

**ADRC COMMITTEE MEETING
MINUTES
July 24, 2023**

COMMITTEE MEMBERS PRESENT: Mr. Ted Cushing, Chairman, Ms. Debbie Condado, Mr. James Unger, Ms. Linnaea Newman, Ms. Joan Hauer, Mr. Russ Fisher, Ms. Rita Mahner

COMMITTEE MEMBER EXCUSED ABSENT: Ms. Nancy Watry, Ms. Melanie Fralick

STAFF PRESENT: Ms. Mary Rideout, Mr. Joel Gottsacker, Ms. Jeri Driscoll

OTHERS PRESENT: Barb Newman, Northwoods Transit Connection

1. **Call to order:** Chairperson Mr. Ted Cushing called the meeting to order at 9:00 a.m. in the Balsam Room at the Aging and Disability Resource Center (ADRC), 100 Keenan Street, 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 Mr. James Unger, seconded by Ms. Linnaea Newman, 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 June 28, 2023:** Motion by Ms. Linnaea Newman, seconded by Ms. Rita Mahner to approve the June 28, 2023 ADRC Committee minutes as presented. All ayes; motion carried.
5. **Date for next meeting:** Monday, August 28, 2023 at 9:00 a.m. at the Aging and Disability Resource Center.
6. **Northwoods Transit Connection Update:** Ms. Barb Newman reported that ridership is stable. They received notice that they got a grant approved and will be purchasing two new Ford Transits that will hold two wheelchairs and five ambulatory passengers. Informational only, no action needed.
7. **Cycling Without Age Update:** There is a trishaw located at Friendly Village Nursing Home and they are providing daily rides. Rides have been provided at Legacy of the Northwoods, Hospice House and Milestone in Eagle River who will also be providing rides to Milestone of Woodruff.

Mr. Joel Gottsacker reported that he has found liability insurance. They needed a risk management plan which is being worked on. They are hoping to have the liability insurance soon.

8. **2024 Staffing Request:** Our Nutrition site Managers are LTE employees and need approval yearly. Motion by Mr. James Unger to approve the Nutrition Site Managers, seconded by Ms. Linnaea Newman. All ayes; motion carried.
9. **2023.2025 State Budget Update:** The 2023-2025 budget has been signed by the Governor. There are state investments that included dollars for nursing homes, child support, adult protective services, aging and disability resource centers, income maintenance, and kinship care included in the budget. Wisconsin's counties are grateful for investment in local human services in this biennium and will use these dollars to support communities across the state. How much Oneida County will receive is not known at this time.
10. **Reclassification Request – Clerical Support Position:** The Social Services Department has four support positions at our courthouse office. These positions will be cross training with support positions at the ADRC office. The four support positions at the DSS office are Administrative Support, Grade Level F.

The department was able to eliminate a part-time accounting position in 2022. Many of the duties of that position transitioned to other accounting staff, but some were assigned to the Clerical Support position. These duties are more fiscal in nature than other duties performed by this position, and are better suited in a higher classification.

As there have been shifts in job duties within the department, job descriptions were not always updated. We are working to align job descriptions to the required functions for each position. Based on this positions updated job description, we believe a higher classification is warranted.

Motion by Ms. Rita Mahner to approve the Reclassification of the Clerical Support Position to Administrative Support and forward to the Labor Relations Employee Services Committee, the increase effective the next pay period after LRES meeting if approved, seconded by Ms. Debbie Condado. All ayes; motion carried.

11. **Building Project, Maintenance and capital Improvement Program (CIP) Requests:** A list of items for the Public Health/ADRC building that are either building maintenance related or a Capital Improvement request was sent to Buildings and Grounds. It will be up to Buildings and Grounds as it will be out of their budget.

Department CIP Request: The ADRC is requesting a fleet vehicle. Purchasing a vehicle for the ADRC/Aging staff would allow the department to reduce mileage expense paid to staff. The agency is looking to purchase a mid-sized sedan or small SUV. Staff would be required to take the agency vehicle when commuting for required home visits with clients. Due to the increasing aging population, staff are having to travel more frequently. When the vehicle is not in use by the ADRC/Aging Staff, it can also be used by Social Services Staff. Mileage from the agency vehicle can be billed to several state and federal funding sources. Motion by Ms. Linnaea Newman to approve

the Capital Improvement Request, seconded by Mr. James Unger; All ayes, motion carried.

12. Draft Marketing Plan:

The committee reviewed and had discussion on the Draft Marketing Plan. Informational only; no action needed.

13. Older Americans Act Update to Regulations Public Comment Period:

The Administration for Community Living is seeking input on proposed updates to the regulations for its Older Americans Act Programs. Comments must be received (or postmarked) by 11:59 p.m. on August 15, 2023. Informational only, no action needed.

14. Vouchers, Purchase Orders and Line Item Transfers: Nothing this month. With the new software the committee will get July information at the August meeting. The closing out of the old system will occur and the committee members will get information sent to them via e-mail.

15. Monthly Reports/Advocacy Update: Nothing to report.

16. Future agenda: If you have any additional agenda items, please see Ms. Mary Rideout, Mr. Joel Gottsacker or Mr. Ted Cushing.

- Marketing Plan Update

17. Public Comment: No public comment

18. Adjournment: 9:35 a.m.



Committee Chairman



Committee Secretary