

**ADRC COMMITTEE MEETING  
MINUTES  
April 28, 2021**

**COMMITTEE MEMBERS PRESENT:** Chairperson Mr. Steven Schreier, Mr. Russ Fisher, Ms. Joan Hauer, Ms. Rita Mahner, Ms. Monica Pritchard

**COMMITTEE MEMBERS PRESENT VIA ZOOM:** Mr. Robert Thome, Jr, Mr. Ted Cushing

**COMMITTEE MEMBERS EXCUSED ABSENT:** Ms. Carol Pederson, Ms. Nancy Watry

**STAFF PRESENT:** Mr. Joel Gottsacker, Ms. Heidi Chavez, Ms. Jeri Driscoll

**OTHERS PRESENT:** Roger Youngren, Northwoods Transit Connections Manager

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1. **Call to order:**

Chairperson Mr. Steven Schreier called the meeting to order at 9:00 a.m. on the second floor of the Oneida County Board Room-Oneida County Courthouse, 1 S. Oneida Ave, Rhinelander, WI and via Zoom. The meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and the facility is handicap accessible.

2. **Approval of agenda:**

Motion by Ms. Joan Hauer, seconded by Ms. Rita Mahner to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

3. **Public comment/communications:**

None

4. **Minutes of March 24, 2021:**

Motion by Ms. Joan Hauer, seconded by Ms. Monica Pritchard to approve the March 24, 2021 ADRC Committee minutes. All ayes; motion carried.

5. **Date/time/location of next meetings:**

The next meeting will be Wednesday, May 26, 2021 at 9:00 a.m. on the second floor, Oneida County Board Room-Oneida County Courthouse, 1 S. Oneida Ave, Rhinelander, WI 2<sup>nd</sup> floor and via Zoom.

6. **Committee Member Resignation:**

- Ms. Carol Pederson resigned her membership due to personal reasons. We will recruit for a community member to replace her. The committee will also

need to nominate for Vice Chairperson Position. Will do so at the next meeting.

7. **2021 GWAAR Contract:**

Committee reviewed contract. It was discussed that GWAAR will not change the contract. Thome inquired that if the contract will not be changed is it beneficial to have Corporation Counsel review the contracts and make changes if it cannot be changed? Schreier agreed with this sentiment. Motion by Mr. Ted Cushing, seconded by Mr. Bob Thome, Jr to approve GWAAR Contract. All ayes; motion carried.

8. **LTE to Permanent Part Time and Proposed Lead ADRC Specialist:**

The request to move the .6 LTE ADRC Specialist position to a permanent part time position last month was approved by the County Board.

Gottsacker reported that when he become director at the ADRC the assistant director position was eliminated. Gottsacker and Rideout are working on a Lead ADRC Specialist Position and job description for the 2022 Budget. This person would be the next in charge if Mr. Gottsacker would be unavailable. Informational only, no action taken.

9. **2022-2024 Aging Plan:**

Mr. Joel Gottsacker reported that they continue with work on the Aging Plan. There was a Tri-County public input session yesterday. Approximately 12 attended. They got good feedback/information. There will be another input session on Friday. They did invite about 200 people. The Aging Plan is due to GWAAR by July 23, 2021. It is required that a public hearing be held before this to present the Aging Plan. Informational only, no action taken.

10. **Coronavirus Pandemic Update:**

Mr. Joel Gottsacker updated the Committee that staff are back working in the office and doing home visits. They have not opened up for activities or meals yet. They are starting to develop a plan. Potentially looking at July 6, 2021 to open the ADRC in some capacity. Gottsacker will be consulting with the Public Health Department as well as using CDC Guidelines. Mr. Joel Gottsacker will present a draft written plan next month. Informational only, no action taken.

11. **ADRC/DSS Alliance Update:**

Mr. Joel Gottsacker reported:

- Meeting/introduction with the Office for Resource Development, Bureau of Aging and Disability Resources.
- Update to County Code – approved by County Board.
- APS/ADRC Meeting to discuss integration/intake. This will be on-going

- Office Space for Ms. Mary Rideout at the ADRC and Mr. Joel Gottsacker and Social Services – in progress.
- Conducted first Employee In-Service for all staff via Zoom. Reviewed Electronic Use Policy, received information and videos on Civil Rights.
- Updating Alternate Work Schedule Policy – in progress.
- Updating Prior Authorized PTO Policy – in progress.
- Developing volunteer opportunities through RSVP. Developing policy/procedure for being a “station” through RSVP with hopes of offering volunteer opportunities at Social Services for transportation and mentoring of youth.
- Purchase of Service Contracts – process being developed.
- Developed monthly management expenditure report for ADRC.
- Developed monthly Committee financial report – reviewed by committee at this meeting.
- Working on appropriate staffing levels to assist with preparation of the 2022 budget.
- Shared directory – created and access granted to all staff. Shared information is being transferred to the directory. Staff access is limited by folder (need to know). Moved all agency policies to this directory.
- Outlook integration in process.
- Informational only, no action taken.

#### 12. **RSVP Update:**

The dual purpose of RSVP is to engage “persons 55 and older in volunteer services to meet critical community needs and to provide a high quality experience that will enrich the lives of volunteers.” The goals of the program are to:

- Develop a variety of opportunities for community service
- Ensure that volunteer assignments are consistent with the interests and abilities of the volunteers
- Ensure that volunteers are provided needed orientation, support and supervision, and recognition
- Develop local support to supplement available federal funding.

The ADRC chose Health Futures as its Focus Area as the objective of this area is closely aligned with the Mission of the ADRC (Nutrition/Food Support, Transportation, Respite Services, Legal Services, Elder Justice, etc.) The ADRC is not limited to this Focus Area, but only report outcomes in this Focus Area to the federal government.

- The Food Pantry is in the process of becoming a station as well as Habitat for Humanity has requested volunteers for the Re-Store. The Humane Society has two RSVP volunteers. Currently have 145 people in the RSVP program.

Currently working with Social Services on a Volunteer Guardian program as well as mentorship with Social Services and families. The ADRC could also expand the escort/transportation to assist Social Services with transportation for visitation.

Mr. Joel Gottsacker will send the list of focus areas to the Committee Members. We can provide volunteers in any area; just have to report the focus area of Healthy Futures. The Committee also suggested Mr. Gottsacker connect with the Chamber as they may have other volunteer opportunities.

**13. Northwoods Transit Connections Update:**

Mr. Roger Youngren, Transit Manager gave an update via Zoom.

- There were 1529 rides in March. Transit has relaxed some of the guidelines but masks are still required per the Federal Transit Administration.
- Northwood's Transit Connection currently is located on Hwy 47. They are currently looking at other property for an alternate location.

Informational only, no action taken.

**14. Advocacy Update:**

Mr. Joel Gottsacker reported that May 12, 2021 is Advocacy Day. This is an important year as it is budget year. This will be done virtually via Zoom meetings with both Rob Swearingen and Calvin Callahan. Informational only, no action taken.

**15. Vouchers purchase orders, and line item transfers:**

Mr. Joel Gottsacker presented vouchers to the committee. There were no line item transfers. Motion made by Ms. Joan Hauer, seconded by Mr. Russ Fischer to approve the vouchers, purchase orders and line item transfers as presented. All ayes; motion carried.

**16. Monthly Reports:**

Mr. Joel Gottsacker presented the monthly reports to the Committee.

- They had their first request for a wheelchair individual to get the COVID Vaccine.
- Got GWAAR Contract but not transferred to home delivery yet.

Ms. Heidi Chavez went over the new Committee Financial Report that was developed.

- This report projects revenue and expenses. It does not include the revenue until it is actually awarded to us or we have a contract.
- The ADRC is projected to return \$70,962 to the county at the end of the year. The actual amount will not be known until March/April of the following year.

Informational only, no action taken.

**17. Future Agenda topics:**

- New facility in Eagle River for people with Dementia – Legacy of the North.
- Closure of Hospice House in Minocqua. Mr. Joel Gottsacker will contact Compass Hospice.
- Usual agenda items

**18. Public comment/communications:**

None

19. **Adjournment:** 10:05 a.m.



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Committee Chairman



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Committee Secretary