

**ADRC of Buffalo and Pepin Counties
Governing Board Meeting Minutes
August 31, 2023**

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

The meeting was called to order at 10:00am 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, Chris Lindstrom
Members Present Via Zoom: Jim Hubert, Debbie Betthausen, Kathy Sweeney, Elizabeth Bauer, Jodie Anderson
Absent: Colleen Flynn

Others Present In-Person: Cammi Catt-DeWyre-ADRC Manager
Others Present Via Zoom: Katrina Longmire, Tammy Wegner

Introductions: Everyone in attendance today introduced themselves to everyone present.

Approval of Agenda for August 31, 2023: Chair, Terri Vettrus, entertained a motion for approval of the agenda. Jim Hubert made a motion, Elizabeth Bauer seconded. Roll call votes were taken: Kathy Sweeney-yes, Elizabeth Bauer-yes, Chris Lindstrom-yes, Jodie Anderson-yes, Terri Vettrus-yes, Jim Hubert-yes, Debbie Betthausen-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 June 15, 2023 ADRC Governing Board Meeting: Motion made by Chris Lindstrom, seconded by Jodie Anderson to approve minutes from the June 15, 2023 meeting as presented. Roll call votes were taken: Elizabeth Bauer-yes, Chris Lindstrom-yes, Jodie Anderson-yes, Terri Vettrus-yes, Jim Hubert-yes, Debbie Betthausen-yes, Kathy Sweeney-yes. All those present in favor, none opposed, motion carried.

Business Items:

Approve 2024 ADRC Budget: Cammi presented the 2024 ADRC Budget and a summary sent on behalf of Account Specialist Karen Amsrud who was unable to attend this meeting. The line items with increases include: salary and fringes which impacts AMSO and Indirect costs, travel due to increases in in-person meetings and trainings post-covid, internet and email fees, the three scheduled laptop replacements (following the County's replacement policy), Other-which is for any unanticipated expenditures. It is noted that despite these increases, the total 2024 budget total is actually lower than the total 2023 budget. The Indirect and AMSO expenditures are significantly lower for 2024 than 2023. This seems to be primarily in the Elder Benefit budget. Cammi will have Account Specialist Amsrud clarify this in an email to board members. No other questions regarding the budget as presented. Motion made by Jodie Anderson, seconded by Chris Lindstrom to approve the 2024 ADRC Budget as presented. Roll call votes were taken: Jim Hubert-yes, Debbie Betthausen-yes, Kathy Sweeney-yes, Elizabeth Bauer-yes, Chris Lindstrom-yes, Jodie Anderson-yes, Terri Vettrus-yes. All those present in favor, none opposed, motion carried.

Reports:

2023 ADRC/Aging Financial Report - According to information from Account Specialist Amsrud, we are on target with our 2023 budget and there are no concerns from either her or any board members.

Presentation by Katrina/Dementia Care Specialist – Katrina explained the Dementia Care program's mission, and talked about some events and activities she has been doing within our communities involving

awareness, education, safety planning, and caregiver support. She will be working with Cammi to apply for a Community Grant through the Pepin County Health Department to hopefully fund a Caregiver Initiative.

ADRC Manager's Report ADRC Manager Report was provided in the board packets prior to the meeting. Cammi made special note of Senator Jeff Smith's recent visit and ride-along on the Buffalo City meal route. We will be hosting the annual Final Affairs Forum on Sept 19th. Cammi highlighted some of the outreach projects and events the ADRC has recently been doing. We have hired another van driver. We do have an ADRC employee that is out on extended FMLA through the end of this year; therefore, we are seeking a limited term employee to help during these next several weeks when things get extremely busy with Open Enrollment. Also in the packet was the list of 2023 Aging Plan goals. We recently met with Pam from Greater Wisc Agency on Aging (GWAAR) and reviewed the goals and our progress. GWAAR's final report on that review will be included in our next meeting packet. Overall, everything looks great and she was not concerned about any of our progress. We already have our 2024 goals identified. Next year we will start working on our 3-year plan, which will be for 2025-2027. That draft will come to this board later next year. There is a Meet the Staff booklet in today's packet as a reference for board members to see who our team members are and what they do.

Review and Update ADRC Governing Board Contact List – a list of current board member contact information was in the packet. Asked board members to please reach out to Cammi with any changes.

Diversity, Equity, and Inclusion Training – one of the 2023 Aging goals was a training for the board members on this subject. Cammi will be sending board members a link to a recorded training/presentation that was done earlier this week for our Human Services and ADRC staff, by KC Cullinan, Health Equity Consultant.

Board Member Reports/Comments: Some discussion about how many consumers and/or caregivers receive ADRC services. Also discussion and thoughts about ways to spread the word about the services available through ADRC, and how to reassure people of the positive support offered and perhaps help overcome a general "fear" of contacting us. Going forward, Cammi will include in the board packets the number of consumers each program has contacts with to give the board an idea of the number of consumers we are serving.

Next Meeting Date/Location/Agenda Items: We will need to meet at least one more time this year. The next meeting will probably be at the end of October or early November, and will take place in the County Board Room of the Pepin County Government Center, Durand. Cammi will reach out to board members closer to that time to coordinate a date/time that works for the majority of board members.

Adjournment: Meeting adjourned at 11:30 am.

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

Approved by the ADRC Governing Board on 10-31, 2023.

Terri Vettrus

Terri Vettrus, ADRC Chairperson