on Pepin County Board of Supervisors as well as this governing board; Brad Schmidtknecht resigned from Buffalo Co, therefore that seat is open on this governing board currently; Bob Shutes recently returned to work and is considered a conflict of interest being on this governing board so there is also that vacancy.

Elizabeth Bauer introduced herself to the board. Camille, ADRC intern introduced herself to the board today. Each member in attendance today introduced themselves to everyone present.

Approval of Agenda for March 13, 2023: Chair, Terri Vettrus, entertained a motion for approval of the agenda. Colleen Flynn made a motion, Debbie Betthauser seconded. Roll call votes were taken: Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes, Terri Vettrus-yes, Jim Hubert-yes, Debbie Betthauser-yes. All those present in favor, none opposed, motion carried.

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

Approval of Minutes from October 6, 2022, ADRC Governing Board Meeting: Motion made by Jim Hubert, seconded by Debbie Betthauser to approve the minutes from the October 6th, 2022 meeting as presented. Roll call votes were taken: Terri Vettrus-yes, Jim Hubert-yes, Debbie Betthauser-yes, Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes. All those present in favor, none opposed, motion carried.

Reports:
ADRC/Aging Financial Report_ Karen Amsrud presented Aging financial report thru January 2023, which were expenses reported from 2022. Expenses are at 96% of targeted amount, with 78% of the Revenues having been received. It was noted the Revenues lag approximately one month behind the Expenses due to the turnaround on when claims are submitted and the funds are received from the programs. The EBS financials were also shared which shows Expenses at 92% of targeted amount and Revenue at 70% of target amount; again the same lag time in expenditure to receiving revenue applies. Buffalo Co has been invoiced for EBS. Overall the budget is tracking to be under budget.

Manager's Report   ADRC Manager Report was provided in the board packets prior to the meeting. Cammi made special highlight regarding the new building hours being trialed by Pepin Co building thru April 2023; hiring Fill-In Van and I&A positions with in ADRC; the upcoming ADRC free outreach event on May 5th with the Elvis theme. Packet included the Aging Plan Goals and a GWAAR report reflecting that. Reminder that this board is required to participate in a training on Diversity and Inclusion. Data regarding the Nutrition and Transportation programs is also in the Manager report.

Capstone Project – ADRC Intern: Our intern Camille, who is a social work student at Winona State University, shared the Capstone project she has selected as part of her intern requirement. The Purple Tube Project is an initiative & collaboration between emergency medical personnel, law enforcement and consumers with dementia and their caregivers to keep a safety plan and important information and contact lists, power of attorney information, medication list, etc in a purple tube kept in the main refrigerator in their home. Purple stickers are placed on every entryway to alert emergency medical staff and law enforcement of the purple tube in the fridge. Consumers can receive the purple tube and stickers by calling the ADRC or their EMS/Law Enforcement to request one. There needs to be a Release of Information from Law Enforcement on file. This group discussed various places and methods to promote this project and get word out.

<u>**Business Items**</u>:

Recognition of Robert Shutes: A certificate of appreciation will be mailed to Bob, thanking him for his years of service to the ADRC Governing Board.

Chair Terri Vettrus entertained a motion to convene into Closed Session to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – **Discuss Appointment of Consumer Member to the ADRC Governing Board**. Motion made by Colleen Flynn to enter into Closed Session, seconded by Elizabeth Bauer. Roll Call votes were taken: Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes, Terri Vettrus-yes, Jim Hubert-yes, Debbie Betthauser-yes. All those present in favor, none opposed. Anyone attending in person and remotely was removed from the room and Closed Session started at 2:29pm.

> After discussion in Closed Session, Chair Vettrus entertained a motion to adjourn Closed Session. Motion made by Colleen Flynn, seconded by Elizabeth Bauer to adjourn Closed Session. Roll call votes were taken: Terri Vettrus-yes, Jim Hubert-yes, Debbie Betthauser-yes, Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes. All those present in favor, none opposed. Open Session resumed and the public was re-admitted to the room/Zoom at 2:34pm

> No action was taken during Closed Session.

Chair Vettrus asked for a motion to recommend appointment of Jodie Anderson as consumer member to the ADRC Governing Board. Motion made by Kathy Sweeney, seconded by Colleen Flynn to recommend the board appoint Jodie Anderson to the ADRC Governing Board. Roll call votes were taken: Terri Vettrus-yes, Jim Hubert-yes, Debbie Betthauser-yes, Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes. All those present in favor, none opposed, motion carried.

Discuss meeting frequency, time and locations: This group agreed that moving this meeting to either the 2nd or 4th Thursday of the month, at 10:00 a.m. works best for all current members. Continue to rotate Alma/Durand location, and virtual option via Zoom.

ADRC Governing Board representative for WestCap Board: Jim Hubert, who recently stepped down as this board's representative on the WestCap Board, provided some insight into what WestCap programs offer, the people they work with, when they meet, etc. Currently no one is able to fill this spot; however, Debbie will consider and get back to Cammi if this could work into her schedule.

Review & approve ADRC Governing Board By-Laws: This is reviewed annually. No changes were noted or suggested from last year's version, upon review by Cammi. Motion made by Elizabeth Bauer, seconded by Kathy Sweeney to approve the ADRC Governing Board By-Laws as presented. Roll call votes were taken: Colleen Flynn-yes, Elizabeth Bauer-yes, Teri Vettrus-yes, Jim Hubert-yes, Debbie Betthauser-yes, Kathy Sweeney-yes. All those present in favor, none opposed, motion carried. Chair Teri Vettrus will sign the by-laws document.

Board Member Reports/Comments: Great feedback from the members who attended the virtual advocacy training this morning. Cammi will send out the PowerPoint that was sent as part of that training.

Next Meeting Date/Location/Agenda Items: Tentative next meeting set as Thursday May 11, 2023 at 10:00am in the County Board Room of the Pepin County Government Center, Durand. If no agenda items are identified, Cammi will notify the board of alternative meeting date of Thursday, June 8, 2023 at 10:00am in Durand.

Adjournment: Meeting adjourned at 2:52 pm.

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

Approved by the ADRC Governing Board on _6-15-_____ , 2023

Terri Vettrus

Terri Vettrus, ADRC Chairperson