

The Aging and Disability Resource Center of Eagle Country Governance Board meeting was called to order at 9:30 a.m., Friday, October 27, 2017 in Conference Room A&B of the Health & Human Services Building at 221 W Seminary St, Richland Center, WI.

Members Present: Elling Jones, Vern Demers, Lane Delaney, Bette Smart, Donna McGinley, Marie Rakow, Becky Hovde, Donald Seep, Teresa Wolkowski

Members Absent: Belinda Granger, Ken Schnieder

Others Present: Becky Dahl, Char Norberg, Roxanne Klubertanz-Gerber, Susan Blodgett, Jeanne Christie, Ingrid Kovars, Angie Rizner, Chuck Spencer

The meeting was called to order by Board Chairperson, Vern Demers, at 9:30 am.

Approval Agenda and Posting: Motion by Elling Jones, second by Bette Smart to approve the agenda and proper posting. Motion carried.

Approval of Minutes: Motion by Donna McGinley, second by Marie Rakow, to approve the minutes of the September 25, 2017 Meeting. Motion carried.

Citizen Comments: none

Update on Integration Grant Application, Baraboo Office:

Susan Blodgett reported they expect to have a cost per square foot and plans soon. Once this goes through there will be a bid for contractors.

Update on Prairie du Chien Office Salaries:

Becky Dahl reported the Prairie du Chien office progress in salary corrections. Personnel has approved the Information & Assistance wage increase as well as the Elder Benefit Specialist and Disability Benefit Specialist reclassification/wage increase. This has been a long overdue correction.

Regional Budget Report

Becky Dahl reported on the regional budget. The ADRC Regional model is a collaborative. The purpose of this discussion is to educate, make informed decisions, answer questions and create transparency. Becky Dahl presented how the budget works for the region. We will track questions in this meeting to be answered by the regional fiscal staff meeting on October 31st. This fiscal staff meeting will be something that will be happening once or twice a year. If the fiscal agent changes Juneau County is raising their hand only if this board votes to make the change. Lori Chipman, Juneau County Audit and Accounting Director, has spoken to her board and they would be asking for financial compensation should this board decide to move the fiscal agent. GPR(General Purpose Revenue) is state funds. FFP is Medicaid funds and NH-Relocation is a separate state grant that also draws FFP. Becky Dahl went line by line through the budget. Our state GPR is divided between each of the 4 offices as well as the regional office. Managers meet together to decide how this allocation will work best for the region. The regional office takes less GPR in order to give the offices a solid contracted amount to operate for the year. The Regional office then completes their budget using the Nursing Home Relocation Grant. Staff time report and able to draw Medicaid funds (FFP) on the time they spend with individuals on Medicaid. We are currently able to capture Medicaid (FFP) on about

42% of staff time. The rest of their time is covered by the GPR. Higher time reporting equals more federal money and less state money being spent. The FFP is a match of the state dollars which is why time reporting will never be more than 50%, it must first be paid out of GPR in order to draw the FFP match. Indirect money aka AMSO is an amount of money each office draws to pay for things like heat, lights. Corporation counsel, fiscal staff in the county, etc. Indirect is also based on number of staff in a department. Offices do not receive GPR for the indirect match-rather tax levy is the match. Indirect is simply a way to put federal money into the county in order to offset the expense of having ADRCs in their buildings. The Richland Center office and the Regional Office get more money in indirect because as a part of Richland County Health and Human Services. AMSO is determined by an audited number given to each county department. The Regional Office uses indirect to cover printing for the region, office supplies, postage, IT and rent, as well as corporation counsel and fiscal staff for the fiscal agent role. RCHHS pays the cost of being the fiscal agent through the regional offices indirect. (FFP only, no GPR)

If the fiscal agent were to change to Juneau County there would need to be a discussion of how they will be paid for their services. To clarify fiscal staff will be discussing. Juneau County has raised their hand should there be a change because they have the fiscal staff and capacity to handle the budget. Moving the Fiscal Agent will not affect the individual ADRC offices except that GPR may need to be re-allocated to pay for the fiscal agent. As a region at the very least it is very important that fiscal staff from the four offices meet regularly and have a collaborative relationship. Sauk County representatives have voiced that if the fiscal agent remains in Richland County, Sauk County will begin discussion with the state to leave the Region. It was discussed that regional staff might remain at RCHHS or possibly move if the fiscal agent changes. The fiscal agent could change and then discussions on location of the regional office. If Sauk County leaves the region, and the other three offices could still remain a region.

The Nursing Home-Relocation Grant was explained. This is a separate grant for activities in giving residents and families' options for community services to return home or other supported living arrangement. This is not guaranteed money from year to year. We won't know what we get until about February of 2018. This year we have an increased amount of Nursing Home-Relocation funds available to us in the amount of \$52,000. We don't know if we will be able to draw it all down this year but it is available to us. We have requested \$50,000 for next year and we will find out if we get that amount sometime around February 2018. This grant makes the Regional Office whole. Because the regional office takes less GPR they draw from the Nursing Home-Relocation grant to pay the rest of the Regional Office expenses. If this grant were to go away we would have to rethink the regions allocations. This is a strategic move to make sure the four offices are whole on GPR alone and the regional office takes the risk. This year the region is on pace to claim more of the Nursing Home-Relocation grant than before. The Regional Office has actually generated revenue as a statewide trainer as well as come in under budget this year. At the end of this year when the books are closed after the Regional Office is covered much of the GPR amount of the Nursing Home-Relocation grant will go back to the offices. This will be discussed at the fiscal staff meeting as far as how that can be accounted for.

Becky Dahl showed the board a tracking sheet of the expenses submitted and the checks amounts received by each office. This is a three month offset because CARS pays after expenses are received. For example January expenses are reimbursed in April. This document is a way for managers to track that they received their contract GRP amount each month and FFP. If offices submit expenses above and beyond their GPR they will continue to draw FFP for those expenses. At that point, another funding source must be the match such as Older

American Act or Tax Levy. For example, tax levy is the match for indirect not GPR. This sheet shows that offices have checks and balances to ensure they receive their contracted GPR amount. Richland County Health and Human Services (RCHHS) director communicated via text to this meeting that if the fiscal agent changes hands the regional office should also change. In response Char Norberg informed the board that Juneau County would take on the regional office and grandfather in their benefits and wages. Susan Blodgett expressed concern about the delay in payments, the furlough days without considerations to Sauk County needing to have calls forwarded to them and a missed payment. Susan also stated concern about Sauk County moved all GPR out of Elder Benefit Specialist (EBS) positions, however Richland County is submitting EBS expenses in order to draw FFP. Both Sauk and Juneau counties are concerned with this since it was not presented as an option for their offices as well. The contract says that checks should be cut by the 20th and Sauk feels like they are not receiving their money in a timely manner and would like the fiscal staff meeting to answer why this is happening. Becky addressed the missed payment and ensured the other financial issues would be discussed at the fiscal meeting.

Motion by Becky Hovde, second by Don Stirling to request the State hold the contract until this Board has heard the outcome of the fiscal staff meeting. Roll call vote was taken:

Marie Rakow	no
Don Seep	no
Elling Jones	yes
Don Stirling	yes
Teresa wolkowski	yes
Lane Delaney	yes
Betty Smart	no
Donna McGinley	yes

Motion carried.

Meeting to be held on November 17, 2017 at 9:30a.m. to make the decision as to who will be the fiscal agent and communicate to the state on the 17th.

Regional Fiscal Agent Continued Discussion/Possible Recommendation Next Steps

See above.

Regional Statewide Advocacy Actions:

Bette Smart distributed a handout regarding the HR 620 and the myths and truths of the bill.

Summarize Regional Updates – Office Managers:

RC: business as usual

Mauston: ADRC of Mauston office meal site is moving to The American Legion on November 1st, a new menu has been established, and Maggie May will be coming to do the grand opening. Dining at 5 in Camp Douglas is held the 2nd Tuesday each month. A group of businesses have agreed to sponsor having a national Elvis act at dining at 5. The nutrition program was awarded a grant to have a soup and salad bar at Festival Foods on Fridays through a dining meal site. Greater Wis Area on Aging Resources (GWAAR) is excited about this. Nutrition education on how to shop on a budget is the next step they are hoping to provide with this model. Mauston office hoping to go paperless for site managers and IT is helping develop a template for reporting and ChromeBooks have been purchased and data for three sites is being established. They are working with SAMS and GWAAR to make the template work. Outreach will now be recorded in SAMS the office will be in the Wonewoc parade.

Baraboo: Blizzard pack food purchased and will hopefully be out in the next few weeks

PdC: business as usual.

RC: also reported business as usual.

Citizen Comments:

Next meeting date: November 17, 2017 9:30am (special meeting)

2018 Schedule of Board Meetings

Hand out disbursed to the board.

Other Discussion and Suggested items for Next Agenda:

Adjourn: Motion by Donna McGinley, second by Elling Jones to adjourn the meeting. Meeting adjourned at 11:26a.m.

Respectfully Submitted,
Ingrid Kovars
Administrative Secretary