

**BAYFIELD COUNTY DEPARTMENT OF HUMAN SERVICES
AGING AND DISABILITY SERVICES ADVISORY COMMITTEE
Courthouse Conference Room B
January 24, 2011
3:00 p.m.**

Committee Members Present: Rich Elliker, Verne Gilles, Tom Gordon, Dee Kittleson, John Nedden-Durst, Sarah Quale (Alternate)

Committee Members Absent: Brigette Gokee (Excused), Sue Sederholm (Excused)

Staff Present: Elizabeth Skulan, Jane Cook

Staff Absent: Carrie Linder (Excused)

Call to Order and Introductions

Kittleson called the meeting to order at 3:03 p.m. No introductions required.

Adoption of Agenda

Motion made by Gordon to adopt the agenda as presented. Seconded by Gilles, motion carried.

Adoption of the November 29, 2010 Minutes

Motion made by Gilles to approve the November 29, 2010 minutes. Seconded by Gordon, motion carried.

Open Floor for Public Input

Motion made by Gordon to open the floor for public input. Seconded by Gilles, motion carried.

Consideration for Approval – 2011 Specialized Transportation Assistance Program

Skulan distributed and reviewed the 2011 Application DOT S.85.21 Specialized Transportation Services for the Elderly and Persons with Disabilities. DHS has made application for \$68,117 in state assistance with \$13,623 of local match funds budgeted. Discussion followed.

Motion made by Gordon to approve the 2011 Application DOT S.85.21 Specialized Transportation Services for the Elderly and Persons with Disabilities. Seconded by Nedden-Durst, motion carried.

Consideration for Approval – Waiver to serve less than 5 days per week in Bayfield County

Skulan distributed a memo being sent to Pam Van Kampen, GWAAR summarizing the changes to the Elderly Nutrition Program for Bayfield County and the reason for the request for the waiver.

The 60 day change notification to the local Area Agency on Aging for changes to the Elderly Nutrition Program has been waived due to discussion on December 8, 2010 with Pam Van Kampen, GWAAR during the Bayfield County nutrition program assessment.

Gordon made a motion to approve the request for waiver, Vern Gilles seconded the motion. Motion carried.

This will be forwarded to the DHS board as a recommendation for their approval.

Consideration for Approval – Close Cable Area Congregate Meal Site

Skulan distributed a Request for Approval of Closing for Dining Centers to permanently close the Congregate Meal Site at Lakewood's Resort which serves the Cable area. Discussion followed.

Motion made by Nedden-Durst to approve the recommendation to close the Congregate Meal Site at Lakewood's. Seconded by Gordon, motion carried.

This will be forwarded to the DHS board as a recommendation for their approval.

Consideration for Approval – Decrease Number of Days Meals are Served at the Washburn Congregate Meal Site

Skulan distributed a Request for Approval of Days of Service Change for Dining Centers to change the days of service for the Washburn Time Out Meal Site from 5 days per week to 4 days per week. Discussion followed.

Motion made by Gordon to approve the recommendation to change the number of days of service at the Time-Out Restaurant, Washburn, from 5 days per week to 4 days per week. Seconded by Gilles, motion carried.

This will be forwarded to the DHS board as a recommendation for their approval.

Consideration for Approval – 2011 Alzheimer's Family Caregiver Support Program

Skulan distributed the 2011 Alzheimer's Family Caregiver Support Program (AFCSP) Budget Report for review and approval. The 2011 allocation is \$5,121 which has been reduced from \$6,271 in 2010.

Motion made by Gilles to approve the AFCSP 2011 Budget Report. Seconded by Nedden-Durst, motion carried.

This will be forwarded to the DHS board as a recommendation for their approval.

Consideration for Approval – 2011 COP Plan Update

Skulan distributed the 2011 COP Plan Update for review and approval.

Motion made by Nedden-Durst to approve the 2011 COP Plan Update. Seconded by Gordon, motion carried.

This will be forwarded to the DHS board as a recommendation for their approval.

Consideration for Approval – 2011 Elder Abuse Application

Skulan distributed the 2011 Elder Abuse Direct Services Funds Application, Attachment B and Performance Expectations for 2011 Elder Abuse Allocation for Bayfield County. Discussion followed. The 2011 allocation is \$9,900, which is slightly higher than 2010 (\$9,850). Skulan explained to members that performance measures are a requirement and are included in the application. Performance measures include an ongoing operation of the existing I-Team and continued timely and accurate data entry of elder abuse investigations into WITTS (the electronic state reporting system).

Motion made by Gordon to approve the 2011 Elder Abuse Application. Seconded by Nedden-Durst, motion carried.

This will be forwarded to the DHS board as a recommendation for their approval.

Close Floor for Public Input

Motion made by Gilles to close the floor for public input. Seconded by Nedden-Durst, motion carried

COP Exceptional Expenditures – Review and Approve

Skulan briefly reviewed an application submitted for one COP exceptional expenditure. The request for \$30,892 will provide a home modification for one minor client.

Motion made by Gordon to approve the expenditure. Seconded by Nedden-Durst, motion carried.

COP Expenditure Variances – Review and Approve

No COP expenditure variances at this time.

ADRC Updates

Skulan mentioned that staff are still working with the new software, Nightingale Notes. Nightingale notes is encounter software that incorporates client tracking with 100% time reporting. Linder had asked Skulan to talk a little about the increase of cases to Jamie Mackin, Disability Benefit Specialist (DBS). Because of Jamie's hard work and efficiencies working with his current cases, he has indicated that he could take on more cases. His case load will increase from 25 to 45 cases. Skulan indicated that they will be talking with the ADRC Governing Board to request another DBS position in 2012. Because of the six-month training time, it would be prudent to look into at least a part-time position for the future now. Discussion followed.

Informational Items

Skulan reported that Linder indicated as of January 17, 2011, Bayfield County no longer has a waiting list for Family Care consumers. This is a momentous occasion, since now everyone who qualified for long-term care services when Family Care was implemented on July 1, 2009 has been served.

New members of Family Care will not have an entitlement for services until July 1, 2012. However, due to the number of attrition slots that currently exist and because we can continue to serve one new member every other month until July 1, 2012, even if we experience a waiting list during that time, it is likely to be small and very time limited – no more than 18 months and likely much less.

Committee members offered their congratulations to everyone in Aging and Disability Services.

Review Future Meeting Date(s) for 2011

Future meeting dates: March 28, 2011 (DK excused absence); May 23, 2011; July 25, 2011; September 26, 2011 (DK excused absence); November 28, 2011.

Adjournment

Motion made by Gordon to adjourn at 3:55 p.m.

Respectfully submitted by

Jane M. Cook, Clerk III

1/25/2011