

**AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADVISORY COMMITTEE MEETING MINUTES**

**Wednesday November 16, 2022
10:00 A.M.**

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:** Dana Macalalad, Krista Mischo, Randi Hartwig **Lincoln County:** unavailable **Langlade County:** Carol Krochalk, Roy Dieck, Penny Hurlbert, Kenneth Kubacki **Wood County:** Jennifer Dolan

Others Present: Director of Aging and Wellness Jennifer Cummings, Dementia Care Specialist Jennifer Thompson, Dementia Care Specialist Scott Seeger, Quality Resource manager Kit Ruesch, Executive Director Mike Rhea, and Erin Wells, Community Resource manager.

Excused Absence: Nancy Uerling & Charlene Seetan, Lincoln County

1. **Call to Order:** The meeting was called to order by Jennifer Cummings at 10:10 a.m.
2. **Introductions of new members:** Jennifer Cummings introduced Penny Hurlbert & Kenneth Kubacki from Langlade County along with Jennifer Dolan from Wood County.
3. **Advisory Committee vacancies:** Reminder by Jennifer Cummings that we are still recruiting for Advisory Committee Members. We will probably do some advertising to promote our Advisory Committee and Citizen Member Board vacancies. Sadly, Tara Schneider has left the committee due to various reasons and is unable to complete her term.

Current need: Marathon County: 1 member
Lincoln County: 2 members
Wood County: 3 members

If current committee members know of anybody interested, please refer them to Jennifer Cummings for further information.

- 4. Public Comments:** Jennifer Cummings announced that she is retiring as of January 6, 2023. After reading the minutes from the last meeting related to the nutrition menus and meal cancellation information, Jennifer Dolan suggested that there is a way to fit the ADRC-CW contact number and meal reservation/cancellation process on the menu page in the Choices newsletter. It can be done by removing the graphic on the calendar and putting the text there alongside the reminder. Jennifer Dolan also inquired about the possibility of listing other community resources that offer meals during the Thanksgiving/Christmas holidays when the ADRC-CW is closed and there is no meal delivery.
- 5. Approval of Minutes – From the July 27th meeting:** The July 27th draft minutes were reviewed with a motion to approve by Carol Krochalk and seconded by Dana Ponak. Vote was unanimous to approve the July 27th meeting minutes.
- 6. Review of meeting packet materials:** Reviewed the current mailed and electronically emailed packets to assure that all committee members received the information. Jennifer Cummings noticed that the November 2022 Operations Report was missing from the electronic packet so members will have to refer to their mailed paper packet instead for that information.
- 7. ADRC-CW Dementia Care Specialist program overview-Jennifer Thompson and Scott Seeger, Dementia Care Specialists:** Jennifer Thompson provided a background summary of the Dementia Care Specialist role and the increasing need to address the growing population of individuals and their families living with Alzheimers. Scott Seeger provided an overview of ADRC-CW programs highlighting caregiver support groups and the new Dementia simulation program that will be used to provide education and increase community support and understanding of the disease.
- 8. Customer Survey Draft-Kit Ruesch, Quality Manager:** Kit provided a draft overview and powerpoint / document to guide the conversation. This report is not finalized at this time as additional survey responses continue to filter into the agency. However, because the advisory committee had provided input related to the survey design, Kit wanted this group to see the responses at this time. Additional questions from committee members included:

 - Was there anything that stood out to you? Kit responded: *My biggest surprise was the number of nutrition responses and there was one comment about the resource directory. A customer wondered if our resource directory was up-to-date because when they called the number in the directory they never got a call back.*

- The overall results were very favorable, which is great to see, but there are still areas that the ADRC-CW can work to improve.

9. Aging Plan self assessment 2022: Jennifer Cummings provided an overview of the assessment. The reviewer from GWAAR stated that this summary was very complete and that she was pleased to see the work that the ADRC-CW has accomplished related to the Aging Plan goals and objectives.

Additional questions from committee members included:

- I noticed that a reference library for caregivers and dementia information is available. How many reference library books are there and can we check out a book? Jennifer replied: *The dementia care specialists and caregiver support coordinators are working to create a list of materials. This list will be made available through our website and resource directory along with information on accessing these resources.*

10. Executive Director Reports from August 2022, September 2022, October

2022, and November 2022: Mike Rhea commented that over the past few months, the ADRC-CW has been developing the 2023 budget and that the budget was recently approved by the ADRC-CW board of directors. The “Executive Director Report” name has been changed to “Operations Report”.

Jennifer Cummings reviewed and highlighted additional information in the reports as follows:

- Recruitment and orientation for new staff in ongoing and continues to present a challenge
- A new caregiver support group was created for all types of caregivers, not just for those living with dementia
- Volunteer recognition events were held throughout the region and there is a notable increase in the number presentations as groups are now meeting in person
- The newly established Hmong American Dining Center opened in October serving congregate participants on Thursdays at 4:30 p.m. in Wausau.
- Medicare open enrollment has kept our benefit specialists very busy. Open enrollment ends on Dec. 7th
- Save the date: Aging Advocacy Day 2023 is scheduled for May 9th as an in-person event in Madison. Details will be forthcoming as the date nears.

11. Future meeting dates: Future meeting dates were unanimously approved as follows:

2023 Meeting Dates as follows on the 4th Wednesday every other month from 10-noon:

- January 25, 2023
- March 22, 2023
- May 24, 2023
- July 26, 2023
- September 27, 2023
- November 15, 2023 (a week early due to the Thanksgiving holiday)

12. Upcoming agenda items: Community Health Educator Role in January;
Volunteer Coordinator Role in March

On behalf of the ADRC-CW, Jennifer wished everyone a Happy Thanksgiving, Merry Christmas and Happy New Year! Thank you for all you do to support our organization and the communities we serve!

13. Adjournment: The meeting was adjourned at 11:21 a.m.