

ROCK COUNTY ADRC STEERING COMMITTEE MEETING
Wednesday, December 1, 2010 3:00 P.M.

Call Meeting to Order: Chair Terry Thomas called the meeting of the ADRC Steering Committee to order at 3:00 P.M. on Wednesday, December 1, 2010 at the Rock County Job Center.

Committee Members Present: Lisa Ames, Gary Bersell, Carolyn Brandeen, Jenny Dopkins, Kelly Medenwaldt, Cheryl Drozdowicz, Margaret McMillan, Sherry Quirk, Gregg Schneider, Julie Seeman, Terry Thomas, Dale Thompson, Rob Wilkinson, Janet Zoellner.

Committee members Absent: John Solis

Staff Members Present: Jennifer Anselmi, Phil Boutwell, John Hanewall, Steve Hare, Tom Hermans, LuAnn Kane, Charmian Klyve, Joyce Lubben, Jennifer Thompson.

Approval of Agenda: Terry Thomas requested one amendment to the agenda - move 5.A. behind agenda Item 3. Carolyn moved for approval of the agenda as amended, Gregg Schneider seconded. APPROVED

Approval of November 3, 2010 Minutes: Gary Bersell moved for approval of minutes, seconded by Dale Thompson. APPROVED

A. Committee Chair Comments: Chair Terry Thomas thanked all committee members for their participation, patience and input at all the meetings. He also thanked staff for the wonderful job they did and their professionalism.

Citizen Participation: Several citizens were present, but no one had a comment to make. Terry Thomas thanked all citizens for their interest in coming to the meeting.

B. Presentation of ADRC Plan for Outreach:

Marketing, Outreach and Public Education - Lisa Ames

Lisa explained the various ways for marketing the ADRC, such as billboards, media, website, fairs, phonebook, newsletters, and social media. Education will be continually provided to the public, specific to the ADRC target groups. The success of the marketing plan will be measured by a tracking system.

Community Needs Identification - Lisa Ames

To assist current and future consumers, Lisa explained the several ways unmet needs will be identified. Information gathered will help develop services to meet the consumer's needs.

Transitional Services - Gregg Schneider

Gregg explained the transition of youth from the middle and high school system to adult services. A significant amount of outreach is needed in order for families to receive the information necessary to make future plans.

C. Discussion and Approval of ADRC Plan for Outreach. There was a lengthy discussion regarding the age discrepancies in the state's IEP report, what age transition should begin, and if stated age should be incorporated into the plan.

The committee agreed to approve with the following amendments to Transitional Services.

Gregg requested an additional statement be made to Page E, after the second bulleted item, that states "Request for attendance at a meeting for youth under the age of 18 will be referred to the MOU or their designee."

Dale Thompson requested that "Developmental Disabilities" be added to the list of community agencies shown on Page F.

Gregg Schneider moved for approval with amendments, seconded by Janet Zoellner

D. Presentation of Staff Training and Qualifications - Jennifer Thompson

Jennifer explained the positions, education, years of experience required, and special requirements for employment at the ADRC. As requested, the waiver of degree was added to the I&A staff position. It's anticipated that a Director will be hired in May 2011, and will be responsible for creating an orientation program, training program, and quality improvement plan.

E. Discussion and Approval of Staff Training and Qualifications

Group discussion and Jennifer responded to questions. Requested amendments are as follows:

Kelly Medenwaldt requested that "Master Degree is preferred" be added to the Director position under Education/Degree.

Julie Seeman requested that "Resource database (w/in 1 yr)" be added to the Receptionist position under Special Requirements.

Janet Zoellner requested that the last paragraph on Page J be re-worded in regards to the Director and quality improvement committee collecting and analyzing data.

Margaret McMillan moved for approval with amendments, seconded by Kelly Medenwaldt

F. Presentation of ADRC Organization - Phil Boutwell

Governing Board

Phil explained that the Governing Board will be an advisory board and oversee the implementation and operation of the ADRC set forth in State regulations. A standing committee for budgetary and policy oversight will be developed later. The County Board will appoint a 15-member ADRC committee. 1 representative - developmental disabilities, 1 representative - physical disabilities, 4 - representatives - elderly. 9 other members would reflect the ethnic and economic composition of the county's population.

Group discussion and Phil responded to questions.

Dale Thompson recommended that 1 of the 9 members be a representative for mental health and alcohol, and that the advisory committee be a separate entity from the governing board.

Dale Thompson moved for approval with recommendations, seconded by Gary Bersell.

Organizational Structure

Phil explained the organizational chart, which showed the supervisory and reporting relationship within the ADRC as well as external relationships through memorandums of agreement. Group discussion and Phil responded to questions. Phil explained this organizational chart does not imply that the ADRC falls under any certain department. Those decisions have not been determined as of yet. Dale Thompson recommended that the Steering committee recommend that the ADRC stands alone and does not fall under Human Services, Council on Aging or Developmental Disabilities Board.

Staffing Plan

Phil explained that the ADRC staffing was determined from surveying 12 other counties staffing levels per population. The average ratio of county population to staff for the job classifications were calculated. Then the population of Rock County was divided by the ratios to calculate the staffing level for the ADRC. Plans are for (9) Information & Assistance Specialist, (2) Disabilities Benefit Specialist, and (2) Elderly Benefit Specialist. Additional supervisory and support staff will be (1) ADRC Director, (2) Supervisors, and a receptionist. Phil explained the various duties of the Director, Supervisors, and Receptionist, and responded to questions from the committee.

G. Discussion and Approval of ADRC Organization

Phil Boutwell requested an amendment be made to the Staffing Plan, Page Q, under Position Title for Elderly Benefits Specialist, that "(Contract through MOU)" be crossed out

Gary Bersell moved from approval with amendment, Gregg Schneider seconded. APPROVED

Break taken at 4:55 p.m. - Meeting resumed at 5:00 p.m.

H. Discussion and Approval of Rock County Aging and Disability Resource Center Planning Committee Draft Plan December 2010

The committee felt comfortable with the draft plan, and changes that were made. Dale Thompson moved for approval, seconded by Gary Bersell. APPROVED

Committee Members Comments

Committee members requested that a final copy of the Draft Plan be mailed to each one of them.

As the work of this committee has been completed, the January 5, 2011 meeting has been canceled.

Adjournment Dale Thompson moved to adjourn at 5:10 p.m., seconded by Carolyn Brandeen.

Respectfully submitted,

Pam Sachs
Administrative Assistant
Long Term Support