

Aging & Disability Resource Center Board Meeting  
October 28, 2015  
Conference Room 130

The Committee was called to order at 9:30 a.m. on October 30, 2015 in Room 130 in the Crawford County Administration Building by Marge Sheckler. Present were members of the Aging Committee: Elling Jones, Marge Sheckler, and Kersten Rocksvold, members of the Advisory Committee: Eunice Key, Rodney Boardman, June Leirmo, Karla Troester and Sandra Kirchner; Director Jeanne Christie and Jeanne Palmer, Administrative Assistant.

Marge Sheckler verified the posting of the agenda.

Motion made by Karla Troester to approve the minutes of the September 30, 2015 meeting. Motion seconded by June Leirmo. Motion carried.

**Secretary/Bookkeeper Report on nutrition and transportation programs:** The Home delivered meals program served 1407 meals in August 2015 and 22,024 meals year-to-date (October 2014 to August 2015). Year-to-date contributions are \$71,124.87 down \$2,733.68 from last year at this time.

The Congregate Meal Program served 1,133 meals during the month of September and 13,747 meals year-to-date (October 2014 to September 2015) Year-to-date contributions are \$38,783.30, a decrease of \$433.89 during the same period last year.

The Transportation Program provided a total of 5,041 one way trips year-to-date (October 2014 to September 2015). Transportation contributions year-to-date are \$6,753.61, up \$208.48 from last year at this time.

**Advocacy:** Nothing to report

**Director's Report:**

- Jeanne Christie reported the 2010 bus from the north has been brought down to Prairie du Chien. The remainder of the report will be covered further down in the meeting under vehicle disposal.

**Aging & Disability Resource Center**

- **Public Property issues in 2016 DHS Scope of Services Contract:** Jeanne Christie addressed issues in the 2016 DHS Scope of Services Contract. The issues addressed are in the Location, Physical Space and Facility Characteristics section of the contract:
  1. Signage – all locations shall have outside signage clearly visible indicating the presence of the ADRC. The ADRC has \$1,700 in funding to help with the cost.
  2. Hearing Loops - provide hearing loop technology in reception area as well as private consultation areas. The ADRC has funding to provide this service.
  3. Bathrooms – Bathrooms should have accommodation for customers with an attendant, as well as handicapped entrances to bathrooms.
  4. Hours of operations – must have hours at times that are convenient for its customers.
  5. Telephone system – The ADRC phone number shall be publicized on the home page of the county's web site. The telephone system must have the capacity to track and report hold times, dropped calls and repeat callers.

Motion made by Rodney Boardman to contact the County Clerk's Office to be put on the November 10, 2015 Public Property agenda to address the issues of the 2016 DHS Scope of Services Contract, seconded by Karla Troester, motion carried.

- **Dementia Friendly Communities Initiative:** On October 27, 2015 the Dementia Friendly Initiative met. There were 14 people in attendance. Promoting the program along with the training of business owners were discussed. Becky Debuhr from the Alzheimer's Alliance will do the one and one-half training.

**Nutrition Program – Request for Proposals for 2016.**

Aging Plan: Motion made by Sandra Kirchner to approved the Crawford County Aging Plan 2016 – 2018 and have Marjory Sheckler, Chairman of the Aging & Disability Resource Center Committee and Peter Flesch, County Board Chairman sign the Plan, seconded by Eunice Key; Motion carried unanimously.

**Nutrition RFP's:** The Nutrition RFP's sealed bids were opened by Jeanne Christie, Director. Motion made by Rodney Boardman to accept the bids as follows **Sannes Skogdalen and Prairie Maison – Home Delivered Meals at \$5.55 per meal**, seconded by Sandra Kirchner; motion carried.

A special meeting with the county board supervisors will be held on November 5, 2015 at 8:30 am in Room 130 to discuss the bids submitted by TazZee's Wonder Bar and the Bright Spot.

**Vehicle Disposal:** Jeanne Christie explained the status of the 2002 ADRC bus. The bus has 101157 miles. It is in need of repairs.

- The estimate to repair parking brake assembly, shoe and lining is \$2,602.28.
- The disc rotor needs to be removed and replaced at a cost of \$534.12.
- The transmission range select switch needs to be replaced at a cost of \$208.16 and the air condition (condenser fans) does not work and the underside of the vehicle is extremely rusty.

With that said the estimated cost to repair the vehicle is around \$3,344.56. Jeanne Christie called the Wisconsin Department of Transportation to see about different options. The Federal rule allows the disposal of an asset which has not reached the end of its useful life, subject to prior WiscDOT approval, under the following conditions:

1. It is no longer safe to transport passengers and cannot be repaired in a satisfactory manner.
2. It is not in a safe operating condition and estimates for repairs are high in comparison to the value of the vehicle or
3. The estimate for repairs considerably exceed the value of the vehicle.

Motion made by Sandra Kirchner to start the process of "Vehicle Disposal" of the 2002 vehicle, seconded by Eunice Key; motion carried unanimously.

**Approval Payment of Bills:** Motion made by Elling Jones to approve the payment of the bills as submitted, seconded by Kersten Rocksvold; motion carried.

Public Comment according to Wis. Stats. 19.832(2) and 19.84(2): An advisory board member complimented the ADRC staff on an issue they had worked on with the ADRC staff.

Set date for next meeting and adjourn: The date of the next meeting is scheduled for Wednesday, November 25, 2015 at 9:30 a.m. the County Administration Building, **Room 130** with the County Board of Supervisors meeting at 9:00 a.m. to approve the bills. Motion made by Rodney Boardman to adjourn the meeting, second by Elling Jones. Motion carried.

Respectfully submitted,  
Jeanne Palmer, Administrative Assistance