

**Commission on Aging Disability Board Meeting Minutes
February 10, 2016**

The Commission on Aging and Disability met in conference room A/B in the Community Services Building at 221 West Seminary Street, Richland Center, WI 53581

Members present: Steven Boomfield, Larry Jewell, James Lewis, Gary Peters, Beth Busch, Belinda Granger, Cindy Riley, David Scribbins and Virginia Wiedenfeld

Members absent: Marie Rakow and Bonnie Richardson

HHS Staff present: Roxanne Klubertanz-Gerber, Tanya Webster and Linda Batten

Others present: Marlene Mathews

1. Call Meeting to Order: Meeting was called to order at 1:00 p.m. by David Scribbins.

2. Posting and Agenda: Linda Batten verified the agenda was posted properly. Beth Busch made a motion to approve the agenda; James Lewis seconded. Motion carried.

3. Approval of January 13, 2016 Commission on Aging and Disability Meeting Minutes:

- Steve Boomfield made a motion to approve the January 13, 2016 Commission on Aging and Disability; Beth Busch seconded. Motion carried.

4. New Transportation Secretary:

- Roxanne Klubertanz-Gerber introduced Linda Batten as the new Transportation Secretary. She stated that you can contact Linda or her regarding rides or questions.

5. Citizen Comments: No Comments

6. Aging and Disability Reports:

- Marlene Mathews reported that last month at the Richland Area Senior Meeting, they had several types of soups, ice cream and birthday cake. Additionally, they had a movie. However, she said no one was paying attention to it as they all wanted to talk. In February they had a Valentine exchange and played Bingo. March will be a Potato Bar.

7. Reports from Nutrition:

- Tanya Webster handed out reports regarding the nutrition sites. The reports included information on NSIP (Nutrition Services Incentive Program), HD (Home Delivered Meals), and HDFC (Home Delivered Family Care) and the reports compared the different meal sites. Tanya plans to go out to FamilyCare and let them know about the program. Roxanne stated that another provider is coming into the area (Care Wisconsin). Tanya stated that they had four minor infractions when the meal sites were audited by the GWAAR (Greater Wisconsin Agency on Aging Resources). Tanya included a corrective Action Plan for these infractions. Such as: policy and procedures for staff. One of the items that they do have in place for home delivered meals is (Test Trays) where an extra meal is included. The driver must then eat this meal after delivering all the meals on the route (they get a free meal). This is to test that the food is still hot. Tanya is meeting with the Advisory Council to set the date for the Home Delivered Meal Volunteer Appreciation Breakfast. Additionally, she will be meeting with Joanne Welsh to determine the distribution dates for Senior Farmers Market vouchers. In the future she is making plans to have ServSafe training and local Site Worker Training. Beth Busch stated that fliers for volunteers should be sent to church secretaries to put into the Sunday church bulletin. Marlene Mathews said that the meals have improved.

8. Dementia Friendly Communities Initiative Report:

- Roxanne reported that she will be meeting with Becky DeBurr. She hopes to have the meeting by May. She wants to start with Becky and she will then meet with stakeholders. (Train the Trainer). They then would train their employees. Once they are trained they would then receive a Purple Angel. Prairie du Chien already has businesses that are trained.

9. Richland Center Pedestrian Safety Discussion:

- David Scribbins said there was no movement by the city. He will be working with Act Now – Katherine Scott. David is to contact Troy. David talked about the timeline for Safe Routes to Schools and the funding for this. Discussion was held about downtown neighborhoods. Bonnie Richardson asked about implementation. James Winter is the second in command. Steve Boomfield said this was great money. Larry Jewell said that Becky Dahl was at the Parks and Recreation meeting a week ago Monday night. David Scribbins said the walking path will be under the bridge.

9. 2016 Aging Plan – Self Assessment:

- Roxanne reviewed the plan from the previous year.
- First goal: Evaluate the web site. There were glitches in March. Complete
- Second goal: Review volunteer chore. Time Bank Program. Complete
- Third goal: Evaluate partner. (Volunteer chore) Complete
- Fourth goal: Work with Alzheimer's by June 30th. This was not met. It stayed flat. Ashley has been trained on Memory Screens. A person would take these screens to their doctor's appointment.
- Fifth goal: Memory Café. This is part of Alzheimer's of which Becky DeBurr has meetings every month.
- Sixth goal: Senior Day Caré. Pine Valley meets this need.
- Seventh goal: Emergency Preparedness. What's Your Plan. Goal met.
- Eighth goal: Evidence Based – Stepping On at Symons. There has been a 50% increase from previous years. November was completely full. Grant money has been received for this program. There has been discussion about transportation for people from outlining areas. Larry Jewell asked if this was the same as Silver Sneakers. Roxanne said no.
- Ninth goal: Provide information to Caregiver Support. This is NFCGS (National Family Caregiver Support) which is a Federal Program. The goal was to increase usage by 10%. Goal met.
- Tenth goal: Unplanned accomplishments. (Dementia Friendly Communities) There will be training on relationship building for this. Roxanne will be a part of Prairie du Chien meeting. Gary Peters asked if there were any incentives for businesses. Roxanne said no. It is to make the community aware that each business went through training and understands people with dementia and are friendly to them. Gary Peters wanted to know if Dawn Kiefer or Ron Fruit would be coming. Roxanne will reach out to them.
- Gary Peters made a motion to approve plan; seconded by Virginia Wiedenfeld. Motion carried.

10. Board Openings:

- Roxanne reported that Marie Rakow and Bonnie Richardson's terms will expire after April.
- Bonnie's position needs to be someone from Schmitt. Roxanne has talked with Sharyn Knutson about taking Bonnie's position.
- Marie's position needs to be someone from the City Council. Roxanne will check with Paul on a replacement.

11. Schedule Next Meeting:

- Next meeting is scheduled for Wednesday, March 9, 2016 at 1:00 p.m. in Conference Rooms A & B of the Community Services Building, 221 West Seminary Street, Richland Center, WI 53581.

12. Adjourn:

- Motion to adjourn until Wednesday, March 9, 2016 at 1:00 p.m. was made by Beth Busch; second by Belinda Granger. Motion carried.

Respectfully submitted,

Linda Batten
ADRC of Eagle Country - Richland Center Office