

**ADRC of Buffalo and Pepin Counties
Governing Board Meeting Minutes
February 17, 2022**

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 Pepin County Government Center, Durand Wisconsin. Remote access was also available via Zoom

Roll Call: Members Present in Person: Robert "Bob" Shutes, Teresa "Terri" Vettrus, Rita McDonnell, Brad Schmidtknecht. Members Present Via Zoom: James "Jim" Hubert. Members Absent: Birdie Gilbertson, Tessa King, Ruth Leahy. Others Present: Cammi Catt-DeWyre - ADRC Manager, Heather Prissel – Nutrition Program Coordinator. Others Present Via Zoom: Peggy Zeman – Buffalo Co DHHS Account Clerk, Karen Amundson – Pepin Co DHS Accounting Specialist.

Approval of Agenda for February 17, 2022: Chairperson, Rita McDonnell entertained a motion for approval of the agenda. Bob Shutes made a motion, Brad Schmidtknecht seconded. Motion carried, all in favor by roll call vote.

Public Comments on Agenda Items: None

Approval of Minutes from November 18, 2021, ADRC Governing Board Meeting: Motion made by Brad Schmidtknecht, seconded by Terri Vettrus to approve the minutes from the November 18, 2021 meeting. Motion carried, all in favor by roll call vote.

Consent Agenda Items:

- P-427 Using FoodShare Benefits for Senior Meals Procedure
- P-442 Personal Passengers for Volunteer Drivers Procedure

With the exception of adding "ADRC Staff" to clarifying who will clear the voucher in P-427 Using FoodShare Benefits for Senior Meals Procedure, there were no additional questions regarding the Consent Agenda items. Chairperson, Rita McDonnell entertained a motion for approval. Bob Shutes made a motion, Terri Vettrus seconded. Motion carried, all in favor by roll call vote.

ADRC Financial Report BCDHHS Account Clerk Peggy Zeman reviewed the financial reports including the 2021 Budget, which is anticipated to remain under budget with only a few transactions remaining for 2021. EBS also still has a few transactions but looks like those should also stay under budget. At the next meeting we should have a finalized 2021 budget.

ADRC Manager's Report An offer and acceptance for the Dementia Care Specialist position have been finalized. Katrina Longmire will be joining us March 1, 2022. Still needing volunteers in our nutrition program, particularly the Buffalo City area. Also need a volunteer trainer for the Stepping On fall prevention program; the lead trainer for this program is required by the State to complete a 3-day training.

Certificate of Recognition presented for Ruth Leahy who has served the maximum allowed six years on the board, and Birdie Gilbertson who stepped down from her position due to personal health reasons.

Due to some revisions to the Pepin County interview process, which means there could potentially be several interviews on several different days, and with the additional per diem costs not budgeted into the ADRC budget, it was realized it will no longer be necessary to have a member of this governing committee present for interview process.

Business Items:

Recommendation for Appointment/Re-appointment of Consumer Members to ADRC Governing Board – Review/Discussion/Action Chairperson, Rita McDonnell entertained a motion to re-appoint Jim Hubert as the Buffalo County Physically Disabled Representative. Terri Vettrus made a motion, Bob Shutes seconded. Motion carried, all in favor by roll call vote.

Motion made by Terri Vettrus, seconded by Jim Hubert to move into closed session to discuss applicants for the Consumer Representative to the ADRC Governing Board. Motion carried, all in favor by roll call vote. The Closed Session began at 2:18pm.

Motion made by Brad Schmidtkecht, seconded by Bob Shutes to return to Open Session at 2:33pm. Motion carried, all in favor by roll call vote.

Motion made by Brad Schmidtkecht, seconded by Terri Vettrus to recommend Kathy Sweeney be appointed as representative on the Pepin County Human Services Board, and Deb Betthausen be appointed as the representative on the Buffalo County Health and Human Services Board. Motion carried, all in favor by roll call vote.

Board Member Reports/Comments

Rita McDonnell announced her official resignation of service from the Governing Board effective March 31, 2022; sooner if a replacement is found. She represents the developmentally delayed and intellectually delayed members of our Pepin County senior population. All board members were encouraged to reach out to community members that would be a good fit. Bob Shutes will communicate with the Pepin School Superintendent for potential recommendations of someone who meets the intellectually disabled population.

Confirm Next Meeting Date/Location/Agenda Items: Tentatively, the next meeting is set for Thursday March 17, 2022, 2:00pm in the County Board Room of the Buffalo County Government Center in Alma, WI, and via Zoom.

Adjournment: Chairperson, Rita McDonnell entertained a motion to adjourn. Motion made by Bob Shutes, seconded by Brad Schmidtkecht. Motion carried, all in favor by voice vote and meeting adjourned at 2:45 pm.

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

Approved by the ADRC Governing Board on May 19, 2022

Teresa Vettrus
Ms. Teresa Vettrus, ADRC Chairperson