



Cathy Ley, Department Director

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COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, January 23, 2018
TIME: 10:00 A.M.
PLACE: Manitowoc Heritage Center
1701 Michigan Avenue, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Introduction of New Members
3. Previous minutes
4. Correspondence
5. Public comment
6. Approval of agenda as printed
7. Overview of Older Americans Act
8. Year to Date Budget Report
9. Nutrition Report & Updates
10. Office Updates
11. Transportation Updates
12. Upcoming Events
13. Next meeting date & Place
14. Adjourn

January 15, 2018

Chairperson Melvin Waack

By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Commission on Aging
Tuesday, January 23, 2018
1701 Michigan Avenue
Manitowoc, WI 54220

Cathy Wagner called the meeting to order at 10:05 am. Roll call was taken along with introductions of new members.

Those present: Michael Krienke, Rose Quinlan, Kaye Shillin, Shirley Fessler, Connie Gulash, and Cathy Wagner. Also present: Donna Thomas, Sandi Schleis-Ulmen, Ken Swade, Jim Hathaway, Cathy Ley, Wendy Hutterer, and Michelle Acevedo. Excused: Laurie Bouche, Helen Clinton, Linda Sinkula, Linda Langman, Tim Nicholls, and Melvin Waack.

Motion by Shirley Fessler, second by Connie Gulash to approve the minutes from November 28, 2017 as printed. Motion carried.

Correspondence: Cathy Ley shared 2 donations and 1 thank you note that were received by the ADRC.

Public Comment: None

Motion by Kaye Shillin, second by Connie Gulash to approve the agenda as printed. Motion carried.

Cathy Ley gave an overview of the Older Americans Act, WI Elders Act and the Aging Difference and how it pertains to duties of COA members.

The December 2017 year to date expense report for the Older American program was distributed and discussed. The December 2017 Nutrition report was distributed and discussed. The Grandview Meal Site is now operating three days per week and doing Home Delivered Meals 5 days per week.

Office updates: The ADRC has a new Elder Benefit Specialist, Jessica Knippel.

Transportation Updates: ADRC received s85.21 grant from the DOT in amount of \$221,454.

Upcoming Events: Homestead Clinics will be held throughout both counties in February. Medicare A-D Presentations in both counties on 2/13/18 from 3-5pm.

The next meeting will be March 27, 2018 at 10 am in Kewaunee. There being no other business, Shirley Fessler made a motion to adjourn, seconded by Kaye Shillin. Motion carried. The meeting adjourned at 11:03 am.

Respectfully submitted,
Cathy Ley



Cathy Ley, Department Director

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COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, March 27, 2018
TIME: 10:00 A.M.
PLACE: Kewaunee County Human Services Building
810 Lincoln Street, Kewaunee, WI 54216

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Nutrition Report & Updates
8. Office Updates
9. Transportation Updates
10. Upcoming Events
11. Next meeting date & place: May 22, 2018 10:00am Manitowoc
12. Adjourn

March 19, 2018

Chairperson Linda Sinkula
By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Commission on Aging
Tuesday, March 27, 2018
810 Lincoln Street
Kewaunee, WI 54216

Cathy Wagner called the meeting to order at 10:00 am. Roll call was taken.

Those present: Laurie Bouche, Helen Clinton, Michael Krienke, Rose Quinlan, Kaye Shillin, Shirley Fessler, Connie Gulash, Linda Langman, Tim Nicholls and Cathy Wagner. Also present: Sandi Schleis-Ulmen, Ken Swade, Jim Hathaway, Cathy Ley, Wendy Hutterer, and Michelle Acevedo. Excused: Linda Sinkula, and Melvin Waack.

Motion by Shirley Fessler, second by Michael Krienke to approve the minutes from January 23, 2018 as printed. Motion carried.

Correspondence: None

Public Comment: None

Motion by Linda Langman, second by Connie Gulash to approve the agenda as printed. Motion carried.

The December 2017 year to date expense report for the Older American program was distributed and discussed.

The February 2018 Nutrition report was distributed and discussed. In addition, year to date volunteer hours were reviewed. The ADRC will be having a nutrition assessment from GWAAR in May/June 2018.

Office updates: Wendy Hutterer addressed the upcoming 3 year Aging Plan that the ADRC is working on. Rough drafts are due this summer and final plans are due in the fall of 2018.

Transportation Updates: ADRC received \$85,210 grant from the DOT in amount of \$221,454. ADRC also received a \$310 DOT grant from the state. Within this grant the ADRC will look to hire a part-time outreach coordinator for the transportation program. This will not happen until the federal dollars are released.

Upcoming Events: April is National Volunteer Month. The ADRC will be hosting Volunteer Banquets for their volunteers on April 24th in Manitowoc and April 25th in Casco.

The next meeting will be May 22, 2018 at 10 am in Manitowoc.

There being no other business, Kaye Shillin made a motion to adjourn, seconded by Rose Quinlan. Motion carried. The meeting adjourned at 10:55 am.

Respectfully submitted,
Cathy Ley



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COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, May 22, 2018
TIME: 10:00 A.M.
PLACE: Manitowoc County Heritage Center – Lower Level Education Room
1701 Michigan Avenue, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. COA Election
7. Overview of Older American's Act
8. Year to Date Budget Report
9. Nutrition Report & Updates
10. Office Updates
11. Transportation Updates
12. Upcoming Events
13. Next meeting date & place: July 24, 2018 10:00am Kewaunee
14. Adjourn

May 15, 2018

Chairperson Catherine Wagner
By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Commission on Aging
Tuesday, May 22, 2018
1701 Michigan Avenue
Manitowoc, WI 54220

Cathy Wagner called the meeting to order at 10:00 am. Roll call was taken along with introductions of new members. Those present: Helen Cinton, Rose Quinlan, Kaye Shillin, Linda Teske, Shirley Fessler, Connie Gulash, Linda Langman, Tim Nicholls and Cathy Wagner. Also present: Mimi Dobbins, Sandi Schleis-Ulmen, Ken Swade, Cathy Ley, Wendy Hutterer, and Michelle Acevedo. Excused: Laurie Bouche, Michael Krienke and Jonathan Neils.

Motion by Connie Gulash, second by Shirley Fessler to approve the minutes from March 27, 2018 as printed. Motion carried.

Correspondence: Cathy Ley shared a letter of compliance from GWAAR and two thank you notes that were received by the ADRC.

Public Comment: None

Motion by Linda Langman, second by Shirley Fessler to approve the agenda as printed. Motion carried.

COA Election: Motion by Helen Clinton, second by Rose Quinlan to nominate Kaye Shillin for Kewaunee Co-Chair. Motion carried. Motion by Shirley Fessler, second by Kaye Shillin to nominate Cathy Wagner for Manitowoc Co-Chair. Motion carried

Cathy Ley gave an overview of the Older Americans Act, WI Elders Act and the Aging Difference and how it pertains to duties of COA members.

The April 2018 year to date expense report for the Older American program was distributed and discussed. The April 2018 Nutrition report was distributed and discussed

Office updates: The ADRC held Volunteer Banquets in both counties in April 2018. ADRC will participate in a Volunteer Fair event in May.

Transportation Updates: ADRC is currently interviewing for a part-time Transportation Outreach Coordinator.

Upcoming Events: Medicare A-D Presentations in both counties on 6/12/18. Farmer's Market Voucher distributions in both counties starting June 2018. Powerful Tools for Caregivers Class in Manitowoc starting 6/14/18. Senior Care Waiver hearings and outreach information were distributed. Cathy also handed out Volunteer brochures and asked each board member to pass it on to someone who would be a good volunteer for the ADRC.

The next meeting will be July 24, 2018 at 10 am in Kewaunee. There being no other business, Kaye Shillin made a motion to adjourn, seconded by Linda Langman. Motion carried. The meeting adjourned at 11:10am.

Respectfully submitted,
Cathy Ley



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COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, July 24, 2018
TIME: 10:00 A.M.
PLACE: Kewaunee County Human Services Building
810 Lincoln Street, Kewaunee, WI 54216

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Nutrition Report & Updates
8. Aging Plan Updates
9. Office Updates
10. Transportation Updates
11. Upcoming Events
12. Next meeting date & place: September 25, 2018 10:00am Manitowoc
13. Adjourn

July 17, 2018

Chairperson Kaye Shillin
By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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ADRC of the Lakeshore - Commission on Aging
Tuesday, July 24, 2018
810 Lincoln Street
Kewaunee, WI 54216

Kaye Shillin called the meeting to order at 10:00 am. Roll call was taken along with introductions of new members. Those present: Helen Clinton, Michael Krienke, Kaye Shillin, Linda Teske, Shirley Fessler, Connie Gulash, Tim Nicholls and Cathy Wagner. Also present: Mimi Dobbins, Sandi Schleis-Ulmen, Ken Swade, Cathy Ley, Wendy Hutterer, and Michelle Acevedo. Excused: Rose Quinlan and Linda Langman. Absent: Laurie Bouche and Jonathan Neils

Motion by Shirley Fessler, second by Tim Nicholls to approve the minutes from May 22, 2018 as printed. Motion carried.

Correspondence: None
Public Comment: None

Motion by Connie Gulash, second by Mike Krienke to approve the agenda as printed. Motion carried.

The year to date expense report for the Older American program was not available from the Comptroller's Office due to a software issue.

The June 2018 Nutrition report was distributed and discussed. Various meal site information was discussed by the COA. Motion made by Connie Gulash, second by Shirley Fessler to reduce Manitou Manor congregate dining site to three days per week, with HDM delivery being five days and to explore adding a Hmong meal site in Manitowoc one day per week starting in 2019. Motion carried.

Aging Plan Updates: Wendy Hutterer reviewed the rough draft Aging Plan that was submitted to GWAAR.

Office updates: The ADRC still has Senior Farmer's Market vouchers available in both offices. Senior Health Fair in Kewaunee County will be October 11, 2018 at Luxemburg Fairgrounds. ADRC will also participate in Two Rivers Senior Center Health Fair in October.

Transportation Updates: Olivia Delikowski has started as the Transportation Outreach Coordinator and has updated transportation brochures. The ADRC is currently writing the application for the 5310 Transportation grant for Manitowoc County.

Upcoming Events: Medicare A-D Presentations in both counties on 8/14/18. Powerful Tools for Caregivers Class in Manitowoc starting 9/21/18. Stepping On Class starting 9/16/18 in Two Rivers. Healthy Living with Diabetes in Luxemburg starting 8/22/18 and in Manitowoc starting 9/18/18.

The next meeting will be September 25, 2018 at 10 am in Manitowoc. There being no other business, Linda Teske made a motion to adjourn, seconded by Cathy Wagner. Motion carried. The meeting adjourned at 10:48 am.

Respectfully submitted,
Cathy Ley



Cathy Ley, Department Director

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COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, September 25, 2018
TIME: 10:00 A.M.
PLACE: ADRC of the Lakeshore-Manitowoc Co. Heritage Center
1701 Michigan Avenue, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Nutrition Report & Updates
8. Aging Plan Updates
9. Office Updates
10. Transportation Updates
11. Upcoming Events
12. Next meeting date & place: November 27, 2018 10:00 a.m. Kewaunee
13. Adjourn

September 10, 2018

Chairperson Cathy Wagner

By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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ADRC of the Lakeshore - Commission on Aging
Tuesday, September 25, 2018
1701 Michigan Avenue, Manitowoc, WI 54220

Kaye Shillin called the meeting to order at 10:00 am. Roll call was taken. Those present: Helen Clinton, Rose Quinlan, Kaye Shillin, Shirley Fessler, Connie Gulash, Linda Langman, Tim Nicholls and Cathy Wagner. Also present: Tye Geimer, Sandi Schleis-Ulmen, Cathy Ley, Wendy Hutterer, and Michelle Acevedo. Excused: Laurie Bouche, Michael Krienke, Linda Teske and Jonathan Neils

Motion by Shirley Fessler, second by Linda Langman to approve the minutes from July 24, 2018 as printed. Motion carried.

Correspondence: None
Public Comment: None

Motion by Connie Gulash, second by Linda Langman to approve the agenda as printed. Motion carried.

The August 2018 year to date expense report for the Older American program was distributed and discussed.

The August 2018 Nutrition report was distributed and discussed. Various meal site information was discussed by the COA. Cathy Ley reported that the ADRC was unhappy with their current frozen meal vendor. They will be converting to a new vendor in 2019. Cathy Ley reported that the Nutrition RFPs for 2019 are now being renewed for 2019. There are some nutritional component changes for the program, due to state requirements beginning in 2019.

Aging Plan Updates: Wendy Hutterer reported that public hearings for the Aging Plan were done in both counties. One person attended the Kewaunee hearing and no one came to the one in Manitowoc.

Office updates: The ADRC has a new Social Work Intern from UW-GB, Katrina Pratt. She will working primarily with the Benefit Specialists and doing home delivered meal assessments. The ADRC is also gearing up for Medicare Open Enrollment.

Transportation Updates: Cathy Ley reported that the ADRC submitted the 5310 grant. They are currently working on the 85.21 grant for transportation services, which will be submitted in late October.

Upcoming Events: Medicare A-D Presentations in both counties on 10/9/18. Senior Fair in Luxemburg on 10/11/18. Stepping On Class starting 10/4/18 in Two Rivers. Living Well class at the ADRC starting 10/5/18.

The next meeting will be Tuesday, November 27, 2018 at 10 am in Kewaunee. There being no other business, Connie Gulash made a motion to adjourn, seconded by Tim Nicholls. Motion carried. The meeting adjourned at 10:50 am.

Respectfully submitted,
Cathy Ley



Cathy Ley, Department Director

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COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, November 27, 2018
TIME: 10:00 A.M.
PLACE: Kewaunee County Human Services Building
810 Lincoln Street, Kewaunee 54216

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Nutrition Report & Updates
8. Aging Plan Updates
9. Office Updates
10. Transportation Updates
11. Upcoming Events
12. Next meeting date & place: January 22, 2019 10:00am Manitowoc
13. Adjourn

November 15, 2018

Chairperson Kaye Shillin
By: Cathy Ley, Director

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ADRC of the Lakeshore - Commission on Aging
Tuesday, November 27, 2018
810 Lincoln Street, Kewaunee, WI 54216

Kaye Shillin called the meeting to order at 10:00 am. Roll call was taken. Those present: Helen Clinton, Michael Krienke, Rose Quinlan, Kaye Shillin, Linda Teske, Linda Langman, Tye Geimer, Tim Nicholls and Cathy Wagner. Also present: Paul Ravet, Ken Swade, Sandi Schleis-Ulmen, Jim Hathaway, Mimi Dobbins, Cathy Ley, Wendy Hutterer, and Michelle Acevedo. Excused: Laurie Bouche, Shirley Fessler and Connie Gulash.

Motion by Linda Langman, second by Tim Nicholls to approve the minutes from September 25, 2018 as printed. Motion carried.

Correspondence: None
Public Comment: None

Motion by Cathy Wagner, second by Linda Langman to approve the agenda as printed. Motion carried.

The October 2018 year to date expense report for the Older American program was distributed and discussed.

The October 2018 Nutrition report was distributed and discussed. Various meal site information was discussed by the COA. Cathy Ley reported that the ADRC will be closing the St. Nazianz congregate site. The only individuals eating in St. Nazianz are the volunteers. Home Delivered meals will be offered 5 days per week and will be packaged at the Reedsville site. A Hmong Meal Site will start in the city of Manitowoc one day a week on Tuesdays, starting January 8, 2019. Traditional Hmong food will be served and volunteers from the Hmong community will be trained as site managers. This will be a 3 month trial to see how it goes over. Currently 11 people are signed up to eat when this site opens in January. Konop Foods started as the new frozen meal vendor 3 weeks ago – response from participants has been extremely positive. Cathy Ley reported that the Nutrition Contracts for vendors and facilities for 2019 are going out this week.

Aging Plan Updates: Aging Plan is completed and has been submitted to GWAAR.

Office updates: ADRC continues to assist individuals with Medicare Open Enrollment. At this point, all staff and volunteer appointments are booked. Cathy gave an update on the Senior Health Fair, held in Kewaunee Co. Approximately 200 people attended and there were over 50 vendors. It was very successful.

Transportation Updates: Cathy Ley reported that the ADRC has been awarded the 5310 grant.

Upcoming Events: The ADRC is participating in the Food Drive for Kewaunee County that honors Sara Malay, past Director of the Aging Unit.

Next Meeting: Tuesday, January 22, 2019 at 10:00am in the Manitowoc location. There being no other business, Michael Krienke made a motion to adjourn, seconded by Linda Langman. Motion carried. The meeting adjourned at 11:00 am.

Respectfully submitted,
Cathy Ley