

## COMMISSION ON AGING MEETING

July 15, 2013

Chairman Teichmiller called to order the regular meeting of the Commission on Aging Committee at 9:06 am, on July 15, 2013, at Vilas County Commission on Aging office conference room, Eagle River, Wisconsin

**Present:** Teichmiller, Hayes, Nielsen, Briggs, Jensen, Main, Mitchell, Radtke, and Stearns. Members Excused were Kirkpatrick and Big John. Staff present were Richmond and Rein.

**Approve Agenda:** Agenda has been properly posted. Hayes moved and Radtke seconded to approve the Agenda as mailed.

**Approve Minutes:** There was a motion to approve the Minutes of the Regular Commission on Aging Meeting of June 17, 2013 by Nielsen with a second by Briggs.

### **Agenda Item #4 Report of the Greater Wisconsin Agency on Aging Resources:**

- Teichmiller reported that the GWAAR Board met last week.
- Teichmiller reported that the agency is moving along. GWAAR is waiting for the Governor's Budget and the sequestration figures to come out.
- Teichmiller mentioned that the funds that were not used last year will be credited to the counties and that will help with the budget.

### **Agenda Item #5 Program and Committee Reports**

#### **Directors Report:**

- Richmond welcomed the new members to the committee. Ken Mitchell and Nedra Kirkpatrick. Richmond mentioned that Kirkpatrick was unable to attend the meeting today.
- Richmond distributed the County Newsletter and the updated contact list of committee members.
- Richmond explained the phone and walk in tracking sheet. Richmond mentioned that the Resource Directories are running low so when people are calling the Commission on Aging brochure is being sent out.
- Richmond has collaborated with the Sheriff's Department to have Beckie Gleason work in the jail 1-2 days a week until the new people are trained in the jail.
- Richmond has received confirmation from the United Way that the grant request was approved. Once the United Way completes the campaign, Richmond will be notified of the amount of the grant. Richmond has requested \$3,000 to be used for the Chore Program.
- Richmond mentioned that a time clock has been installed in the office for employees to use. Employees were having trouble using their computers to sign in. The cost of the installation was \$94. Discussion held
- Richmond will be participating in a conference call with GWAAR and the Emergency Planning Team. Richmond would like to develop an Emergency Plan for the office. Discussion held.
- Richmond is working with Jim Galloway, Emergency Government, on having a training for staff regarding clients that get agitated and/or aggressive while in the office. Discussion held.
- Richmond reported that Gina Egan, Public Health Director, received grant funds to purchase two AED Units and Egan is giving one unit to the Commission on Aging building. Richmond will be sending a thank you letter to Public Health. Richmond spoke with Visner and he will install the unit. Richmond will also work on having a training for staff on how to use the unit.
- Richmond informed the committee of the staff travel: Richmond will be attending the Wisconsin Association of Nutrition Directors meeting in Stevens Point on July 16<sup>th</sup>, Richmond and the two Elder Benefit Specialists will be attending the 100% Time Reporting Training in Rhinelander on July 18<sup>th</sup>, Richmond will be attending the Care Coalitions Meeting in Wausau on July 23<sup>rd</sup>, Richmond will be

attending the Directors PSA meeting in Wausau on July 30<sup>th</sup>, and Richmond will be attending the Coordinated Transportation Meeting with the DOT on August 7<sup>th</sup>.

- Information packet distributed. Place name on post it if you would like a copy.

### **Friendly Visitors/Family Caregiver Support:**

Rein reported:

- Rein reported that in June, 9 families called, with two families completing the paperwork to receive In Home Support Worker Referrals.
- Rein mentioned that she and Mary Kapke attended the National Family Caregiver Support Program meeting in Eau Claire and brought back a lot of new ideas. Hayes asked that the ideas that are implemented be communicated back to the committee.
- Rein mentioned that attached to the back of the report is the participant evaluation from the Living Well with Chronic Health Conditions Workshop.

### **Chore:**

Kapke reported:

- 18 Households, 117 hours reimbursed at \$947.50 for the month. Waiting list of 5 participants. Balance of the program is \$11,937.11.
- Richmond stated that Kapke is working on putting two new participants on the Chore Program.
- Richmond reported that the budget is being watched. Kapke has been contacting the participants that are not using all their hours each month. Discussion held.

### **Alzheimer's:**

- Richmond reported that one family submitted a request for a total of \$500. The balance of the budget is \$7,327.81.
- Richmond mentioned that \$1,000 was used to sponsor the Fall Alzheimer's Conference.
- Richmond mentioned that the other expenses were for Kapke's salary and the National Family Caregiver Support Program Training expenses.

### **Escort:**

- Richmond reported: 21 clients, 146 hours and more than 2991 miles were driven. Total expense \$1,698.01. Income year to date is \$5,469.53.
- Richmond reported that this program continues to grow each month. Richmond feels that the increase is from ADRC referrals, influx of people in the summer, and word of mouth.
- Richmond mentioned that in the packet of information there was a power point from Medical Transportation Management Inc. (MTM) about the transportation services they will provide starting August 1<sup>st</sup>.
- Richmond explained that the budget is still fine. The program is time consuming for the staff.

### **Nutrition:**

- Richmond reported: 1324 meals were served in June. Total expense for the month was \$14,666.46. Income year to date: \$28,418.52.
- Richmond has not received notification from GWAAR on the budget. Richmond continues to work with the current budget.
- Richmond mentioned that the donations have been good. Richmond has been speaking at the Nutrition Sites about the benefit of the donations. Teichmiller mentioned that the donations are able to be carried over and those are the funds used to pay for the nutrition program the first few months of the year.
- Richmond mentioned that a request was made by Social Services to provide a cost break down for the meals for the new contract for the meals for the Community Options Program participants. Richmond completed the break down and found that the cost of each meal was \$11.85 and the contract was for \$9.48 per meal. Starting July 1<sup>st</sup>, Social Services will pay \$11.85 per meal.

### **Elderly Benefit Specialist:**

- 17 individuals were served with 30 separate and distinct issues.
- Financial impact was \$67,241.
- Pamme Williams came into the meeting and explained what Elder Benefit Specialists help clients with and the many programs available to seniors. Discussion held
- Susan Corrieri also came to the meeting and mentioned that she is still going through training. Corrieri talked about the Affordable Care Act and the positive changes with the focus on prevention. Corrieri talked about how items will need to be coded properly and how the community will need to be educated on what to ask for so services are covered.
- Teichmiller explained the Guardianship Attorney Services through GWAAR.
- Nielsen asked about the legal support through CWAG. Discussion held.

### **ADRC:**

- Richmond read the report of the ADRC as follows:
  - Parkkila reported that all the ADRC Specialist positions have been filled. Lorraine Wildcat is the new specialist in Lac du Flambeau and the specialists from the Eagle River Office have been helping with training Wildcat.
  - Parkkila also reported that the employee orientation manual is being reviewed by staff.
  - Parkkila reported that a customer survey for the ADRC of the Northwoods is being developed.
  - Parkkila reported that the staff attended a team building training with Buck Rhyme.
  - Parkkila reported that the ADRC is working towards hiring a part time reception/administrative support position in the Crandon Office and securing bids for a marketing consultant.

### **Agenda Item #6 Old Business**

#### **June Expense Report**

- Teichmiller reminded the committee to look at the second side of the budget for the ADRC expenses. Discussion held
- Richmond mentioned that the budget is in good shape.

### **Agenda Item #7 New Business**

#### **Approval of 2014/2015 Budget**

- Teichmiller mentioned that the County is operating on a two year budget.
- Richmond mentioned that Jason Hilger, Financial Manager, asked that the committee start to look at the budget. Please review the budget sheets and if they had any problems or questions to contact Richmond before the next meeting. Richmond mentioned that the figures are not updated and that the budget is with the 2013 numbers. Richmond will update the budget when she receives the new figures. Also, Richmond mentioned that due to Hilger changing some of the account numbers there are blank accounts. Discussion held.

#### **Approval Resolution for SHIP Funds**

- Richmond mentioned that the Elder Benefit Specialists are also SHIP Counselors. With SHIP the counselors receive grant funds for their services. The Commission on Aging received an award of \$3,000 in funds. Richmond has received approval from Martha Milanowski, Corporation Counsel, and Jason Hilger, Financial Manager.
- A motion was made to approve the resolution for the SHIP Fund and to send the Resolution to the County Board by Radtke and seconded by Main. Carried

### **Agenda Item #9 Public Comment**

- none

**Agenda Item #10 Letters and Correspondence**

- none

**Future Meeting Date:**

**Tuesday August 13, 2013 at the COA/ADRC Building at 9:00 am. Please note the change in meeting date.**

Meeting adjourned at 10:23 a.m. made by Stearns and seconded by Main. Carried.

Minutes reflect the recorders notations and are subject to approval by the appropriate board or committee.

Submitted by:

Approved by:

Amie Rein  
Reported

Susan Richmond  
Director