

**Commission on Aging Disability Board Meeting Minutes  
August 9, 2017**

The Commission on Aging and Disability met in conference room A/B in the Community Services Building at 221 West Seminary Street, Richland Center, WI 53581

**Members present:** Virginia Wiedenfeld, Paul Kinney, Richard Rasmussen, Carolyn Denman, Marilyn Marshall, Belinda Granger, Sandra Kramer, and Larry Jewell

**Members absent:** Sharyn Knudson and Cindy Riley

**HHS Staff present:** Roxanne Klubertanz-Gerber, Patrick Metz and Linda Batten

**Others present:** Harriett Hendricks

**1. Call Meeting to Order:** Meeting was called to order at 1:00 p.m. by Virginia Wiedenfeld.

**2. Posting and Agenda:** Linda Batten verified the agenda was posted properly. Sandra Kramer made a motion to approve the agenda; Richard Rasmussen seconded. Motion carried.

**3. Approval of July 12, 2017 Commission on Aging and Disability Meeting Minutes:**

- Richard Rasmussen made a motion to approve the July 12, 2017 Commission on Aging and Disability meeting minutes; Marilyn Marshall seconded. Motion carried.

**4. Review board opening letters of interest:**

- Roxanne reported that she only received a letter of interest, for the board position, from David Scribbins after advertising for the position.
- Belinda Granger made a motion to approve David Scribbins for the open COAD board position; Sandra Kramer seconded. Motion carried.

**5. Update and Action on Viola Meal Site:**

- Patrick Metz went through the history of the Viola meal site and what has been tried to increase participation at the Viola meal site.
- Patrick said that the meal site manager resigned and they advertised for the position and received no responses. The old manager came back for a month. However, she will be done on August 16<sup>th</sup>.
- Patrick reported that Tanya has tried several things to reduce costs: such as having the rent reduced.
- Patrick said that the Health and Human Services board has approved the closure of the Viola meal site. (The people that are currently going to the Viola meal site have the option to go to either the La Farge or Readstown meal site.) Getting approval from GWAAR and the COAD board is what is left for the closure.
- Sandra Kramer made a motion to approve the closing of the Viola meal site; Carolyn Denman seconded. Richard Rasmussen said no. Motion carried.

**6. Nutrition Program update:**

- Since Tanya had to be at the Viola meal site, Roxanne went through Tanya's nutrition report with the board. This report shows the differences from one meal site to another. Additionally, it shows how many home delivered meals there are versus congregate meals.
- Roxanne expressed, for Tanya, that the program would not survive if it were not for all the people that volunteer their time to the program.

**7. Board Education – Richland Center Transportation Bus Program:**

- We handed out our bus schedule, Where do you want to Go/What do you want to Do and a sheet for volunteer drivers needed. We asked the board that if they did not need these to please give them to someone who may need our services.
- Roxanne gave the board the statistics on how many bus trips we have done in the last year. The Thursday bus run has increased this year. However, we don't know how long this will last.
- Roxanne reported that she is in the process of doing the grant for a new vehicle. However, if we are awarded, we would not get a vehicle for over a year. Additionally, Pine Valley has asked for her help in writing a grant for a new vehicle for them.

**8. Reports from Aging and Disability Organizations:**

- None

**9. ADRC update:**

- Roxanne reported that there will be an outreach at McDonald's on August 22<sup>nd</sup>. Joanne Welsh and Linda Batten will be there for this event.
- Roxanne said she met with Becky DeBuhr last week to discuss the possibility of doing a Care Giver Support Group. Roxanne has already had a request form the Cazenovia area for this. She said it will probably not happen until next year as they are in the planning stage right now.

**10. ADRC 2017 budget review:**

- Roxanne went through the ADRC budget with the board. She said we are on target.
- Roxanne reported that reimbursements are made from the 100% time reporting that is done by EBS, DBS and I & A.
- Roxanne said the state used to pay right away. Now they hold onto payments until April from the reporting that was done in December and January.
- Paul asked Roxanne if these payments were from state or Federal. She said that Aging and Transportation is federal that is funneled through the state. ADRC funds are both federal and state.

**11. Citizen Comments:**

- None

**12. Schedule Next Meeting:**

- Next meeting is scheduled for Wednesday, September 13, 2017 at 1:00 p.m. in Conference Rooms A & B of the Community Services Building, 221 West Seminary Street, Richland Center, WI 53581.

**13. Adjourn:**

- Motion to adjourn until Wednesday, September 13, 2017 at 1:00 p.m. was made by Marilyn Marshall; Richard Rasmussen seconded. Motion carried.

Respectfully submitted,

Linda Batten  
ADRC of Eagle Country - Richland Center Office