

**ADRC of Buffalo and Pepin Counties
Governing Board Meeting Minutes
November 18, 2021**

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

The meeting was called to order by Rita McDonnell, Chairperson, at 2:00 pm in the County Board Room at the Buffalo County Government Center, Alma Wisconsin.

Roll Call: Members Present: Robert Shutes, Ruth Leahy, Rita McDonnell, Brad Schmidtknecht. Members Present Via Zoom: Tessa King, Teresa Vettrus. Members Excused: Birdie Gilbertson, James Hubert. Others Present: Cammi Catt-DeWyre, ADRC Manager. Others Present Via Zoom: Mylessa Ingli – Nutrition Program Coordinator, Angie Schlosser – Transportation Program Coordinator, Peggy Zeman – Buffalo Co DHHS Account Clerk, Karen Amundson – Pepin Co DHS Accounting Specialist, Tammy Wegner, Administrative Manager – Pepin County, Becky Woodke – Dementia Care Specialist.

Approval of Agenda for November 18, 2021: Chairperson, Rita McDonnell entertained a motion for approval of the agenda. Robert Shutes made a motion, Brad Schmidtknecht seconded. Motion carried, all in favor by voice vote.

Public Comments on Agenda Items: None

Approval of Minutes from September 9, 2021, ADRC Governing Board Meeting: Motion made by Tessa King, seconded by Teresa Vettrus to approve the minutes from the September 9, 2021, meeting. Motion carried, all in favor by voice vote.

Consent Agenda Items:

- P-427 Using FoodShare Benefits for Senior Meals Procedure
- Job Descriptions:
 - i. Aging Program Assistant
 - ii. Transportation Program Coordinator
 - iii. Information & Assistant Specialist

With no additional questions regarding the Consent Agenda items, Chairperson, Rita McDonnell entertained a motion for approval. Brad Schmidtknecht made a motion, Ruth Leahy seconded. Motion carried, all in favor by voice vote.

ADRC Financial Report BCDHHS Account Clerk Peggy Zeman reviewed the financial reports which are updated through September. ADRC expenses are running at 73% while revenue is at 45%. The \$8,124.74 from line 33 will be in revenue for Covid Outreach once that is all received. All of the Covid Outreach funding has been spent. Elder Benefit Expenses are running at 66% and Revenue is in line with that. For CARS the ADRC is collecting 34% of MA match, which is what was budgeted. This will go up as staff is fully trained and we can collect at a higher percentage.

Business Items:

Approval to transfer Congregate funding to Home Delivery funding for Buffalo County Request to transfer \$78,000 of Buffalo County GWAAR funding due to congregate meals being down with the closure of meal sites for the first half of 2021. Participation and the costs associated with home delivered meals has increased.

Offerings for both congregate and home-delivered meals will remain the same. Chairperson, Rita McDonnell entertained a motion for approval to transfer funds for Buffalo County. Robert Shutes made a motion, Ruth Leahy seconded. Motion carried, all in favor by voice vote.

Approval to transfer Congregate funding to Home Delivery funding for Pepin County Request to transfer \$57,345 of Pepin County GWAAR funding under the same circumstances as Buffalo County. Chairperson, Rita McDonnell entertained a motion for approval to transfer funds for Pepin County. Teresa Vettrus made a motion, Brad Schmidtknecht seconded. Motion carried, all in favor by voice vote.

Approval of 2022 Buffalo County 85.21 Transportation Grant Application and Approval of 2022 Pepin County 85.21 Transportation Grant Application Transportation Coordinator Angie Schlosser explained this grant is funded by Dept of Transportation. Each county would receive \$79,889 from the state. Each county is also required to match 20% (\$15,978), which has been the same required amount for the past several years. It would help cover current transportation services for each county and the projects identified in our 3 year Aging Plan.

Chairperson, Rita McDonnell entertained a motion to approve the 2022 85.21 Transportation Grant Application for Buffalo County. Robert Shutes made a motion, Teresa Vettrus seconded. Motion carried, all in favor by voice vote.

Chairperson, Rita McDonnell entertained a motion to approve the 2022 85.21 Transportation Grant Application for Pepin County. Ruth Leahy made a motion, Teresa Vettrus seconded. Motion carried, all in favor by voice vote.

2022 Meeting Dates and Times Discussion and decision to continue regular meetings at 2pm on the third Thursday of every month via in-person and Zoom, with meeting location alternating every other month between Alma and Durand.

Reports:

- **Dementia Care Overview** presented by current Dementia Care Specialist, Becky Woodke included a little bit about the DCS position, and a video highlighting signs and types of dementia, Caregiver awareness, and communication tips.
- **ADRC Manager's Report:** Cammi Catt-DeWyre directed the Board members to her report that was included with their meeting information. The 2021 Aging Plan goals update highlighted success with offering Final Affairs and Medicare 101 event virtually. Nutrition goal was achieved by adding salad as a main entre option. Transportation exceeded its goal of increasing rides offered. The only goal that was not fully achieved was the Dementia Care, and that was mainly due to staffing issues which should be resolved with having a full-time DCS starting in early 2022.

Cammi drew attention to the summary of the Nutrition survey from the state, which Mylessa distributes annually.

The 2022-2024 Regional Aging Plan document has been approved by all boards/committees. Cammi and team will bring the 2022 goal updates back to this Board in later 2022.

There are a couple of interviews scheduled for the DCS position; goal is to have someone ready to start by 01-03-2022 or as soon after that as possible.

Discussion regarding Governing Board appointments for 2022. Ruth Leahy's second consecutive three-year term is up in March 2022. Discussion regarding the possibility of changing the bylaws to allow a 3rd term; this is the least desirable option. Cammi will communicate with Birdie Gilbertson regarding her interest in attending meetings virtually versus stepping down from her position, as she has not attended a meeting since prior to the pandemic. We will revisit the topic at the January 2022 meeting and determine if we should post for 2 open positions at that time.

Confirm Next Meeting Date/Location/Agenda Items: Tentatively, the next meeting is set for Thursday January 20, 2022, 2:00pm in the County Board Room of the Pepin County Government Center in Durand, and via Zoom.

Adjournment: Chairperson, Rita McDonnell entertained a motion to adjourn the meeting. A motion was made by Teresa Vettrus and seconded by Brad Schmitknecht. Motion carried, all in favor by voice vote and meeting adjourned at 3:20 pm.

Respectfully submitted by:

Tammy Wegner, Administrative Manager, Pepin County

Approved by the ADRC Governing Board on 2-17- _____, 2022

Rita McDonnell

Ms. Rita McDonnell, ADRC Chairperson