

April 3, 2018

**AGING AND DISABILITY RESOURCE CENTER OF  
DOUGLAS COUNTY - ADVISORY COMMITTEE  
Wednesday, April 11, 2018, 4:15 p.m.  
Public Health Conference Room, Government Center Suite 327  
1316 North 14<sup>th</sup> Street, Superior, Wisconsin**

Please call Erika Leif (715-395-7532) or the County Clerk's Office (715-395-1569) if you are unable to attend.

**MEMBERS:** Jan Stevens, Chair   Diane Arnold, Vice Chair   Rosemary Lear  
                  Kathy Lisdahl                    Carol Jones

**A G E N D A**

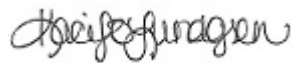
(Committee to maintain a two-hour meeting limit or take action to continue meeting beyond that time).

1. Roll call.
2. Approval of minutes from the December 13, 2017, meeting (attached).
3. Action item: Review and amend by-laws (attached).
4. Informational items:
  - a. Advisory board training presentation;
  - b. Budget (attached);
  - c. Health and Human Services Board report (attached); and
  - d. Membership recruitment.
5. Future agenda items.
6. Adjournment.

cc: Sue Sandvick   Ann Doucette   Shelley Nelson (Telegram)   County Board Supervisors  
Pat Schanen   Erika Leif   Douglas County Website

NOTE: Attachments to agenda are available in County Clerk's Office for review or copying. Action may be taken on any item listed on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of any accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request, depending on the amount of notice we received.

Posted: Courthouse, Government Center, Telegram copied.



4-3-18

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**AGING AND DISABILITY RESOURCE CENTER OF DOUGLAS COUNTY  
ADVISORY COMMITTEE**

**Wednesday, December 13, 2017, 4:15 p.m.,  
Public Health Conference Room, Government Center Suite 327  
1316 North 14<sup>th</sup> Street, Superior, Wisconsin**

Meeting called to order by Chair Jan Stevens.

**ROLL CALL:** Present – Jan Stevens, Diane Arnold, Rosemary Lear, Jo Dunaiski.  
Absent - Carol Jones, Kathy Lisdahl. Others present – Erika Leif, Kaci Lundgren,  
Committee Clerk.

**APPROVAL OF MINUTES:** Motion by Lear, second Dunaiski, to approve the minutes  
from the September 13, 2017, meeting. Motion carried.

**ACTION ITEM:**

**Meeting Dates/Times:** Current date and time works for all members.

**INFORMATIONAL ITEMS:**

**Advisory Board Training:** Completing presentation to show to new members.  
Scenario of ADRC case to be conducted to help member understand department.

**Budget:** Projected to be \$68,000 under contract. Carry-over funds to be requested for  
advertising during Olympics.

**Health and Human Services Board Report:** Included with agenda; numbers  
consistent with previous years. Telegram ad, digital ads, billboard and radio spots are  
all potential and current advertising areas. Dementia friendly initiative is ready to roll out  
to businesses and law enforcement.

**Membership:** Letter drafted to local organizations for recruitment.

**FUTURE AGENDA ITEMS:** By-laws; training; board report; budget; dementia friendly  
initiative.

**ADJOURNMENT:** Motion by Arnold, second Lear, to adjourn. Motion carried. Meeting  
adjourned at 4:44 p.m.

Submitted by,

Kaci Jo Lundgren, Committee Clerk

**AGING AND DISABILITY RESOURCE CENTER OF DOUGLAS COUNTY  
ADVISORY COMMITTEE BY-LAWS**

**ARTICLE I – NAME**

The name of the Advisory Committee shall be called the Aging and Disability Resource Center of Douglas County Advisory Committee. It will be referred to as the Advisory Committee henceforth in the document.

**ARTICLE II – PURPOSE**

The Advisory Committee shall be accountable for the oversight of the Aging and Disability Resource Center of Douglas County.

**ARTICLE III – DUTIES AND POWERS**

The powers and duties of the Advisory Committee shall be exercised and performed in conformity with the laws, ordinances and resolutions of Douglas County. Duties of the Advisory Committee shall include the following:

- Determine structure, policies and procedures of the ADRC within the State guidelines and local governance;
- Ensure that the ADRC has a viable plan for implementation and operation;
- Oversee the implementation and operation of the ADRC collaborative;
- Identify unmet needs and develop strategies to address them;
- Ensure input from consumers, services providers and local constituents in general in the policies, practice and goals of the ADRC
- Provide financial oversight for the ADRC budget, including reviewing the budget and expenditures; and
- Ensure that the terms of the State/County ADRC Contract are fulfilled;
- Represent the interest of all target groups served by the ADRC.
- Serve as grievance committee after other local steps to resolve concerns about the ADRC have proved unsuccessful.

**ARTICLE IV – MEMBERSHIP**

**Section I – Memberships**

The Aging and Disability Resource Center of Douglas County shall have oversight by the ADRC Advisory Committee

**County Appointees:**

There shall be a total of one to two (1-2) persons appointed and who will represent a non-client group.

**Consumer Appointees:**

Five to six (5-6) members will be consumers of services, family members or guardians of adults from one of the following target groups:

Four (4) members shall represent the older persons (age 60 and above)  
One (1) member shall represent the adult person with physical disabilities  
One to two (1-2) members shall represent the adult person with developmental disabilities

Composition of membership shall strive to represent the ethnic, economic, and geographic diversity of Douglas County. Membership should not exceed eight (8) persons.

**Term:**

Members of the Advisory Committee shall serve terms as follows:

Upon a vacancy, the Advisory Committee of the ADRC shall appoint a replacement to fill the remainder of the term. The ADRC Advisory Committee will use its application process to recruit a replacement to fill the term of the vacancy. The Committee will make a recommendation. The appointment will be finalized the Douglas County Administrator.

**Section II – Absences**

Any member that has more than 50% or more unexcused absences in a twelve (12) month period from regular Advisory Committee meetings, shall resign his/her position on the Advisory Committee. An unexcused absence means that the absentee did not notify the Chairperson of the appointed agent that he/she would be unable to attend the meeting.

**ARTICLE V – OFFICERS**

**Section I Officers**

The Officers shall consist of a Chairperson, Vice-Chairperson and Secretary.

**Section II Appointment**

The Officers shall be appointed each December by the Douglas County Administrator. Each Officer shall hold his/her office until his/her successor has been duly appointed.

**Section III Term of Office**

The Officers shall be appointed for a term of one (1) year. Officers shall assume duties at the next Advisory Committee meeting following their appointment at the December meeting.

**Section IV Vacancies**

A vacancy in any office because of death, resignation, removal, disqualifications or otherwise, may be filled for the existing portion of the term by appointment of the County Administrator. The Administrator's appointment shall maintain the membership balances as specified in Article IV, Section I, "Memberships."

**Section V Chairperson**

The Chairperson shall of the Advisory Committee and shall preside over all Advisory Committee business. The Chairperson shall appoint all subcommittees and perform such duties as may be incidental to the office or which shall be required of the Chair at meetings or by the Committee.

The Chair shall sign all resolutions and any other documents of any kind requiring a signature on behalf of the Committee prior to sending them to the Health & Human Services Advisory Board.

### **Section VI Vice-Chairperson**

In the absence of the Chairperson, the Vice-Chairperson shall perform all duties of the Chairperson and when so acting, shall have all powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform other duties that may be assigned to him/her by the Chairperson of the Advisory Committee. If both Chairperson and Vice-Chairperson are absent, the Secretary will chair the meeting.

### **Section VII Training**

All Advisory Committee members must receive an orientation and other appropriate education and training.

## **ARTICLE VI – MEETINGS**

### **Section I Meeting Place**

The meeting place of the Advisory Committee shall be in the County's Government Building.

### **Section II Annual Meeting**

An annual meeting shall be held each year for the purpose of reconnecting officers and transacting other business as may come before the Advisory Committee.

### **Section III Regular Meetings**

Regular meetings of the Advisory Committee shall be held quarterly, or as needed by the Advisory Committee on a date selected by the Advisory Committee or as directed by the Chair.

### **Section IV Quorum and Voting Rights**

- A. A member shall abstain from voting on any issue directly affecting the interest of an organization or agency in which they would personally benefit.
- B. A majority of the Advisory Committee members appointed and serving shall be required to constitute a quorum for the transaction of business at any meeting of the Committee.

### **Section V Manner of Acting**

The act of a majority of the Advisory Committee members present at a meeting at which a quorum is present shall be the act of the Advisory Committee unless the act of a greater number is required by law or by these By-Laws. The Committee shall not engage in proxy voting.

### **Section VI Payment of Per Diems to Governing Board Members**

The payment of meeting stipends and travel expenses will be governed by the Douglas County Board policy. Payments for Advisory Committee related expenses will be paid out of the ADRC Budget.

**Section VII Posting of Public Meetings**

Public posting requirements will be met for Advisory Committee meetings.

**ARTICLE VII – FISCAL YEAR**

The fiscal year of the Advisory Committee shall begin on the first day of January and end on the last day of December.

**ARTICLE VIII – MA FUNDING GENERATED**

Money generated from MA reporting that is above the budgeted amount will follow written ADRC policy.

**ARTICLE VIII – AMENDMENTS TO BY-LAWS**

The Advisory Board, if at least a ten (10) day notice is given to each member, may recommend that these or new By-Laws be altered, amended, repealed or created, by a 2/3 majority vote at any meeting.

**Douglas County Wisconsin**  
**Department of Health and Human Services**  
**Through December 2017**

<b>ADRC</b>	2016 Budget	2016 Actual	2017 Budget	2017 Actual	
Revenues					
Taxes	-	-	-	-	
Intergovernmental Revenues	(525,000)	(440,544)	(525,000)	(474,232)	
Fines, Forfeits & Penalties	-	-	-	-	
Public Charges for Services	-	-	-	-	
Intergovt. Charges for Services	-	-	-	-	
Interdepartmental Personnel	-	(36,813)	-	(35,616)	
Miscellaneous Revenues	-	(12,044)	-	(9)	
Other Financing Sources	-	-	-	-	
Revenues	<u>(525,000)</u>	<u>(489,401)</u>	<u>(525,000)</u>	<u>(509,857)</u>	97.12%
Expenses					
Personnel	415,965	356,914	360,844	400,795	
Contractual Services	10,670	13,905	10,300	11,007	
Supplies & Expense	27,910	47,256	28,360	24,759	
Fixed Charges	19,045	19,044	19,045	19,044	
Grants & Contributions	-	-	-	-	
Capital Outlay	-	-	-	-	
Department Allocation	(11,843)	50,565	57,333	47,977	
Expenses	<u>461,747</u>	<u>487,685</u>	<u>475,882</u>	<u>503,582</u>	105.82%
Net Cost	<u>(63,253)</u>	<u>(1,717)</u>	<u>(49,118)</u>	<u>(6,275)</u>	

**Douglas County Wisconsin**  
**Department of Health and Human Services**  
**Through January 2018**

<b>ADRC</b>	2017 Budget	2017 Actual	2018 Budget	2018 Actual	
<b>Revenues</b>					
Taxes	-	-	-	-	
Intergovernmental Revenues	(525,000)	(474,232)	(465,000)	(57,419)	
Fines, Forfeits & Penalties	-	-	-	-	
Public Charges for Services	-	-	-	-	
Intergovt. Charges for Services	-	-	-	-	
Interdepartmental Personnel	-	(35,616)	-	(2,895)	
Miscellaneous Revenues	-	(9)	-	-	
Other Financing Sources	-	-	-	-	
Revenues	<u>(525,000)</u>	<u>(509,857)</u>	<u>(465,000)</u>	<u>(60,314)</u>	12.97%
<b>Expenses</b>					
Personnel	360,844	400,795	362,161	36,675	
Contractual Services	10,300	11,007	10,950	515	
Supplies & Expense	28,360	24,759	30,510	15,347	
Fixed Charges	19,045	19,044	27,710	2,309	
Grants & Contributions	-	-	-	-	
Capital Outlay	-	-	-	-	
Department Allocation	57,333	47,977	31,163	3,441	
Expenses	<u>475,882</u>	<u>503,582</u>	<u>462,494</u>	<u>58,288</u>	12.60%
<b>Net Cost</b>	<u>(49,118)</u>	<u>(6,275)</u>	<u>(2,506)</u>	<u>(2,026)</u>	



## ADRC Report 2018

**Date: February**

**Submitted by: Erika Leif, Director**

Years 2017/2018	Dec 16/17	Jan 17/18	Feb 17/18	Mar 17/18	Apr 17/18	May 17/18	June 17/18	July 17/18	Aug 17/18	Sep 17/18	Oct 17/18	Nov 17/18	Dec 17/18
<b>Referrals by Type</b>													
Long Term Care Functional Screen	12/15	17/25	16/19	19/	11/	10/	7/	9/	19/	12/	16/	10/	15/
MDSQ Referrals	3/7	9/6	5/11	5/	2/	3/	3/	2/	1/	6/	9/	1/	7/
<b>Number of Clients Served</b>	<b>Dec 16/17</b>	<b>Jan 17/18</b>	<b>Feb 17/18</b>	<b>Mar 17/18</b>	<b>Apr 17/18</b>	<b>May 17/18</b>	<b>June 17/18</b>	<b>July 17/18</b>	<b>Aug 17/18</b>	<b>Sep 17/18</b>	<b>Oct 17/18</b>	<b>Nov 17/18</b>	<b>Dec 17/18</b>
Elderly Benefit Specialist (EBS)	35/x	45/55	49/x	50/	40/	x/	35/	x/	x/	45/	50/	100/	x/
Disability Benefit Specialist (new cases opened)	9/8	4/8	5/9	6/	0/	7/	0/	5/	6/	6/	0/	2/	8/
Total Number of ADRC Contacts*	290/ 407	343/ 501	321/ 379	354/	292/	204/	270/	230/	403/	338/	471/	413/	407/
Memory Screens	9/2	2/3	1/1	1/	3/	7/	2/	1/	/5	/5	2/	26/	2/
<b>Number Served in Long Term Care Programs</b>	<b>Dec 16/17</b>	<b>Jan 17/18</b>	<b>Feb 17/18</b>	<b>Mar 17/18</b>	<b>Apr 17/18</b>	<b>May 17/18</b>	<b>June 17/18</b>	<b>July 17/18</b>	<b>Aug 17/18</b>	<b>Sep 17/18</b>	<b>Oct 17/18</b>	<b>Nov 17/18</b>	<b>Dec 17/18</b>
Family Care Enrollments	6/6	13/2	7/6	7/	6/	11/	4/	3/	7/	10/	5/	4/	6/
Family Care Disenrollments	6/10	4/5	7/4	5/	1/	4/	6/	7/	8/	4/	5/	3/	10/
IRIS Referrals	0/1	1/0	1/2	0/	0/	0/	1/	0/	1/	1/	4/	1/	0/
IRIS Enrollments	1/2	2/1	3/0	3/	0/	2/	1/	1/	2/	0/	2/	2/	2/
IRIS Disenrollments	1/0	0/1	0/1	2/	0/	2/	4/	2/	0/	0/	1/	0/	0/
Nursing Home Relocations	0/0	1/x	0/x	2/	1/	1/	2/	1/	0/	1/	2/	0/	0/
ADRC Formal Complaints	0/0	0/0	0/2	1/1	1/	1/	0/	0/	0/	0/	0/	1/	0/

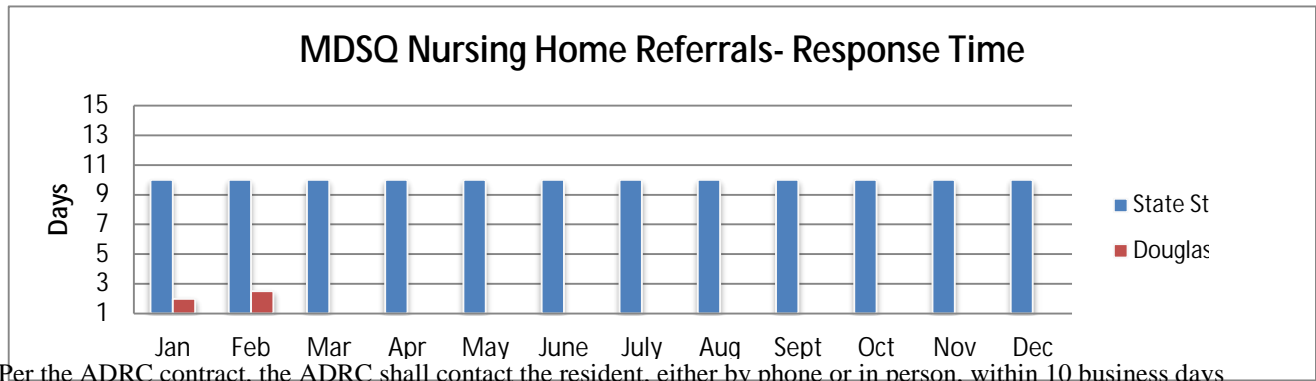
\*ADRC workers are required to record all **Contacts**. A contact represents an individual one-to-one interaction (conversation) that has occurred either in person, at a home visit, ADRC walk-in, telephone, email, or written correspondence where information is exchanged. Each interaction is counted as an encounter and will demonstrate one instance of providing any ADRC activity. A Contact records the **ADRC Outcomes**. An **Outcome** is categorized into the following and must be recorded as such for reimbursement purposes: 1) Provided Information and Assistance 2) Provided Follow Up 3) Provided Options Counseling 4) Administered Long Term Care Functional Screen 5) Provided Assistance with Medicaid Application Process 6) Provided Short Term Service Coordination 7) Provided Enrollment Counseling 8) Provided Disenrollment Counseling 9) Memory Screen 10) Behavioral Mental Health Screens 11) Complaints/Advocacy 12) Community Partners 13) Referral for ADRC

**Disability Benefit Specialist (DBS) Monetary Impact**

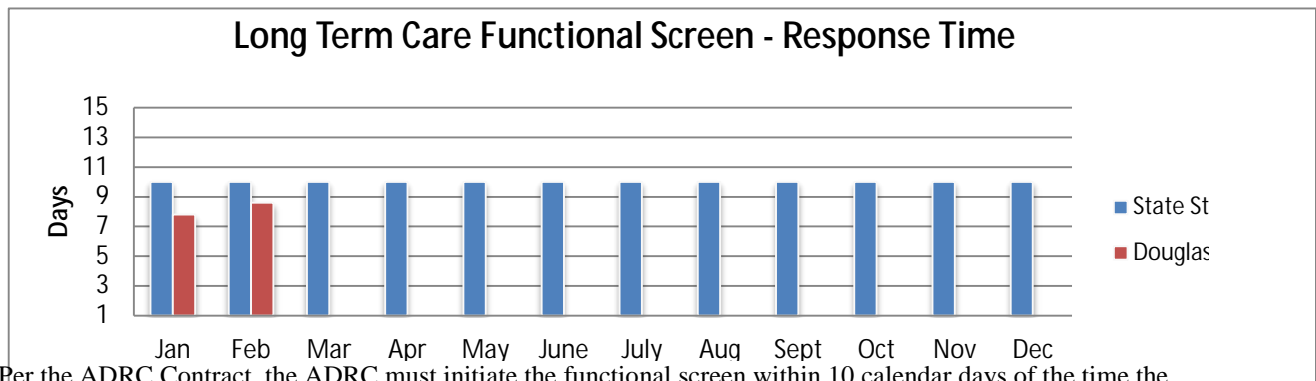
- Current Cases of 2/28/18: **31**
- Monetary Impact of Cases Closed:
  - January 2018 - \$56,549 (4 cases closed)
  - February 2018 - \$20,904 (8 cases closed)

**Alzheimer’s Family and Caregiver Support Program (AFCSP)**

AFCSP	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Total Cases Served	9	12	9	7	7	10	8	8	6	2
Current Cases as of 2/28/2018										5



Per the ADRC contract, the ADRC shall contact the resident, either by phone or in person, within 10 business days of receiving a referral.



Per the ADRC Contract, the ADRC must initiate the functional screen within 10 calendar days of the time the person requests or accepts the offer of a screen.

Health and Human Services  
ADRC  
March 2018

Activity	Program/ Service	Brief Description	Contact Person	Attach- ment
Health Fairs/Community Events/Speaking Engagements	ADRC	The ADRC spoke at Our Savior's Lutheran Church on 2/22/18 about ADRC services to 10 individuals.	Erika Leif 715-395-7532 Erika.leif@douglascountywi.org	No
Outreach/Marketing	ADRC	<p>The ADRC ran 34 commercials highlighting the ADRC during the 2018 Olympics.</p> <p>The ADRC's January Telegram ad and digital advertising focused on Youth in Transition services.</p> <p>The ADRC's February Telegram ad and digital marketing focused on social security and using the ADRC as a resource for questions.</p> <p>The ADRC ran an ad in the December/January Senior Reporter magazine highlighting ADRC services.</p> <p>The ADRC ran an ad in the Senior Connections January newsletter giving a general overview of some of the ADRC services.</p>	Erika Leif 715-395-7532 <a href="mailto:Erika.leif@douglascountywi.org">Erika.leif@douglascountywi.org</a>	No
Initiatives	ADRC	The Douglas County Community on Transition continues to plan for the April informational event (4/7/18) "What to do after high school? The event will focus on learning about community agencies and what options are available for students living with a disability after high school. A panel discussion with students and parents who have gone	Erika Leif 715-395-7532 Erika.leif@douglascountywi.org	Yes

Health and Human Services  
ADRC  
March 2018

		<p>through the transition process will also be held. The Transportation Network Team is preparing to complete its 2019-2023 transportation coordination plan. The plan is due 10/15/18. A county wide public meeting will be scheduled to discuss transportation challenges, strengths, opportunities. More information to come.</p> <p>The Caregiver Coalition has secured its speakers for the 5/22/18 conference at WITC for the “Faces of Caregiving”. The keynote speaker will be Marty Schreiber and he will share his experience as a caregiver. Working with the Chamber on promoting the dementia friendly initiative.</p>		
Legislative	ADRC	No report	Erika Leif 715-395-7532 <a href="mailto:Erika.leif@douglascountywi.org">Erika.leif@douglascountywi.org</a>	
Other	ADRC	The ADRC will be submitting a grant to fund a Dementia Care Specialist. The position would be funded through state and federal dollars and ongoing funding is available. No local match is required. The grant will be due 3/30/18.		