

**ADRC of Buffalo and Pepin Counties
Governing Board Meeting Minutes
May 19, 2022**

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

The meeting was called to order at 2:00pm by 1st Vice Chair, Terri Vettrus, in the County Board Room at the Buffalo County Government Center, Alma Wisconsin. Remote access was also available via Zoom.

Roll Call: Members Present in Person: Robert "Bob" Shutes, Teresa "Terri" Vettrus, Debra "Debbie" Betthausen, and Kathy Sweeney. Members Present Via Zoom: James "Jim" Hubert, Tessa King, and Brad Schmidtknecht.

Others Present: In-Person: Cammi Catt-DeWyre - ADRC Manager

Others Present Via Zoom: Karen Amundson – Pepin Co DHS Accounting Specialist, Tammy Wegner – Pepin Co DHS Administrative Manager.

Introductions: All those in attendance introduced themselves, along with their role and history with the board. Welcome to new members, Debbie Betthausen and Kathy Sweeney.

Approval of Agenda for May 19, 2022: 1st Vice Chair, Terri Vettrus, entertained a motion for approval of the agenda. Bob Shutes made a motion, Kathy Sweeney seconded. All in favor by unanimous voice vote, motion carried.

Public Comments on Agenda Items: None

Election of Officers: Terri opened nominations for Chairperson to succeed Rita McDonnell. Brad Schmidtknecht nominated Terri Vettrus. Tessa King made a motion to close nominations and cast a unanimous ballot for Terri Vettrus to serve as Governing Board Chair, motion seconded by Debbie Betthausen. All voted in favor, motion carried.

Terri opened nominations for 1st Vice Chairperson. Tessa King nominated herself. Brad made a motion to close nomination and cast a unanimous ballot for Tessa King to serve as 1st Vice Chair. All voted in favor, motion carried.

Terri opened nominations for 2nd Vice Chairperson. Bob Shutes nominated Jim Hubert, Brad Schmidtknecht seconded. Brad Schmidtknecht made a motion to close nominations and cast a unanimous ballot for Jim Hubert to serve as 2nd Vice Chairperson, seconded by Debbie Betthausen. All voted in favor, motion carried.

Approval of Minutes from February 17, 2022, ADRC Governing Board Meeting: Motion made by Bob Shutes, seconded by Tessa King to approve the minutes from the February 17, 2022 meeting as presented. All in favor by voice vote, motion carried.

Reports:

ADRC Financial Report Pepin County Human Services Account Specialist reviewed the ADRC budget report with the board, noting this is through March 31, 2022. We are still creating some of the account lines on these budget reports in the transition of the lead fiscal county to Pepin County. ADRC is currently at 19% of its budget with a 23% target, so well under. Same with EBS (Elder Benefit Specialist) budget, at 19% with a 23% target. Noted the ADRC budget and EBS budget do not show any programmatic data such as transportation or nutrition programs. Decided the Transportation and Nutrition ledger reports will be provided to the board at next meeting.

ADRC Manager's Report The ADRC team has been working on planning for several outreach events, starting with an ADRC Appreciation event next week in both Mondovi and Durand. Highlights included in this

month's report: resolution for temporary mileage increase; ongoing recruitment for a representative of the intellectual disability population to serve on this governing board; the ADRC Aging Plan goals/progress; Program updates; Nutrition and Transportation data.

Certificate of Recognition will be sent to Rita McDonnell for her service to the Governing Board.

Cammi DeWyre went over the Meet the Staff document to share the positions within the ADRC and introduce the staff in each of those roles.

Some discussion about ways to educate our communities about the services available to consumers—programs, events, handouts, etc.

Business Items:

Review and Update ADRC Governing Board Contact List – Verifications/changes were provided to Cammi. This reference includes term dates.

Sign and Return Conflict of Interest Policy – Cammi explained an overview of this policy. Asked members to sign and return.

Sign and Return Confidentiality Policy - Cammi explained an overview of this policy. Asked members to sign and return.

Review and Update ADRC Governing Board By-Laws – Reviewed updates, no additional changes identified. Debbi Betthausen made a motion to accept the ADRC Governing Board By-Laws, seconded by Bob Shutes. All in favor by voice vote, motion carried.

Recommendation for Appointment to WestCAP Board of Director Position – this board position is vacant as a result of Rita McDonnell's resignation from this ADRC Governing Board. Jim Hubert is interested in being the ADRC representative. Motion by Tessa King to appoint Jim Hubert for the WestCAP Board of Director representative position, seconded by Kathy Betthausen. All in favor by voice vote, motion carried. Cammi will get Jim's contact information to Jessica at WestCAP.

Board Member Reports/Comments

Jim shared an example of a homeless adult consumer in Eau Claire County that he has been trying to get some help/information/assistance, just as an example of the challenges and limited resources available for people.

Confirm Next Meeting Date/Location/Agenda Items: Tentatively, the next meeting is set for Thursday June 16, 2022, 2:00pm in the County Board Room of the Pepin County Government Center in Durand, WI, and via Zoom. If no agenda items for June, a meeting would be rescheduled for July 21, 2022. Next agenda item will hopefully include a recommendation to fill the vacant position from Rita's resignation.

Adjournment: Chairperson Terri entertained a motion to adjourn. Motion made by Debbie Betthausen, seconded by Tessa King. All in favor by voice vote and meeting adjourned at 3:00 pm.

Respectfully submitted by:

Tammy Wegner, Administrative Manager, Pepin County

Approved by the ADRC Governing Board on August 25, 2022

Terri Vetrus

Terri Vetrus, ADRC Chairperson