

ROCK COUNTY AGING AND DISABILITY RESOURCE CENTER (ADRC) COMMITTEE
October 2, 2013

Call to Order and Introductions: Chairperson Drozdowicz called the meeting of the Rock County Aging and Disability Resource Center (ADRC) Committee to order at 3:04 p.m. on Wednesday, October 2, 2013 at Rock County Job Center.

Committee Members Present: Cheryl Drozdowicz, Joan Maginot, Tom Moe, Chuck Neeson, Terry Thomas, Barbara Vaughn, Rob Wilkinson, Clifford Woolever

Committee Members Absent: Birdia McAlister

Staff Members Present: Jamie Dix, Dawn Fossum, Jill Hrycay, Terri Pass, Shannon Smith, Jennifer Thompson, and Jamie Austin, A.A.

Others Present:

Approval of Agenda: Mr. Wilkinson moved to approve the agenda, seconded by Mr. Woolever.
APPROVED

Approval of Minutes: No prior minutes, October 2, 2013 is the first ADRC Advisory Committee meeting.

Citizen Participation

Statistical Information*: Ms. Thompson reported as follows:

- Since opening March 13, 2013, the ADRC monthly call volume has steadily increased.
 - 201 March
 - 253 April
 - 272 May
 - 310 June
 - 357 July
 - 358 August

- Types of contacts received July – September 2013. 2281 in total.
 - 120 Abuse or neglect
 - 1086 Public benefits
 - 1767 Information & Assistance
 - 917 Elderly
 - 458 Physically Disabled
 - 108 Developmentally Disabled
 - 73 Mental Health
 - 800 Unknown

Committee member comments: Mr. Moe asked Ms. Thompson if the statistics matched the percent of the population. Ms. Thompson responded yes they are as expected with the higher percentage being the elderly population. Mr. Woolever asked if possible this information could be given in a spreadsheet/graph format in the future. This would be nice to be able to look back on if needed to compare information from year to year. Mr. Wilkinson asked if outreach would be ongoing. Ms. Thompson responded yes.

New Business

A. Mission Statement:

The Aging and Disability Resource Center of Rock County supports older adults, adults with disabilities, their families and their caregivers by providing useful information and assistance connecting people to the services they need.

Approval of Mission Statement: Ms. Maginot moved to approve the agenda, seconded by Mr. Moe. APPROVED

B. ADRC Policies & Procedures:

Policies presented for approval include: Inclusion/Exclusion Policy, No.530.00, No. 618, No. 619, No. 620, No. 621, No. 622.

Inclusion/Exclusion Policy: Ms. Thompson asked Ms. Austin who is the person responsible for maintaining and updating the SAMS database give an example. Ms Austin states that if a service/provider can be found easily for a service/provider can be found in the phone book and is not specific to the ADRC target population it is excluded from the database. Example: A general contractor for home improvements would be excluded. But if a general contractor builds wheel chair ramps as a regular service of the business they would be included in the ADRC database. Construction of a wheel chair ramp is a specific service that is a benefit to the ADRC target population and a service that is not provided by all general contractors.

No. 530.00: No changes or comments regarding this policy.

No. 618: Insert sentence to bullet point #1 under Conflicts with ADRC Staff. If dual or multiple relationships are unavoidable the supervisor must be made aware of the conflict. Under bullet point #2 insert after ADRC staff shall not solicit **or except** before the word for. The word service is also to be removed that follows gift, gratuity, favor. Ms. Thompson states the policy will be rewritten and the staff will be required to sign the revised policy.

No. 619: Mr. Wilkinson questioned if staff would be getting a phone number that citizens will be able to be reached at in 3 days for follow-up or using the phone number at the time of the initial contact. Response by Ms. Dix and Ms. Fossum, yes a phone number of a family member or other message number is gathered to follow up if is know the citizen may not be available at there current phone the day of the contact.

No. 620: Mr. Moe requested the addition of concerning the ADRC to the end of the sentence under Statement of Policy. Adding clarification that complaints from elsewhere in the community were also not included. Mr. Woolever requested that all complaints should also be forwarded to the Division Manager, even if resolved by the supervisor.

No. 621: Ms. Drozdowicz asked what precautions are in place because of the recent theft of a St. Mary's employee laptop earlier this week. Ms. Thompson states that per the Rock County policy laptops DO NOT go home with staff. And the ADRC laptops require 3 passwords to access them. Advisory Committee members would like to see a copy of the County policy so they know what is included in the County policy.

No. 622: Ms. Thompson explains the ADRC Access to Public and Private Program and Benefits policy gives the Information and Assistance staff guidelines to assist citizens on accessing variety of programs and services. This also includes our newly hired Disability Benefit Specialists. Mr. Wilkinson asked if the Disability Benefit Specialist worked with attorneys? Ms. Thompson responded yes from Disability Rights. Ms. Drozdowicz asked are their still going to be Elder Benefit Specialist? Ms. Thompson responded yes with the Rock County Council on Aging.

Approval of Policies and Procedures Inclusion/Exclusion Policy, No.530.00, No. 618, No. 619, No. 620, No. 621, No. 622 : Mr. Moe moved to approve the policies and procedures presented, seconded by Mr. Woolever. APPROVED

C. Future Agenda Items:

- Ms. Drozdowicz suggested having an educational component at future meetings such as highlighting a service provided.

- Mr. Wilkinson suggested having updates on Family Care.
- Ms. Maginot suggested Ms. Thompson sending out email updates between meetings with information that is important for the Committee members to be aware of.
- Ms. Drozdowicz suggested the election of a Vice-Chair at the January 8th meeting.
- Changing the ADRC Advisory Committee meetings in 2014 April 2 and October 1. The meetings fall on the same dates as the ADRC Director meetings which are out of town and committee feels it is important for Ms. Thompson to attend.

D. Future ADRC Committee Packets:

Jamie Austin, A.A. will be emailing the Agenda, previous meeting minutes and supporting documents to the committee members the Wednesday prior to each ADRC Advisory Committee's quarterly meeting. These documents are also available the Friday before the meetings on the County Website.

Committee Member Comments:

Committee members told why they were interested in joining the Advisory Committee and/or something about themselves.

- Ms. Drozdowicz is a discharge planner for Mercy Health Systems, served on the ADRC Steering Committee and currently serves on the Rock County Developmental Disabilities Board.
- Ms. Vaughn is a program manager for Creative Community Living Services (CCLS), and her first opportunity to serve on an Advisory Committee.
- Mr. Moe wants to advocate for our population, his grandson is deaf so he has seen how difficult navigating through programs and services can be.
- Mr. Woolever is the Administrator of Evansville Manor and currently is the guardian for 3 developmentally disabled citizens.
- Mr. Neeson is an advocate for seniors belonging to many senior groups and organizations.
- Mr. Wilkinson is a retired Janesville police officer and spent 9 years volunteering at First Call until it closed last year.
- Mr. Thomas is a Rock County Board member, serves on the Human Service Board, the Council on Aging Advisory Committee and was also on the ADRC Steering Committee.

Next Meeting The next regular meetings of ADRC Advisory Committee are January 8, 2014, April 2, 2013, July 2, 2014 and October 1, 2014. Please call if unable to attend to ensure we have a quorum. The January 8, 2014 meeting is on the second Wednesday, because the first Wednesday falls on the New Years Holiday.

Adjourn Meeting was adjourned at 4:30 p.m. on a motion by Mr. Wilkinson, seconded by Mr. Woolever. CARRIED.

Respectfully submitted,

Jamie Austin, Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE