

Waupaca County Committee on Aging Meeting Minutes  
Tuesday March 26, 2019  
Waupaca County Courthouse  
811 Harding Street Waupaca, WI 54981  
Room 1068

*This meeting and all other meetings of this committee are open to the public. Proper notice has been given to the press in accordance with Wisconsin statutes so that the citizenry may be aware of the time, place and agenda of this meeting.*

**Chairperson Mary Kay Poehlman called the meeting to order at 10:03 am and a quorum was established.**

**Members Present:** Mary Kay Poehlman, Jan Lehrer, John Smith, Bob Appleby, and Ray Claussen

**Members Absent:** Dawn Brumm, Dona Gabert

**Others Present:** Shannon Kelly (Deputy Director), Leah Klein (Aging & Disability Resource Unit Manager), Melissa Anderson (Aging Programs Supervisor), Darlene Kramer (Regional ADRC Coordinator), Pat Craig (County Board Supervisor).

- I. **Adoption of Agenda:** *A motion to adopt the agenda as written was made by Ray Claussen and seconded by Bob Appleby. Motion Carried.*
- II. **Adoption of Minutes January 29, 2019 Meeting:** *A motion was made to approve the minutes with the word "dedicated" removed from page 2, paragraph starting, "Jan Lehrer recommended..." by Jan Lehrer and seconded by Bob Appleby. Motion Carried.*

**Public Comment: None**

- III. **Chairperson Mary Kay Poehlman Last Meeting:**  
Election of new chairperson to occur at next meeting May 28, 2019. No action taken.
- IV. **Recommended Reappointment of Members:**
  - a. Jan Lehrer – correction was made to recognize the appointment of Jan to the Committee on Aging as a County Board Supervisor in April 2018. No reappointment necessary at this time.
  - b. Ray Claussen – *A motion was made to recommend the reappointment of Ray Claussen to the Department of Health and Human Services Board to be reviewed and appointed by the Waupaca County Board by Jan Lehrer and seconded by Bob Appleby. Motion Carried.*
  - c. Bob Appleby – *A motion was made to recommend the reappointment of Bob Appleby to the Department of Health and Human Services Board to be reviewed and appointed by the Waupaca County Board by Jan Lehrer and seconded by Ray Claussen. Motion Carried.*
- V. **Regional Aging & Disability Resource Center Coordinator Update**  
Darlene Kramer noted the distinction of county aging programs and the Aging & Disability Resource Center (ADRC). Darlene explained the Regional ADRC Advisory Committee structure noting 4 representatives from each county of Calumet, Outagamie, and Waupaca. Darlene reported that Pat Craig is a representative of Waupaca County as a County Board Supervisor, Deb Brunner is a representative of Waupaca County as a citizen member, Wayne Laux is a citizen member who completed his term in March 2019, and the fourth Waupaca County representative position has been vacant for some time. Darlene reported that she will be recommending the appointment of a replacement citizen member to the Department of Health and Human Services Board in April. Darlene requested input and suggestions as to additional candidates for citizen

member representation on the Regional ADRC Advisory Committee. Darlene reported the hire of Emily Murphy as an Information & Assistance Specialist in Outagamie County. Darlene reported the recruitment of the Disability Benefit Specialist position in Outagamie County and she noted the excellent candidates who have applied thus far. Darlene recommended to the Committee that important legislative recommendations and decisions were happening at the state and federal levels including the recommendation to reduce the number of required Certified Nursing Assistant (CNA) training hours and changes to the Affordable Care Act. Darlene reported that Aging Advocacy Day at the Capitol is occurring May 14, 2019 and anyone is welcome to attend. Aging Advocacy day is an opportunity for individuals to speak with Legislators and their representatives about designated issues. Mary Kay Poehlman added that the Wisconsin County's Association is active in voicing concern about the CNA training hour reduction recommendation. Darlene reported that the Office for Resource Center Development who oversees ADRCs will be announcing their new funding allocation formula soon. This new reallocation formula will determine the amount of state funding each ADRC receives. No information has been announced about this new formula. More information will be provided as it becomes available.

## VI. Nutrition Program Updates

- a. Site Specific Updates: Melissa Anderson reported the following site specific updates:
  - Waupaca:** Increase in congregate dining participation and reduction of home delivered meal participation. The Waupaca Nutrition Site is working with the W-2 Program as well as Senior Aide program through Curative Connections for site support.
  - Weyauwega:** No change in congregate dining participation and increase in home delivered meal participation. Weyauwega Nutrition Site Manager working with an individual on job skills development as a result of a referral from Weyauwega High School.
  - Manawa:** Decrease in congregate dining participation seen in January and February, this is related to the inclement weather experienced in those months. Home delivered meal participation remains unchanged. Volunteer meal delivers are needed in the Manawa service area.
  - Iola:** Congregate dining participation and home delivered meal participation is unchanged. Iola Living Assistance is the contracted provider for meals, nutrition site location and nutrition site manager. Iola Living Assistance has been expressing concern over the past several months regarding their ability to continue with the current contract. Melissa reported that Iola Living Assistance has provided written 60-day notice to Waupaca County that they will no longer be able to continue with the contract. Their last day of service is May 5, 2019. Melissa reported that a short-term crisis plan is being developed with the primary goal of ensuring no service disruption for the service areas of Iola, Scandinavia, Ogdensburg, and Manawa.
  - Clintonville:** Congregate dining participation and home delivered meal participation remains unchanged.
  - Marion:** Congregate dining participation remains unchanged. Home delivered meal participation has increased. Volunteer meal delivers needed one time per month commitment.
  - New London:** Nutrition Site Manager Beth Wells was hired and began her role on February 18, 2019. Volunteer meal delivers are needed in the New London service area.
- b. Review of Nutrition Program Budget: Much discussion was held regarding the current operations of the congregate dining program. Leah Klein reported that overall, projected 2019 county tax levy contributions to the Nutrition Program may total \$255,000. Leah Klein recommended the full review of the Nutrition Program and its operations to ensure maximum efficiency while maintaining quality. John Smith requested a report on the cost of operating each individual congregate dining site to be provided at the next meeting.
- c. Follow Up to Previous Recommendations: Much discussion was held regarding the previous recommendations from the Committee on Aging. Mary Kay Poehlman stated concern for the lack of communication to the Manawa School District and Sacred Heart Catholic Church. John Smith noted his review of the nutrition guidelines as determined by the state and expressed concern that participants in the program may not like the food. John Smith discussed that a possibility moving forward would be to request

leniency from the state on the nutrition guidelines to prove that there would be more interest in the program with a different menu. The challenges of being a rural county were discussed regarding the safe and cost effective transportation of food. An update was provide that the Manawa School District will focus on the needs of youth mental health and is unable to partner with the Nutrition Program at this time.

- d. DHHS Board Input/Recommendations Request: Leah Klein noted the desire of DHHS to begin developing a long-term sustainability plan with the help of interested Committee members and citizen members. Leah Klein noted the vast array of directions a long-term plan could go and requested that the Committee on Aging provide recommendations to the DHHS Board regarding parameters of a long-term plan including a budget recommendation. It was noted that a long-term plan should consider the unique needs and resources available in each community in the county. John Smith encouraged the Committee on Aging provide guidance to DHHS staff regarding moving forward with the program. Recommendations to the DHHS Board include the following:
- Aging & Disability Resource Unit Programs Update to the DHHS Board by Leah Klein
  - Development of a 5 to 7 Year long-term plan for the Nutrition Program
  - Invitation to the Greater Wisconsin Agency on Aging Resource (GWAAR) Nutrition Program staff from the state to discuss state initiatives of the Nutrition Program
  - Provide update to the DHHS Board on the Manawa Nutrition Site

#### **VII. 2016-2018 3-Year Aging Plan: 2018 Goal Self- Assessment Approval**

Questions were posed regarding the term “organization” on the first page of the plan. Clarification was provided regarding Committee on Aging member changes and Aging Unit staffing changes did not provide changes to the overall organization and operations of the Committee or Aging Unit. Jan Lehrer requested a copy of the Home Delivered Meal Driver Training Manual referenced in the 2016 Self-Assessment response on page 6. A question was posed regarding the repeated response for 2018 focus areas of Elderly Nutrition Program and Services to People with Dementia. Shannon Kelly stated that the purpose of the Self-Assessment was to report on annual activities of the Aging Unit as well as advocate on the behalf of the needs of the counties and its citizens. Darlene Kramer noted support for the straightforward responses to the 2018 Aging Plan goals stating that the state should be aware of county needs. Clarification was provided on the advisory responsibilities of the Nutrition Advisory Council and Committee on Aging while decision making responsibilities lie with the Department of Health & Human Services Board and Waupaca County Board of Supervisors. It was noted that a DHHS budget amendment could be requested to the Finance Committee at any time. Pat Craig clarified that the Self-Assessment should reflect 2018 on the front page as it currently states 2016. Pat Craig stated that as the 2018 Self-Assessment reflects the goals and status of the Aging Unit and Committee on Aging as it was in 2018, Mary Kay Poehlman should remain listed as the Chairperson. *A motion to approve the 2018 Self-Assessment with 2018 reflected on the front page and Mary Kay Poehlman listed as Chairperson made by Jan Lehrer and seconded by John Smith. Motion Carried.*

#### **VIII. Transportation Program Update**

Leah Klein provided an overview of the projected operating deficit of the Volunteer Driver Transportation Program of \$95,500. Leah Klein stated that DHHS is in the development stages of a smart phone application that would allow for a more automated rider-driver match as well as utilize and streamline DHHS employee travel. Leah Klein noted the significant potential cost savings by increasing efficiency to the Volunteer Driver Transportation Program and DHHS employee travel. Leah Klein reminded the group of the Waupaca County Transportation Coordinating Committee.

#### **IX. Adult Protective Services Program Update**

Leah Klein provided statistics of the Adult Protective Services (APS) staff workload from 2014 – 2018 and noted a 53% increase in case management time in 4 years. Leah Klein noted the level of experience and professionalism of the current 2 full-time APS staff and the increasing complexity of the financial exploitation and self-neglect referrals. Leah Klein reported that from January 1, 2019 through the middle of March 2019 the APS program has received over 55 referrals of abuse, neglect, self-neglect, or financial exploitation of individuals 18+ years of age living in Waupaca County. A question was posed as to the status of the .5 FTE position that is not filled in the APS program area. Leah Klein clarified that as the needs of the APS program continue to be explored and clarified, DHHS will be making decisions to move forward with the .5 FTE or possible request additional support during 2020 budget discussions.

**X. Adjourn**

*A motion was made to adjourn the meeting by Jan Lehrer and seconded by John Smith. Motion Carried.*

**Next Meeting – Tuesday May 28, 2019 – 10:00am – Waupaca County Courthouse – Room 1068**

Respectfully Submitted,  
Leah Klein, ADRU Manager