

**ADRC COMMITTEE MEETING  
MINUTES  
October 9, 2019**

**COMMITTEE MEMBERS PRESENT:** Chairperson Tom Kelly, Bob Metropulos, Carol Pederson, Steven Schreier, Barbara Young, Dr. Walt Gager, Jim Winkler

**COMMITTEE MEMBERS EXCUSED ABSENT:** Ed Hammer, Nancy Watry

**STAFF PRESENT:** Dianne Jacobson, Joel Gottsacker, Dawn Johnson, Maria Cox

**OTHERS PRESENT:** Lisa Charbarneau, Administrative Coordinator & Human Resource Director

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**Call to order:** Chair Kelly called the meeting to order at 9:00 a.m. on the first floor of the Health & ADRC Building, 100 W. Keenan Street, Rhinelander, WI. The meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and the facility is handicap accessible.

**Approval of agenda:** Motion by Schreier/Metropulos to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

**Public comment/communications:** None

**Minutes of September 11, 2019:** Motion by Schreier/Metropulos to approve the September 11, 2019 ADRC Committee minutes. All ayes; motion carried.

**Date/time/location of next meeting:** The next meeting will be Wednesday, November 13, 2019 at 9 a.m. on the first floor of the Health & ADRC building.

**ADRC Director Retirement and Succession Plan:** Jacobson has announced her retirement date of January 2, 2020. Jacobson stated that she has been working on a succession plan since Gottsacker was hired as assistant director in 2017. Kelly asked if the Director vacancy had to be posted or if Gottsacker could be promoted to this position. Charbarneau stated It does not need to be posted if it can be filled internally. Informational only, no action taken.

**Funding Opportunities Committee Topics Related to ADRC:** Jacobson informed the committee that this topic will be linked to the next topic of 2020 Budget Approval. As discussed at previous ADRC meetings, the Funding Opportunities Committee wants to explore efficiencies or cost savings that may result from combining some departments together. The ADRC department was included in a possible combination of Social Services, Human Services, Public Health and Veterans Services. Jacobson reported that yesterday at the Administration Committee (AC) budget hearing, the ADRC 2020 budget approved by the ADRC Committee was not discussed. Chair Hintz asked Charbarneau to attend the ADRC budget hearing to discuss the progress of combining the ADRC and Social Services departments. Charbarneau informed the AC that Jacobson and Gottsacker have created a draft budget (referenced as "Budget B") that

would reorganize the ADRC department, eliminate the Assistant Director position, achieve moving all staff to 2,080 hours/year (40 hours work week) and reduce tax levy by a minimum of \$50,000. Charbarneau also informed the AC that she projected if the ADRC and Social Services departments were combined there could be a savings of \$140,000. No specifics were shared on where those savings would come from besides attrition and/or position elimination. Charbarneau informed the AC that her recommendation is to merge the ADRC and Social Services departments. Jacobson reported that she and Gottsacker were taken aback at these comments as they had no prior knowledge or warning of these issues being discussed at the budget hearing. After a brief discussion, the AC committee voted to approve an ADRC 2020 budget with a \$130,000 reduction in tax levy based on Charbarneau's recommendations. AC put \$50,000 into the contingency budget if combining of the two departments is not approved or does not move forward. The AC assured Jacobson and Gottsacker that this was just a preliminary decision for budgeting purposes and is not a final decision on the issue of combining the ADRC and Social Services departments. Schreier was present at the budget hearing and voiced his concerns twice to AC including the fact that the ADRC committee had approved a budget and this proposal is extremely different from what was approved by the committee of jurisdiction. Metropulos, Kelly, Winkler and Schreier all expressed concern at the drastic reduction to the ADRC budget. Informational only, no action taken.

**2020 Department Budget Approval:** See above.

**Implementation of Carlsen Dettmann Recommendations:** Charbarneau reported that there are several levels or options for implementing the Carlsen Dettmann recommendations for bringing county employee wages closer to market rate. Raising wages by 6.25% as recommended is not financially feasible. Instead, the LRES Committee is recommending moving employees to the next step level that provides a minimum of \$0.15 per hour increase. The COLA recommended from the state was 2.07%. LRES Committee is likely going to recommend a 2% COLA. Informational only, no action taken.

**2019 Diner Satisfaction Survey Results:** Jacobson distributed the 2019 Dining Satisfaction survey results as required annually by the state. These results will be taken to the ADRC Nutrition Advisory to review and recommend any improvements if necessary. Informational only, no action taken.

**Dementia Care Specialist:** Gottsacker reported he is developing the application to apply for the competitive grant to receive funding for a full-time Dementia Care Specialists (DCS) position. The state has only eight grants available this round and is encouraging counties to partner and share a position. Oneida County and Vilas County are partnering on the grant application. Informational only, no action taken.

**One-Time Integration funding and proposed expenditures:** Jacobson reminded the committee that Oneida County was awarded special one-time funding to help in the rebranding and integration of Aging and ADRC into one department. She presented a proposed plan from Emmons for the dining room, lounge and lobby area furniture improvements. The goal is to create a warmer and welcoming environment instead of

the current more institutional look. Funding for this project would come entirely from the one-time integration funding in addition to some nutrition funds for the dining area. No tax levy dollars will be used. After discussion, Motion made by Gager/Winkler to approve purchase of new furnishings using one-time integration funding and nutrition funds with the total not to exceed \$60,000. If funds remain, it was recommended to use it for some landscaping upgrades to the front of the Health and ADRC building. All ayes, motion carried. Jacobson will forward this request to the Facilities Committee meeting on October 21<sup>st</sup> for final approval before purchase.

**Proposed changes to maintenance/cleaning of Health & ADRC Building:** Building and Grounds Director, LuAnn Brunette was invited to attend this meeting to explain this issue but could not attend. Jacobson reported on the proposed reorganization of the Building and Grounds department that would eliminate the full-time Assistant Maintenance Technician position currently assigned to the Health and ADRC building. Currently, this person (Paul Jensen) works 7 ½ hours Monday through Friday doing both maintenance and cleaning. Brunette informed Jacobson that the plan is to assign a cleaning technician to the building three hours each weekday and have Maintenance Technicians available to service the building as needed. This resolution will be brought to the October 15<sup>th</sup> County Board Meeting for final vote. Discussion followed with numerous concerns voiced about how a building with a medical clinic and kitchen could be properly cleaned in three hours. Concern were discussed on the lack of data that supports the ability to schedule the limited cleaning technicians for an additional 15 hours per week without incurring more overtime. Informational only, no action taken.

**Vouchers, purchase orders and line item transfers:** Jacobson presented the vouchers, purchase orders and line item transfers for approval. Motion made by Schreier/Pederson to approve the vouchers, purchase orders, and line item transfers as presented. All ayes, motion carried.

**Monthly Reports: Staff and program reports:** Jacobson presented the monthly staff and program reports. Informational only, no action taken.

**Legislative Update:** None

**Future Agenda items for next meeting:** Catering Contract, Dementia Care Specialist grant, Northwoods Transit Connections, RSVP grant, budget, update of succession plan, furniture and all usual agenda items.

**Public comment/communications:** None

**Adjournment:** 10:34 AM

*Dawn Johnson*

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Committee Chairman

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Committee Secretary