

AGENDA

Eau Claire County
Aging & Disability Resource Center Board
Monday, June 14, 2021 at 3:00 pm
Remote Meeting via Webex Events

Those wishing to make public comments must submit their name and address no later than 30 minutes prior to the meeting to brianna.werner@co.eau-claire.wi.us or lindi.engedal@co.eau-claire.wi.us

Comments are limited to 3 minutes; you will be called on during the public section of the meeting. Written comments will also be accepted and should be submitted to brianna.werner@co.eau-claire.wi.us

Public Access:
1-415-655-0001 US Toll, Access Code: 145 844 3935
Link to meeting:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=me609f2c772af8cafa10436f8261c07eb>

*Mute your personal device upon entry

1. Welcome & Call to Order
2. Confirmation of meeting space
3. Introductions
4. Public Comment
5. Review of May 10th, 2021, ADRC Board Minutes/Discussion-Action Handout #1
6. Chair/Vice Chair Report
7. ADRC Board By-Laws/Discussion - Handout #2
8. Director Report
 - Personnel Update
 - Aging Plan Update
 - Hwy Facility Kitchen Updates
 - 2022 Budget Update - Handout #3
9. Transportation Update
10. Nutrition Update

11. Reports from members on state advisory councils/committees

12. Advocacy

13. Upcoming Events Handout #4

14. Future Agenda items- July 12th, 2021

15. Adjourn

Prepared by Brianna Werner

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.

Eau Claire County Aging & Disability Resource Center Board
Monday, May 10, 2021 3:00 pm
Remote Meeting via Webex Events

Acting Chair Kimberly Cronk called the meeting to order at 3:02pm

Roll Call/Members Present: Carl Anton, Kimberly Cronk, Sandra McKinney, Sue Miller, Audrey Nelson, Tami Schraufnagel, Bruce Schafer, Sandra Romey

Others Present: Linda Struck, Lisa Riley, Betsy Henck, Brianna Werner, Kelli Weiss

Confirmation of meeting notice- yes

Public Comment- None. Motion to close Tami Schraufnagel. Sandra McKinney 2nd motion. Public comment closed.

Review April 12, 2021 ADRC Board Minutes. Motion to approve Sue Miller. Carl Anton 2nd the motion. April 12, 2021 minutes approved.

Chair/Vice Chair Elections/Discussion- Sue Miller nominates Kim Cronk as Chair. Carl Anton 2nd the motion. No other nominations. Sandra McKinney moves nominated becomes elected. Voice vote- all in favor. Kim Cronk named as Chair.
Vice chair elections- Sandra McKinney nominates Sue Miller as vice chair Carl second 2nd the motion. Voice vote- all in favor. Sue Miller named as Vice Chair.

Chair Report. Kimberly Cronk- City hosting a communicable disease task force listening session on May 20, 2021 at 6:30. Something to be aware of and thinking about. Welcome to Bruce Schafer.

Vice Chair Report. Sue Miller nothing to report today.

Presentation on IRIS and Family Care- Lisa Riley. Explanation of LTC programs. ADRC is single entry point to programs. Two programs in our county Family Care and IRIS.

Older Americans Month and Aging & Disability Resource Center Proclamations Handout #2- Highlight Older American's Month, and ARDC month commending important work to help Wisconsinites make informed decisions. Kim- Thank You to staff.

2020 Financials Handout #3- Kelli Weiss – \$51,000 surplus levy that will go into fund balance. ADRC grant is main funding source. Nutrition \$86,000 surplus, levy. Additional expenses due to food and increased meals. Transportation \$83,000 surplus. Due to decreased ridership.

Director Report. Linda Struck-

-2021 Quarterly Reports Handout #4- Reviewed Handout #4 that included a narrative and financials of 1st quarter.

-Personnel Update- full time admin position remains vacant. LTE is filling in part time.

Received resignation at the kitchen for 16 hour/wk position, position is currently posted.

-Board Member Application/Discussion-Action Handout #5- Dan Sippl. Sandra McKinney motion to recommend applicant per appointment for Dan Sippl. Sandy Romey 2nd the motion.

Voice vote- all in favor. Motion to recommend applicant per appointment passes unanimously.

-Aging Plan Update- working on draft goals. Will be presenting to board in next couple months.

-Painting Donation-Action Handout #6- Sue Miller would like to move to accept the donation of the painting Sandra McKinney 2nd the motion. Voice vote- all in favor. Motion passes unanimously.

-Hwy Facility Kitchen Updates- Cost to build is higher than it was a couple of years ago.

Working through process with committee and architects.

-Reschedule August Board meeting- Meeting moved to August 2nd.

Advisory updates- No updates.

Advocacy- Lisa Riley Wednesday is Aging Advocacy Day. Lisa and Jessica S hosting two districts. Invited board members if interested. Sandra McKinney legislative breakfast, June 3rd.

Upcoming events- Handout 5

Future agenda items- June meeting. *Get to know each other better.*

Motion by Tami to adjourn Bruce 2nd. Meeting adjourned at 4:22

Respectfully Submitted,

Brianna Werner

Aging & Disability Resource Center Board

**Eau Claire County
Aging and Disability Resource Center Board
By-Laws**

Article I: Definitions

Section 1:

1. “ADRC Board” means the Aging and Disability Resource Center Board.
2. “ADRC” means the Aging and Disability Resource Center.
3. “Older adults” means individuals 60 years of age or over.

Section 2:

The ADRC Board shall be the governing committee for the Aging and Disability Resource Center, which is the lead agency of municipal government representing the needs, concerns, interests, and well-being of older adults and individuals with disabilities in Eau Claire County.

Article II: Mission and Duties

Section 1:

The mission of the agency is to support older adults, individuals with disabilities, and individuals with mental health or substance abuse issues and their families and caregivers by offering easy access to services and fostering a caring community that values lifelong contributions, maximum independence and individual dignity.

Section 2:

The powers and duties of the Board shall be exercised and performed in conformity with the laws, ordinances and resolutions of Eau Claire County. Duties of the Board shall include the following:

- Develop a mission statement for the Aging and Disability Resource Center (ADRC) that is consistent with the goals of the statewide redesign long term care system;
- Determine the structure, policies and procedures of the ADRC within state guidelines and the local governance structure of the county;
- Ensure that the ADRC has a viable plan for implementation and operation;
- Oversee the operation of the ADRC;
- Identify unmet needs and prepare plans to meet them;
- Ensure input from consumers, service providers and local constituents in general in the policies, practice and goals of the ADRC;
- Orient and train ADRC board members;
- Provide financial oversight of the ADRC, including preparation and submission of an annual budget; and
- Ensure that the terms of the State/County ADRC contract are fulfilled;
- Serve as a grievance committee after other local steps to resolve concerns about the ADRC, have proved unsuccessful.

Article III: ADRC Board Membership, Appointment and Tenure

Section 1:

- The ADRC Board will consist of 11 members appointed by the County Board Chair, with confirmation by the County Board.
- The ADRC Board will reflect the ethnic and economic diversity of the geographic area served by the resource center.
- At least one-fourth of the membership of the board will consist of individuals who belong to an ADRC client group or their family members, guardians, or other advocates.
- The proportion of board members representing older adults, individuals who are physically disabled, and individuals who are developmentally disabled shall be the same as the proportion of individuals in these target groups statewide that are enrolled in Medicaid managed long-term care programs. These individuals will each only represent one target group.
- One member of the governing board will be an individual with a mental health or substance abuse issue, or their family member or other representative.
- One member of the governing board may represent youth transitioning to the adult system.

Section 2:

Initially 3 members shall serve a term of 1 year, 4 members shall serve a term of 2 years and 4 members shall serve a term of 3 years.

Section 3:

Thereafter all members shall serve a term of 3 years from the 3rd Tuesday of April and until their respective successors are appointed and qualified. No member may serve more than 2 consecutive 3-year terms. Any vacancy shall be filled for the unexpired term in the same manner as the original appointment. The board shall be composed of:

1. 6 citizen members.
2. 5 members of the county board of supervisors with 1 member from the commission on aging and 1 member from the human services board and one member residing outside the City of Eau Claire.
3. Members shall be chosen on the basis of recognized ability and demonstrate an interest in services for older adults, individuals with physical or developmental disabilities, or individuals with mental health or substance abuse issues. No person shall be appointed who has a conflict of interest as determined by state law or regulations or by county ordinance. No member of the ADRC Board may have any direct or indirect financial interest in a managed care organization.

Section 4:

Eligibility to become a member of the ADRC Board shall be the same as those for other County Board appointments to committees.

Section 5:

Persons seeking to fill the position of citizen member must submit a letter and application to the Eau Claire County Administrator within the time frame identified.

Section 6:

Any member that has more than three (3) unexcused absences in a twelve (12) month period, from regular ADRC Board meetings, shall resign his/her position on the Board. An unexcused absence means that the absentee did not notify the Chair or the appointed agent that he/she would be unable to attend the meeting.

Section 7:

The current policies on payment of per diems for attending meetings for the county shall be applied to representatives appointed by the County to serve on the Board

Article IV: ADRC Board Officers

Section 1:

The County Board Chair shall appoint a chair pro tem to chair the first meeting. The ADRC Board shall elect a chair and a vice-chair. Officers so elected shall serve a term of 1 year from the 1st Monday of May following their election or until their respective successors are elected and qualified. All succeeding terms shall be for one year.

Section 2:

The Chair shall:

1. preside at regular and special meetings of the ADRC Board
2. be prepared to report to the County Board and/or its committees, and to attend such meetings as are appropriate to the business of the ADRC Board
3. appoint committees as needed
4. approve and sign documents where appropriate

Section 3:

The Vice-Chair shall:

1. Assume the responsibilities of the Chair in the Chair's absence

Article V: Appointments

Section 1:

The Chair will make appointments to board committees and to regional and state committees as appropriate.

Article VI: Meetings

Section 1:

The ADRC Board shall meet as the members determine or the chair directs, but at least a minimum of six times per year. The majority of the ADRC Board shall constitute a quorum.

Section 2:

The ADRC Board shall determine its meeting schedule based upon the convenience of its members. Thereafter, a change in the regular schedule shall be approved by a two-thirds vote of the ADRC Board. The members shall be notified in advance of any change in the schedule.

Article VII: Committees

Section 1:

The ADRC Board may appoint sub-committees, or advisory committees consisting of either members or non-members or both, to encourage community involvement and carry out the purposes and objectives of the ADRC Board.

Article VIII: Code of Ethics

Section 1:

Both ADRC Board members and staff must abide by the Eau Claire County Ethics Code.

Section 2:

ADRC Board members shall not release the names and/or other confidential information about program participants without the consent of the participant. The responsibility to maintain confidentiality should be fulfilled in such a way as to not obstruct or preclude legitimate public access to records or information relative to the activities, programs, services and financing of the Aging and Disability Resource Center.

Article IX: Rules of Order

Section 1:

The ADRC Board shall conduct its business according to Roberts' Rules of Order.

Article X: Ratification of By-Laws

Section 1:

Ratification of these by-laws shall be by a two-thirds vote of the ADRC Board.

Section 2:

These by-laws may be amended as deemed necessary by a two-thirds vote of the ADRC Board at any regularly scheduled meeting provided there has been at least ten days advance notice of the intent to amend.

Approved 4/9/08

memo

To: Eau Claire County Board of Supervisors
Eau Claire County Department Heads

From: Kathryn Schauf, County Administrator

Date: June 1, 2021

Re: Eau Claire County 2022 Budget Guidelines

As we approach the time of year where we are pulling together our estimates for budgetary purposes, I would ask that our Department Head team take time to reflect on the future state of what we provide for service and how we provide that service. COVID provided each of us with a crash course in walking through disruption. Through that learning we found that we could expand our use of technology and online resources to provide the community we serve with easier to access and streamlined service. Each of us should be looking beyond the status-quo to ascertain what changes will lead to better future outcomes. It challenges every member of the county team – whether employee or elected official to think differently about how we provide service and where we want to invest.

The State of Wisconsin continues to limit the levy increase in property taxes to be solely based on percentage of net new construction. We have seen growth in our area, and sales tax has performed better than anticipated. The challenge once again is to think differently about the way we accomplish our work. We are looking to have departments design budgets that hold levy increases as close to zero as possible. We also need to go into this budget cycle with the “What” and “How” being foremost in our thinking. What are we providing and how? How do those line up with the strategic policy direction provided by the board? A budget is a dialog about these issues – not just a math problem.

- A 1.5% COLA plus the annual step increase will be a part of the budget.
- We will build a reduction in HSA dollars of 25% into the budget to reduce the overall burden of cost to provide health insurance. The initial communication to our team was incorporated in the budget last year and we will revisit this as we move forward in the budget process.
- The cost for health insurance continues to rise. Based on the preliminary analysis, expect to see an increase in the overall cost-to-continue for health insurance of around 15%. The increase in our premium renewal alone based on our continued high medical loss ratio is estimated to be 25%. We are working to mitigate this overall increase through multiple channels.

GUIDELINES:

1. Departments are encouraged to look for alternative funding and revenue streams for programs. Cooperative partnerships, cost saving programs with other departments, outside agencies or other counties will continue to be given high priority. Innovative program proposals within existing funding, cost saving prevention programs or programs that generate new revenue will also be given high priority.
2. Crafting budgets if additional personnel are being considered will require identifying the revenue from sources other than levy, or repurposing levy from other line items in prior years. Any position changes, regardless of funding source, should be explained in detail including an explanation of how it is a necessary (critical) addition to the department. If positions that were included on the bridge plan are being brought back for consideration you will need to identify funding for those positions within existing limits.
3. Departments must include a list of revenue sources, other than county levy, with expected revenue amounts. Changes in revenue from the prior year must be clearly identified and explained. Revenue assumptions are a key discussion point. Our worksheets will incorporate room for additional narrative on revenue changes.
4. County user fees shall be reviewed for potential increases commensurate with the increased cost of doing business. The review of fee schedules should include analysis of cost recovery for services. All user fee recommendations approved by oversight committees are due to the County Administrator's office by August 20, 2021.
5. Department budget proposals, (financial portion) with supporting documentation, shall be submitted electronically to the Finance Director by June 25, 2021.

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June 2021 Events

Senior Dining sites offering Grab 'n Go meals:

- St. John's Apartments, 815 Chapin St, Eau Claire, Monday through Friday, 10:45am
- Augusta Senior & Community Center, 616 W Washington St, Augusta, Monday through Friday, 11:30am.
- LE Phillips Senior Center, 1616 Bellinger St, Eau Claire, June 8th and June 22nd 2021, 5:00pm.
- Fairchild Community Center, 121 Farmer Street, Fairchild, every Wednesday, 12:00pm.

April Dementia Virtual Support (online webinar and/or conference call):

- Early-Stage Memory Loss Support Group. Wednesday, June 30, 1:30–2:30pm. Register at www.adrcevents.org or call the ADRC 715-839-4735.
- Middle-Late Stage Alzheimer's/Dementia Caregiver Support Group. Tuesday, June 8 1:30–2:45pm. To register contact Paula at paulajwaincott@gmail.com.
- Coffee Group for Men. Wednesdays, June 9 and June 23, 11:00am. To register contact Bob at 414-378-2114 or beevee6610@gmail.com.
- Chippewa Valley Memory Café. 2nd Tuesday, June 8 10:00-11:30am. Register at www.adrcevents.org or call the ADRC 715-839-4735.
- Ask a Dementia Care Specialist. Monday, June 21st 10:00- 11:30am. Register at www.adrcevents.org or call the ADRC 715-839-4735.
- Lewy Body Dementia Support Group. Wednesday, June 9 and June 23, 6:00pm-8:00pm. To register contact Janelle at romatowskij@comcast.net or Amy at 715-379-3148 or amy@modularmarketingsystems.com
- Lunch Bunch Book Club. Mondays May 17-June 28 12:00-1:00pm. Register at www.adrcevents.org or call the ADRC 715-839-4735.
- Brain & Body Fitness. Mondays and Wednesdays, May 3- July 21. 10:00-11:30am. Lake Street Methodist Church. Register at www.adrcevents.org or call the ADRC 715-839-4735.
- Better Brain Fridays. Fridays May 7- August 20. 10:00-11:30. Register at www.adrcevents.org or call the ADRC 715-839-4735.
- Soul-Care for Caregivers. Tuesday, June 29th 10:30 -12:00 noon. To register contact Paula at paulajwaincott@gmail.com.
- Stand in the Light Memory Choir Summer Semester, Thursdays June 3-July 15. For more information call 715-210-4165 or standinthelightchoir@gmail.com

Medicare & You

Virtual meeting via Webex. Friday, May 7th at 1:00pm or Wednesday May 19th at 10:00am Register at www.adrcevents.org or call the ADRC 715-839-4735.

StrongBodies Information Session

Virtual via Webex. Tuesday June 1, 2021. 10:00-11:30 am. Register at www.adrcevents.org or call the ADRC 715-839-4735.

Eau Claire Caregiver "Virtual" Café

Virtual Meeting via Webex. Tuesdays, June 1st and June 15th, 9-10:30am. Register at www.adrcevents.org or call the ADRC, 715-839-4735