

**Commission on Aging Disability Board Meeting Minutes
January 13, 2021**

The Commission on Aging and Disability met via ZOOM.

Members present: Sandra Kramer, Carolyn Denman, Sharon Knudson, David Scribbins, Van Nelson, Linda Symons, Virginia Wiedenfeld, Cindy Riley and Gary Peters
Members absent: Patrick Manning and Belinda Granger
HHS Staff present: Roxanne Klubertanz-Gerber, Cassie Sanders, John Grothjan and Linda Batten
Others present:

1. Call Meeting to Order: Meeting was called to order at 1:00 p.m. by David Scribbins

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

3. Approval of December 9, 2020 Commission on Aging and Disability Meeting Minutes:

- Linda Symons made a motion to approve the December 9, 2020 Commission on Aging and Disability meeting minutes; Sandra Kramer seconded. Motion carried.

4. Introduction of new I & A Specialist: Cassandra “Cassie” Sanders

- Roxanne informed the board that we Kristine Olson resigned and Cassie Sanders was hired to take her place.
- Cassie discussed her background. She was in Economic Support dealing with Food Share, Badger Care, WEAPP and W2.
- All of the board members introduced themselves to Cassie and each gave a little of their background.

5. Board Education: Regional ADRC Model

- John Grothjan went through a Regional ADRC PowerPoint presentation explaining to the board everything that they do. Such as: providing support to all four counties within the region, compliance – making sure everything is consistent throughout the counties, grant and contract management, CARS reimbursement, budgeting and financial support, best practices, process improvement, training, recruiting, interviewing, hiring and training, tough decision support and emergency support to insure continuation of services to name a few things.
- John told the board that the ADRC’s help people reserve their resources.

6. Aging Plan: Survey

- Roxanne told the board that the survey was in the January newsletter. She further stated that with Ingrid Kovar’s help, they created a fillable survey and it will be put on the website.
- Roxanne said she has made appointments at the Lone Rock library and Richland Hills to have listening sessions in May, dependent on the status of the pandemic.
- Roxanne also thanked Linda Symons because most of the questions on the survey were hers from when she was the ADRC manager.

7. ADRC Update:

- Roxanne said she is going to update the region next week on the same things that are below.
- 1st – 2020 was a very strange year. COVID forced us to look at things in a new way. Lessons from 2020 will help expand services.
- 2nd – Volunteer driver received their 1st vaccination last week.
- 3rd – in 2020 we received our new medium transportation bus.
- Roxanne reported that these were a few of the other accomplishments in 2020: created three Caregiver kits and gave to libraries, three health promotion classes with Symons, Project Lifesaver, Caregiver Boot Camp, helped over 175 people with Med D, created Caregiver stipend program, and Point-In-Time count.

8. Project Lifesaver Update:

- Roxanne reported that on Monday both the sheriff department and the police departments received training.
- Roxanne said that referrals are made thru ADRC and they then are forwarded on to the sheriff or police department depending on if the person lives in or out of town.

9. ADRC Budget Review:

- Roxanne reported to the board that the 2020 Aging budget has been 99.12% utilized and that the Aging budget she projects to have a surplus because transportation was down in April, May and June.
- Roxanne stated numerous factors are responsible for coming in below budget including staff being diligent with time reporting, and also there was no mileage reimbursement, travel or meal cost.
- John Grothjan and Linda Symons thanked Roxanne and the entire unit for all the work that has been done to keep within budget.

10. Reports from Aging and Disability Organizations:

- Sharyn Knudson reported that Schmitt Woodland Hills is continuing with all precautions.
- Sharyn said that in February the nursing and assisted living portions will have in person visits after the person goes through all the screening and being COVID tested. Touching and hugging is not be allowed.
- Sharyn told the board that the skilled nursing had the COVID vaccination.
- Cindy Riley reported that the hospital is continuing with all precautions.
- Cindy said that there was a spike for a few weeks with COVID hospitalizations.
- Cindy reported that they are having difficulty with hospital discharge of COVID patients. Additionally, she said that they are also having problems with transportation for COVID patients.

11. Citizen Comments:

- None

12. Schedule Next Meeting:

- Next meeting is scheduled for Wednesday, February 10, 2021 at 1:00 p.m. via ZOOM and Conference Rooms A & B of the Community Services Building, 221 West Seminary Street, Richland Center, WI 53581.

13. Adjourn:

- Motion to adjourn until Wednesday, February 10, 2021 at 1:00 p.m. was made by Virginia Wiedenfeld; Sandra Kramer seconded. Motion carried.

Respectfully submitted,

Linda Batten
ADRC of Eagle Country - Richland Center Office