

**ADRC of Buffalo and Pepin Counties
Governing Board Meeting Minutes
June 15, 2023**

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

The meeting was called to order at 10:30am 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, Elizabeth Bauer
Members Present Via Zoom: Debbie Betthausser, Kathy Sweeney, Colleen Flynn, Jodie Anderson
Absent: Jim Hubert, Chris Lindstrom

Others Present In-Person: Cammi Catt-DeWyre-ADRC Manager, Karen Amsrud, Tammy Wegner

Welcome & Introductions: With new member Jodie Anderson, everyone introduced themselves.

Approval of Agenda for June 15, 2023: Chair, Terri Vettrus, entertained a motion for approval of the agenda. Elizabeth Bauer made a motion, Jodie Anderson seconded. By unanimous voice vote, the agenda was approved.

Public Comments on Agenda Items: There were no public members present for comments.

Approval of Minutes from March 13, 2023 ADRC Governing Board Meeting: Chair Vettrus pointed out a couple of areas in the minutes where 1st Vice Chair was used instead of Chair, when referring to Chair Vettrus. Motion made by Debbie Betthausser to approve the March 13, 2023 minutes with the correction to "Chair Vettrus" were appropriate, seconded by Elizabeth Bauer. Roll call votes were taken: Jodie Anderson-yes, Terri Vettrus-yes, Debbie Betthausser-yes, Colleen Flynn-yes, Elizabeth Bauer-yes. (Kathy Sweeney was experiencing some technical difficulties and was not online at this time, therefore marked as refraining from this vote.) All those present in favor, none opposed, motion carried.

(*Because of Sweeney's technical difficulties, it was agreed to move ahead to Reports and then come back to Reorganization of the ADRC Governing Board-Election of Officers)

Reports:

ADRC/Aging Financial Report: Karen Amsrud presented ADRC and EBS budget reports thru May 2023. The first two columns are budget numbers and then the Year to Date column is January through April Revenue and Expenses. Overall the budget is tracking a little under budget with no red flags or areas of concern. The SHIP funding has been submitted.

Manager's Report ADRC Manager Cammi highlighted the following happenings in the ADRC since our last meeting in March:

- Michelle Brown joined our team as Information & Assistance Specialist taking Susan Henry's position. The transition for Michelle has been great, partly due to her previous experience with the programs.
- Nutrition Program Audit from 2022 for both Buffalo and Pepin Counties came back with really good results.
- Nutrition Program also recently underwent the GWAAR 3-year on-site assessment, which we received very positive feedback; once we receive the written report Cammi will share that with the board.
- As a result of Matt Bertelson's efforts to recruit volunteer drivers, the Buffalo City meal route is now back up to delivering meals 3 times a week.
- Pepin Co nutrition program received a large monetary donation in the form of a Trust that made it possible for Pep Co to purchase two new vehicles to be used for meal deliveries in Pepin Co.

- The Senior Farmers Market vouchers are now available. New this year is Buffalo Co having their own allotment. Buff Co received 85 and Pepin Co received 94. We are trying to recruit more farmer's markets that accept these for payment. They can be used at any farmers market as long as that market accepts the voucher program. Sam's Produce and Helen Keys Farmsteads are the local ones that currently accept them.
- This week is Benefit Specialists Week. There was an online "kudos board" where shoutouts could be shared, and those comments were being shared with those who attended the Benefit Specialists conference this week.
- Stepping On fall prevention classes are scheduled to start on August 2nd in Nelson with a new trainer who is passionate about this program.
- The ADRC outreach event held on May 5th was very well attended, with over 100 people. The department looks forward to doing something similar next year.
- The ADRC is hosting a Caregiver Resource Fair which will be held at the Cochran-Fountain City School on July 14th.
- There have been a lot of great dementia care happenings throughout our counties this month to bring awareness for June Brain Health month.

Reorganization of the ADRC Governing Board – Election of Officers

Clerk Assistant Tammy Wegner opened the floor for nominations for Chair of the ADRC Governing Board. Colleen Flynn nominated Terri Vettrus. No other nominations were made. Colleen Flynn made a motion to Close nominations for Chair, seconded by Elizabeth Bauer. All in favor by unanimous voice vote. Motion made by Colleen Flynn and seconded by Elizabeth Bauer to appoint **Terri Vettrus as Chair** of the ADRC Governing Board for another year. Roll Call votes were taken: Jodie Anderson-yes, Terri Vettrus-yes, Debbie Betthausen-yes, Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes. All in favor, motion carried.

Newly appointed Chair Vettrus opened the floor for nominations for 1st Vice Chair of the ADRC Governing Board. Debbie Betthausen nominated Colleen Flynn. No other nominations were made. Chair Vettrus asked for a motion to Close nominations. Elizabeth Bauer made a motion to Close nominations for 1st Vice Chair, seconded by Jody Anderson. Chair Vettrus asked for Roll Call votes to appoint **Colleen Flynn as 1st Vice Chair**: Debbie Betthausen-yes, Kathy Sweeney-yes, Colleen Flynn-refrained, Elizabeth Bauer-yes, Jodie Anderson-yes, Terri Vettrus-yes. All in favor, motion carried.

Chair Vettrus opened the floor for nominations for 2nd Vice Chair of the ADRC Governing Board. Elizabeth Bauer nominated to keep **Jim Hubert as 2nd Vice Chair**. No other nominations were made. Chair Vettrus asked for a motion to Close nominations. Debbie Betthausen made a motion to Close nominations for 2nd Vice Chair, seconded by Jody Anderson. Motion made by Jodie Anderson to appoint Jim Hubert as 2nd Vice Chair, seconded by Elizabeth Bauer. Roll Call votes were taken: Debbie Betthausen-yes, Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes, Jodie Anderson-yes, Terri Vettrus-yes. All in favor, motion carried.

Business Items:

New Procedure 447 – Senior Nutrition Program Monthly Paperwork & SAMS/WellSky Process: Cammi explained this is a thorough written process of what to do with the paperwork that comes back from the meal sites. This needs to be approved by this board, then moves to the Home Committee (Pepin Co Human Services Board) for approval. Motion made by Elizabeth Bauer, seconded by Debbie Betthausen to approve the new Procedure 447 for the Senior Nutrition Program. Roll Call votes were taken: Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes, Jodie Anderson-yes, Terri Vettrus-yes, Debbie Betthausen-yes. All in favor, motion carried.

2023 ADRC Governance: Cammi provided a very detailed summary of changes which was helpful for the board. She walked through the more significant changes of the Governance. The appendix document details the fiscal items and was also walked through by Cammi. This needs approval from this board, then Pepin Co Human Services board on June 26th, and then Buffalo Co Health & Human Services board on July 6th. Colleen

Flynn made a motion to approve the 2023 ADRC Governance, seconded by Jodie Anderson. Roll Call votes were taken: Debbie Betthausen-yes, Kathy Sweeney-yes, Colleen Flynn-yes, Elizabeth Bauer-yes, Jodie Anderson-yes, Terri Vettrus-yes. All in favor, motion carried.

Review, Sign and Return ADRC Policy-001 Conflict of Interest and ADRC Policy-005 Confidentiality: Cammi asked the board members to review these documents, sign the back page and get them back to Cammi by the end of this month, either in person, email, or mail.

Advocacy “Your Elected Officials” worksheet: Since there was such positive feedback and interest regarding the advocacy training some board members participated in just prior to our last meeting in March, Cammi found this worksheet and just wanted to pass it along for information for board members.

Board Member Reports/Comments: Chair Vettrus will get contact information to Cammi for Otto Bremer Trust, as possible funding for any larger project or “wish list items” the ADRC might have. Someone had mentioned to Terri that they were told we needed a week’s notice for a medial appointment transport. Cammi confirmed this is not the case, that we ask for 3 day notice but if we have driver availability we will accommodate sooner than the 3 days if we possibly can.

Next Meeting Date/Location/Agenda Items: We need to have two more Governing Board meetings yet in 2023, so tentative next meeting will probably be in late August. Cammi will be in touch as agenda items come up. Next meeting will be in the Buffalo County Court House in Alma, WI

Adjournment: Meeting adjourned at 11:40 am.

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

Approved by the ADRC Governing Board on 8-31, 2023

Terri Vettrus
Terri Vettrus, ADRC Chairperson