

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

Minutes of the ADRC-CW Advisory Committees Meeting
2600 Stewart Avenue, Suite 25, Wausau, Wisconsin

January 24, 2018

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, Barb Mullen, Rose Boron; **Langlade County:** Dave Krochalk, Doug Curler, Jim Posselt; **Lincoln County:** Heidi Jarvis, Dee Olsen; **Wood County:** Ann Egge, Jim Scott; **At-large Representatives:**

Others present: ADRC-CW Executive Director Linda Weitz, ADRC-CW Aging and Wellness Director Jennifer Cummings, Director of Resource Services Mike Rhea

1. Call to Order: The meeting was called to order by Linda Weitz, Executive Director, at 10:01 a.m.
2. Public Comments: None
3. Approval of Minutes – November 15, 2017—Motion by Doug Curler, second by Ann Egge to approve the minutes. Motion carried unanimously.
4. Recruitment for one Lincoln and one Wood County member

Still looking for 2 members to fill the advisory committee. If anyone has any suggestion to let Linda or Jennifer Cummings know.

2018 Goal Areas

5. Advocacy Item: Family Care and IRIS update – Mike Rhea

Mike gave a brief overview of Family Care and IRIS and some of the changes we have been seeing recently in both programs. Handout included in packet that gives a comparison of the 2 programs.

6. Director's Report and Updates on the Strategic Plan
 - a. Management team met and discussed the three strategic issues and will work on flush out final details once the new director is on board.
 - b. Jennifer is working on the 3 year Aging Plan and will once again look towards the advisory committee for direction on how do we bring in the voice of the older adults and what issues that you feel are important.

- c. Staff recruitment-recently hired 2 new Resource Specialist for the Marshfield and Wi Rapids offices. Currently recruiting for the Nutrition Services Coordinator position. Executive Director interviews are slated to happen on February 2nd.

7. Next Meeting: Wednesday, March 28, 2018

8. Adjournment: Motion made by Pan Frary seconded by Doug Curler to adjourn at 11:27 a.m. Motion carried.

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

Minutes of the ADRC-CW Advisory Committees Meeting
2600 Stewart Avenue, Suite 25, Wausau, Wisconsin

March 28, 2018

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, Rose Boron; **Langlade County:** Dave Krochalk, Mary Jo Kawalski, Doug Curler; **Lincoln County:** Nancy Uerling; **Wood County:** Ann Egge, Patty Ruder, Jim Scott; **At-large Representatives:** Laura Mazinni, Becky Huebner-Leu

Others present: ADRC-CW Executive Director Jonette Arms, ADRC-CW Aging and Wellness Director Jennifer Cummings

1. Call to Order: The meeting was called to order by Jonette Arms, Executive Director, at 10:05 a.m.
2. Introduction of committee members and new ADRC-CW Executive Director, Jonette Arms
3. Public Comments: None
4. Approval of Minutes – January 24, 2018—Motion by Doug Curler, second by Pam Frary to approve the minutes. Motion carried unanimously.
5. Recruitment for one Lincoln and one Wood County member

Still looking for 2 members to fill the advisory committee. If anyone has any suggestion to let Linda or Jennifer Cummings know.

2018 Goal Areas

6. Director's Report

Jonette highlighted several areas within the February and March 2018 Director's Reports.

February 2018

- *Executive Director starting March 19, 2018
- *2017 Accomplishments
- *Recruiting for Clerical Assistant in WI Rapids
- *Customers contacting us via web/FB
- *Region wide staff coverage
- *Healthy Living classes

- *Caregiver Support
- *Funding for New F/T Dementia Care Specialist
- *Nutrition Staff Update
- *MIPPA Grant
- *Quality Management

March 2018

- *Hired new Clerical Assistant-Linda Brost
- *Healthy Living-2 Powerful Tools classes
- *Networking
- *Caregiver Support
- *Dementia Friendly Communities Initiative
- *Nutrition-Staff update
- *MIPPA Grant
- *Volunteer Services

7. 2017 Aging Plan self-assessment

Handout included in packet.

8. 2019-2021 Aging Plan development

Every 3 years need to complete and Aging Plan. Jennifer is looking for feedback from the Advisory Committee on how to proceed. Previously we have done surveys, is there anything else we should maybe consider?

9. Next Meeting: Wednesday, May 23, 2018

10. Adjournment: Motion made by Doug Curler seconded by Rose Boron to adjourn. Motion carried.

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

Minutes of the ADRC-CW Advisory Committees Meeting
2600 Stewart Avenue, Suite 25, Wausau, Wisconsin

May 23, 2018

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 **Langlade County:** Dave Krochalk, Mary Jo Kawalski, Doug Curler; Jim Posselt **Lincoln County:** Nancy Uerling; **Wood County:** Patty Ruder **At-large Representatives:** Laura Mazinni

Others present: ADRC-CW Executive Director Jonette Arms, ADRC-CW Aging and Wellness Director Jennifer Cummings

1. Call to Order: The meeting was called to order by Jonette Arms, Executive Director, at 10:05 a.m.
2. Public Comments: Doug Curler commented that the response from the Antigo Senior Club regarding the recent presentation offered by Jennifer Cummings was positive.
3. Approval of Minutes – March 28, 2018—Motion by Doug Curler, second by Pam Frary to approve the minutes. Motion carried unanimously.
4. Recruitment for one Lincoln and one Wood County member

Still looking for 2 members to fill the advisory committee however, we have an interested individual from Lincoln County. We are looking to recruit a member from Wood County yet.

2018 Goal Areas

5. Director's Report

Jonette highlighted several areas within the April and May 2018 Director's Reports.

April 2018

- Changed the name of the management team to Leadership Team with positive comments from staff as this reflects a more accurate role and empowers staff
- Jonette met 1:1 with each staff person from all offices and identified that there is staff longevity within the ADRC-CW and that staff genuinely enjoy working at the ADRC-CW
- Jonette has been networking with organizations throughout the region and reconnecting with State personnel.
- The newsletter was renamed to *CHOICES* as this reflects the ADRC-CW work and purpose and the format and layout of the newsletter has been changed to reflect our regional focus

- The 3-year on-site nutrition assessment was completed with favorable accolades to the work of staff at the ADRC-CW
- The nutrition site previously held at SSMH church location was re-located to the Antigo Community Church on April 2nd.
- Jonette had achieved her goal of visiting all of the region's nutrition sites in 1 ½ months to see the sites, sample the meals, and get to meet consumers and staff on-site
- New Medicare Cards will be mailed in June to individuals in Wisconsin. Consumers are to be wary of potential scams and be alert to receiving their new cards.
- Leadership team participated in a retreat with speaker Alonzo Kelly and learned about RACI-which improves role clarification and overall communication. This information is being brought to staff in June as well.

May 2018

- Received notification that the ADRC-CW was not awarded one of the five Dementia Care Specialist positions. Jonette explained that she and ADRC-CW board chair, Doug Mahon, were able to express their disappointment to State staff at the recent Alzheimer's Conference which they attended.
- Volunteer recognition events were completed throughout the region and well attended
- The ADRC-CW board decided that when advocacy requests are brought to the ADRC-CW organization, Jonette will explore and assure accuracy. Letters of support for these issues will be signed by the ADRC-CW board chair, vice-chair, and Jonette in response. Jonette explained that the Advisory Committee's role is to be a "voice" of the consumers in the region, sharing opinions, bringing information to the ADRC-CW. She encouraged the group to consider having a chair/co-chair from the group. Committee members asked for education and guidance on how to be good advisory committee members. Jonette suggested bringing in individuals from GWAAR (Greater Wisconsin Agency on Aging Resources), AARP, and the Alzheimer's Association to provide advocacy and education.
- Board report format changes will reflect information that is new to share. The reports will provide highlights and may/may not have information from every program each month.
- Jonette informed the committee that she plans to meet with each of them individually and that support staff will be contacting them to schedule appointments accordingly.
- Upcoming event dates were reviewed to include upcoming trainings and the ADRC-CW all staff meeting on July 26th at Wildwood Station in Marshfield. Directions/map was suggested need be included with the invitations. The group discussed how best to share upcoming training opportunities, event reminders, etc. Email addresses will be obtained from committee members and alerts will be emailed accordingly.

6. 2019-2021 Aging Plan development-2018 survey

Jennifer referred committee members to the survey included in their meeting packet and encouraged them to complete the survey as well as distribute the survey within their communities. The survey can also be accessed on-line through the ADRC-CW website.

7. Next Meeting: All Staff meeting-July 26th at Wildwood Station in Marshfield—committee and board members are invited to attend. The next regular meeting of the advisory committee will be on Wednesday, September 26, 2018.
8. Adjournment: Motion made by Doug Curler seconded by Nancy Uerling at 11:40 a.m. to adjourn. Motion carried.

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

Minutes of the ADRC-CW Advisory Committees Meeting
2600 Stewart Avenue, Suite 25, Wausau, Wisconsin

September 26, 2018

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, Barb Mullen, Rose Boron; **Lanlade County:** Doug Curler; **Lincoln County:** Arlene Meyer, Dee Olson, Heidi Jarvis; **Wood County:** Patty Ruder, Jim Scott, Ann Egge

Others present: ADRC-CW Executive Director Jonette Arms, ADRC-CW Aging and Wellness Director Jennifer Cummings

1. Call to Order: The meeting was called to order by Jennifer Cummings, Director of Aging and Wellness, at 10:00 a.m.
2. Introduction of new member-Arlene Meyer
3. Public Comments: Jim Scott wanted to touch base on the June 2018 Directors report regarding the happenings with Inclusa since he has to leave this meeting early today. Jennifer stated that ADRC-CW staff met with Inclusa management and talked about the decrease in authorizations. ADRC explained that the meals on wheels delivery program benefits provide much more than a meal. Delivery staff and our many volunteers provide on-site and visual check-ins with the consumers-many on a daily basis. Changes noted by the delivery people are reported back to nutrition staff and subsequent calls are made to Inclusa case managers. In addition, our delivery people provide many of the customers with socialization as the delivery person may be the only individual that customer may see on a regular basis. Since this meeting with Inclusa, authorizations have been more stable and the decreases in authorizations have slowed.

Jonette informed the group that both Becky Huebner-Leu and Laura Mazzini needed to resign from the Advisory Committee at this time.

Jonette announced that starting today, the Advisory Committee meetings will be run by Jennifer Cummings, Director of Aging and Wellness. However, Jonette plans to be in attendance at the meetings as well.

Jonette is also requesting that all committee members who have email share their address with her so she can keep committee members informed of events that may be of interest and advocacy opportunities that may be scheduled in between our regular committee meetings. With that said Jonette gave a handout that referenced an email she received from Janet Zander (The Greater Wisconsin Agency on Aging –GWAAR- advocacy consultant).

Arlene noted that the signage for the Wausau ADRC-CW office needs to be clearer to specify the location in the building as it was a challenge to locate the office and know which door to enter. Jonette reported that the ADRC is working with the building landlord-Ghidorzi to improve signage and also placing some benches in front of the building.

4. Approval of Minutes – May 23, 2018—Motion by Dee Olson, second by Heidi Jarvis to approve the minutes. Motion carried unanimously.
5. Recruitment for Wood County Advisory committee member: We continue to recruit for a member representative from Wood County. In addition, we need to review terms for other committee members to determine upcoming vacancies as well.

2018 Goal Areas

6. Director's Report:

Jonette highlighted several areas within the June, July and August 2018 Director's Reports.

June 2018

- Approximately 50 employees participated in a staff development day with speaker Alonzo Kelly and learned about RACI-which improves role clarification and overall communication.
- Judy Skinner retired after 31 years of service, which in turn lead to the internal promotion of one of the clerical staff. Interviews for the Quality Manager will be held soon.
- Jonette has been networking with many individuals and organizations throughout the four-County region.
- New Medicare Cards began being mailed out in April 2018 and will conclude in April 2019. Providers will accept old cards until January 2020.

July 2018

- Jonette continues to network and build partnerships.
- Pa Thao was offered the Quality Manager position which is another internal promotion. Pa will be housed in Marshfield.
- Antigo leadership liaison will now be Angela Hansen.
- Healthy Living classes will have new leaders for the upcoming fall classes.
- Health Educators will now be supervised by Community Resources Manager.
- Caregiver support staff attended a dementia champion training called "Changing Caregivers into Care Partners".
- Applied for a Community Health Improvement Grant through Ministry. Awards will be announced in August.
- Received 2 awards; Ramp up Marathon County received an Aging Empowerment Award and the Healthy Living team was awarded the GWAAR ACE award.

August 2018

- Annual All Staff celebration; thanks to those Advisory and Board members that attended.
- New Organizational Chart has been drafted; this will improve customer service, balance out work load and also result in better communication.
- Langlade/Antigo office space-our meeting room space is being considered for another organization within the building. Will look at what options are available to the ADRC-CW in order to accommodate the staff and any meetings.
- Retirement of Resource Specialist Joan Breden in Marshfield office.
- New resource specialist hired for the Merrill and Wausau offices.
- Registration for the Wisconsin Aging and Disability Network Conference is open. Anyone interested let Jonette know by August 9th.

7. 2019-2021 Aging Plan draft and goals

Jennifer Cummings presented the goals of the plan.

Goals identified for each year of the plan in each focus area.

- Advocacy related activities
- Elder nutrition program
- Services in support of caregivers
- Services to people with dementia
- Healthy aging
- Local priorities

Public hearings have been scheduled to solicit input from consumers in each of our four counties.

The full plan is posted on the ADRC-CW website.

8. Education item: *Help yourself to better Health* campaign-Peggy Kurth Community Health Educator

PowerPoint presentation was given by Peggy as she and her team is actively promoting this campaign and education throughout the region.

Jennifer asked committee members for educational topics that they would like scheduled in the future. One suggestion included learning more about caregiver supports. The committee also inquired about whether the ADRC-CW has an updated acronym/abbreviation list available.

9. Next Meeting: Wednesday, November 14, 2018. This is a week earlier due to the Thanksgiving holiday.

10. Adjournment: Motion made by Doug Curler seconded by Arlene Meyer at 11:40 a.m. to adjourn. Motion carried.