

**AGING AND DISABILITY RESOURCE CENTER OF DOUGLAS COUNTY**  
**ADVISORY MEETING**  
**Wednesday, September 12, 2018**  
**Public Health Conference Room, Government Center Suite 327**  
**1316 North 14<sup>th</sup> Street, Superior, Wisconsin**

Meeting was called to order by Chair Jan Stevens.

**ROLL CALL:** Present- Jan Stevens, Diane Arnold, Rosemary Lear, Kathy Lisdahl, Carol Jones (late), Others present- Erika Johnson

**APPROVAL OF MINUTES:** Motion by Lear, second Lisdahl, to approve the minutes from the Wednesday, June 13, 2018 meeting. Motion carried.

**PRESENTATION:** Reviewed power point “Aging and Disability Resource Center of Douglas County Advisory Board Duties and Responsibilities”. Recommendation to include, in addition to the brochure, a quick overview of what the ADRC does.

**ACTION ITEM:**

**Review and amend by-laws:** Health and Human Services Board approved original by-laws and send back to the advisory board for recommended changes. Reviewed the draft recommended changes. Motion by Lear, second by Lisdahl to re-write proposed changes in by-laws and email to members for final comments due by October 31<sup>st</sup>. Motion carried.

**INFORMATIONAL ITEMS:**

**BUDGET:** State is still working on methodology for new allocations. Workgroup in place to provide feedback to the state. Currently under budget. Clarification needed on percentage of budget used. Budget showing 74% of revenues is used although the budget states it is through July 2018.

**HEALTH AND HUMAN SERVICES BOARD REPORT:** Reviewed report. Discussed marketing and outreach efforts. Requested that 2019-2023 Douglas County Transportation Plan be sent via email to members for review.

**CUSTOMER SATISFACTION SURVEY:** Reviewed data from Analytic Insight, contracted agency by the state to gather ADRC customer information. Survey shows positive response.

**MEMEBERSHIP RECRUITMENT:** Johnson is meeting with a potential member this week. Contact information on another potential member provided to Johnson for follow up.

**FUTURE AGENDA ITEMS:** By-laws; board report; officer appointment; membership recruitment.

**ADJOURNMENT:** Motion by Learn, second Arnold, to adjourn. Motion carried. Meeting adjourned at 5:10 p.m.

Submitted by,  
Erika Johnson, ADRC Director