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**WASHINGTON COUNTY  
AGING & DISABILITY RESOURCE CENTER BOARD**

Public Agency Center  
West Bend, WI

July 29, 2010  
10:09 a.m.

**PRESENT:** Melvin Ewert, Bette Koch, Lori Luetschwager, Joan Russell, and Sandy Zopf (arrived at 10:12 a.m.) **EXCUSED:** William Meyers, and Alan Peters. **ABSENT:** Daniel Goetz.

Also Present: ADRC Director Linda Olson, County Attorney Kimberly A. Nass, ADRC Supervisor Janel Hetzel, and Chief Deputy County Clerk Mary G. Lemke.

Chairperson Russell called the meeting to order at 10:09 a.m. and read the Affidavit of Posting.

**MINUTES**

Moved by Mr. Ewert, seconded by Ms. Koch to approve the July 15, 2010, minutes as presented.  
Motion carried.

Ms. Zopf arrived at 10:12 a.m.

**ADRC PHYSICAL PLANT SURVEY RESULTS**

Moved by Ms. Luetschwager, seconded by Ms. Koch to forward the ADRC Physical Plant Survey results to the State Department of Health. Motion carried.

**REVIEW OF ADRC WORK LOAD**

Ms. Hetzel and Ms. Olson updated the committee on the Aging, Disability & Resource Center work load and distributed a graph on the number of information and assistance calls taken by staff. Certain aspects of the workload within the department are eligible for federal reimbursement. When staff members are not able to devote their time to the work that is reimbursable because of the workload in other areas, we are unable to claim that time for federal reimbursement dollars.

**ADULT PROTECTIVE SERVICES POSITION REQUEST FOR 2011 BUDGET**

Ms. Hetzel stated that due to the increase in the Adult Protective Services workload at the ADRC, they would like to request the addition of a part-time, 24 hours per week, Resource Specialist –Adult Services, pay grade E-2, beginning in 2011. The cost of this position would be \$30,381.00 in 2011.

Moved by Mr. Ewert, seconded by Ms. Koch to approve the part time Resource Specialist - Adult Services position to be included in the 2011 ADRC budget, as presented. Motion carried.

**DESIGNATION OF FUTURE MEETING DATES**

The next meetings of the Aging & Disability Resource Center Board will tentatively be held on Monday, August 16, 2010, at 1:00 p.m., and Thursday, September 23, 2010, at 1:00 p.m.

**ADJOURNMENT**

Moved by Mr. Ewert, seconded by Ms. Zopf to adjourn the meeting at 11:18 a.m. Motion carried.

Brenda J. Jaszewski, County Clerk