

**ADRC of Buffalo and Pepin Counties
Governing Board Meeting Minutes
August 25, 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 Pepin County Government Center, Durand Wisconsin. Remote access was also available via Zoom.

Roll Call: Members Present in Person: Teresa "Terri" Vettrus and Debra "Debbie" Betthausen.

Members Present Via Zoom: Kathy Sweeney and Tessa King.

Absent: Robert "Bob" Shutes, Jim Hubert, and Brad Schmidtkecht

Others Present: In-Person: Cammi Catt-DeWyre-ADRC Manager, Tammy Wegner-Pepin Co DHS Administrative Manager.

Others Present Via Zoom: Karen Amundson – Pepin Co DHS Accounting Specialist,

Approval of Agenda for August 25, 2022: 1st Vice Chair, Terri Vettrus, entertained a motion for approval of the agenda. Debbie Betthausen made a motion, Tessa King seconded. All present in favor by unanimous voice vote, motion carried.

Public Comments on Agenda Items: There were no public attendees or comments.

Approval of Minutes from May 19, 2022, ADRC Governing Board Meeting: Motion made by Tessa King, seconded by Debbie Betthausen to approve the minutes from the May 19, 2022 meeting as presented. All present in favor by voice vote, motion carried.

Reports:

ADRC Financial Report PCHS Account Specialist, K. Amsrud reviewed the 2022 actual budget report with the board, noting this is through June, 2022. Revenue for these reports always lag about two months, and neither budgets are overspent so financials look good. No additional or specific questions from the board.

ADRC Manager's Report ADRC Manager provided her report with highlights and updates from each of the aging programs since our last meeting in May. Also updated the board on the department's transition to a new director recently, as well as the resignation of Heather, the Nutrition Coordinator. Interviews for that position are scheduled for next week. Working on 2023 Budget prep, and several outreach events to highlight our programs and services. ADRC 101 'Get to Know Us' programs were very well attended; Final Affairs event is happening next month; planning Stepping Out Fall Prevention program for later this fall. Packet also includes Advocacy Training information for any board members interested.

A copy of the new policy (P-430 Transportation Write-Offs and Collection Policy) which was approved by the Human Services Board was provided. This is a situation that did occur and previously we had no policy on how to handle those accounts.

Senior Nutrition Program driver recruitment continues. Several public listening sessions are being held throughout August to just have discussions and gather feedback and ideas/suggestions from community members regarding the challenges involved with lack of volunteer drivers and providing home delivered meals for our program.

Business Items:

Draft **2023 ADRC and Aging Budgets** were presented by Karen. These are part of the agency-wide Human Services department budget preparation. Both budgets have a roughly 1.7% increase over the 2022 budget totals which is a minimal average annual increase and mainly due to salary changes. Final budget will be presented to the HS board for their approval at their regular September meeting.

Board Member Reports/Comments No special comments or reports from board members present today

Confirm Next Meeting Date/Location/Agenda Items: Tentatively, the next meeting is set for Thursday September 15, 2022, 2:00pm in the County Board Room of the Buffalo County Government Center in Alma, WI, and via Zoom. If no agenda items for September, a meeting would be rescheduled for October 20, 2022.

Adjournment: Chairperson Terri entertained a motion to adjourn. Motion made by Tessa King, seconded by Debbie Betthausser. All present in favor by voice vote and meeting adjourned at 2:25 pm.

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

Approved by the ADRC Governing Board on October 6, 2022

Terri Vettrus
Terri Vettrus, ADRC Chairperson