

**ADRC COMMITTEE MEETING
MINUTES
December 27, 2023**

COMMITTEE MEMBERS PRESENT: Mr. Ted Cushing, Chairman, Mr. James Unger, Ms. Melanie Fralick, Mr. Russ Fisher, Ms. Rita Mahner, Ms. Debbie Condado, Ms. Joan Hauer

COMMITTEE MEMBER EXCUSED ABSENT: Ms. Linnaea Newman, Ms. Nancy Watry

STAFF PRESENT: Ms. Mary Rideout, Mr. Joel Gottsacker, Ms. Jeri Driscoll

OTHERS PRESENT: None

1. **Call to order:** Chairperson Mr. Ted Cushing called the meeting to order at 9:00 a.m. in the Balsam Room at the Aging and Disability Resource Center (ADRC), 100 Keenan Street, Rhinelander, WI and via Zoom. The meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and the facility is handicap accessible.
2. **Approval of agenda:** Motion by Ms. Melanie Fralick, seconded by Ms. Joan Hauer, to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.
3. **Public comment/communications:** None
4. **Minutes of November 20, 2023:** Motion by Mr. Russ Fisher, seconded by Ms. Rita Mahner to approve the November 20, 2023 ADRC Committee minutes as presented. All ayes; motion carried.
5. **Date for next meeting:** Wednesday, January 24, 2024 at 9:00 a.m. at the Aging and Disability Resource Center.
6. **Northwoods Transit Connection:** No update at this time. Mr. James Unger reported that they do have a new driver.
7. **ADRC Specialist/Backup Adult Protective Services Position:** There are currently two workers who do Adult Protective Services (APS) and we have one person who does back-up APS. In order to do APS you have to be a Certified Social Worker. Would like to have an ADRC Specialist/Backup APS Worker.
8. **Lead Adult Services Worker – Position with Additional Pay:** We would like to have a Lead Adult Service Worker who will be able to train and cover some of the duties of the supervisor. This would be open to ADRC Specialist or APS Worker. This would be consistent with what Social Services is currently doing with Children Services. This person would be trained on how to do screening decisions. They would get paid \$1.00 more per hour.

Both the ADRC Specialist/Backup APS and Lead Adult Service Worker would have to go to LRES. The ADRC funding is pretty consistent and should not be an issue with budgeting. This would be good for retention as well as being a leadership role. Motion by Ms. Rita Mahner to approve both ADRC Specialist/Backup APS and Lead Adult Service Worker, seconded by Ms. Joan Hauer and forward to LRES. All ayes, motion carried.

9. **Department Long Range Plan 2023 Update and 2024 Changes:** Ms. Mary Rideout explained that the Long Range Plan is a three year plan. There is a long range planning committee which is made up of staff and supervisors that meet every quarter to go over the plan and hold everyone accountable. The portion of the plan regarding the ADRC focuses on dementia and maintaining people in their homes. Column five was added for the Human Service Restructuring in 2024. This will be updated and added to once a structure is determined. Motion by Mr. Russ Fisher, seconded by Ms. Debbie Condado to approve the Long Range Plan. All ayes, motion carried.
10. **2024 Purchase of Service Contracts for UW Extension – Health Promotions:** The committee reviewed the UW Extension contract information. This contract is pass through funds from GWAAR and county funds to provide health promotion to older Americans. Motion by Ms. Rita Mahner, seconded by Ms. Melanie Fralick to approve the 2024 Purchase of Service Contract for the UW Extension. All ayes, motion carried.
11. **Nutrition Program Update:** There is concern regarding the cost increasing as well as participation. In 2024 we will be looking at the estimated cost for possible increase in contribution. We don't want to trim the program. The question was asked what the suggested contribution is in the surrounding areas as well as the total contributed in Oneida County. Staff will get this information for the next committee meeting. Informational only, no action needed.
12. **Update on Vendor Audit Issue:** Ms. Mary Rideout explained that an audit of business must be done if a vendor receives more than \$100,000 in combined county (Government) funds. The vendor was informed in 2021 for 2022 but they did not get an audit completed. The vendor is searching for an auditor as they received a quote for \$20,000 to complete the audit which is very expensive. The vendor was provided with a list of auditors. The cost of the audit should be spread out to all counties. They currently deal with seven counties. We will continue to work with the vendor as they provide an excellent service to our residents. Informational only, no action needed.
13. **Resolution to Accept Donation from Lynda Lukowski:** A donation was made in the amount of \$1,000 to the ADRC. We need approval to accept the funds. Motion by Ms. Debbie Condado, seconded by Mr. James Unger to accept the donation and forward to the County Board. All ayes, motion carried.

14. **2024 Meeting Schedule:** We will meet the fourth Wednesday of the month at 9:00 a.m. at the ADRC. There was a question about the November and December meetings. Those can be changed when the time gets closer. Informational only, no action needed.
15. **Update on Marketing:** The commercial on Channel 12 has been showing. This resulting in some people signing up for the RSVP Program. If anyone has any other thoughts let us know. Informational only, no action needed.
16. **2023 Financial & Statistical Reports and Vendor Payment Report:** The ADRC is projected to be under budget. We should break even between the ADRC and Social Services. Informational only, no action needed.
17. **Monthly Reports/Advocacy Update:** The Committee received and reviewed the required reports.
18. **Future agenda:** Suggested meal contributions in the surround areas and total contribution received for the meal program. Let Mr. Gottsacker or Mr. Cushing know if you have any additional agenda items.
19. **Public Comment:** No public comment
20. **Adjournment:** 9:39 a.m.



Committee Chairman



Committee Secretary