

ADRC of Buffalo and Pepin Counties Minutes
May 19, 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. Members Excused: Birdie Gilbertson, Teresa Vettrus. Others Present: Cammi Catt-DeWyre, ADRC Manager, Stacy Gajewski, Administrative Manager – Pepin County, Gwen Prom, Interim Administrative Manager – Pepin County. Others Present Via Zoom: Mylessa Ingli – Nutrition Program Coordinator, Angie Schlosser – Transportation Program Coordinator.

Approval of Agenda for May 19, 2021: Chairperson, Rita McDonnell entertained a motion for approval of the agenda. Robert Shutes made a motion, Ruth Leahy seconded. Motion carried, all in favor by voice vote.

Public Comments on Agenda Items: None

Consent Agenda Items:

- Approval of Minutes from April 15, 2021 ADRC Governing Board Meeting
- P-401 Nutrition Staff Meal Procedure
- P-402 Volunteer Meal Procedure
- P-403 Time Off Requests for Meal Site Staff & Volunteers
- P-404 Handling & Reheating Frozen Meals
- P-405 Emergency Food Shelf
- P-406 Food Safety in a Weather Emergency
- P-408 Carry-Out Meal Procedure
- P-409 Home-Delivered Meal Referral Procedure
- P-418 Senior Nutrition Program Waiting List
- P-420 New Congregate Meal Participant Procedure
- P-421 Nutrition Program Code of Conduct
- P-424 Senior Nutrition Program Eligibility
- P-425 Senior Nutrition Program Not-At-Home Procedure
- P-429 YakTrax Traction Cleats
- P-430 Date Stamping Home Delivered Meals
- P-431 WI Food Safety Certification
- P-434 Golden Age Newsletter Procedure
- P-435 Commodity Supplemental Food Program Procedure
- P-436 Out of County Home-Delivered Meal
- P-437 HDM Temperature Form
- P-442 Personal Passengers for Volunteer Drivers Procedure
- P-443 Nutrition Staff Volunteer COVID-10 Screening Waiver Procedure
- P-444 ADRC Volunteer Recognition Procedure

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

Introductions

Business Items:

- **June 1st Re-opening of Congregate Meal Sites for Buffalo & Pepin Counties:** Nutrition Coordinator, Mylessa Ingli presented the idea and guidelines for re-opening the meal sites in both counties on June 1st. The board discussed pros and cons of a re-opening. Questions were asked about the mandate of masks. It cannot be mandated that volunteers or patrons wear masks. It can be recommended. There will be signage at each location to recommend masks and remind patrons to practice social distancing while in the site. Chairperson, Rita McDonnell entertained a motion for approval of the re-opening plan as presented. Motion was made by Tessa King and Brad Schmidtknecht seconded. Motion carried, all in favor by voice vote.
- **2021 Transportation Rates for Buffalo and Pepin Counties:** Transportation Program Coordinator, Angie Schlosser, presented a report with increased transportation rates and the necessity of the increase. Chairperson, Rita McDonnell entertained a motion for the approval of the 2021 Transportation Rates for Buffalo and Pepin Counties. Motion was made by Robert Shutes and seconded by Ruth Leahy. Motion carried, all in favor by voice vote.
- **Meeting frequency discussion:** ADRC Manager, Cammi Catt-DeWyre headed a discussion of the possibility of a meeting date each month. If there is no agenda topics for discussion the meeting would be cancelled. The board was in agreement that a monthly date should be adopted. Moving forward there will be a meeting scheduled the third Thursday of the month at 2:00pm. Zoom meetings will continue for the foreseeable future.

Reports:

- **ADRC Manager's Report:** Cammi Catt-DeWyre directed the Board members to her report that was included with their meeting information. Her report includes staff updates, student evaluation of practicum agency, marketing, COVID-19 outreach funding, program updates within the ADRC. Her monthly report now includes information from the Transportation program and the Nutrition program. There were no questions from the board regarding the report.
- **Board Member Reports/Comments:** None.

Confirm Next Meeting Date/Location/Agenda Items: Tentatively, the next meeting is set for June 17, 2021, 2:00pm in Alma.

Adjournment: Chairperson, Rita McDonnell entertained a motion to adjourn the meeting. A motion was made by Tessa King and seconded by Ruth Leahy. Motion carried, all in favor by voice vote.

Respectfully submitted by:

Stacy Gajewski, Administrative Manager, Pepin County

Approved by the ADRC Governing Board on September 9, 2021

Rita McDonnell
Ms. Rita McDonnell, ADRC Chairperson