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**Meeting Minutes
Aging and Disability Resource Center of Vernon County Advisory Committee
September 18, 2017**

The Vernon County Aging and Disability Resource Center of Vernon County Advisory Committee met on Monday September 18, 2017. The meeting was called to order by Human Services Director Pamela Eitland. Proper public notice was given.

Introductions and Attendance

Committee members Laura Malin, Ole Yttri and Darlene Starch. Sheila Alderman was absent. Also present was ADRC Unit Director Tricia Clements and Gail Muller. Pamela reported that there has been some turnover in the committee member roster and we are working on filling two seats by the next meeting.

Orientation

Pamela Eitland provided orientation and education to the group. Information included the following:

An Aging and Disability Resource Center is a place to receive information, education, options, services for adults with disabilities, the senior and elderly population, and youth (17 and 9 months) transitioning to adulthood. An ADRC is a comfortable location where consumers feel welcome. An ADRC goal is to empower individuals to make informed choices and streamlined access to the right and appropriate services and supports.

Guiding Principles for ADRC's include

- Individual and Organizational Advocacy
- Customers Really In Charge
- Core Services Provided Statewide
- Statewide Expertise in Aging and Disabilities Services and Systems
- Consistent Quality Services
- A Focus on Community Collaboration
- Convenient Service Areas
- Volunteers Are Key to Service Delivery

Federal and State Requirements of ADRCs

- State law – chapter 46 authorizes the Department to administer an ADRC; ADRCs must have ADRC in the name and those ADRC words/phrase must be first in the name....ADRC of Vernon County
- Federal law – compliance with the ADA; Civil Rights; HIPAA; and exhibit cultural competency and diversity [attitudes of people, non-English translation, sign language, etc.]

ADRCs must have a QA / QI process.

The following Services must be provided at no cost to the consumer:
information about programs and eligibility, referrals to services, options counseling so the consumer knows their choices, enrollment in to a long term care service or program, disenrollment from long term care services, short term case management.

ADRC leadership, staff, and board members must avoid conflicts of interest meaning that the ADRC shall be independent [from MCOs], objective, and unbiased and maintain a community reputation of being objective and unbiased.

Long Term Care in Wisconsin

Pre-1997 services to these populations were provided by county agencies.

1997 – 1999 Family Care was introduced in 9 pilot counties. The State and counties realized that quality services and supports could be provided to these populations and that managed care was fiscally responsible because it produced savings from the capacity to purchase services for multiple people with similar conditions.

2005 – Conversations began in Vernon County. Human Services and the Aging Unit were part of those discussions and planning. ADRC-WW formed and Vernon County became part of the 4-county collaboration; administered by Human Services

2015 the proposed State Biennial Budget proposed privatization of ADRCs. Groups fought against that proposal and succeeded in keeping ADRCs local.

Older Americans Act

The Older Americans Act (OAA) is a federal law that promotes the well-being of Americans 60 years old and above through services and programs. Originally enacted in 1965, supports by funding a range of home and community-based services, such as meals-on-wheels and other nutrition programs, in-home services, transportation, legal services, elder abuse prevention and caregivers support. The Older Americans Act of 1965 was the first federal level initiative aimed at providing comprehensive services for older adults

Elder Act

State law 46.90. Requires an elder at risk agency; elder benefit specialist position; says that the County Board decides the Aging Unit model – stand alone, part of Human Services, non-profit stand alone; etc.

Integration of Aging and ADRC

A few years ago, discussions started getting “louder” about merging Aging and ADRCs. Groups around the state began to meet and exchange ideas and fiscal information.

During the debate about privatizing the ADRCs, there was a realization that for the best interests of the consumers of Aging and ADRC services, integration/merger should take place. There would be one location for all of these services; eliminate duplication of services; educated staffing in a wide range of topics and services; efficiencies in administration.

November 2016 Vernon County Board voted to merge/integrate Aging and ADRC into a single unit under the administration of Human Services.

December 2016 we received official notice that the ADRC of Western WI would disengage effective June 30, 2017.

As of July 1, 2017 we are the Aging and Disability Resource Center of Vernon County.

ADRC of Vernon County is a resource center, an in-house service provider (EBS/DBS/short term), and a contracted provider for managed care organizations

Aging Plan

2016 – 2018 Aging Plan in effect – we work with GWAAR, DHS/ORCD

Next three year Aging Plan is due in November 2018.

This Board will review the plan and make recommendations.

Advisory Committee Information and Education

Committee Membership

Required to have members that represent the populations that we serve.

County Board Supervisor appointments are limited in number and cannot represent any required percentage group

County employees may not serve

Terms – The Board voted to have “rolling” terms meaning that the individuals on the board remain until or unless a conflict of interest arises or the individual member becomes ineligible to serve (move out of county; cannot perform duties) or chooses to leave the Board. The Department will work on identifying members to fill the seats of those vacated. Motion by Ole Yttri. Second by Darlene Starch. Passed.

Roles – reviewed the state copy of the ADRC Board Orientation Guide

Meet quarterly

Provide ADRC with guidance and feedback

Review complaints and appeals to determine if there is a need to change policies or procedures

Identify long term care and service needs of target populations

Gather information annually to identify gaps in service and resources

Provide opportunities for consumers and the public to provide feedback and to receive information

Identify new community resources

Annually review MOUs

Talk about ADRC-VC in the community

Refer people to ADRC-VC

Collaboration

The ADRC Governing Board = the Aging Advisory Board = Caregiver

Coordinating Committee

Conflict of Interest

The members present signed the assurance to avoid conflict of interest. These will be kept on file.

Select and Vote on Chairperson and Vice Chair

This was postponed until the next meeting with more members could be present. Motion by Yttri second by Starch to postpone.

Report on Data and Statistics

Handouts were provided to the committee on the Minibus and Volunteer Driver ridership numbers for the months of January through August, Elder Benefits Specialist Activities January through August and Meal Numbers for the Senior Nutrition Program for January through August. Also provided were the statistics for the ADRC Information and Assistance Specialists for July and August. These are the only months of data that we have since Vernon County has been a stand-alone ADRC. The group was informed verbally that there were 13 enrollments in Family Care or IRIS in July and August of 2017.

Discuss and Take Action on 2018 Suggested Meal Donation

The committee members present support a small increase in the suggested donation rate. They would like to make sure that message is communicated clearly and completely to the seniors in the Community the reasons for the increase. It was also stressed that the seniors in the community know that this is just a suggested donation rate and that no one will be turned away for failure to pay.

Audience to Visitors

Gail Muller requested of the committee to make a recommendation on the suggested donation rate.

Discussion, Feedback, Ideas, & Guidance – Board Members

The committee members were provided ADRC VC business cards and asked to share within the community. They were asked to provide information on topics for discussion in the future. They were encouraged to call Pam or Tricia in the future if they have question. The board decided to meet again before the end of the year to orient all of the new members to their role and to the organization.

Schedule 2018 Quarterly Meetings

Next meeting is tentatively set for Tuesday December 12, 2017 at 11:00 am at the Erlandson Office Building in Viroqua. Confirmation of the meeting and an agenda will be forthcoming.

Adjourn

Motion was made by Darlene Starch and seconded by Laura Malin to adjourn the meeting. Motion passed.

Respectfully submitted by,

Tricia Clements, Unit Director
Aging and Disability Resource Center of Vernon County