



Cathy Ley, Department Director

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COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, January 22, 2019
TIME: 10:00 A.M.
PLACE: Manitowoc County 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. 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: March 26, 2019, Kewaunee (Med. Conf. Room)
12. Adjourn

January 14, 2019

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.

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.

ADRC of the Lakeshore - Commission on Aging
Tuesday, January 22, 2019
1701 Michigan Avenue, Manitowoc, WI 54220

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

Motion Tye Geimer, second by Shirley Fessler, to approve the minutes from November 27, 2018 as printed. Motion carried.

Correspondence: Cathy Ley shared three thank you notes received by the ADRC.
Public Comment: None

Motion by Tye Geimer, second by Linda Langman to approve the agenda as printed. Motion carried.

The November 2019 year to date expense report for the Older American program was distributed and discussed.

The November 2019 Nutrition report was distributed and discussed. Various meal site information was discussed by the COA. Nutrition area at the Heritage Center is being remodeled for better use of space. A Hmong Meal Site started in Manitowoc one day a week on Tuesdays. Traditional Hmong food is served and volunteers from the Hmong community are trained as site managers. This will be a 3 month trial to see how it goes over. Currently 18 people are signed up to eat.

Office updates: Wendy Hutterer gave an update on Medicare Open Enrollment. Olivia Delikowski has started as the Outreach & Marketing coordinator. New fax machines were purchased for both offices. Cathy Ley & Wendy Hutterer appeared on a tv program at the cable station in Algoma, speaking about the Prevention Programs offered by the ADRC.

Transportation Updates: Cathy Ley reported that the ADRC has been awarded the \$85.21 grant. The ADRC is awaiting delivery on the van they were awarded in 2017. The vehicle is slated to arrive in April 2019.

Upcoming Events: The ADRC would like the COA & ADRC Board to attend Aging Advocacy Day in Madison on May 14, 2019.

Next Meeting: Tuesday, March 26, 2019 at 10:00am in the Kewaunee location. There being no other business, Connie Gulash made a motion to adjourn, seconded by Linda Langman. Motion carried. The meeting adjourned at 10:35 am.

Respectfully submitted,
Cathy Ley



Cathy Ley, Department Director

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COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, March 26, 2019
TIME: 10:00 A.M.
PLACE: Kewaunee County Human Services Building (Med. Conf. Room)
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. Aging Advocacy Day
12. Upcoming Events
13. Next meeting date & place: May 28, 2019, Manitowoc
14. Adjourn

March 14, 2019

Chairperson Kaye Shilling

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, March 26, 2019

810 Lincoln Street, Kewaunee, WI 54216

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

Motion Shirley Fessler, second by Linda Langman, to approve the minutes from January 22, 2019 as printed. Motion carried.

Correspondence: Cathy Ley shared two donations from Sargento Employees through the United Way in Sheboygan County totaling \$4,127.28 for the Meals on Wheels program. Thank you notes were written to Sargento by the ADRC.

Public Comment: None

Motion by Connie Gulash, second by Tim Nicholls to approve the agenda as printed. Motion carried.

The December 2018 year end expense report for the Older American program was distributed and discussed.

The February 2019 Nutrition report was distributed and discussed. Various meal site information was discussed by the COA.

Aging Plan Updates: Wendy Hutterer reviewed the Aging Plan updates that were submitted to the State for 2018. The ADRC achieved all goals for the calendar year.

Office updates: Cathy Ley shared marketing strategies that the ADRC is using in 2019. The ADRC has received some radio time in both counties and have been marketing programs and services.

Transportation Updates: Cathy Ley reported that the ADRC is still awaiting delivery on the van they were awarded in 2017. The vehicle is slated to arrive in April 2019. The ADRC is working to promote transportation in the rural communities on Manitowoc County. The ADRC is also looking for 3 individuals to serve on the Transportation Coordinating Committee.

Aging Advocacy Day: Event being held May 14, 2019 in Madison. COA & Board members are encouraged to sign up to attend. The ADRC will provide transportation to the event.

Upcoming Events: Medicare Parts A-D in both counties on 4/16/19. Powerful Tools for Caregivers Class in Rankin (Kewaunee Co.) starting 4/17. Powerful Tools for Caregivers Class in Two Rivers (Manitowoc Co.) starting 5/2. Living Well class in Two Rivers starting 5/2. Stepping on Class in Kiel starting 4/12. Stepping On class starting in Newton 5/16.

Cathy also shared that Kewaunee County just completed the first ever Powerful Tools for Caregivers that was geared to parents of children with special needs. This was done in conjunction with the Kewaunee County UW-Extension. It went over very well and they had 14 participants.

April is National Volunteer Month, so there will be annual Volunteer Banquets in both counties April 2 (Manitowoc) & April 9 (Kewaunee).

Next Meeting: Tuesday, May 28, 2019 at 10:00am in the Manitowoc location. There being no other business, Rose Quinlan made a motion to adjourn, seconded by Linda Langman. Motion carried. The meeting adjourned at 11:05 am.

Respectfully submitted,
Cathy Ley



Cathy Ley, Department Director

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COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, May 28, 2019
TIME: 10:00 A.M.
PLACE: ADRC of the Lakeshore – Manitowoc County 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. 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. Aging Advocacy Update
11. Upcoming Events
12. Next meeting date & place: July 23, 2019 10:00am Kewaunee
13. Adjourn

May 20, 2019

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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ADRC of the Lakeshore - Commission on Aging
Tuesday, May 28, 2019
1701 Michigan Avenue, Manitowoc, WI 54220

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

Motion Tye Geimer, second by Shirley Fessler, to approve the minutes from March 26, 2019 as printed. Motion carried.

Introductions: Cathy Ley introduced Sherry Schuelke, Regional Quality Specialist from the Department of Health Services.

Correspondence: Cathy Ley shared a plaque that she received from UW-GB honoring the ADRC of the Lakeshore for their dedication to the people they served. The ADRC was nominated for the award by Katrina Pratt, a Social Work Intern.

Public Comment: None

Motion by Tye Geimer, second by Linda Langman to approve the agenda as printed. Motion carried.

The April 2019 year end expense report for the Older American program was distributed and discussed.

The April 2019 Nutrition report was distributed and discussed. Various meal site information was discussed by the COA.

Office updates: Cathy Ley shared that the ADRC is currently recruiting for 3 Meal Site Manager Positions due to retirements. They are also recruiting for an Information & Assistance Program Manager.

Transportation Updates: Cathy Ley reported that the ADRC has received the van they were awarded in 2017. It will be added to the fleet as soon as all licensing documentation is received.

Aging Advocacy Day: Event was held May 14, 2019 in Madison. Five COA & ADRC Board Members attended along with Cathy Ley & Wendy Hutterer. Linda Langman and Shirley Fessler gave an update on the experience.

Upcoming Events: Medicare Parts A-D in both counties on 6/11/19. Senior Farmer's Market Vouchers will be distributed in both counties beginning June 3, 2019.

Next Meeting: Tuesday, July 23, 2019 at 10:00am in the Kewaunee location. There being no other business, Linda Langman made a motion to adjourn, seconded by Tye Geimer. Motion carried. The meeting adjourned at 10:40 am.

Respectfully submitted,
Cathy Ley



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COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, July 23, 2019
TIME: 10:00 A.M.
PLACE: ADRC of the Lakeshore – Kewaunee Co. 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. Legislative Updates
11. Upcoming Events
12. Next meeting date & place: September 24, 2019 10:00am Manitowoc
13. Adjourn

July 12, 2019

Chairperson Kaye Shillin

By: Cathy Ley, Director

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ADRC of the Lakeshore - Commission on Aging
Tuesday, July 23, 2019
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, Paul Ravet, Rose Quinlan, Kaye Shillin, Linda Teske, Shirley Fessler, Linda Langman, Tye Geimer, Connie Gulash, Tim Nicholls and Cathy Wagner. Also present: Jim Hathaway, Ken Swade, Sandi Schleis-Ulmen, Mimi Dobbins, Dana Johnson, Cathy Ley, Melissa Konop and Wendy Hutterer. Excused: Michael Krienke.

Motion by Shirley Fessler, second by Tye Geimer, to approve the minutes from May 28, 2019 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 June 2019 year end expense report for the Older American program was distributed and discussed.

The June 2019 Nutrition report was distributed and discussed.

Office updates: Cathy Ley introduced Dana Johnson – Human Services Director for Kewaunee County, and Melissa Konop – new I & A Program Manager for the ADRC. Melissa has been promoted from within the ADRC. Cathy Ley shared that the ADRC hired Rebecca Bottoms as Meal Site Manager in Algoma, Marcia Dorner as Meal Site Manager in Kewaunee and Cindy Richard as Meal Site Manager in Manitowoc. Katrina Pratt has been hired as an Information & Assistance Specialist and she will start on 8/5/19. Senior Farmers Market vouchers are almost fully distributed. Kewaunee has distributed all of theirs and Manitowoc has 27 left. Cathy also shared the wait list policy for Alzheimer's Family Caregiver Support Program (AFCSP) and National Family Caregiver Support Program (NFCSP).

Transportation Updates: Cathy Ley reported that the ADRC is currently writing the 5310 grant.

Legislative Updates: Cathy Ley reviewed the state budget areas that affect the ADRC.

Upcoming Events: Medicare Parts A-D in both counties on 8/13/19. Living Well and Stepping On classes upcoming in both counties.

Next Meeting: Tuesday, September 24, 2019 at 10:00am in the Manitowoc location. Linda Teske asked if the meeting time could be changed due to the Wisconsin Counties Association meeting. Cathy will check protocol with Corporation Counsel and get back to the COA. There being no other business, Linda Langman made a motion to adjourn, seconded by Shirley Fessler. Motion carried. The meeting adjourned at 10:50 am.

Respectfully submitted,
Cathy Ley



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COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, September 24, 2019
TIME: 10:00 A.M.
PLACE: ADRC of the Lakeshore-Manitowoc County 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
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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 26, 2019 10:00am Kewaunee
13. Adjourn

September 6, 2019

Chairperson Cathy Wagner
By: Cathy Ley, Director

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ADRC of the Lakeshore - Commission on Aging

Tuesday, September 24, 2019

1701 Michigan Avenue, Manitowoc, WI 54220

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

Motion by Connie Gulash, second by Shirley Fessler, to approve the minutes from July 23, 2019 as printed. Motion carried.

Correspondence: None

Public Comment: None

Motion by Linda Langman, second by Tye Geimer to approve the agenda as printed. Motion carried.

Cathy Ley reported that she spoke with Corporation Counsel about the ability to change the COA meeting due to a conflict. It can be done, but is difficult due to the number of people, the two counties and the ability to find a time everyone can make it. Cathy reported that when she schedules the meetings in 2020, she will change the date of the September meeting so that there is no conflict with the Wisconsin Counties Association meeting.

The August 2019 year end expense report for the Older American program was distributed and discussed.

The August 2019 Nutrition report was distributed and discussed. Cathy Ley shared that the Valders Meal Site which was running one day a month was going to be closed. This meal site was only running for the Valders Senior Club meeting. The members no longer wanted to do the paperwork and procedures for this. They are going to have their meeting and order food from a restaurant. Cathy also let the COA know that nutrition contracts would be going out the week of September 30, 2019.

Aging Plan Updates: Wendy Hutterer reported that the ADRC met all their goals in the Aging Plan for 2019. We had an on-site visit from our GWAAR representative and she was happy with the progress.

Office updates: Cathy Ley reported that the ADRC is getting ready for Medicare Open Enrollment. The ADRC will have staff & volunteers at both office locations to assist customers. In addition, there will be ADRC volunteers at both the Manitowoc and Two Rivers Senior Centers. New this year – anyone who gets Medicare Part D will need to set up an online account at MyMedicare.gov. Senior Farmers Market vouchers are fully distributed. Cathy reported that the ADRC has had a number of community Virtual Dementia Tours and they have been well attended. They are looking for a site in Kewaunee for the tour. Melissa Konop gave an update on the Alzheimer's Walk. The ADRC exceeded their team goal.

Transportation Updates: Cathy Ley reported that the ADRC submitted the 5310 grant and they are currently writing the 8521 grant.

Upcoming Events: Medicare Parts A-D in both counties on 10/8/19. Senior Health Fair 10/3/19 from 9-Noon at the Kewaunee County Fairgrounds in Luxemburg.

Next Meeting: Tuesday, November 26, 2019 at 10:00am in the Kewaunee location. There being no other business, Shirley Fessler made a motion to adjourn, seconded by Linda Langman. 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, November 26, 2019
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. COA Updates
7. Year to Date Budget Report
8. Nutrition Report & Updates
9. Office Updates
10. Transportation Updates
11. Upcoming Events
12. Next meeting date & place: January 28, 2020 10:00am Manitowoc
13. Adjourn

November 15, 2019

Chairperson Kaye Shillin
By: Cathy Ley, Director

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ADRC of the Lakeshore - Commission on Aging
Tuesday, November 26, 2019
810 Lincoln Street, Kewaunee, WI 54216

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

Motion by Linda Langman, second by Shirley Fessler, to approve the minutes from September 24, 2019 as printed. Motion carried.

Correspondence: Cathy Ley shared 2 letters she had received. One was a compliment for Angela Pietroske, the EBS in Kewaunee. The other was a compliment from a vendor who attended the Kewaunee Senior Fair.

Public Comment: None

Motion by Cathy Wagner, second by Tye Geimer to approve the agenda as printed. Motion carried.

COA Updates: Cathy let the COA members know that Michael Krienke has sent a formal letter resigning from the COA due to work commitments. Cathy reported that Sandi Schleis-Ulmen was appointed to replace Michael. A schedule of COA meetings for 2020 was distributed to the membership.

The October 2019 year end expense report for the Older American program was distributed and discussed.

The October 2019 Nutrition report was distributed and discussed. Cathy Ley shared that the Manitou Meal Site which was running three days a week, has had their Site Manager resign and there is no one to replace her. There are very few people eating at the site and no volunteers. This position is a volunteer or Senior Aid position so there is no funding for hiring. The other issue is that the apartment complex no longer meets the requirement to be 50% elderly. The ADRC is looking to close this site at the end of the year. The ADRC will set up transportation for any residents who want to attend the meal site at the Manitowoc Senior Center.

Office updates: Cathy Ley reported that the ADRC is struggling to keep up with Medicare Open Enrollment. The ADRC staff and volunteers have seen over 1000 people and calls continue to come in. There are very few appointments left. The ADRC will have some staff working on Saturday, December 7th, the last day of open enrollment, if need be. The Medigap Hotline at the state usually assists callers once ADRCs are at capacity with appointments, but they have sent out notices that they are filled to capacity and can take no other callers.

The ADRC is currently recruiting for a part-time receptionist in the Kewaunee location to fill a vacancy.

Transportation Updates: Cathy Ley reported that the ADRC received notice of securing the 5310 grant and they recently submitted the 8521 grant.

Next Meeting: Tuesday, January 28, 2020 at 10:00am in the Manitowoc location. There being no other business, Tim Nicholls made a motion to adjourn, seconded by Shirley Fessler. Motion carried. The meeting adjourned at 10:45 am.

Respectfully submitted,
Cathy Ley