

**ADRC of Buffalo and Pepin Counties Minutes**  
**April 15, 2021**

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

The meeting was called to order by Rita McDonnell, at 2:45 PM in the County Board Room at the Buffalo County Courthouse, Alma, Wisconsin.

**Roll Call:** Members Present: Ruth Leahy, Robert Shutes, and Rita McDonnell. Those Members Present Via Zoom: Teresa Vettrus, James Hubert, and Tessa King. Members Excused: Birdie Gilbertson and Brad Schmidtknecht. Others Present: Cammi Catt-DeWyre, ADRC Manager, Cassidy Kaempf, ADRC Intern. Others Present Via Zoom: Peggy Zeman, Account Clerk Buffalo County.

**Approval of Agenda for February 18, 2021:** Ruth Leahy made a motion to approve the agenda, seconded by Teresa Vettrus. Motion carried.

**Public Comments on Agenda Items:** None

**Approval of Minutes from October 19, 2020:** A motion was made by Teresa Vettrus to approve the minutes as stated, second by Tessa King. Motion carried.

**Reports:**

- **ADRC Financial Report:** Peggy Zeman presented the 2020 Final Financial Reports to the Board. The entire contract was used for the first time. The EBS budget was presented as well. Peggy then presented the February 2021 Financial Report and the EBS Financial Report to the Board.
- **ADRC Manager's Report:** Cammi Catt-DeWyre directed the Board members to her report that was included with their meeting information. Position updates: Melissa Hovland transitioning into the DBS position, Bernie Merchlewitz will fill the Buffalo County EBS position starting Monday, May 3rd.

The Dementia Care Specialist resigned from Trempealeau County. They are in the process of filling that position.

Mylessa is in the process of exploring the idea of possibility reopening congregate meal sites starting June 1<sup>st</sup>.

ADRC leadership team continues to meet monthly to work towards full integration. The final step is the fiscal piece. The plan is that on January 1, 2022 Pepin County will be the lead.

- **2022-2024 Aging Plan Discussion & Community Survey Feedback:** Cammi included handouts in the packets for this. Committee members voiced their opinion and concerns on the Community Survey feedback. Next steps: Working with the team to review the feedback and then create new goals on target areas based on the feedback to fill out the Aging Plan with new goals and bring back to the Committee to approve.
- **Capstone Project presentation by Cassidy Kaempf/Winona State Intern:** Cassidy Kaempf gave a presentation on the Capstone Project and how the Final Affairs went. She went through the steps to get ready for Final Affairs. Many surveys were sent out. Attendance was good, with all attending via zoom. Gift bags were sent out for all in attendance. Feedback so far has been very positive. There was a short discussion following Cassidy's presentation. It was suggested

that we advertise better on the fliers, that it is for everyone, not just seniors. Also suggested that when we offer Final Affairs again, it is offered both in person and virtual since we know that not everyone is comfortable with technology. Best of luck to Cassidy as her last day is April 29<sup>th</sup>. She will be pursuing a master's degree in social work at WSU.

- **Board Member Reports/Comments:** None

**Confirm Next Meeting Date/Location/Agenda Items: June 17<sup>th</sup> and/or August 19<sup>th</sup>:** Tentatively, the next meeting is set for June 17<sup>th</sup>, 2021 at 2:00 PM. Cammi will verify if there is a need to meet in June. If not, the next meeting will be on August 19<sup>th</sup> at 2:00 PM.

**Adjournment:** A motion was made by Teresa Vettrus to adjourn the meeting, seconded by Ruth Leahy. Motion carried.

Respectfully submitted by:

Peggy Zeman, Account Clerk, Buffalo County

Approved by the ADRC Governing Board on May 19, 2021

Rita G. McDonnell  
Ms. Rita McDonnell, ADRC Chairperson