



**AGING SERVICES INTEGRATION REVIEW ADVISORY COMMITTEE**  
**Minutes – June 21, 2019**

**Call to Order.** The meeting of the Aging Services Integration Review Advisory Committee was called to order at 9:00 A.M. at the Council on Aging Office Conference Room 3328 US Highway 51 North, Janesville, Wisconsin.

**Committee Members Present:** Supervisors Pleasant, Owens, Fell and Thomas, Chuck Wilson, Mark Richardson, Paula Garecht, Janet Smith and Rob Wilkinson.

**Committee Members Absent:** Tom Moe.

**Staff Members Present:** Lachel Fowler, Interim Director of Council on Aging, Jennifer Thompson, ADRC/Adult Protective Services Division Manager, Randy Terronez, Assistant to the County Administrator, Cori Marsh, Human Services Professional II and Jamie Dix, Lead Information & Assistance Specialist.

**Others Present:** Jerry Braatz, AICP, Extension Area Director, Unit 20, Waukesha County UW Extension.

**Election of Officers.** Election of Chair: Mark Richardson moved to nominate Supervisor Phil Owens as Chair, second by Chuck Wilson. ADOPTED. Election of Vice-Chair: Mark Richardson moved to nominate Supervisor Terry Thomas as Vice-Chair, second by Supervisor Terry Fell. ADOPTED.

**Adoption of Agenda.** Supervisor Fell moved approval of the agenda, second by Rob Wilkinson. ADOPTED.

**Citizen Participation, Communications, Announcement, Information.** Chuck Wilson invited people to attend the dedication tomorrow of the Walter Knight Bridge in Beloit beginning at 11:00 a.m. Mr. Wilson gave background on Mr. Knight.

Supervisor Terry Thomas thanked the members for serving on this advisory board.

**Review of Resolution Creating Advisory Committee.** Randy Terronez gave background of the grant funds, selection of the facilitator Jerry Braatz and creation of advisory committee.

Supervisor Pleasant moved approval of the review, second by Supervisor Thomas. ADOPTED.

**Review of Project Timelines/Milestones.** Jerry Braatz introduced himself and gave background on his role as facilitator for this project. He has interviewed staff of the Council on Aging and ADRC. Today he hopes to interview individual Advisory Committee members.

The balance of June and into July will involve a lot of data collection. This will include surveying benchmark counties: those that integrated and those that didn't integrate.

It was agreed to schedule the next meeting of the Advisory Committee for: 1:00 p.m., Monday, July 15 at the Council on Aging Conference Room. The July agenda will include:

1. Review of staff and Advisory Committee input in order to develop key themes.
2. Data will be reviewed from counties that integrated and not integrated.

In August, the facilitator will be asking for members to identify members in the community to serve on focus groups. The facilitator proposes 2 Advisory Committee meetings in August which will be set at the July 15 meeting.

In September, additional focus groups will be scheduled. There may be need for a second Advisory Committee meeting. The results of the benchmark counties will be finalized.

For October, the Advisory Committee will have a discussion on what does all this mean, what recommendations can we come to a consensus, etc.

For November, the Advisory Committee will review the draft report and provide revisions for the final report.

The final report will be scheduled to be presented to the County Board of Supervisors in December. Prior to the presentation to the County Board, the report will be submitted to the governing committees and to the two standing advisory committees (ADRC Advisory Committee and the Council on Aging Advisory Committee).

**Review of Committee Expectations.** Jerry Braatz discussed the following expectations of committee members:

1. Members attend meetings.
2. Civil discussions (can disagree but be respectful).
3. Communications between Jerry and Committee will be via email.
4. Committee members read written materials prior to meeting such that meeting can be productive.
5. Everybody participates.

Committee members agreed to the above expectations.

**Review of Ground Rules.** In addition to the items listed under Committee Expectations, the following were discussed:

1. Conduct meeting using Robert's Rules of Order (e.g., have chair recognize members, etc.)
2. Only one person speak at a time.
3. Punctuality/arrive early.
4. Meetings not to exceed two hours.
5. Responsible differences - disagree agreeably.

There is a budget for meeting snacks.

**Other.** Randy Terronez updated members on County decision to purchase 1717 Center Avenue property. He noted that planning will include the Council on Aging office space as “co-location” with ADRC. Conceptually, the CoA will share the same entrance as the ADRC.

Jennifer Thompson noted that the architect has arranged for tours of other counties human services operations.

Randy Terronez noted that the new Council on Aging Director will be Paula Schutt and she will be starting on July 15.

**Adjournment.** Chuck Wilson moved adjournment at 9:47 A.M., second by Norvain Pleasant. ADOPTED.

Respectfully submitted,

Randy Terronez  
Assistant to the County Administrator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**