

## OPEN MEETING MINUTES

### Waukesha County Health and Human Services Virtual Microsoft Teams Meeting ADRC Advisory Board April 1, 2021

**Present Committee Members:** Pat Carriveau, Secretary  
Sandra Heberling  
Wendy Johnson  
Marj Kozlowski  
Susan Schweda, Chair  
Phyllis Wesolowski, Vice Chair  
Sandy Wolff

**Absent Committee Members:** Judie Berthelsen  
Carla Friedrich  
Betty Koepsel

**HHS Board Liaison:** Christine Howard (Present)

**HHS Staff Liaisons:** Mary Smith (Present)  
Lisa Bittman (Absent)  
Sally DuPont (Present)

#### **Call to Order**

The meeting was called to order at 9:38 a.m. by Chair Susan Schweda.

#### **Public Comment**

None

#### **Review and Approval of Minutes from February 4, 2021 Meeting**

Chair Susan Schweda called for approval of the minutes from March 4, 2021. Christine Howard moved to approve the minutes; Vice Chair Phyllis Wesolowski seconded the motion. All in attendance approved. Motion carried.

#### **Unmet Needs Presentation – Susan Schweda, ADRC Board Chair**

Chair Susan Schweda gave the Unmet Needs presentation to the ADRC board.

#### **Finalize Aging Plan Board Involvement – Mary Smith, ADRC Manager**

Mary Smith went over and finalized the ADRC Advisory Board involvement in gathering information for the County Aging Plan.

**ADRC Manager Report – Mary Smith**

- The ADRC Volunteer Recognition Event will be a drive-thru held in April and May of this year.
- May 1, 2021 all ADRC staff will be back in the office full-time.
- Discussions are happening on how and when the ADRC will start to reopen.
- The 2022 budget is starting to be worked on.

**ADRC Coordinator Report – Mary Smith**

- Every ADRC staff member that took the state functional screen exam has passed.
- Staffing Update:
  - A new ADRC Specialist has been hired.
  - There is an open ADRC Specialist position.
  - There is an open position in APS.

**Health and Human Services Board Report – Christine Howard**

Christine Howard stressed to the board to put the word out about the Waukesha County Vaccination Clinic at the Expo Center and to direct people to the Waukesha County website for information so people can get vaccinated.

**Adjourn**

Chair Susan Schweda called for a motion to adjourn the meeting at 10:55 a.m. Secretary Pat Carriveau moved to adjourn; Christine Howard seconded the motion. All in attendance approved. Motion carried.

Minutes respectfully submitted by Sally DuPont.

Minutes were approved 5/06/2021