

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

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

The meeting was called to order at 9:00am by committee Chair Colleen Flynn. Meeting took place at the Buffalo County Government Center Board Room, Alma Wisconsin. Remote access was also available via Zoom.

**Roll Call:** Members Present in Person: Lynn Reinhardt, Steve Nelson  
Members Present Via Zoom: Debbie Betthausen, Kathy Sweeney, Colleen Flynn, Elizabeth Bauer  
Absent: Jim Hubert, Jodie Anderson

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

**Approval of Agenda for August 29, 2024:** Motion by Steve Nelson, second by Debbie Betthausen to approve the agenda as presented. Via voice vote, all in favor with none opposed, motion carried.

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

**Approval of Minutes from June 11, 2024 ADRC Governing Board Meeting:** Motion made by Elizabeth Bauer, second by Debbie Betthausen to approve minutes from the June 11, 2024 ADRC Governing Board meeting as presented. Roll call votes were taken: Lynn Reinhardt-yes, Debbie Betthausen-yes, Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes, Steve Nelson-yes. All in favor, none opposed, motion carried.

**Reports:**

**ADRC/Aging Financial Report** - Karen Amsrud provided fiscal reports through 7/31/24. ADRC budget is at 31% of target for Revenue and 56% of target for Expenses. Elder Benefit budget is a 21% of target for Revenue and 45% of target for Expenses. Note there is about a two-month lag in Revenues coming in from when claims are submitted. No questions from board members.

**ADRC Manager's Report** – Cammi provided highlights from her report: the statewide switch to a new database Peerplace; a statewide refresh to the ADRC logo and adding “Your Bridge to Support tagline, some funds available to help with the cost of updating letterhead, etc.; recent and upcoming outreach events. Update on progress of the 2024 Aging Plan goals.

**Business Items:**

- **Buffalo and Pepin Counties Senior Nutrition Program Request for Proposal (RFP) Recommendations** – Cammi explained the RFP process. Nutrition Program Coordinator Matt Bertelson reviewed who bid, the breakdown of bids and actual meal costs current and proposed. Motion by Elizabeth Bauer, second by Debbie Betthausen to accept the bids for RFP's as recommended by the Nutrition Advisory Committee. Roll Call votes were taken: Lynn Reinhardt-yes, Debbie Betthausen-yes, Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes, Steve Nelson-yes. Motion carried.

- Motion by Kathy Sweeney, second by Elizabeth Bauer, to **increase the suggested meal contribution range** from \$4-6 to \$5.00-7.00. Roll Call votes were taken: Steve Nelson-yes, Lynn Reinhardt-yes, Debbie Betthausen-yes, Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes. Motion carried.
- **2025-2027 Buffalo and Pepin Counties Aging Plan** – Cammi went over this draft with the board. Motion by Kathy Sweeney, second by Elizabeth Bauer to approve the 2025-2027 Buff & Pepin Co Aging Plan. Roll Call votes were taken: Lynn Reinhardt-yes, Debbie Betthausen-yes, Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes, Steve Nelson-yes. Motion carried.

**Board Member Reports/Comments:** None.

**WestCAP Board Update** – Kathy Sweeney reported the executive director, Peter Kilde, is retiring from the board. He has been serving for 30 years. Sweeney continues to learn more about the programs and services available to residents of our county, especially the upcoming Emergency Heating Program season. Cammi explained that Buffalo Co has someone on staff to assist residents with this process, whereas someone from WestCap comes to Pepin Co on a regular basis during application season; Sweeney would like to come during one of those sessions to meet whomever from WestCap comes to the Durand office.

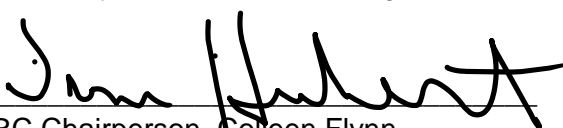
**Future Agenda Items:** None.

**Next Meeting Date/Location/Agenda Items:** Next meeting scheduled for Thursday, November 7, 2024 at 9:00am at Pepin County Government Center in Durand, as well as via Zoom.

**Adjournment:** Motion by Lynn Reinhardt, second by Debbie Betthausen to adjourn the meeting. Chair Flynn declared the meeting adjourned at 10:04am.

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

Approved by the ADRC Governing Board on November 7, 2024.

  
ADRC Chairperson, Colleen Flynn