

**ADRC COMMITTEE MEETING  
MINUTES  
February 27, 2024**

**COMMITTEE MEMBERS PRESENT:** Mr. Ted Cushing, Chairman, Mr. James Unger, Ms. Debbie Condado (Zoom), Ms. Joan Hauer, Mr. Russ Fisher, Ms. Rita Mahner, Ms. Linnaea Newman, Ms. Nancy Watry

**COMMITTEE MEMBER EXCUSED ABSENT:** Ms. Melanie Fralick

**STAFF PRESENT:** Ms. Mary Rideout, Mr. Joel Gottsacker, Ms. Stephanie Keckeisen, Ms. Barb Newman

**OTHERS PRESENT:** Mr. Steven Schreier (zoom)

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1. **Call to order:** Chairperson Mr. Ted Cushing called the meeting to order at 11:00 a.m. in the Balsam Room at the Aging and Disability Resource Center (ADRC), 100 Keenan Street, Rhineland, WI. 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. Linnaea Newman, seconded by Mr. James Unger, 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 January 24, 2024:** Motion by Ms. Linnaea Newman, seconded by Mr. James Unger to approve the January 24, 2024 ADRC Committee minutes as presented. All ayes; motion carried.
5. **Date for next meeting:** Wednesday, March 27, 2024 at 9:00 a.m. at the Oneida County Court House in the County Board Room.
6. **Northwoods Transit Connection:** 6.7% increase in January ridership from last year. The busses that were supposed to be here in December are now scheduled to arrive at the end of March. Northwoods Transit is currently fully staffed. Update on the planning grant; sent it to the DOT which sent it back right away wanting more information.
7. **Use of Additional ADRC funds to Increase Staffing-Preliminary Discussion:**  
There has been an increase in ADRC funding this year. The ADRC has appointed a new Lead Adult Services Worker. For discussion, should the funding be spent hiring an administrative position that could help with clerical and paperwork duties or if the ADRC should look at hiring another specialist? The ADRC funding has been added to the budget this year and about \$70-\$80 thousand can be spent (possibly on new position), and does not use tax levy. Creating a new position would take up all the additional funding. There is a formula to determine how many specialist are needed per cases

that can be looked at. Grant money for 2025 will be about the same as 2024 but should see an increase in 2026-2027. There looks to be one retirement in the coming year at the ADRC and about 10 agency-wide in the next couple of years.

- 8. Human Service Structure Update:** At the end of January, the Human Service Center had 12 vacancies. Two more resignations were submitted, one in February for the Emergency Supervisor and one in March for CLTS and will have two employees retiring at the end of April. The Human Service Center has been able to fill 5 of the 12 vacancies with new LTE (Limited Term Employment) hires. These new hires consist of a Mental Health Technician, H.R. Manager, CMA Outpatient, Behavioral Health Facilitator and a CLTS Coordinator (CLTS Coordinator is set to start February 28, 2024). There is CCS staff that is pending but should know next week. Ms. Tamara Feest has made some internal changes, part-time employees have now become full-time employees in the Emergency Services section which will help cover the 2<sup>nd</sup> shift and has allowed 24/7 coverage again. The Human Service Center currently has a staff member in training for a Mental Health Therapist and will move to part-time come March 22, 2024 to see how that goes. Ms. Tamara Feest has taken on the duties of the Outpatient Clinic Manager and is holding off on replacing the Emergency Service Manager and any other new employees until the outcome of the new structure is decided. The CCS program currently has 55 referrals on the waitlist; 39 of the 55 reside in Oneida County the other 16 reside either in Forest or Vilas County. If they were to fill at least two of the CCS positions it would roughly take 25 people off the waitlist and if all three positions were filled the waitlist could potentially be cleared within a couple of months.
- 9. Department Supervisory Changes-ADRC Administrative Staff:** Heather Beach and Shelley Steingraeber are now under Heidi Chavez' supervision. Informational only, no action needed.
- 10. Update on Vendor Audit Issue:** The vendor still plans to have the audit done in June. Informational only, no action needed.
- 11. Write off uncollectable accounts:** The ADRC charges a mileage fee for the Volunteer Escort Transportation program but cannot always collect. The amount uncollectable amount for 2022 comes to \$199.59. After a year we ask to have the amount written off. Mr. Russ Fisher motioned to write of the amount and seconded by Ms. Rita Mahner. All ayes; motion carried.
- 12. 2022 – 2024 Aging Plan Review-Begin discussion of next 3 year plan:** The ADRC is looking for ideas on how to solicit ideas from the public. We want to know what kind of services they want and how they want it delivered. Surveys have been sent out in

the past and are looking at maybe holding an event to help generate feedback. Nick Musson will review the Aging Plan in August and come July-August will need to have a draft plan ready to submit for 2025-2027. Informational only, no action needed.

**13. Update on Marketing Plan:** Mr. Joel Gottsacker will contact WJFW to get the statistics from the commercial that has been running. Starting in April there will be a new Resource Directory. May is older American Month and looking to take advantage to get the word out about the ADRC.

**14. 2024 Financial & Statistical Reports, and Vender Payment Report:** At the end of 2023 the ADRC will end up with about a \$158,000 surplus. As a whole organization we will end the year with about a \$250,000 surplus. Looking to creating a regular statistical report that can be submitted every month. Informational only, no action needed,

**15. Advocacy Update:** The contract with the GWAAR for Older American Act funds has been pushed back to the 2022 spending levels due to uncertainty at the Federal level and failure to pass a budget. GWAAR and the Wisconsin Office on Aging are intentionally being conservative in funding allocations. For the next biennium, Home delivered meals and ADRC funding will be at the top of the list for advocacy efforts around the State. The national advocacy group USAging has not recently posted any legislative or advocacy updates.

**16. Future Agenda Topics:** Usual agenda items

**17. Public Comment:** None

**18. Adjournment:** 11:39pm

  
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Committee Chairman

  
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Committee Secretary