

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

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

The meeting was called to order at 9:00am by Chair, Terri Vettrus, at the Pepin County Government Center, County Board Room, Durand Wisconsin. Remote access was also available via Zoom.

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

Others Present In-Person: Cammi Catt-DeWyre, Matt Bertelson, Angie Schlosser, Tammy Wegner

Approval of Agenda for October 31, 2023: Due to the absence of one of the presenters today, Cammi asked to swap the order of Reports with Business Items. Chair, Terri Vettrus, entertained a motion to approve the agenda with the order of 1, 2, 3, 4, 6, 5, 7, 8, 9, 10. Debbie Betthausser made a motion, Elizabeth Bauer seconded. Roll call votes were taken: Terri Vettrus-yes, Debbie Betthausser-yes, Kathy Sweeney-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 August 31, 2023 ADRC Governing Board Meeting: Motion made by Colleen Flynn, seconded by Debbie Betthausser to approve minutes from the August 31, 2023 meeting as presented. Roll call votes were taken: Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes, Chris Lindstrom-yes, Terri Vettrus-yes, Debbie Betthausser-yes. All those present in favor, none opposed, motion carried.

Business Items:

Transportation Coordinator Angie Schlosser explained the **Buffalo County Title VI Nondiscrimination Plan & Pepin County Title VI Nondiscrimination Plan**, which is an annual requirement which needs approval by this governing board, followed by the Buffalo and Pepin Human Services boards, and finally gets submitted to the state. Because these are lengthy documents they were sent to board members for review via email. Motion by Chris Lindstrom, seconded by Elizabeth Bauer to approve both the Buffalo County and Pepin County Title VI Nondiscrimination Plans. Roll Call votes were taken: Chris Lindstrom-yes, Terri Vettrus-yes, Debbie Betthausser-yes, Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes. All those present in favor, none opposed, motion carried.

Nutrition Program Coordinator Matt Bertelson presented the **Updated Procedure: P-402 Volunteer Meal Procedure**. This was a recommendation from GWAAR on our annual review as an improvement on how to record volunteer meals. Motion made by Elizabeth Bauer, seconded by Chris Lindstrom to approve the updated Procedure P-402 Volunteer Meal Procedure. Roll Call votes were taken: Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes, Chris Lindstrom-yes, Terri Vettrus-yes, Debbie Betthausser-yes. All those present in favor, none opposed, motion carried.

Nutrition Program Coordinator Matt Bertelson presented the **Updated Procedure: P-425 Senior Nutrition Program Not-at-Home Procedure**. This was another minor verbiage suggestion from GWAAR's annual review. Motion by Elizabeth Bauer, seconded by Debbie Betthausser to approve the updated Procedure P-425 Senior Nutrition Program Not-at-Home Procedure. Roll Call votes were taken: Terri Vettrus-yes, Debbie Betthausser-yes, Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes, Chris Lindstrom-yes. All those present in favor, none opposed, motion carried.

Nutrition Program Coordinator Matt Bertelson presented the **Updated Procedure: P-430 Date Stamping Home Delivered Meals**, which was another recommendation from the GWAAR review. This simply changes verbiage from instructing the consumer to throw the meal out if not consumed within three days, to instructing them to either throw out OR freeze the meal if not being consumed within three days. Board would also like language that offers the consumer to dispose of non-freezable foods (such as cole slaw, lettuce, jello) if not consuming those within three days. Motion made by Kathy Sweeney, seconded by Elizabeth Bauer to approve the Updated Procedure P-430 Date Stamping Home Delivered Meals with the addition of verbiage regarding disposing of non-freezable foods. Roll Call votes were taken: Debbie Betthausen-yes, Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes, Chris Lindstrom-yes, Terri Vettrus-yes. All those present in favor, none opposed, motion carried.

The idea to have our Senior population join the older students for lunch once a month at Alma High School was discussed. This could address the desire to have another congregate meal site in that area. Thought is to start with just one time a month, and the process would work just like our other congregate meal sites with Consumers pre-registering, dropping their donations in a box at the site. No extra steps would be necessary from the school's end. This governing board is very much in support of this idea and a motion was made by Elizabeth Bauer, seconded by Debbie Betthausen for our Nutrition Program Coordinator to move forward in working with the Alma School District superintendent to **Explore Alma School District as a Senior Meal Site**. Roll Call votes were taken: Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes, Chris Lindstrom-yes, Terri Vettrus-yes, Debbie Betthausen-yes. All those present in favor, none opposed, motion carried.

Reports:

2023 ADRC/Aging Financial Report - According to information provided in a message from Account Specialist Karen Amsrud (read by Cammi DeWyre), both ADRC and Elder Benefit Specialist revenues are slightly under the 69% target due to the delay in receiving the payments. Tax levy for EBS is less because we bill Buffalo County for their share after the end of the year. Expenses are right on for both programs, sitting at that 69% range, so there are no concerns or red flags from Karen's standpoint. No questions or concerns by board members.

Purple Tube Project (PTP) promotion – Dementia Care Specialist Katrina Longmire provided some statistics regarding the outreach and promotion efforts she has been working on regarding the PTP.

ADRC Manager's Report – Cammi's report included highlights regarding the grant applied for through the Health Dept for dementia care initiative; the grant to raise awareness of vaccines which is also a backdoor way to raise awareness of all ADRC services; 26 people attended the recent Final Affairs event; the end of Sept was ADRC Specialists' Week which we are very grateful for Jennifer and Michelle here in Pepin and Buffalo counties; Judy Norrish has started as the limited-time employee Elder Benefit Specialist for the duration of Open Enrollment while Julie Fick is out on medical leave; the new stocking Stuffers program kicked off—more info in the packet and newsletter; a copy of the Nutrition Program Assessment Report from GWAAR; the 2023 Aging Plan Review letter from Pam at GWAAR. New as part of Cammi's report is monthly ADRC data which was requested at the last meeting. The board likes this report and the data it shares; this will be part of Cammi's report each time.

In discussion about GWAAR's feedback and report regarding our Nutrition Program, the board asked Cammi to express to Matt Bertelson what a great job he is doing in our program.

Board inquired what the current volunteer situation is. We still need more volunteers, especially drivers.

Diversity, Equity, and Inclusion Training Followup – the governing board is overall appreciative of training opportunities like these, and the fact they are virtual so can be done on their own time/schedule. Also interested in ones about what resources are available to our populations, a refresher of what each of the roles does and how they are funded. Another idea was a refresher on the ABC's of our budget.

Board Member Reports/Comments: None.

Next Meeting Date/Location/Agenda Items: We have met the required number of times as determined by the state for 2023; therefore, anticipate to meet again in early 2024. Next meeting will be held at Buffalo County Court House in Alma, WI. 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: Motion by Chris Lindstrom to adjourn the meeting. Chair Vettrus declared the meeting adjourned at 9:55 am.

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

Approved by the ADRC Governing Board on Feb. 29, 2024.

Terri Vettrus

Terri Vettrus, ADRC Chairperson