

August 23, 2018

**HEALTH AND HUMAN SERVICES BOARD MEETING
Douglas County Board of Supervisors
Thursday, August 30, 2018, 4:30 p.m., Courthouse Room 207C,
1313 Belknap Street, Superior, Wisconsin**

*Douglas County Health and Human Services Department
Mission: to promote the health, safety, and well-being of individuals and families*

Please call 715-395-1304 or 715-395-1318 (Patricia Schanen) if you cannot attend.

MEMBERS: Larry Quam, Chair
Alan Jaques, Vice Chair
Marvin Finendale
Patricia Ryan
Jim Bolin
June Farkas, R.N.
Amida Gallito, M.D.

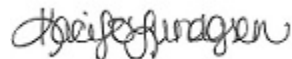
A G E N D A

(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 August 9, 2018, meeting (attached).
3. Action items:
 - a) 2019 budgets:
 1. CY 2019 proposed budget – Veterans (to be distributed); and
 2. CY 2019 proposed budget – Health & Human Services (to be distributed).
 - b) Reconcile ADRC Advisory Committee differing by-laws: Article VI, Section VI (attached); and
 - c) Approval of ADRC Advisory Committee by-law recommendations: Article IV, Section I County Appointees; Consumer Appointees; Article IX re-numbered from Article VIII (attached).
4. Future agenda items.
5. Adjournment.

cc: Ann Doucette Susan Sandvick Patricia Schanen Shelley Nelson (Telegram)
Candy Anderson Carolyn Pierce County Board Supervisors Douglas County Website
Dave Longsdorf Ellen Oaks Brian Erickson Doreen Wehmas

NOTE: Attachments to agenda available in County Clerk's Office for viewing or copying. Action may be taken on items on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of an 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 receive. TDD (715) 395-7521. Posted: Courthouse, Government Center, Telegram copied



8-23-18

Name

Date

HEALTH AND HUMAN SERVICES BOARD MEETING
Douglas County Board of Supervisors
Thursday, August 9, 2018, 4:30 p.m., Courthouse, Room 207C
1313 Belknap Street, Superior, Wisconsin

Meeting called to order by Chair Larry Quam.

ROLL CALL: Present – Larry Quam, Jim Bolin (arrived at 5:12 p.m.), Patricia Ryan, June Farkas, Marvin Finendale, Amida Gallito (arrived 4:36 p.m.). Absent – Alan Jaques. Others present – Todd A. Peterson, Jerry Moe, Doreen Wehmas, Hillary Peterson, Kathy Ronchi, Erika Leif, Dave Longsdorf, Brian Erickson, Larry Lull, Beck Gourde, Steven Engleson, Joan Finckler, Mark Liebaert, Carissa Skifstad, Ann Doucette, Pat Schanen, Kaci Lundgren (Committee Clerk).

APPROVAL OF MINUTES: Motion by Ryan, second Farkas, to approve the minutes of the May 20, 2018, meeting with following correction: Under social worker position requests, the second paragraph, second sentence should read: “Wisconsin County Human Services Association is recommending standards for cases. Per staff person is 10 for on-going cases; county is at 18.” Motion carried.

PUBLIC HEARING:

To Solicit Input on the Department of Health and Human Services’ 2019 Service and Budget Planning: Hillary Peterson, Executive Director of Health Care Clinic, Inc., requested \$20,000 funding from 2019 budget; funding crucial to operation of clinic.

Steve Engleson, Human Development Center, spoke regarding the Comprehensive Community Services partnership with county. Program funded through state and federal dollars; no county contribution required. Program to begin January 2019.

ACTION ITEMS:

Veteran Transportation Services Recommendation: Memo from Erickson detailing his review of services and recommendation to discontinue Douglas County veterans van service. 59.7% decline in van ridership since 2017. There are two other area service providers. Wisconsin DAV Transportation Services operates 5 days a week and could handle additional riders if Douglas County van transportation discontinues. DAV riders must gather at Twin Ports VA Clinic to board bus and return; Douglas County van currently picks up and drops off riders at their homes. DAV Transportation will not drive past noon on Fridays due to heavy traffic flow, citing safety concerns; Douglas County van stays until appointments are complete. An estimated savings of \$22,800 will occur if van service is discontinued.

ACTION: Motion by Ryan, second Gallito, to refer item to next meeting for further input from local veteran organizations and solutions for conveniences that will be removed if service discontinues. Motion carried.

Aging and Disability Resource Center Advisory Committee By-laws: There are 2 sets of by-laws; Schanen will research and present for approval at next meeting.

ACTION: Motion by Ryan, second Finendale, to refer item to next meeting. Motion carried.

Children’s Community Options Program – Advisory Committee By-laws: Included with agenda for review by committee. Advisory committee was previously known as Family Support.

Policy: Additional sentence added to cover financial aspect of unspent funds.

ACTION: Motion by Ryan, second Finendale, to approve addition of sentence to policy as follows: “If the crisis funds are not totally expended by December 1st, remaining funds will be available for the CLTS match or for other CCOP service needs.” Motion carried.

UPDATES AND REPORTS: Included with agenda; reviewed.

INFORMATIONAL ITEMS:

Comprehensive Community Services Update: CCS is a voluntary program that will serve a variety of children and adults in Douglas County. Mental Health and AODA focused, inquiries from citizens that do not qualify for current programs may benefit from CCS. Human Development Center is administering program for county.

CY 2018 Budget: Distributed; Human Services 21% over budget in contractual services due to institutional costs.

FUTURE AGENDA ITEMS: Douglas County veterans van service; caseload presentation.

ADJOURNMENT: Motion by Ryan, second Farkas, to adjourn. Motion carried. Meeting adjourned at 6:28 p.m.

Submitted by,

Kaci Jo Lundgren, Committee Clerk

April 23, 2009

**AGING AND DISABILITY RESOURCE CENTER OF
DOUGLAS COUNTY - ADVISORY COMMITTEE**
Wednesday, April 29, 2009, 1:30 p.m., Suite 327, Government Center
1316 N 14th Street, Superior, Wisconsin

Please call Deborah Clasen (715-395-1494) or the County Clerk's Office (715-395-1569) if you are unable to attend.

MEMBERS:	John A. Kunz	Doreen Peterson	Jo Dunaiski
	Jodi Bergren	Kathy Lisdahl	Carol Jones
	Sharon Baker	Jan Stevens	

A G E N D A

1. Roll call.
2. Introduction of members and site tour.
3. ADRC background information:
 - a. State Long Term Care Reform;
 - b. Development of Long Term Care Districts – Family Care;
 - 1) Regional Managed Care Organization;
 - 2) IRIS (Include, Respect, I Self Direct); and
 - 3) Douglas County Board decision for stand-alone ADRC.
4. Committee bylaws and member position description.
5. 2009 meeting schedule and items for next meeting agenda.
6. Other such matters as authorized under Wisconsin Statutes.
7. Adjournment.

cc:	Sue Sandvick	Doug Finn	Pat Schanen
	Deb Clasen	Mary Holschuh	Daily Telegram
	<u>Linda.fritz@douglascountywi.org</u>		

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Posted, Daily Telegram copied.

Name

Date

Phone: 715-395-1304

Patricia A. Schanen
Director

Douglas County
Department of Health and Human Services
1316 N. 14th Street • Superior, WI 54880

Health Division
Suite 324
Fax 715-395-1434

Human Services Division
Suite 400
Fax 715-395-1370

April 15, 2009

Advisory Committee Members
ADRC of Douglas County

Dear Committee Member,

Thank you for your willingness to participate on the ADRC of Douglas County Advisory Committee. Your knowledge and talents will help us continue to build and to operate a most useful service for consumers.

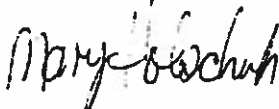
As noted in previous communication, we plan to have the Committee meet on a quarterly basis and one additional meeting – the initial one – to provide you an overview of what the ADRC means to citizens of Douglas County.

Our first “introductory” meeting is scheduled for Wednesday, April 29, 2009, at 1:30 PM in the Government Building, 1316 N. 14th Street, Superior, WI. Once in the Government Building, take the elevator to 3rd floor. The ADRC is in Suite 327. You will be directed to the Health Services Conference room. The meeting agenda is enclosed.

I look forward to meeting you, to providing you the opportunity to see the ADRC site and to meet the staff.

Please let me know if you have any questions or concerns prior to the meeting. You may reach me at 715-395-7532

Sincerely,



Mary Holschuh, Director
ADRC of Douglas County

MISSION

To promote the health, safety, and well-being of individuals and families

**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 four (4) persons appointed and who will represent the interests of older persons and persons with disabilities.

Consumer Appointees:

Seven (7) 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 (1) member shall represent the adult person with developmental disabilities
- One (1) member shall represent the adult person with persistent and chronic mental illness or substance abuse

Composition of membership shall strive to represent the ethnic, economic, and geographic diversity of Douglas County.

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 that 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 in December 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 ADRD 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.

June 11, 2009

**AGING AND DISABILITY RESOURCE CENTER OF
DOUGLAS COUNTY - ADVISORY COMMITTEE**
Thursday, ~~June 25, 2009~~, 4:00 p.m., Room 207B, Courthouse
1313 Belknap Street, Superior, Wisconsin

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

MEMBERS:	Karen Livingston	John A. Kunz	Doreen Peterson
	Jo Dunaiski	Jodi Bergren	Kathy Lisdahl
	Carol Jones	Sharen Baker	Jan Stevens

A G E N D A

1. Roll call.
2. Approval of minutes from the April 29, 2009, meeting (page 1).
3. Action Items:
 - a. Correction of By-Laws (Deleted: Section VI, Payment of Per Diems of Governing Board Members, page 3);
 - b. Approval of By-Laws (page 4); and
 - c. Identify and approve officers.
4. Informational Items:
 - a. Review position descriptions;
 - b. Additional members to represent the elderly population;
 - c. Committee input on unmet needs within the ADRC; and
 - d. Future activity to submit at next meeting.
5. Other such matters as authorized under Wisconsin Statutes.
6. Adjournment.

cc:	Sue Sandvick	Doug Finn	Steve Koszarek
	County Board Supervisors	Pat Schanen	Mary Holschuh
	Deb Clasen	Daily Telegram	
	<u>Linda.fritz@douglascountywi.org</u>		

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Posted, Daily Telegram copied.

Name

Date

Shannon Pettit

From: Mary Holschuh [mary.holschuh@douglascountywi.org]

Sent: Wednesday, June 10, 2009 9:06 AM

To: 'Shannon Pettit'

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Mary Holschuh, Director
Aging and Disability Resource Center of Douglas County
1316 North 14th Street, Suite 337
Superior, WI 54880
(715) 395-7532

**AGING AND DISABILITY RESOURCE CENTER OF DOUGLAS COUNTY
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him/her by the Chairperson of the Advisory Committee. If both Chairperson and Vice-Chairperson are absent, the Secretary will chair the meeting.

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**AGING AND DISABILITY RESOURCE CENTER OF
DOUGLAS COUNTY - ADVISORY COMMITTEE**
Thursday, June 25, 2009, 4:05 p.m., Room 207B, Courthouse
1313 Belknap Street, Superior, Wisconsin

Meeting called to order by Mary Holschuh.

ROLL CALL: Present – Carol Jones, Jodi Bergren, Doreen Peterson, Kathy Lisdahl, Jan Stevens. Absent and excused – Karen Livingston (arrived at 4:19 p.m.), Jo Dunaiski, Sharen Baker. Absent – John A. Kunz. Others present – Mary Holschuh, Pat Schanen, Shannon M. Pettit, Committee Clerk.

APPROVAL OF MINUTES: Motion by Bergren, second Jones, to approve minutes from the April 29, 2009, meeting. Motion carried.

ACTION ITEMS:

Correction of By-Laws: Committee briefly discussed changes made to by-laws. Committee discussed the regular meeting months as being February, May, August and November, as well as the yearly meeting in December. Discussion on budget meeting month.

Approval of By-Laws: Discussion.

ACTION: Motion by Peterson, second Lisdahl, to approve by-laws. Motion carried.

ACTION: Motion by Jones, second Lisdahl, to amend by-laws to remove the secretary from the officers of committee. Motion carried.

Identify and Approve Officers: Schanen discussed the role of the Chair and Vice Chair and what the positions entail.

ACTION: Motion by Jones, second Bergren, to nominate and elect Peterson as Chair. Motion carried.

ACTION: Motion by Livingston, second Peterson, to nominate and elect Bergren as Vice Chair. Motion carried.

INFORMATIONAL ITEMS:

Review Position Descriptions: Committee reviewed handout that was distributed at the last meeting with the position descriptions. Schanen discussed the preparation of a mission statement for the ADRC. She noted that Holschuh will get some information and research to the members along with the policies and procedures. Discussion on possible training sessions.

Additional Members to Represent the Elderly Population: It was noted that there have been some contacts made for the elderly population representation. Schanen asked that if any member had a suggestion for this, to please contact Holschuh for follow-up.

Committee Input on Unmet Needs within the ADRC: Jones discussed transportation issues she has experienced.

Future Activity to Submit at Next Meeting: Holschuh distributed handout for committee to review and complete for next meeting. She is asking the committee do research to find the ADRC and the contact information and also to contact the ADRC and ask general questions then provide feedback on the experience. Discussion.

OTHER SUCH MATTERS: Schanen discussed the potential of additional meetings as the committee is newly established and have a few tasks with timelines. Committee asked that they get the materials prior to meeting so they can review beforehand. Brief discussion on holding a grand opening for the ADRC.

ADJOURNMENT: Motion by Lisdahl, second Jones to adjourn. Motion carried. Meeting adjourned at 5:04 p.m.

Submitted by,

Shannon M. Pettit, Committee Clerk

June 18, 2015

**AGING AND DISABILITY RESOURCE CENTER OF
 DOUGLAS COUNTY - ADVISORY COMMITTEE**
Thursday, June 25, 2015, 4:15 p.m.,
Public Health Conference Room, Government Center Suite 327
1316 North 14th 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 Doreen Peterson
 Jo Dunaiski Bill Gallik

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 March 26, 2015, meeting (attached).
3. Action item: Revision of by-laws - membership composition (attached).
4. Informational items:
 - a. ADRC budget review (attached);
 - b. Marketing plan update (attached); and
 - c. ADRC policy tracking unmet needs.
5. Future agenda items.

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

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Posted: Courthouse, Government Center, Telegram copied.


6-18-15

 Name Date

**AGING AND DISABILITY RESOURCE CENTER OF
DOUGLAS COUNTY - ADVISORY COMMITTEE
Thursday, June 25, 2015, 4:15 p.m.,
Public Health Conference Room, Government Center Suite 327
1316 North 14th Street, Superior, Wisconsin**

Meeting called to order by Chair Jan Stevens.

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

APPROVAL OF MINUTES: Motion by Lisdahl, second Dunaiski, to approve the minutes from the March 26, 2015, meeting. Motion carried.

ACTION ITEM: Revision of By-laws – Membership Composition: Reviewed changes.

ACTION: Motion by Dunaiski, second Lisdahl, to approve revision of by-laws, as presented. Motion carried.

INFORMATIONAL ITEMS:

ADRC Budget Review: Currently under budget; to budget more advertising monies for 2016.

Marketing Plan Update: Website finalized; ADRC Newsletter being circulated; attending area events for exposure.

ADRC Policy Tracking Unmet Needs: Implementing tracking method for policy that has been in place; reviewed September 2010 Customer Satisfaction Report to verify its correlation to policy.

Future Agenda Items: ADRC budget; marketing plan update; meeting date change. Next meeting – Thursday, September 10th at 4:15 p.m.

ADJOURNMENT: Motion by Lisdahl, second Dunaiski, to adjourn. Motion carried. Meeting adjourned at 5:10 p.m.

Submitted by,

Kaci 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 four (4) persons appointed and who will represent the interests of older persons and persons with disabilities.

Comment [EL1]: one to two (1-2) persons

Comment [EL2]: a non-client group

Consumer Appointees:

Seven (7) members will be consumers of services, family members or guardians of adults from one of the following target groups:

Comment [EL3]: Five to six (5-6)

- Four (4) members shall represent the older persons (age 60 and above)
- One (1) member shall represent the adult person with physical disabilities
- One (1) member shall represent the adult person with developmental disabilities
- One (1) member shall represent the adult person with persistent and chronic mental illness or substance abuse

Comment [EL4]: to two (1-2)

Comment [EL5]: Delete

Composition of membership shall strive to represent the ethnic, economic, and geographic diversity of Douglas County.

Comment [EL6]: 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 in December 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.

June 5, 2018

**AGING AND DISABILITY RESOURCE CENTER OF
DOUGLAS COUNTY - ADVISORY COMMITTEE
Wednesday, June 13, 2018, 4:15 p.m.
Public Health Conference Room, Government Center Suite 327
1316 North 14th 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.



6-5-18

Name

Date

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

**Wednesday, June 13, 2018, 4:15 p.m.,
Public Health Conference Room, Government Center Suite 327
1316 North 14th Street, Superior, Wisconsin**

Meeting called to order by Chair Jan Stevens.

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

APPROVAL OF MINUTES: Motion by Jones, second Lisdahl, to approve the minutes from the December 13, 2017, meeting. Motion carried.

ACTION ITEM:

Review and Amend By-laws: Included with agenda. Health and Human Services Board will review and approve any amendments.

ACTION (REFERRAL): Motion by Lisdahl, second Lear, to approve by-laws with the following amendments: Correct "Article VIII" to "Article IX"; change "ten (10) day notice" to "seven (7) day notice" and refer to Health and Human Services Board. Motion carried.

INFORMATIONAL ITEMS:

Advisory Board Training Presentation: Folders compiled for incoming advisory board members; brochures, by-laws, and a PowerPoint outlining responsibilities to be included. Recommendation to include online link to Scope of Services Manual in folder, due to large size.

Budget: Carryover funds requested through state for additional advertising, training, a reliable wheelchair, a colored printer and reliable office furniture for visitors in the amount of \$28,190. In line with projected budget.

Health and Human Services Board Report: Included with agenda. Dementia friendly training offered to area businesses.

Membership Recruitment: Looking at reviving ADRC newsletter with ad; recommendations of anyone interested welcome. Areas new members need to represent include: elder, physical disability and developmental disability.

FUTURE AGENDA ITEMS: Advisory board training presentation; budget; board report; recruitment, by-laws, hour reporting.

ADJOURNMENT: Motion by Arnold, second Lisdahl, to adjourn. Motion carried. Meeting adjourned at 5:06 p.m.

Submitted by,
Kaci Jo Lundgren, Committee Clerk

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