

**ADRC of Buffalo and Pepin Counties
Governing Board Meeting Minutes
September 9, 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 Pepin County Government Center, Durand Wisconsin.

Roll Call: Members Present: Robert Shutes, Ruth Leahy, Rita McDonnell, Tessa King. Members Present Via Zoom: James Hubert, Brad Schmidtkecht, Teresa Vettrus. Members Excused: Birdie Gilbertson. Others Present: Cammi Catt-DeWyre, ADRC Manager, Tammy Wegner, Administrative Manager – Pepin County. Others Present Via Zoom: Mylessa Ingli – Nutrition Program Coordinator, Angie Schlosser – Transportation Program Coordinator.

Approval of Agenda for September 9, 2021: Chairperson, Rita McDonnell entertained a motion for approval of the agenda. Ruth Leahy made a motion, Tessa King seconded. Motion carried, all in favor by voice vote.

Public Comments on Agenda Items: None

Approval of Minutes from May 19, 2021, ADRC Governing Board Meeting: Motion made by Ruth Leahy, seconded by Tessa King to approve the minutes from the May 19, 2021, meeting. Motion carried, all in favor by voice vote.

Consent Agenda Items:

- P-434 Transportation Sanitization & Screening Policy & Procedure
- A-07 Medical Statement
- P-445 Dining Site Volunteer Duties
- P-446 Volunteer Meal Delivery Driver Duties
- ADRC-005 Confidentiality Policy and Procedure

Chairperson, Rita McDonnell entertained a motion for approval of the Consent Agenda Items. Tessa King made a motion, Teresa Vettrus seconded. Motion carried, all in favor by voice vote.

Business Items:

- **Request to increase Aging Program Assistant hours as of 1-1-2022:** Transportation Program Coordinator Angie Schlosser explained the need for increasing this position from a .733 FTE to a .85 FTE beginning 1-1-2022. She also presented the areas of savings within the program that would offset this cost without any additional tax levy needed. Chairperson, Rita McDonnell entertained a motion to approve increasing the Aging Program Assistant position from a .733 FTE to a .85 FTE starting 1-1-2022. Motion was made by Robert Shutes and Ruth Leahy seconded. Motion carried, all in favor by voice vote.
- **2022 ADRC Budget:** Accounting Specialist Karen Amsrud presented the proposed 2022 budget which she and Peggy Zeman have been working on with the ADRC Manager. The only increase being proposed was in accordance with the County's wage step plan. Chairperson, Rita McDonnell entertained a motion for the approval of the proposed 2022 ADRC Budget. Motion

was made by Tessa King and seconded by Teresa Vettrus. Motion carried, all in favor by voice vote.

- **Request to fill Dementia Care Specialist position:** Cammi DeWyre explained the new funding available to each county for a Dementia Care Specialist. Since Buffalo and Pepin Counties are a combined ADRC, this means we will receive funding for one 1.0 FTE position. Cammi is working on preparing a job description that meets program and funding requirements, and developing the questionnaire to establish the wage scale, in preparation of the 1-1-2022 funding availability. Chairperson, Rita McDonnell entertained a motion to create and fill the DCS position beginning 1-1-2022 pending DHS Board and Administrative Committee approval. Motion was made by Tessa King and seconded by Robert Shutes. Motion carried, all in favor by voice vote.
- **Conflict of Interest Policy and Confidentiality Policy:** These were provided to each board member to sign and return to Cammi. Members present signed and returned them to Cammi; those present virtually will return via mail or digitally via email.
- **2022 Governance:** Cammi reported on any significant updates to this since it had last been updated in 2017 and our ADRC includes the Aging program in both Pepin and Buffalo counties. Most notable were fiscal partnership between the two counties, as well as the Lead county being transitioned from Buffalo to Pepin County. This governance will be taken to both Buffalo and Pepin home committees for final approval. Chairperson Rita McDonnell entertained a motion to approve the 2022 Governance pending DHS Board and Administrative Committee approval. Motion was made by Tessa King and seconded by Brad Schmidtknecht. Motion carried, all in favor by voice vote.
- **2022-2024 Buffalo and Pepin County Aging Plan:** This was provided to board members who were very impressed with Cammi's work as this is a very lengthy, detailed document. Next steps are to hold a public hearing in each county. Chairperson Rita McDonnell entertained a motion to approve the 2022-2024 Buffalo and Pepin County Aging Plan. Motion was made by Bob Shutes, seconded by Tessa King. Motion carried, all in favor by voice vote.

Reports:

- **ADRC Financial Report:** Peggy Zeman presented the ADRC financial report. Both expenses and revenue look normal through July. It was explained that some unexpected additional revenue was received for vaccine community outreach efforts. The Elder Benefit Specialist budget looks really good, and we are where we should be at this point in the year. The CARS report was also presented. There were no additional questions regarding the budget report.
- **ADRC Manager's Report:** Cammi Catt-DeWyre directed the Board members to her report that was included with their meeting information. Her report includes information regarding the ADRC intern, in-person Memory Cafés have resumed, program updates within the ADRC including information from the Transportation program and the Nutrition program. We are hoping to hold the Fall Prevention Classes in October; location to be determined, there are currently 15 people interested. There were no questions from the board regarding the report.
- **Board Member Reports/Comments:** Ruth Leahy let us know that in a recent conversation with a community member they were not aware the congregate meal sites had reopened.

Confirm Next Meeting Date/Location/Agenda Items: Tentatively, the next meeting is set for October 21, 2021, 2:00pm in Alma.

Adjournment: Chairperson, Rita McDonnell entertained a motion to adjourn the meeting. A motion was made by Bob Shutes and seconded by Theresa Vettrus. Motion carried, all in favor by voice vote.

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

Approved by the ADRC Governing Board on 11-18-2021, 2021

Rita McDonnell
Ms. Rita McDonnell, ADRC Chairperson