

A SPECIAL (TELECONFERENCE) meeting of the AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN BOARD was held on **March 26, 2020 at 9:10 AM.**

Mission: The Aging and Disability Resource of Central Wisconsin promotes choice and independence through personalized education, advocacy, and access to services that prevent, delay, and lessen the impacts of aging and disabilities in the lives of adults.

**THIS MEETING WAS HELD AS A CONFERENCE CALL**  
**CALL IN NUMBER 844-875-7777, ACCESS CODE 775803#**

**To listen to a recording of this conference call, click <https://fccdl.in/iB5zWZzYSH>**

#### AGENDA

1. Call to Order: Meeting called to order by Tim Buttke at 9:11 am.
2. Public Comments: No public comments but roll of teleconference attendees.  
Board members: Tim Buttke, Jim Hampton, Danielle Yuska, Vern Cahak, Mike Fierer, Dona Schwichtenberg, Dick Hurlbert, Doug Machon, Sandi Cihlar, and Dora Gorski. Excused: Sharon Rybacki  
  
Staff participating in the call: Jonette N. Arms, Mike Rhea, Ronda James, Angela Hansen, Steve Prell, Traci Zernicki, Jennifer Cummings, and Pa Thao.
3. Discussion/possible action – ADRC-CW COVID-19 agency preparation and response
  - a. Jonette Arms refers to documents in the Board packet that outlined the modifications to ADRC-CW services in accordance with recommended response to COVID-19.
  - b. Recent Governor’s order has again required modifications and new documents will be sent to the Board.
  - c. Mike Rhea speaks on the services provided by the Specialists and expresses an appreciation for staff flexibility.
  - d. Ronda James speaks on the adjustment to the nutrition program including senior dining and meals on wheels. She also makes an ask for hand sanitizer to be used by volunteer drivers.
  - e. Angela Hansen updates the board on communication to the public via press releases and frequent meetings with the emergency management departments for the member counties. Press releases are sent to print, radio, and television outlets in the region. Emergency management situation report-out meetings are held weekly via video conferencing or teleconferencing. The office phones have an updated voicemail message to advise callers of our modified services and to encourage leaving a message. Messages are collected at least every 30 minutes and distributed to appropriate staff for customer assistance.
  - f. Steve Prell informs the Board of the funding source impacts and changes. The State is providing a bit of flexibility with allocating grant funds to the programs.
  - g. Jonette Arms expresses appreciation for the staff and leadership team for the work done for the organization in response to COVID-19.
  - h. Tim Buttke shares a letter he received from a staff member who expressed appreciation for Jonette’s leadership and the support and leadership of the entire ADRC-CW leadership team.
4. Adjournment: Tim Buttke adjourns the meeting at 9:56 am.

***Minutes respectfully submitted by Angela Hansen***