

Aging and Disability Resource Center of Central Wisconsin (ADRC-CW)

Minutes of the ADRC-CW Advisory Committee Meeting

January 28, 2015

Mission: The Aging and Disability Resource Center 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.

Committee members present: **Marathon County:** Pam Frary, Dona Schwichtenberg;
Lanlade County: Barbara Lehrer (by videoconference), Beth Schuelke (by videoconference);
Wood County: Katie Clark (by videoconference), Marion HoKamp (by videoconference), Patty Ruder (by videoconference); **Lincoln County:** Margaret Robl, Bill Kolar; **At Large Representative:** Becky Huebner-Leu (by videoconference)

Excused: Vicki Faoro Anderson, Bob Beck, Jalaine Streng, Lil Tower

Others present: Linda Weitz, Jennifer Cummings, Tracey Baken

1. Call to Order: The meeting was called to order by Linda Weitz, ADRC-CW Executive Director, at 10:06 a.m.
2. Public Comments: no public comments.
3. Approval of Minutes – November 19, 2014: Motion to approve the minutes made by Dona Schwichtenberg and seconded by Pam Frary. Motion carried.
4. Director's Report and Updates since Last Meeting: Linda highlighted the following:
 - Received MIPPA grant and will be hiring an outreach specialist
 - Quality Manager-Doug Below continues to be out on medical leave
 - Overarching goals
 - Target 4-5 specific areas and then smaller goals within each area
 - Accomplishments
 - Many accomplishments this year including developing plan to improve services to individuals with disabilities, expanding Café 60, PALS research grant, dementia workgroup and the excellent team work throughout the organization.
 - Goals for 2015 include continuing some of the initiatives of 2014, such as improving services for those with disabilities and with dementia; focusing on professional development; focus on customer feedback; and improving physical space.

5. Progress toward Goals:

- a) Aging Plan 2013-2015-Jennifer Cummings presented the self-assessment (included in packet) which is required every 3 years. Jennifer went through each of the focus areas and reviewed the goal that was set for the second year and how it was accomplished. Jennifer asked the Advisory Committee to take action on this self-assessment. Bill Kolar made a motion to approve the self-assessment as presented, seconded by Dona Schwichtenberg. Motion carried.
 - b) Aging Plan 2016-2018-Jennifer will begin to focus on the Aging Plan for 2016-2018. The deadline is usually towards the end of the current calendar year. Jennifer plans to get some public input, without doing formal public forums. She asked the Advisory Committee how they best see her getting this info. Some recommendations were to speak with individuals that come into the offices; ask those that attend the support groups or group activities (not necessarily driven by ADRC-CW).
6. Next meeting, date, place, agenda: Proposed to continue with the schedule for 2015, meeting the 4th Wed every other month on the following dates: March 25th, May 27th, July 29th (ADRC-CW All Staff “Celebration of Success”), Sept 23rd and Nov 18th (one week earlier than usual due to Thanksgiving Holiday).
7. Adjournment: Motion made by Dona Schwichtenberg, seconded by Pam Frary to adjourn. Motion carried. Meeting adjourned at 11:30 a.m.

Aging and Disability Resource Center of Central Wisconsin (ADRC-CW)

Minutes of the ADRC-CW Advisory Committee Meeting

March 25, 2015

Mission: The Aging and Disability Resource Center 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.

Committee members present: **Marathon County:** Dona Schwichtenberg, Bob Beck;
Langlade County: **Wood County:** Katie Clark (by videoconference), Marion HoKamp (by videoconference); **Lincoln County:** Bill Kolar, Arlene Meyer; **At Large Representative:** Rose Boron

Excused: Vicki Faoro Anderson, Jalaine Streng, Lil Tower, Barbara Lehrer, Beth Schuelke, Patty Ruder

Others present: Linda Weitz, Jennifer Cummings, Ronda James, Mike Graper, Tracey Baken

1. Call to Order: The meeting was called to order by Linda Weitz, ADRC-CW Executive Director, at 10:08 a.m.
2. Public Comments: no public comments.
3. Approval of Minutes – January 28, 2015: Motion to approve the minutes made by Bob Beck and seconded by Rose Boron. Motion carried.
4. Director's Report and Updates since Last Meeting: Linda highlighted the following:
 - Doug Below has chosen to resign from his position. We will begin recruiting for his position.
 - Recruiting for 2 new citizen board members to replace Julie Webb (represented Developmental Disabilities) and Dan Sullivan (represented Physical Disabilities). They both have done great work in advocating for the ADRC-CW customers.
 - PALS Grant Project is up and running in Wausau with 10 participants enrolled. Merrill is still recruiting and will begin in April 2015 and WI Rapids will have a class in August 2015.
5. Governor's Proposed Budget and Impact on ADRC Services

Linda noted the Legislative Update in the March Directors Report and also the documents that were included in packet. The ADRC-CW Board had Linda send a letter to legislators to inform them of impact that this budget would have on the ADRC-CW.

6. Progress toward Goals:

a) Dementia Care workgroup-update on cognitive screening

Jennifer gave a brief recap of where the group is at and talked that they are finalizing a letter that will go to physicians to help form a link between them and us. We have two resources specialist in the Wausau office that would entertain referrals to do the screening. The plan is to pilot this in the Wausau office.

b) Café 60 expansion update

Ronda gave an update on the new Café 60 location in Pittsville. She shared that there have been 30 different consumers that have participated in the program at Pittsville since the beginning of December 2014. Of those 30 consumers 14 of them are new to the Café 60 program. The new consumers completed a pre-survey and will be send a post-survey in the coming weeks. This grant wraps up in May 2015.

c) MIPPA grant – Outreach plan – Input from Advisory

Mike Graper gave a brief overview of the MIPPA program. This program is targeted towards low income, rural Medicare recipients who might benefit from some of the Medicare cost-savings programs. Mike reviewed the plan that he has designed to address outreach to these areas. His goal is to reach participants that might qualify for the program and refer them to benefit specialists in our offices. Mike asked the committee members for ideas as to some additional places he could outreach the program. Some suggestions were: barbershops, beauty salons, Friday fish fries, taverns, coffee shops, Town Board Association meetings, Retired Educators Association and Golden Kiwanis.

d) Regional input opportunities in order to develop aging plan

Jennifer is continuing to develop the Aging Plan for 2016-2018. Jennifer continues to get input from individuals at different offices, support groups and other group activities. She will continue to keep the Advisory committee up-to-date on the progress of the Aging Plan.

7. 2015 Advisory Members Re-Appointment Schedule

Linda wanted to clarify the terms of the Advisory Committee members. Each member can be appointed for two (2), three (3) year terms. Some reappointments that will be coming up in Nov 2015 will be Bob, Arlene and Lil. The others will happen in 2016 and 2017.

8. Adjournment: Motion made by Bob Beck, seconded by Arlene Meyer to adjourn. Motion carried. Meeting adjourned at 11:58 a.m.

Aging and Disability Resource Center of Central Wisconsin (ADRC-CW)

Minutes of the ADRC-CW Advisory Committee Meeting

May 27, 2015

Mission: The Aging and Disability Resource Center 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.

Committee members present: **Marathon County:** Dona Schwichtenberg, Bob Beck, Pam Frary, Vicki Anderson; **Langlade County:** Jalaine Streng (by videoconference); **Wood County:** Katie Clark (by videoconference), Marion HoKamp (by videoconference), Patty Ruder (by videoconference); **Lincoln County:** **At Large Representative:** Becky Heubner (by videoconference)

Excused: Margaret Robl, Bill Kolar, Arlene Meyer, Beth Schuelke

Others present: Linda Weitz, Jennifer Cummings, Tracey Baken

1. Call to Order: The meeting was called to order by Linda Weitz, ADRC-CW Executive Director, at 10:01 a.m.
2. Public Comments: no public comments.
3. Approval of Minutes – March 25, 2015: Motion to approve the minutes made by Bob Beck and seconded by Dona Schwichtenberg. Motion carried.
4. Director's Report and Updates since Last Meeting: Linda highlighted the following:
 - Lil Tower and Barbara Lehrer have resigned from the Advisory Committee. Both Lil and Barb have other time commitments, so they were unable to continue. Their years of contribution to the advisory committee and their advocacy efforts for the ADRC-CW customers were greatly appreciated. If anyone has suggestions or knows someone who may be interested in joining the Advisory committee from either Langlade, Lincoln or Wood counties, please let Linda know.
 - We hired a new Quality Manager/Regional Supervisor whose home office will be Antigo. We are very fortunate to bring in a highly qualified professional with many years of experience in health care, management, and working with older and disabled adults. His name is Tim Moe and he starts June 8th.
 - Voting is taking place today on the Governor's budget in regards to the Long Term Care proposals.
 - The nutrition revitalization grant that allowed the ADRC to establish a Café 60 location in Pittsville will end May 31st. We have had positive feedback from program participants. As a result of the grant funding, we have made some physical enhancements to the Gathering Place to make it more inviting for our customers and have new window clings for all of the Café 60 restaurants.
 - PALS Grant-The first PALS class held in Wausau is completing its 10 wk group exercise component. Follow-up phone calls will be conducted in the second phase of the research project.

The Merrill PALS class is about ½ way into the exercise component and the WI Rapids class will begin in August.

- MIPPA Grant-Mike Graper has started his outreach activities in Western Wood and Marathon Counties. Another outreach effort involves contacting all Meals on Wheels participants to see if they would like additional information about benefits or other services.
- Volunteer Recognition-All events were well attended and staff had a chance to express their appreciation to the volunteers.
- Celebration of Success-This will be held on July 29th at Covenant Community Church and all advisory committee members are invited.

5. Progress toward Goals:

- a) Dementia Care workgroup-offering cognitive screens to interested customers
We started piloting this screening tool at the end of April. At this point, we haven't had anyone agree to participate. The workgroup feels there may be fears in taking the screen, including worries about what the results will show. The advisory committee thought that more public education regarding the screening tool and its benefits would be a good idea.
 - b) Disability Workgroup update
Group continues to bring in different community agency partners to network and cross train, which will lead to better referral networks for our customers with disabilities.
 - c) Aging Plan 2014 self-assessment
This was reviewed by GWAAR and a letter was included in packet that highlighted each of the areas.
 - d) Aging Plan 2016-2018 focus areas
Jennifer shared the recently-released focus areas that will be included in the new three-year aging plan. In the upcoming months, Jennifer will be soliciting input from older adults in the area in order to develop goals in these areas.
 - e) Opportunities to gain consumer input in plan development
Jennifer asked the committee what/where there would be for opportunities to get the consumer input. The committee responded with individual contact, established groups, Golden Kiwanis, and tying in with the MIPPA grant and the work that Mike Graper is doing.
6. Next meeting dates: July 29th-Celebration of Success; September 23rd
7. Adjournment: Motion made by Bob Beck, seconded by Pam Frary to adjourn. Motion carried. Meeting adjourned at 11:52 a.m.

Aging and Disability Resource Center of Central Wisconsin (ADRC-CW)

Minutes of the ADRC-CW Advisory Committee Meeting

September 23, 2015

Mission: The Aging and Disability Resource Center 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.

Committee members present: **Marathon County:** Dona Schwichtenberg, Bob Beck, Pam Frary; **Langlade County:** Jalaine Streng (by videoconference); **Wood County:** Katie Clark (by videoconference), Patty Ruder (by videoconference); **Lincoln County:** Margaret Robl, Arlene Meyer; **At Large Representative:** Rose Boron

Excused: Marion HoKamp, Bill Kolar, Vicki Anderson, Becky Leu

Others present: Linda Weitz, Jennifer Cummings, Tracey Baken, Jim Scott

Introduction of Carrie Porter from GWAAR and Advisory Committee members and staff

1. Call to Order: The meeting was called to order by Linda Weitz, ADRC-CW Executive Director, at 10:00 a.m.
2. Public Comments: no public comments.
3. Approval of Minutes – May 27, 2015: Motion to approve the minutes made by Bob Beck and seconded by Arlene Meyer. Motion carried.
4. Director's Report and Updates since Last Meeting: Linda highlighted the following:

Linda stated there is a potential new member from the Wood County area to serve on the Advisory Committee. Linda went through his application and gave the group some of his background. Linda informed the group that the potential new member's application comes to the Advisory and the ADRC-CW Board then the person is appointed by the respective member County Board. Motion made by Arlene Meyer to accept the recommendation of the new advisory member per his application, seconded by Bob Beck. Motion carried.

Linda informed the committee that there are still openings for advisory committee members in Lincoln and Langlade Counties and that she is looking for any recommendations.

Linda informed existing members that the terms will be reviewed and if it is time for any member to be re-appointed, she will contact those members to make sure they want to be reappointed.

Updates from the June report

- Governor's budget- has been signed. Some major changes that were left in the budget were in regards to Family Care and IRIS programs. What do these changes mean and how will they affect services to older and disabled adults are yet to be determined. Public hearings were held for the proposed changes. Managed Care Organizations (MCO) will need to become Integrated Health Agencies (IHA). IRIS will not be a standalone program anymore.

Rose Boron attended a public hearing and she gave an overview. One strong message from those attending the hearings was that individuals served wanted the services to be kept local.

- Nutrition Revitalization Grant-This was the expansion of the Café 60 program to Pittsville. As reported in May there were 74 meals served with an average of 53 meals per month. With this grant we conducted pre and post surveys. In the post surveys results it was self-reported by the participants that they are 70% healthier, 80% are more involved with social opportunities and 70% are able to manage their health conditions all because of going out and having a nutritious meal.

Updates from the July report

- Physical Activity for Life for Seniors (PALS) Grant-We are receiving wonderful results from this grant. Most participants are continuing to stay active and we even have a small group of participants in the Wausau office that have taken it upon themselves to continue to meet on their own and go through the exercises together to keep each other motivated. We will be conducting three more class sessions in 2016 with completion of the grant in 2017.

Updates from the August report

- Communication/Administrative Services Manager-Alyssa Vruwink has been hired and she brings many talents and skills. She will be focusing on marketing, external & internal communication, leading the administrative services team and supervising staff. Alyssa's home office will be Marshfield but, as all of the ADRC-CW Managers, has responsibilities and will be spending time throughout the ADRC-CW organization.

Updates from the September report

- Mike Rhea and Linda attended the ADRC Directors meeting that focused on the draft 2016 state ADRC contract. The contract language is much more definite now. In the past, the contract would use language such as "whenever possible", now the contract states "you will". Some of the new requirements will be that all ADRCs must use the state logo and the state mission statement. For the ADRC-CW this is good timing, as we are embarking on a marketing and re-branding initiative, will be looking at our physical space requirements, and as we develop a business plan that incorporates good data.
- Facebook statistics-Alyssa has been revamping our Facebook page and has seen great results. Overall post performance rate increased 95% and a 200% increase in user engagement. This is an ongoing project and it will help us target key audience groups with minimal effort and at no cost.

- Medical College outreach-The ADRC-CW was approached by the Director of the Medical College which will be located in Wausau. The Director has a strong interest in geriatrics and wants to partner with the ADRC-CW. We will continue planning as they prepare for students coming in fall 2016.

Progress toward Goals:

a) Dementia Workgroup Update-cognitive screening events

The workgroup finalized the cognitive screening events; one already completed and the one is happening today. The group changed to the name to Mind Your Memory as they felt it would seem less intimidating than the word dementia. There are two Resource Specialists trained in giving the Mini Cognitive test and also the animal test at these events. The workgroup developed a letter, which they had several area doctors preview, which will go to the consumer's physician.

Another of the workgroup's goal is to work collaboratively with the Alzheimer's Association to develop a dementia education template that can be tailored to area businesses and workplaces that promote being a dementia friendly community.

b) Greater Wisconsin Agency on Aging Resources (GWAAR) role and the Aging Plan

Carrie Porter, representing GWAAR, gave an update regarding GWAAR's roles and how they want to be more involved and visible to ADRCs in developing their Aging Plans.

c) Aging Plan 2016-2018 focus areas

Goals for 2016-2018 included in packet. Jennifer has talked to many people and has received some good feedback and has tried to incorporate them into the Aging Plan goals. The final plan is due in November 2015. The advisory committee members were supportive of the proposed goals.

5. Next meeting dates: Wednesday, November 18th

6. Adjournment: Motion made by Bob Beck, seconded by Arlene Meyer to adjourn. Motion carried. Meeting adjourned at 11:56 a.m.

Aging and Disability Resource Center of Central Wisconsin (ADRC-CW)

Minutes of the ADRC-CW Advisory Committee Meeting

November 18, 2015

Mission: The Aging and Disability Resource Center 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.

Committee members present: **Marathon County:** Dona Schwichtenberg, Bob Beck, Pam Frary; **Langlade County:** Jalaine Streng (by videoconference); **Wood County:** Jim Scott, Katie Clark (by videoconference), Patty Ruder (by videoconference) Marion HoKamp (by videoconference); **Lincoln County:** Margaret Robl, Arlene Meyer, Bill Kolar,; **At Large Representative:** Rose Boron

Excused: Vicki Anderson, Becky Huebner-Leu

Others present: Linda Weitz, Jennifer Cummings, Alyssa Vruwink, Ronda James, Mike Graper, Tracey Baken, Brittany Paulson-dietetic intern from UW-Stout

1. Call to Order: The meeting was called to order by Linda Weitz, ADRC-CW Executive Director, at 10:02 a.m.

Introductions were made of Advisory Committee members and staff in attendance at the meeting.

2. Public Comments: no public comments.
3. Approval of Minutes – September 23, 2015: Motion to approve the minutes made by Bob Beck and seconded by Arlene Meyer. Motion carried.
4. Director’s Report and Updates since the last meeting: Linda highlighted the following:

October 2015 executive director report highlights:

- ADR-CW completed the 2016 budget which was reviewed and approved by the board. Funding level has remained stable which is good and bad.
- Healthy Living staff did some outreach presentations to include Marathon County risk management to promote ADRC-CW services and to encourage their involvement in promotion of the classes.

Question was asked about the commercialization of caregiving and why can’t the (ADRC-CW) get into the business of caregiving. Linda responded by explaining that there are requirements i.e. additional licensing that need to be met.

November 2015 executive director report highlights:

- The new State ADRC contract now contains specific language regarding requirements that need to be met. Two of our Resource Specialists were chosen to be part of a panel that rolled out the some of the changes statewide which is a testament to the recognition by DHS of the quality of our staff. We are being seen as a model across the state. In December, the board will take some action in regards to some of these contract parameters specifically in regards to the office building requirements.
- Trauma-informed practice is continuing to move forward. The management team will be developing a “management charter” that outlines the principles of trauma-informed care and the leadership model that we will follow.
- Rebranding of logo is in process however we are still waiting on confirmation of the new font. Next steps will be to implement a plan to update our marketing materials to comply with the change.
- Medicare Part B premium increases for 2016 have been rumored. Our Benefit Specialists are guided by program attorneys and as of 11-2-15 there has been nothing passed indicating a change. The Benefit Specialists will continue to watch for any changes to these premiums and help consumers understand the potential impact.

5. Progress toward Goals:

- a) Dementia Workgroup Update-The larger group has formed three workgroups to focus on memory screens, education materials, and marketing.

We are working collaboratively with the Alzheimer’s Association in selecting educational materials. We would like to promote a consistent message to community businesses in developing a dementia friendly community. Erin Johnson, caregiver support coordinator, presented to an existing Wisconsin Rapids’ community roundtable group. The group voiced an interest in learning more and promoting dementia friendly community initiatives in the Wisconsin Rapids area.

Memory screens are available at all of the ADRC-CW office locations. Resource specialists participated in a screening refresher and are able to offer this service to consumers and families as part of a regular visit or through an appointment.

Jennifer Cummings gave a brief explanation of the Family Caregiver Support Program and the program benefits to consumers and families.

- b) Marketing discussion update was provided by Alyssa Vruwink, Communications Manager regarding consistent and “Customer-friendly” language for the Nutrition program.

Linda offered background information regarding the need for Advisory committee input. Referencing the November 2015 Director’s report, it is noted that the “Nutrition Section” uses seven terms interchangeably in referencing nutrition services. Our goal is to provide consumers with a consistent message regarding our programs. Alyssa continued the discussion and asked the group for feedback regarding about the nutrition terms. Alyssa explained that the ADRC wants to develop a consistent message that will be used for all our printed materials, referenced at presentations, etc.

Alyssa asked the committee for some suggestions of wording that people would feel positive about. Some of the suggestions given for each area: Nutrition Assistance, Onsite Meals, Meals on Wheels, Café 60 Dining.

It was suggested that the name should be of mutual benefit and conveys an idea to the consumer that he/she can easily understand. At this point, Café 60 is meaningless to someone unfamiliar with the program. One suggestion included considering the title Nutrition Resources or Nutrition Options.

Alyssa would like to pull together a group to focus on determining the right language to meet the program criteria. Suggestion was made that each advisory member invites 1-2 people to be a part of the work-group. This would be a short term commitment. Alyssa will pull together some talking points in the next month and get these to everyone so they can start recruiting interested group participants.

6. Setting the 2016 Advisory Committee calendar- Meetings have been held on the 4th Wednesday every other month. The committee reviewed the proposed 2016 meeting schedule included in packet. Bob Beck made a motion to go with the schedule as printed, seconded by Bill Kolar. Motion carried.
7. Next meeting date: tentative – January 27, 2016
8. Adjournment: Motion made by Arlene Meyer, seconded by Bob Beck to adjourn. Motion carried. Meeting adjourned.