

**ADRC BOARD/COMMISSION ON AGING MINUTES
SEPTEMBER 9, 2019**

PRESENT: *Katie Callen, Colleen Kasper, Cheri Farnsworth, Mark Roherty, Arthur Laubenstein, Jeanne Peterson, Kay-Ella Dee and Kari Dombrowski*

ABSENT: *Ross Rintelman, James Kasum, Kathy Geracie*

OTHERS PRESENT: *Jason Dzwinel, Brittany Roeglin*

CALL TO ORDER: *Chairperson, Ms. Callen called the meeting to order at 10:30 a.m.*

ASSURANCE THAT THE MEETING HAS BEEN PROPERLY NOTICED: *Ms. Kay-Ella Dee indicated that the meeting had been properly noticed.*

ADOPTION OF AGENDA: *On a motion by Cheri Farnsworth and a second by Jeanne Peterson the agenda was adopted.*

PUBLIC COMMENTS:

- *Kay-Ella Dee reported that the ADRC's Walk to End Alzheimer's team's Fiesta for a Cause fundraiser and donation drive raised \$529. All proceeds go to the Alzheimer's Association's Walk to End Alzheimer's.*
- *Katie Callen provided feedback regarding her tour of the Door County ADRC. She shared a copy of Door County ADRC's monthly newsletter and noted that Liturgical Publishing, Inc., prints their newsletter. She also mentioned that Door County ADRC's Director reported to her that they make money off of their newsletter.*

APPROVAL OF MINUTES: *With a motion by Mark Roherty and a 2nd by Jeanne Peterson the minutes from the meeting on August 12, 2019 were approved with no corrections.*

ACTION ITEMS: *None*

❖ **ADRC DISCUSSION ITEMS:**

- *New ADRC Board Members – Ms. Dee informed the Board that Karl Hertz and Kim Queen are the two new Board members effective October 1, 2019. Jason Dzwinel advised that the appointment of the two new members was approved by the County Board at their last meeting.*
- *Ozaukee County Commission on Aging By-Laws – Ms. Farnsworth expressed that she does not recall receiving a copy of the By-Laws when she became a member of the ADRC Board. Jason Dzwinel did not recall what occurred with regards to the By-Laws after the Aging Commission dissolved and the ADRC Board was formed. He reported that the ADRC Board By-Laws are taken directly from Wisconsin state statutes and the Department of Human Service's Policy Manual. Mr. Roherty expressed that it was his impression after reading the By-Laws of the Commission on Aging that it is the County Board's responsibility to create the By-Laws and/or direct the ADRC Board to do so if necessary. Mr. Dzwinel agreed to provide Ms. Dee with a copy of the excerpt from Ozaukee County's Policy Manual regarding the ADRC Board. Ms. Callen requested that an updated list of Board Members and their contact information be sent to all members along with a copy of the excerpt print out provided by Mr. Dzwinel.*

- ADRC Newsletter options updates – *Although it was agreed that this topic would be tabled until the next ADRC Board meeting in October to inform and update the new Board Members, a few points were raised and discussed. Ms. Farnsworth expressed that there were not many articles provided in the ADRC's current newsletter that pertain to disabled adults. Ms. Dee agreed and explained that in addition to reviewing publication and mailing costs of the ADRC's newsletter, the content and distribution of the newsletter will also be reviewed and considered. Currently, 13,560 newsletters are printed and mailed to Ozaukee county residents age 62 years and older only, and are not distributed to disabled adults. Options and costs for publishing and mailing services and other distribution methods will be reviewed and discussed in further detail at our next meeting. Mr. Laubenstein expressed concern that only a small percentage of those who receive the ADRC newsletter in the mail are actually reading them. He suggested that business or information cards be placed on the Shared Ride Taxi to encourage riders to reach out to the ADRC for services. He also suggested factsheets about the ADRC be used in hospitals to inform others about ADRC services.*
- Clarification on suggested letter to be written by DCS – *Ms. Dee shared that Ms. Prohuska needed further direction regarding the suggested letter to be submitted to Apple. Ms. Peterson said that she saw iPod Shuffles available for purchase online. Mr. Dzwinel reported that the iPod Shuffle was discontinued in 2017. Ms. Casper offered to contact Apple to inquire about the availability of the iPod Shuffles and will let Ms. Prohuska know what she learns.*
- Case Sharing: *Kari Dombrowski, Aging Services Manager, and Brittany Roeglin, Information and Assistance Specialist both shared cases with Board Members.*

❖ **REPORTS:**

Developmentally Disabilities Representative Report:

- *Ms. Peterson reported: A public hearing will be held at Cedarburg Police Department on Wednesday, September 11, 2019 at 5:00 pm to 7:00 pm. Tony Werth will be present to clarify information circulating about the Independent Village project.*

Aging Program

- *Ms. Dombrowski reported: Congregate meal attendance is slightly down and HDM are slightly higher than the same time last year.*

ADRC:

- *Ms. Dee reported: No report provided.*

Department Financial Report:

- *Ms. Dee reported the ADRC's expenditures are slightly less than last year at this time, but given trainings coming up this fall, the ADRC is expected to be on target.*
- *Ms. Dombrowski reported the Aging budget is on target.*

- ❖ **OTHER BUSINESS:** None

- ❖ Action Item(s) for Next Meeting
 - Select new Board Chairperson, effective 10/14/2019

- ❖ Topics for Next Meeting
 - Frequency of Board meetings

ADJOURNMENT: *On a motion by Art Laubenstein and a second by Colleen Kasper the meeting was adjourned at 11:58a.m.*

Respectfully submitted,
Kay-Ella Dee, APSW
Director
ADRC of Ozaukee County