

**AGING AND DISABILITY RESOURCE CENTER OF WAUKESHA COUNTY  
ADVISORY BOARD  
Meeting Minutes**

**Meeting Date/Time: August 4, 2016 9:30 a.m.**

**Location: Human Services Center**

**514 Riverview Ave, Room 271**

**Waukesha WI 53188**

**Committee Members:**

<u>X</u> Berthelsen, Judie	<u>EA</u> Howard, Christine
<u>X</u> Carriveau, Pat	<u>X</u> Johnson, Monty
<u>X</u> Cizel, Maria	<u>EA</u> Ludka, Elaine
<u>X</u> Franklin, Robert E.	<u>X</u> Schweda, Susan
<u>X</u> Friedrich, Carla	<u>      </u> Vacant
<u>X</u> Gamez, Margaret	<u>EA</u> Zaborowski, Bill
<u>X</u> Heberling, Sandie	

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**X = Present      A = Absent      EA = Excused Absence**

**Additional Attendees:**

X Smith, Mary  
X Smith, Sue

**Call to Order:**

The meeting was called to order at 9:30 am by Vice-Chair R.E. Franklin.

**Public Comments**

- M. Gamez noted that there has been an increase in attendance at the LaCasa Senior Dining site. Getting the word out, air conditioning, new tables & chairs and being the only meal site in Waukesha may be contributing factors.
- R.E. Franklin introduced two (2) new board members, Carla Friedrich and Sandie Heberling. Franklin asked that new and current board members introduce themselves.

**Approval of June 2, 2016 meeting minutes**

R.E. Franklin called for approval of the meeting minutes of June 2, 2016. S. Schweda moved to approve the minutes; M. Johnson seconded the motion. All in attendance approved. Motion carried.

**Educational Segment: Discussion on DHS Recommendations Regarding Duplication of Functions between ADRC Governing Boards and the DHS - M. Smith**

M. Smith provided copies of the recommendations regarding duplication of functions between Aging & Disability Resource Centers (ADRC) Governing Boards and the Department of Health Services (DHS). M. Smith provided an overview of these recommendations, which have been submitted to the Joint Committee on Finance.

### **ADRC Manager/Coordinator Report – M. Smith**

- HHS is recruiting for the ADRC Manager's position. Mary Smith is currently the interim Manager.
- The ADRC is also in the process of recruiting to fill the vacant Dementia Care Specialist position.
- The state ADRC Director meeting was held on August 3, 2016. There will be some contract revisions in 2017, which will provide for more definitive requirements for reception areas, signage, advertising and marketing. This will be helpful in recognizing ADRCs statewide.
  - R. E. Franklin stated concerns and wondered why the ADRC name is nowhere on the exterior of the HHS Building. M. Smith explained that it is county policy to have consistent signage for every building; individual departments are not listed. The state has brought the fact that there is no exterior signage to our attention, as it is a contract requirement. This topic generated a lot of discussion. All ADRC Advisory Board members express their concern over the lack of ADRC signage and the difficulty this poses for customers in locating the ADRC.
- M. Smith presented board members with two new video clips. The first was taken at the LaCasa senior dining site, recruiting for volunteer HDM drivers; the next was the new ad that will be shown before the movies at the Marcus theaters.
- M. Smith updated the board on the status of the Muskego Dining site. After the new Muskego City Hall is completed, the existing city hall will be turned over to the Police Department and will no longer be available to us as a Senior Dining Site. Nutrition Supervisor M. Glasgow's search for a new site in Muskego continues.
- A 2016-2018 Aging Unit Plan goal is to ensure Waukesha County seniors and adults with disabilities are able to execute their civic duty to vote. M. Glasgow is working with our transportation providers to make accessible transportation a priority to polling centers in the November election.

### **ADRC Consumer Concerns – M. Smith**

No Report

### **Nomination of Officers – All**

- Nomination of Officers were taken for three (3) Board positions:  
Chairman – Bill Zaborowski  
Vice Chair- Robert E. Franklin  
Secretary – Margaret Gamez

A vote to confirm the nominees for these three (3) board positions will be held at the September meeting.

### **Health and Human Services Committee Report – C. Howard**

No Report

### **Finance Committee Report – B. Zaborowski**

No Report

### **Other Business/Updates - All:**

P. Carriveau reported that she attended the Aging Empowerment Conference held in Wisconsin Dells in June. She found it to be very informative and well attended. The Aging Network Conference will be held in Wisconsin Dells in September. Board members are welcome to attend. Registration and expenses will be covered by the ADRC.

**Adjournment:**

R.E. Franklin called for a motion to adjourn the meeting. J. Berthelsen moved to adjourn. M. Gamez seconded the motion; all in attendance approved. Motion is carried.

**Next Meeting: September 1, 2016**  
**Health & Human Services Center, Board Room 271**  
**514 Riverview Avenue**  
**Waukesha WI 53188**

**Approved** \_\_\_\_\_ **Date** \_\_\_\_\_

*Recorded and Submitted by Sue Smith*