

**Commission on Aging Disability Board Meeting Minutes
December 9, 2020**

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

Members present: Sandra Kramer, Carolyn Denman, Sharon Knudson, David Scribbins, Van Nelson, Linda Symons and Patrick Manning

Members absent: Virginia Wiedenfeld, Cindy Riley, Gary Peters and Belinda Granger

HHS Staff present: Roxanne Klubertanz-Gerber and Linda Batten

Others present:

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. Sandra Kramer made a motion to approve the agenda; Van Nelson seconded. Motion carried.

3. Approval of November 11, 2020 Commission on Aging and Disability Meeting Minutes:

- Linda Symons made a motion to approve the November 11, 2020 Commission on Aging and Disability meeting minutes; Sandra Kramer seconded. Motion carried.

4. Board Education: Three-Year Aging Plan for 2022 – 2024

- Roxanne went through the Three-Year Aging Plan and told the board why it is needed. The plan is a roadmap for services.
- Roxanne showed the board a copy of the last Aging Plan survey and asked them if they had any ideas for additional questions that should be added to the survey. She also asked them to fill it out and return the survey.
- Linda Symons suggested that because of the COVID crisis this year and with the building closed, a question could be added for suggestions on what could be done differently.
- Roxanne informed the board that she would be gathering information until June and she plans to have a public hearing in July.

5. ADRC Update

- Roxanne reported to the board that at this time, there is no plan to reopen the building. Everything is being done virtually.
- Roxanne said that most staff is splitting their time in the office and working from home.
- Roxanne told the board that Friday interviews would be held for Kristine Olson's position.
- Roxanne informed the board that Joanne Welsh had no face to face with clients during Medicare Part D and that her number of contacts during this time went from 250 last year to 210 this year.
- Roxanne told the board that Caregiver Boot Camps were held every Monday in November and that we continue to offer the Caregiver Support Group.
- Roxanne informed the board that we are losing our current DCS (Dementia Care Specialist) – Gina. She has applied for and received the ADRC Director's position in Juneau County.
- Roxanne told the board that she submitted the 85.21 Grant and that we have been awarded the 53.10 Grant for transportation.
- Roxanne spoke to the board about the new reallocation by the state for ADRC's. She said for the state, as a whole, it is a good thing. However, Richland County would probably lose money, as we are a Gen 1. Meaning Richland County had one of the first ADRC's and we get extra money.

6. Project Lifesaver update:

- Roxanne told the board that Project Lifesaver is closer to launch. It now has a website and the first draft of a flier was made.
- Roxanne said that the state has given approval for people to contact ADRC's. They would have to fill out an application. The application would be reviewed by the ADRC manager (Roxanne) and she would then pass it on to the Sheriff/Police.
- Roxanne informed the board that the program is funded by donations, Family Care, NFCSP funds, AFCSP funds or people can pay for it.

7. Nutrition Fund Transfer:

- Roxanne went through the complete aging budget for the board and asked the board for the approval to transfer \$28,236 from congregate meals to home delivered meals.
- Sandra Kramer made a motion to approve the transfer of funds from congregate to home delivered; Linda Symons seconded. Motion carried.

8. ADRC Budget Review

- Roxanne reported that she feels that the ADRC budget is doing great.
- Roxanne said the ADRC budget is currently at 86% utilization and it usually at 91% utilization.
- Roxanne further stated that the Aging budget is at 75% utilization. It is down because transportation is down.

9. Reports from Aging and Disability Organizations:

- Sharyn Knudson stated that Schmitt continues to deal with COVID. She said residents, staff and families are looking forward to when this is done. She said that each department stays in their own area so if one area gets COVID, the other areas are somewhat protected. Schmitt has meetings with the CDC and State Health Agencies weekly.
- Sharyn said that Schmitt is looking at opening the Adult Day Center in January.
- Sharyn reported that Schmitt is not full.

10. Citizen Comments:

- David Scribbins encourages everyone to wear a mask and use hand sanitizer. He also said to keep an eye on family and friends for emotional stability.
- David reported that he is now the Moving Out chairperson. He said that this should not interfere with his COAD board position.
- Van Nelson reported that he had a health scare over Thanksgiving. However, he said he is doing better now.

11. Schedule Next Meeting:

- Next meeting is scheduled for Wednesday, January 13, 2021 at 1:00 p.m. via ZOOM and Conference Rooms A & B of the Community Services Building, 221 West Seminary Street, Richland Center, WI 53581.

12. Adjourn:

- Motion to adjourn until Wednesday, January 13, 2021 at 1:00 p.m. was made by Sandra Kramer; Van Nelson seconded. Motion carried.

Respectfully submitted,

Linda Batten
ADRC of Eagle Country - Richland Center Office