

Aging and Disability Resource Center Governing Boards

Aging and Disability Resource Centers (ADRCs) are required to have a governing board that enables the consumers of ADRC services to have a voice in the direction of their local ADRC in meeting its local long term care needs. These boards are required to perform specific functions related to the policies and operation of the ADRC and will send members to the regional long term care advisory committee.

Statutory authority is provided under s. 46.283(6):

46.238 (6) Governing Board. (a) 1. A resource center shall have a governing board that reflects the ethnic and economic diversity of the geographic area served by the resource center. 2. At least one-fourth of the members of the governing board shall be individuals who belong to a client group served by the resource center or their family members, guardians, or other advocates. The proportion of these board members who belong to each client group, or their family members, guardians, or advocates, shall be the same, respectively, as the proportion of individuals in this state who receive services under s.46.2805 to s.46.2895 and belong to each client group.

Board Membership Requirements

Consistent with this statute, all of the following requirements must be met by the governing board:

- The composition of the governing board must generally reflect the ethnic and economic diversity of the geographic area served by the ADRC.
- At least* one-fourth of the membership of the board must consist of individuals who belong to an ADRC client group or their family members, guardians or other advocates.
- The proportion of board members representing older people, people who are physically disabled, and people who are developmentally disabled shall be the same as the proportion of individuals in these target groups statewide that are enrolled in Medicaid managed long-term care programs. These individuals may only represent one target group.
- One member of the governing board shall be an individual with a mental health or substance abuse issue, or their family member or other representative.
- One member of the governing board may represent youth transitioning to the adult system.

Current statewide Family Care, Family Care Partnership and Program for All-inclusive Care for the Elderly (PACE) program enrollment numbers are comprised of approximately 70 percent older people, 15 percent people with physical disabilities and 15 percent people with developmental disabilities. To reflect these proportions an ADRC governing board must have at a minimum five or six representative individuals with a distribution of three or four representatives of the elder population, one representative from the physically disabled population and one representative from the developmentally disabled population. Additional representatives may be appointed to the board but may not replace the representatives from the required target populations. The following chart illustrates a few examples of the numbers of consumer representatives required based on the size of the board.

Smaller boards will require a higher proportion of consumer representatives to conform to the statute.

Total number board members	Percentage consumer reps	Reps for developmental disabilities	Reps for physical disabilities	Elder representatives
24	25%	1	1	4
20	25%	1	1	3
16	35%	1	1	4
12	50%	1	1	4
10	50%	1	1	3

Conflict of Interest

- Any individual who has a financial interest in, or serves on the governing board of, a Managed Care Organization (MCO), PACE program, Family Care Partnership Program, SSI managed care plan, or who has a family member with any of these same conflicts, is prohibited from serving on the governing board of an ADRC that shares a common service area.
- It is expected that various client populations for Family Care will be well-represented in the governance of the ADRC, without assigning individuals to represent multiple target groups.
- County employees may not serve on the board, unless prior authorization for exceptional circumstances is obtained from the Department.
- Elected county officials may not serve as *consumer* representatives on the board of an ADRC serving their constituency.

Operational Duties

ADRC governing boards are required to do the following:

- Develop a mission statement for the ADRC;
- Determine the appropriate structure, policies, and procedures;
- Oversee the on-going operations of the ADRC including annual review of interagency agreements;
- Assure input from consumers, service providers, MCOs and local constituents in the policies, procedures and goals of the resource center;
- Identify potential new sources of community resources and funding to serve the target populations;
- Provide financial oversight, including development of a budget and monitoring of expenditures;
- Ensure the terms of the contract are fulfilled;
- Provide recommendations on selecting the director;
- Recommend strategies for building local capacity to serve the target populations to local elected officials, the regional advisory committee and the Department as appropriate.

Oversight Duties

ADRC's are expected to provide oversight as indicated:

- Review the number and type of grievances and appeals concerning the long term care system in their service area and make recommendations for improvements as appropriate;
- Identify the unmet needs of the target populations (see section below);
- Provide well advertised opportunities for persons to participate in the board's informational gathering activities;
- Report findings to the regional advisory committee;
- Appoint members to the regional advisory committee. At least half of the delegates to the committee must be older people, people who are physically disabled, people who are developmentally disabled, or representatives of these groups. The Department will provide guidance on the number of delegates from each ADRC.

Identifying Unmet Needs

ADRCs are required to gather information annually from consumers and providers of long term care services and other interested persons concerning the adequacy of long term care services in the area served by the ADRC. The governing board is expected to analyze this information and share the results with the county board, the regional long term care advisory committee and the Department at least annually. The ADRC board may also share this information with local organizations that fund or operate service programs.

Implementation

The guidelines contained within this document are expected to be fully implemented by January of 2009. Existing ADRCs must complete the information requested regarding their governing board in the ADRC Annual Update. New ADRCs will be required to provide information on their governing boards upon beginning operations.

Additional Information

The language in the 2007-2009 budget regarding the ADRC governing board can be found at <http://www.legis.state.wi.us/2007/data/acts/07Act20.pdf> on page 325.

Please send an email request to RCteam@dhfs.state.wi.us for further information.