

Aging & Disability Resource Center Board
Monday, July 8, 2019, 3:30 pm
Courthouse – 721 Oxford Avenue, Rooms 1301/1302, Eau Claire WI 54703

1. Call to Order
2. Introductions
3. Public Comment
4. Review of June 10, 2019 ADRC Board Minutes / Discussion – Action Handout #1
5. Chair/Vice Chair Report
6. Director Report
 - Future Board Presentations
 - Vacancy Update
 - Budget Update
7. Position Modification / Discussion – Action Handouts #2, #3, #4
 - Fiscal Associate IV
8. Transportation Updates
9. Nutrition Updates
10. Committee Reports
11. Advocacy
12. Upcoming events Handout #5
13. Future Agenda items – August 5, 2019

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 715-839-4710, (FAX) 715-839-1669, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

Members Present: Carl Anton, Jason Endres, Katherine Schneider, Ruth Adix, Sue Miller, Clayton Wagner, Mary Pierce, Kimberly Cronk, Audrey Nelson

Others Present: Emily Gilbertson, Linda Struck, Marlene Rud, Kelli Weiss, Eric Killen

Chair Schneider called the meeting to order at 3:30 pm.

Introduction of ADRC Board members, staff and others.

Public Comment. Emily Gilbertson has Breakfast in the Valley tickets if anyone would like one. Jason Endres was appointed by Governor Evers to Independent Living Committee.

ADRC meeting minutes, May 13, 2019. Jason moved to approve. Second by Mary Pierce to approve with noted corrections. Motion carried.

Introduction of Veterans Service Director, Eric Killen. Introduction and review of handout on Veterans Services.

New ADRC Board member, Clayton Wagner. Clayton explained his background and interest in serving on the ADRC Board.

Chair Report. Concerns about gap in services for individuals with dementia/disabilities were added under this item.

Vice Chair report. Appointment of Clayton Wagner at the last County Board meeting and budget discussion.

Updated ADRC Board member list distributed.

Director Report. Linda discussed 1st quarterly summary, financials and measure of programs. Dementia services for individuals with a disability that are enrolled in an MCO would be addressed through the MCO. It is her understanding that they have staff that specialize in Dementia. The August 5 ADRC Board meeting agenda will include the finance director and county administrator. Staff vacancies – Outreach Coordinator, Nutrition Supervisor and receptionist.

Committee Reports. ADRC Board members and committees they sit on; Jason Endres – Independent Living Committee, Mary Pierce - G Waar Board, Audrey Nelson - Long Term Care, Ruth Adix - Aging Advisory Committee, 2020-2023 state plan.

Advocacy. Some ADRC Board members and staff attended Aging Advocacy Day on May 14.

Upcoming events. Handout attached.

Future agenda items: July 8 – potential Nutrition pilot project, possible additional congregate meal site discussion.

Motion by Mary Pierce, second by Jason Endres to adjourn at 5:20 pm.

Respectfully submitted,

Marlene Rud, Clerk
Aging & Disability Resource Center Board

FACT SHEET**TO FILE NO.**ADRC Request

A job analysis and evaluation were performed in collaboration with Human Resources as outlined in Policy 825. As a result of the analysis we are bringing forward a recommendation to change the job title of 1.0 FTE Fiscal Associate IV to 1.0 FTE Accountant and a paygrade adjustment.

Background-Facts

In April 2018 the Fiscal Associate IV, was integrated into the ADRC. Prior to that this position was in the Finance Dept and upon a vacancy, it was moved to the ADRC. The job description at that time replicated the Finance Dept position. It's apparent we've been asking this position to do higher level accounting duties that were not listed in the initial job description. Job Description has been updated to accurately reflect current duties.

Current Title	Proposed Title	2019 Fiscal Impact	2020 Fiscal Impact	Funding Source
Fiscal Associate IV	Accountant	\$6,785	\$12,157	ADRC, OAA, Transportation (85.21)

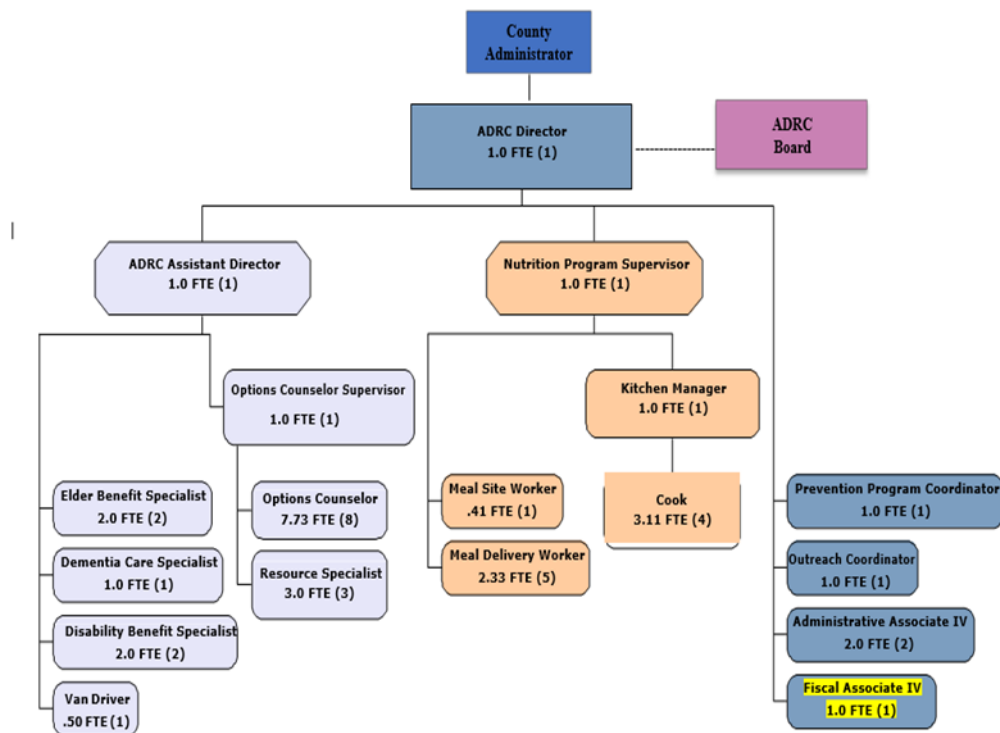
Respectfully submitted,



Linda Struck
ADRC Director



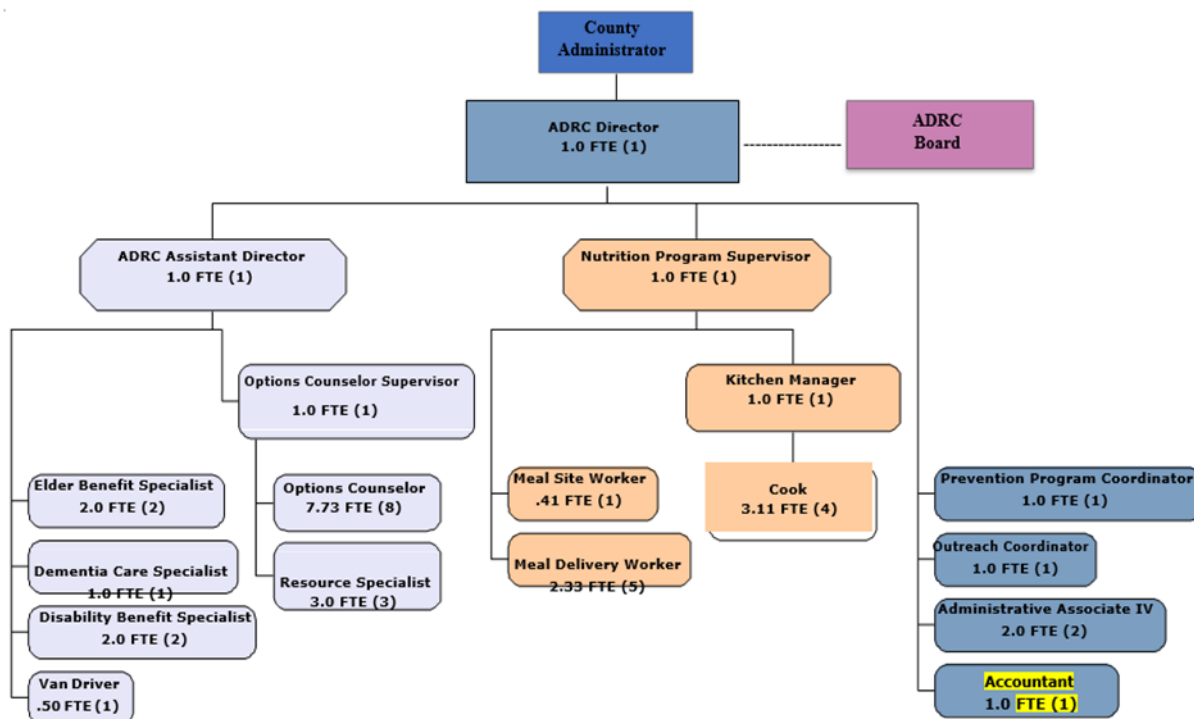
Jamie Gower
Human Resources Director



- Provides fiscal support to the ADRC
 - Maintains general ledgers and budgets for all ADRC grants; monitors regulations and changes to fiscal reporting requirements
 - Provides technical assistance and cost and funding analysis to maximize use of federal, state and County funding; monitors sub-contract and voucher program spending
 - Prepares and submits monthly fiscal reports for reimbursement of state and federal grant contracts, including Community Aids Reporting System (CARS) reports; monitors and provides support to ADRC staff for 100% time reporting; prepares summary and analysis of time reporting
- Processes accounts payable bills
- Assists staff and ADRC Director with preparation and presentation of annual department budget; maintains budget, monitors spending, and makes recommendations to Director and ADRC Board if requested
- Prepares and presents monthly and year-to-date financial reports upon request
- Assists with annual County audit and department-specific audits; provides information, assistance, documentation, and reports; researches information as needed; and reconciles various general ledger accounts
- Compiles, calculates, and prepares information for annual budget reports and department annual reporting
- Prepares annual cost report of court services
- Provides receptionist functions for the department
 - Accepting incoming calls, emails and faxes and determining appropriate staff to forward the inquiries to
 - Taking reservations for department information sessions and classes
 - Assists with incoming calls during daily Meals on Wheels delivery; troubleshoots delivery issues; assists with reservations and cancellations
 - Greeting walk in customers and determining which staff to refer them to
- Provides other clerical backup for the department, as needed
 - Compiles information folders for new customers
 - Coordinates mailings, etc.
 - Provides back up for department committee clerk functions
- Performs other related duties as required or assigned

Aging and Disability Resource Center – 2019

Proposed



- Assists the Director in a range of financial management and required reporting functions for the Aging and Disability Resource Center (ADRC) including, but not limited to financial analysis and reporting, budgeting and auditing. Work involves fiscal analysis and interpretation of financial transactions involving general funds, grants, contracts and specialized accounts related to the Department. This position also plays a key role in the preparation and maintenance of the ADRC annual budget.
 - Reconciles general ledger accounting in preparation for annual audit; oversees State reporting and reconciles various State systems to the County system; monitors regulations and changes to fiscal reporting requirements
 - Prepares monthly State Community Aids Reporting System CARS reports for reimbursement of State Contracts; reports to other state agencies that contract with ADRC
 - Provides professional support to the Director in matters concerning fiscal operations; assists in administering contracts between the Department and the State; assists in preparing the Department's annual operating budget; assists with grant budgeting; provides ongoing analysis of the State reporting funding information
 - Provides professional support to administrative staff for the fiscal operations of the Department; prepares analyses, financial statements and reports as required; analyzes multiple funding sources to maximize use of Federal, State and County revenue; interprets state directives and contracts relative to financial and program requirements and determines best approach to capture and report financial outputs; assists independent and State auditors with department audits; establishes and maintains adequate fiscal internal control systems
 - Calculates allocation of Agency Management Support Overhead and Indirect Costs to various cost centers for reimbursement as allowed by the State/County contract and other funding sources
 - Ensures accurate processing and reporting of expenditures and revenues for budgets, grants and contracts providing on-going accountability of account balances
 - Process accounts payable bills
 - Prepares meal cost estimate to be used for billing purposes; maintains system to bill and track receipt of revenue
 - Provides support to ADRC staff for time reporting; prepares summary and analysis of time reporting; acts as a resource to staff

Medicare & You

Wednesday, July 17, 2019, 10:00 am. Register at www.adrcevents.org or 715-839-4735 or adrc@co.eau-claire.wi.us.

Evening Meals

July 9 and 23, 2019, LE Phillips Senior Center. MUST RSVP, 715-839-4886 or eauclaireadrc.org/events.

Final Affairs

Wednesday, September 11, 2019, 8:00 am - 3:30 pm. Community Room Dove Healthcare - West Eau Claire, 1405 Truax Blvd., Eau Claire. More information coming!

ADRC Staff at Augusta Senior & Community Center

Elder Benefit Specialist, 2nd Tuesday of month, 1-3 pm. Contact ADRC 715-839-4735 for appointment, indicate at Augusta office. Options Counselor, weekly mornings, Monday & Wednesday, call for appointment, 715-839-4735.

FREE Foot and Nail Care Clinic

UW Eau Claire Continuing Education, July 22 - 26, 2019. Grace Lutheran Church, 202 W. Grand Avenue, Eau Claire. Registration begins July 8, 2019. Appointment required, 715-836-3636.

Powerful Tools for Caregivers

Tuesdays, July 9 - August 13, 2019. 5:00-6:30 pm, Cabin Coffee Company, 2922 Meadowlark Lane, Altoona. Register at www.adrcevents.org or 715-839-4735.

Low Vision Fair Friday

August 9, 2019, 11 am - 3 pm, Chippewa Valley Technical College Business Education Center, 620 W. Clairemont Avenue, Eau Claire.

Eau Claire Caregiver Café

1st Tuesday each month, 9:30 - 11:00 am and 3rd Tuesday each month, 1:30 - 2:30 pm. The French Press Restaurant, 2823 London Road, Eau Claire. Contact Aging & Disability Resource Center, 715-839-4735.

Friday Facts

July 12 & 26, 2019, 10:00-11:30 am Dove HealthCare - West Eau Claire. No registration required. Refreshments & door prizes. Contact ADRC 715-839-4735 for more information.

Workshops - [register at www.adrcevents.org](http://www.adrcevents.org) or 715-839-4735.

Mind Over Matter; Healthy Bowels, Healthy Bladder

Every other week for three sessions. Thursdays, 9 - 11 am, August 28, September 12 & 26, 2019 at Good Shepherd Apartments, 3304 14th Street, Eau Claire.

Healthy Living with Chronic Pain

Tuesdays, July 16 - August 20, 2019, 1:00 - 3:30 pm, Grace Lutheran Church, 202 W Grand Ave, Eau Claire.

Healthy Living with Diabetes

Thursdays, July 18 - August 22, 2019, 9:00 - 11:30 am, Augusta Senior & Community Center, 616 W. Washington Street, Augusta.

Stepping On

Tuesdays, September 10 - October 29, 2019 1:00 - 3:00 pm, Grace Lutheran Church, 202 W. Grand Avenue, Eau Claire.