

OPEN MEETING MINUTES

Waukesha County Human Services Center ADRC Advisory Board March 5, 2020

- Present Committee Members:** Judie Berthelsen
Pat Carriveau, Secretary
Carla Friedrich
Sandie Heberling
Christine Howard, Chair
Wendy Johnson
Susan Schweda
Phyllis Wesolowski, Vice Chair
- Absent Committee Members:** Betty Koepsel
Sandy Wolff
- HHS Board Liaisons:** Christine Howard, Chair
- HHS Staff Liaisons:** Mary Smith
Lisa Bittman
Sally DuPont
- Guests:** Mike Glasgow, ADRC Nutrition and Transportation Services Supervisor

Call to Order

The meeting was called to order at 9:34 a.m. by Secretary Pat Carriveau.

Public Comment

- Sue Schweda gave a public comment.

Review and Approval of Minutes from December 5, 2019 Meeting

Chair Christine Howard called for approval of the minutes from December 5, 2019. Vice Chair Phyllis Wesolowski moved to approve the minutes; Susan Schweda seconded the motion. All in attendance approved. Motion carried.

Election of Officers

- Sue Schweda was nominated as Chair. Vice Chair Phyllis Wesolowski moved to approve the nomination and Carla Friedrich seconded the motion. All in attendance approved. Motion carried.
- Phyllis Wesolowski was renominated as Vice Chair. Susan Schweda moved to approve the nomination and Carla Friedrich seconded the motion. All in attendance approved. Motion carried.
- Pat Carriveau was renominated as Secretary. Vice Chair Phyllis Wesolowski moved to approve the nomination and Susan Schweda seconded the motion. All in attendance approved. Motion carried.

Educational Segment – Mike Glasgow

Mike Glasgow presented an overview of the Food Acceptance Study Report.

Review of ADRC Advisory Board Bylaws – Mary Smith

The board members recommended some changes to the current ADRC Advisory Board bylaws. The revised ADRC Advisory Board bylaws will be voted on at the next ADRC Board meeting.

ADRC Manager Report – Mary Smith

- The ADRC has two new staff members; Shanta Morrison, Human Service Support Specialist, and Mary Wolf, APS Social Worker.
- All of the senior dining centers now have a computer and a laptop for more efficient operations.
- The 2019 Process Improvement Project was to enhance disability resources for the ADRC staff. The staff involved in that project will present at the next ADRC Board meeting.
- The ADRC Specialists completed their certification for options counseling.
- ADRC staff have functional screen testing coming this year.
- HHs is completing the strategic planning for 2020-2022.
- High quality customer service is a focus across the county and the county is looking at improvements.
- The ADRC is working to finalize 2019 expenses for all of the grants.
- Upcoming Events:
 - March 11th - the new Resource Guides will come out
 - March 24th – Disability Advocacy Day in Madison
 - April 1st – Health and Human Service Board Public Hearing at Waukesha County Health and Human Services Building
 - April 16th – Family Transition Training at Waukesha County Health and Human Services Building
 - May 12th – Aging Advocacy Day in Madison

ADRC Coordinator Report – Lisa Bittman

- The ADRC has a new staff member in the Resource Center; Brad Schlosser, ADRC Specialist.
- Committee and Projects Update:
 - Culture Club
 - Communications Group
 - Creating a listing of all the ADRC internal committees.
 - Creating a division level new employee on-boarding guide.
 - Challenging Consumer Group
 - Developing a self-training kit to help with challenging consumers.
 - Caregiver Connection Grant
 - The grant has hired a consultant that will going out to each of the partner sites to shadow staff and see how they interact with caregivers and what their process is. The consultant had come out to the Waukesha County ADRC and she will take what she observed and will map out the process(es) she observed and make any recommendations.

ADRC Coordinator Report – Lisa Bittman (Cont'd)

- Dementia with Challenging Behavior Group
 - The action teams are continuing to meet. They have the following focus groups:
 - Informal Caregivers
 - Paid Caregivers
 - System Response

Health and Human Services Committee Report – Christine Howard

None

Agency Announcements and Updates

None

2020 Critical Needs Presentation Update – Mary Smith

- The ADRC Advisory Board agreed the Critical Needs Presentation will be made apart from Public Health this year
- The 2020 Critical Needs are:
 - Decreasing Social Isolation
 - Provider Shortages
 - Vulnerability to Financial Exploitation
- Vice Chair Phyllis Wesolowski has agreed to make the 2020 Critical Needs presentation.
- The 2020 Critical Needs presentation will be held on March 19, 2020 at 1:25 p.m. at the Waukesha County Health and Human Services Building

Adjourn

Secretary Pat Carriveau called for a motion to adjourn the meeting at 11:38 a.m. Vice Chair Phyllis Wesolowski moved to adjourn; Carla Friedrich seconded the motion. All in attendance approved. Motion carried.

Minutes respectfully submitted by Sally DuPont.

Approved: Sally DuPont Date: 6/4/20
on behalf of Pat Carriveau