



ADRC OF THE LAKESHORE BOARD
(Aging & Disability Resource Center)
&
COMMISSION ON AGING
JOINT MEETING NOTICE

DATE: Tuesday, February 25, 2014
TIME: 2:00 P.M.
PLACE: Aging and Disability Resource Center – Manitowoc Office
Manitowoc County Office Complex, 4319 Expo Drive, Manitowoc, WI

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. Public input
4. Approval of agenda as printed
5. Succession plan for ADRC and County Executive appointment of ADRC Director
6. Board member directory
7. County Plan Self-Assessment (discussion and possible action)
8. Year end expense report
9. Grant opportunity (discussion and possible action)
10. Transportation Update
11. Update on personnel
 - Aging Services Supervisor – Alisha Andrews
 - Dementia Care Specialist – Kim Jacquart Franzen
 - Elder Benefit Specialist – Kewaunee
 - MIPPA Grant Specialist – Beverly Borchardt
12. Update on Older Americans Act Reauthorization
13. Update on prevention programs
 - Living Well with Diabetes
 - Stepping On Facilitator Training
14. Meeting evaluation
15. Next meeting date & Place
16. Adjourn

February 17, 2014

Chairpersons Melvin Waack & Catherine Wagner
By: Judy Rank, Director, ADRC

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
&
ADRC of the Lakeshore Board
Joint Meeting Minutes
4319 Expo Drive
Manitowoc, WI 54221-0935

Tuesday, February 25, 2014

Cathy Wagner called the meeting to order at 2 pm. Roll call was taken.

Those present: Kaye Shillin, Linda Sinkula, Jim Abrahamson, Helen Clinton, Melissa Jo Huizenga, Melvin Bourgeois, Connie Gulash, Sally Schmidt, Melvin Waack, Laurie Burke, and Cathy Wagner representing the ADRC. Additional COA board members not a part of the ADRC, but attending: Arletta Bertrand, Lynn Jerabek, Rose Quinlan, Shirley Fessler, and Mona Lou Horstketter.

Motion by Linda Sinkula, second by Connie Gulash, to approve the November 26, 2013 COA meeting minutes. Motion carried. Motion by Connie Gulash, second by Melvin Bourgeois, to approve the December 10, 2013 ADRC board meeting minutes. Motion carried.

Public input: none

Motion by Lynn Jerabek, second by Arletta Bertrand, to approve the agenda as printed. Motion carried.

County Executive Bob Ziegelbauer shared at the meeting that Judy Rank will be retiring later this year and expressed his appreciation for the work she had done in growing and maintaining the department. He also announced that he will be appointing Cathy Ley to fill the position at the March county board meeting.

Alisha Andrews distributed a list of the COA members and asked that the members check it for accuracy before she sends it out.

Alisha Andrews went over the 2013 County Plan goals and explained the progress that has been made toward each goal. Motion by Laurie Burke, second by Mona Lou Horstketter, to accept and submit the self-assessment of the plan. Motion carried.

Judy Rank distributed the year end building of the Older Americans Act programs and shared that all funding from the programs would be captured and all expenses be met.

Motion by Shirley Fessler, second by Laurie Burke, to accept a pilot grant opportunity from DHS to expand the Care Transition program to include Emergency Room admissions. Motion carried.

Judy Rank shared the staffing changes. Alisha Andrews has moved from the Dementia Care Specialist position to the supervisor of the Aging Services program. Kim Jacquart Franzen has moved into the Dementia Care Specialist position, and the Elder Benefit Position is Kewaunee County will have a staff there 5 days a week and will also cover the northern end of Manitowoc County having office hours in Two Rivers one half day a month. Beverly Borchardt has been hired as a part-time employee to do education presentations to identify county residents who may be eligible for extra help from the federal government with prescription drug coverage.

The House of Representatives did introduce a bill on January 12 to reauthorize the Older Americans Act through the year 2018. Judy Rank encouraged the board members to contact their representatives to encourage them to sign onto the bill.

The last class of Living Well with Diabetes will be March 4 in Luxemburg. It had 15 participants. There will be facilitator training for this program March 26 and 27 and April 2 and 3 at Aurora Medical Center. A Living Well class will start April 8 at Harbor Town. The first Living Well with Diabetes class in Manitowoc County will start April 14 at the Two Rivers Senior Center. A Powerful Tools for Caregiving class is set to start April 7 from 9:30 to noon at Aurora Medical Center.

Training of Stepping On facilitators will be held June 10, 11, and 12 at the Fox Valley Technical Institute. Judy will be doing Prevention Bingo at all of the Kewaunee County dining sites in March to encourage participants to enroll in Stepping On. More facilitators are needed in Kewaunee County.

Participants expressed that it was an interesting meeting and lots of information was shared through the self-assessment of the county plan.

The next COA meeting will be March 25 at 10 am in Kewaunee. The ADRC meeting will be April 22 at 2 pm in Kewaunee.

There being no other business, Arletta Bertrand made a motion to adjourn, seconded by Lynn Jerabek.

The meeting adjourned at 3:30 p.m.

Respectfully submitted,
Judy Rank



ADRC OF THE LAKESHORE BOARD

(Aging & Disability Resource Center)

MEETING NOTICE

DATE: Tuesday, April 22, 2014
TIME: 2:00 P.M.
PLACE: Aging and Disability Resource Center – Kewaunee Office
Kewaunee County Public Health & Human Services Center
810 Lincoln Street, Kewaunee, WI

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. Public input
4. Approval of agenda as printed
5. National Volunteer Month
6. 2013 Year End expense report
7. 2014 Year to Date expense report
8. Changes in the Cleveland Nutrition Site (discussion and possible action)
9. Resolution to Amend 2013 Budget (discussion and possible action)
10. Transportation Update
11. Senior Fair – May 22 – 1-4 pm at Manitowoc Ice Center
12. Update on prevention programs
 - Living Well with Diabetes
 - Stepping On
 - Living Well with a Chronic Condition
13. Change in meeting dates of ADRC and COA (discussion and possible action)
14. Meeting evaluation
15. Next meeting date & Place
16. Adjourn

April 15, 2014

Catherine Wagner, Chairperson

By: Judy Rank, Director, ADRC

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
Tuesday, April 22, 2014 Minutes
810 Lincoln Street
Kewaunee, WI

Cathy Wagner called the meeting to order at 2:00 p.m. Those present: Kaye Shillin, Helen Clinton, Melvin Bourgeois, Laurie Burke, Linda Sinkula, Melissa Huizenga, Ken Tebon, Melvin Waack, Sally Schmidt, and Cathy Wagner. Also present was Judy Rank, Cathy Ley and Ron Heuer. Excused: Connie Gulash.

Public Input: Judy Rank shared that Gov Walker announced yesterday, April 21, Family Care/IRIS expansion to Kewaunee and surrounding waiver counties, with anticipated timeline of late 2014 or early 2015. A Request for Proposal (RFP) will be released within the next month for a Managed Care Organization (MCO) to handle Family Care in the 7 county northeast region.

She also announced that this Thursday, May 24, Lakeshore CAP will be recognizing 5 volunteers from the ADRC at a banquet. She also shared that Melvin Bourgeois and his wife Rosalyn were named volunteers of the year by the Mishicot MAGIC organization.

Motion by Melvin Waack, second by Sally Schmidt, to approve the agenda as printed. Motion carried.

April is National Volunteer Month and volunteers were recognized by staff with a File of Life refrigerator magnet.

The Greater Wisconsin Association of Aging Resources, Inc. December 2013 billing was distributed and explained.

The February ADRC and Older Americans Act expense and revenue report was distributed and discussed.

Motion by Melvin Waack, second by Linda Sinkula, to discontinue congregate meals and provide only home-delivered meals for Cleveland residents from the Manitowoc Senior Center due to the decline in attendance at the site. Motion carried.

Motion by Melvin Bourgeois, second by Linda Sinkula, to approve a resolution amending the 2013 budget. Motion carried.

Judy Rank reported that the invoices for the 5310 vehicle acquisition grant has been received and the funding submitted for the purchase of a van in Kewaunee County and 3 large buses in Manitowoc County, all of which are handicapped accessible. Kewaunee County has formed a committee to review the findings of the transportation survey done by UW Green Bay and explore expansion of current services in the county. Manitowoc County is working with the city on its review and the possibility of incorporating a county survey with the city's review.

Information was distributed on the Senior Fair that will be held on May 22, 2014 from 1 to 4 pm at the Manitowoc Ice Center.

Judy Rank reported that 7 Manitowoc & Kewaunee volunteers were trained to be facilitators in the Living Well with Diabetes six week program. A six week program has concluded in Kewaunee with 15 participants, with another in progress at the Two Rivers Senior Center with 13 participants.

Two Stepping On classes are set to start in Kewaunee. One will start Monday April 28 at the Human Service building, with the second to start Monday, May 5 in Dycksville.

Both counties have been successful in offering ongoing Living Well with a Chronic Condition program.

Motion by Linda Sinkula, second by Melvin Waack, to hold the ADRC meeting the same day as the COA meeting. The COA meeting will be at 10 am, with the ADRC meeting at 11:30 am on May 22. Motion carried.

There being no other business, Kaye Shillin made a motion to adjourn, seconded by Laurie Burke. The meeting adjourned at 3:05 p.m

Respectfully submitted,
Judy Rank



ADRC OF THE LAKESHORE BOARD
(Aging & Disability Resource Center)
MEETING NOTICE

DATE: Thursday, May 22, 2014
TIME: 11:00 A.M.
PLACE: ADRC – Manitowoc Office
Manitowoc County Office Complex
4319 Expo Drive, 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. Public input
4. Approval of agenda as printed
5. 2014 Year to Date expense report
6. Transportation Update
7. Update on Grants
 - a. Prevention
 - b. Mippa
8. Manitowoc County MCO Request for Proposal
9. Kewaunee County MCO meetings
10. ADRC's role in MCO/IRIS expansion in Kewaunee County
11. Medicare Re-review for denial of services
12. Meeting evaluation
13. Next meeting date & Place
14. Adjourn

May 13, 2014

Catherine Wagner, Chairperson

By: Judy Rank, Director, ADRC

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
Thursday, May 22, 2014 Minutes
4319 Expo Drive, WI
Manitowoc, WI

Cathy Wagner called the meeting to order at 11:00 a.m. Those present: Kaye Shillin, Helen Clinton, Melvin Bourgeois, Laurie Burke, Linda Sinkula, Melissa Huizenga, Melvin Waack, Connie Gulash, and Cathy Wagner. Also present was Judy Rank and Cathy Ley. Excused: Ken Tebon and Sally Schmidt

Motion by Linda Sinkula, second by Melvin Waack, to approve the April 22 minutes as printed. Motion carried.

Public Input: None

Motion by Melvin Bourgeois, second by Connie Gulash, to approve the agenda as printed. Motion carried.

The April 2014 year to date expense report was distributed and discussed.

Judy Rank shared that Manitowoc County will be making application to the s.5310 capital improvement grant offered through the DOT for another large bus to replace the one currently used to transport consumers to Cerebral Palsy in Two Rivers. This application will come out this summer. Manitowoc is waiting to hear on the 3 buses that were awarded the last s.5310 cycle. Kewaunee has heard that the van is already bid out, but not on a delivery date. Volunteers are being sought for a committee to develop a service with the van.

Judy shared that the 3 year prevention grant of \$7,800 has been cut back to \$5,752 because of sequestration. We are overspent on this grant, so no longer have the services of Beth Schad, a part-time prevention coordinator. The 3rd year funding of the grant will come July 1, but no dollar value is known at this time.

The ADRC received notice that it will receive an \$8,000 MIPPA grant to be used for both counties to assist with Medicare counseling and enrollments. This grant will run through July 2015.

The ADRC has made application for \$5,000 to train more volunteers to facilitate the Stepping On program. There are 2 classes currently going on it Kewaunee County with only 1 facilitator from Kewaunee. The Dyckesville class is being facilitated by Judy Rank and a Gwaar staff out of Green Bay.

The contract between DHS and Lakeland Care District expires December 31, 2014. DHS issued an RFP for a Managed Care Organization to continue services effective January 1, 2015. Judy Rank has received a letter from both Lakeland Care District and Community Care Inc. that they have both responded to the RFP, which was due May 16, 2014.

Community Care Inc has met with Kewaunee County Human Service staff and ADRC staff to learn more about the consumer base in Kewaunee County and providers that are used by the County. CCI shared that they used this meeting to help them determine whether it is feasible to respond to the RFP when it is issued. Lakeland Care District has requested a meeting to review the same information on Wednesday, May 28.

Ann Olson from DHS has contacted all the ADRCs in the 7 county expansion region and said she will be setting up a meeting with the counties to talk about a timeline for expansion. The ADRCs have been informed that they will be responsible for options counseling the current COP waiver enrollees about IRIS and Family Care. Judy Rank will meet with Greg Thousand to establish a timeline and work plan with Kewaunee County as soon as this meeting takes place.

Judy Rank shared information regarding a settlement agreement by Jimmo versus CMS. As part of the settlement, Medicare clarified that maintenance coverage under the skilled nursing facility and home health benefits, and skilled therapy and outpatient therapy does not depend on whether the patient can improve, but on whether skilled care is required and whether the services themselves are reasonable and necessary. As a result of the settlement, anyone who appealed a Medicare decision from January 18, 2012 through January 23, 2014 and was denied, can now ask CMS to re-review the case. Paperwork for this re-review is available at the ADRC office.

Board members commented that there was good information at the meeting.

There being no other business, Linda Sinkula made a motion to adjourn, seconded by Connie Gulash. The meeting adjourned at 11:50 pm.

The next meeting will be July 29, 2014 at 11 am in the Kewaunee office.

Respectfully submitted,

Judy Rank



ADRC OF THE LAKESHORE BOARD
(Aging & Disability Resource Center)
MEETING NOTICE

DATE: Tuesday, June 24, 2014
TIME: 11:00 A.M.
PLACE: ADRC – Kewaunee Office
810 Lincoln Street, Kewaunee

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. Public input
4. Approval of agenda as printed
5. 2014 Year to Date expense report
6. Amended Grant Contract
 - Older Americans Act Funding
 - SPAP
 - Stepping On
 - Dementia Specialist Project
7. Request for out of county travel for 2 staff to attend training (discussion & possible action)
8. Request to use reserves to replace dishwasher (discussion & possible action)
9. Manitowoc County Family Care RFP
10. ADRC's role in MCO/IRIS expansion in Kewaunee County
11. Meeting evaluation
12. Next meeting date & Place
13. Adjourn

June 17, 2014

Catherine Wagner, Chairperson
By: Judy Rank, Director, ADRC

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ADRC of the Lakeshore
Tuesday, June 24, 2014 Minutes
810 Lincoln Street
Kewaunee, WI

Cathy Wagner called the meeting to order at 11:00 a.m. Those present: Kaye Shillin, Helen Clinton, Melvin Bourgeois, Laurie Burke, Linda Sinkula, Melissa Huizenga, Ken Tebon, and Cathy Wagner. Also present were Judy Rank, Cathy Ley, Arletta Bertrand, Shirley Fessler, Mona Lou Horstketter, and Ron Heuer. Excused: Connie Gulash, Sally Schmidt, and Melvin Waack.

Motion by Kaye Shillin, second by Linda Sinkula, to approve the May 22, 2014 minutes as printed. Motion carried.

Public Input: Ron Heuer discussed a phone call that he received from the Algoma Dining Site Manager.

Motion by Melissa Huizenga, second by Melvin Bourgeois, to approve the agenda as printed. Motion carried.

The May 2014 year to date expense report was distributed and discussed.

Judy Rank shared that the ADRC received three amended grant contacts, which are Older Americans Act funding, State Pharmacy Assistance Program funding and Stepping On funding. The ADRC also received an extension on the Dementia Care Specialist funding. This funding will continue on because the state has expanded this program to 10 additional ADRCs in 2014 and will continue to expand in 2015.

Judy Rank shared that the ADRC is working with DHS on a pilot project to expand the CareTransitions program in the hospital emergency departments. Cathy Ley is currently supervising this program, but will be changing positions within the ADRC. Judy Rank would like to train two existing staff members at the next training in 2014. This training is done by Dr. Eric Coleman and is offered in Denver, CO. DHS will pick up all costs of training so there is no fiscal impact to the ADRC. Motion made by Melissa Huizenga, seconded by Kaye Shillin to approve the out of state travel. Motion carried.

Judy Rank shared that the dishwasher located at the Manitowoc Senior Center is broken and needs to be replaced. The ADRC uses the kitchen for their meal program and puts out on average 150 meals per day. Since the City of Manitowoc does not use the kitchen or rent it out, they have requested that the ADRC pay for 75% of the cost of the dishwasher and the city will pick up 25%. After receiving estimates, the cost for the dishwasher will be approximately \$28,000. Motion made by Laurie Burke, second by Melvin Bourgeois, to recommend that the ADRC pay for 75% of the dishwasher cost, and to refer this matter to the appropriate Manitowoc County committees and Manitowoc County Board to get financial approval for this expenditure.

The contract between DHS and Lakeland Care District expires December 31, 2014. DHS issued an RFP for a Managed Care Organization to continue services effective January 1, 2015. Judy Rank has received a letter from both Lakeland Care District and Community Care Inc. that they have both responded to the RFP, which was due May 16, 2014. The ADRC should receive notification of who will be the provider(s) by July 15, 2014. At that time, staff will have direction as to how options counseling will occur.

The RFP for MCO/IRIS expansion in the 7 county expansion has gone out and is due back on July 15, 2014. The ADRC should be notified sometime in August 2014 as to who the provider(s) will be. The ADRCs have been informed that they will be responsible for options counseling the current COP waiver enrollees about IRIS and Family Care.

Board members commented that there was good information at the meeting and that Cathy Wagner ran the meeting well.

There being no other business, Linda Sinkula made a motion to adjourn, seconded by Laurie Burke. The meeting adjourned at 12:05 pm.

The next meeting will be August 26, 2014 at 11 am in the Manitowoc office.

Respectfully submitted,

Judy Rank



ADRC OF THE LAKESHORE BOARD

(Aging & Disability Resource Center)

MEETING NOTICE

DATE: Tuesday, August 26, 2014
TIME: 11:00 A.M.
PLACE: Aging and Disability Resource Center – Manitowoc Office
4319 Expo Drive, Manitowoc, WI

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. Public input
4. Approval of agenda as printed
5. 2014 Year to Date expense report
6. Report on COA Agenda Items
7. Manitowoc County Family Care RFP
8. ADRC's role in MCO/IRIS expansion in Kewaunee County
9. 2015 Budget (discussion and possible action)
10. Meeting evaluation
11. Next meeting date & Place
12. Adjourn

August 14, 2014

Catherine Wagner, Chairperson

By: Judy Rank, Director, ADRC

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
Tuesday, August 26, 2014 Minutes
4319 Expo Drive
Manitowoc, WI

Cathy Wagner called the meeting to order at 11:45 a.m. Those present: Helen Clinton, Kaye Shillin, Linda Sinkula, Melvin Bourgeois, Laurie Burke, Melvin Waack, and Cathy Wagner. Also present were Judy Rank, Cathy Ley, Alisha Andrews, Arletta Bertrand, Shirley Fessler, and Mona Lou Horstketter. Excused: Melissa Huizenga, Ken Tebon, Connie Gulash, and Sally Schmidt.

Motion by Laurie Burke, second by Melvin Bourgeois, to approve the June 24, 2014 minutes as printed. Motion carried.

Public Input: None.

Motion by Linda Sinkula, second by Melvin Bourgeois, to approve the agenda as printed. Motion carried.

Correspondence: Judy Rank reported that she received correspondence from Melissa Huizenga and Sally Schmidt, that they are unable to complete their term on the ADRC Board. Melissa currently represents Kewaunee and should be replaced with someone in the elder population. Sally is currently representing Manitowoc and should be replaced with someone who represents the intellectually disabled population. Judy will follow up with the County Administrator in Kewaunee county and the County Executive in Manitowoc county.

Election of Officers: Motion made by Linda Sinkula, second by Kaye Shillin, to nominate Cathy Wagner as Chair. Motion carried. Motion made by Cathy Wagner, second by Melvin Bourgeois, to nominate Melvin Waack and Linda Sinkula as Vice-Chairs. Motion carried.

The July 2014 year to date expense report was distributed and discussed.

Judy Rank updated the board on The Older Americans Act and the impact it has on the budget. She also discussed the upcoming Medicare Part D Open Enrollment. The ADRC will be training professionals on this September 29, 2014 and have a volunteer training on October 9, 2014.

The contract between DHS and Lakeland Care District expires December 31, 2014. Judy Rank received word from DHS that Manitowoc County will now have two managed care organizations to administer the Family Care Program. The contract has been awarded to Lakeland Care District and Community Care Inc.

The RFP for MCO/IRIS expansion in the 7 county expansion has gone out and was due back on July 15' 2014. The ADRC has not been notified as to who the provider(s) will be. The ADRCs have been informed that they will be responsible for options counseling the current COP waiver enrollees about IRIS and Family Care. ADRC will work with Kewaunee County Human Services Director to ensure smooth transition.

Judy Rank reviewed the proposed budget for 2015. Motion by Linda Sinkula, second by Melvin Bourgeois, to approve the budget. Motion carried
Board members commented that there was good information at the meeting. Members also congratulated Judy Rank on her 17 years of service and wished her luck on her retirement.

There being no other business, Linda Sinkula made a motion to adjourn, seconded by Kaye Shillin. The meeting adjourned at 12:20 pm.

The next meeting will be October 28, 2014 at 11 am in the Kewaunee office.

Respectfully submitted,

Cathy Ley



ADRC OF THE LAKESHORE BOARD

(Aging & Disability Resource Center)

MEETING NOTICE

DATE: Tuesday, October 28, 2014
TIME: 11:00 A.M.
PLACE: ADRC – Kewaunee Office
Kewaunee County Public Health and Human Services Center
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. Public comment
4. Approval of agenda as printed
5. 2014 Year to Date expense report
6. Grant updates
7. Report on COA Agenda Items
8. 2015 Meal Site Contracts discussion & possible action
9. 2015 Meal Site Food Contracts discussion & possible action
10. Transportation Updates
11. Manitowoc County Family Care Update
12. Kewaunee County Family Care Expansion Update
13. ADRC Office Updates
14. Medicare Part D Updates
15. Meeting evaluation
16. Next meeting date & Place
17. Adjourn

October 13, 2014,

Catherine Wagner, Chairperson

By: Cathy Ley, Director, ADRC

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
Tuesday, October 28, 2014 Minutes
810 Lincoln Street
Kewaunee, WI

Cathy Wagner called the meeting to order at 11:23 a.m. Those present: Helen Clinton, Kaye Shillin, Linda Sinkula, Christine Vandermuss, Melvin Bourgeois, Connie Gulash, Melvin Waack, and Cathy Wagner. Also present were: Cathy Ley, Alisha Andrews, Shirley Fessler, and James Falkowski. Excused: Laurie Burke, and Sally Schmidt. Absent: Ken Tebon

Motion by Melvin Waack, second by Linda Sinkula, to approve the August 26, 2014 minutes as printed. Motion carried.

Public Comment: None

Motion by Linda Sinkula, second by Melvin Bourgeois, to approve the agenda as printed. Motion carried.

The September 2014 year to date expense report was distributed and discussed.

Cathy Ley shared that the ADRC received additional grants for Older Americans Act funding. She is in the process of applying for an additional grant. Alisha Andrews went over the 2015 Plan Amendments for Older Americans Act funding.

Meal Site Contracts for rental fees for nutrition sites were discussed. These include: Algoma, Casco, Dyckesville, Kewaunee, Luxemburg and Mishicot. Rental fees will remain at current level for 2015. Motion made by Linda Sinkula, second by Melvin Bourgeois, to approve rental fees for 2015. Motion carried.

Meal Vendor Food Contracts for Algoma Long Term Care, Aurora Medical Center, Konop Foods, Reedsville Schools and Two Rivers Senior Center were discussed. All vendors asked for a slight increase in meal contracts for 2015. Motion made by Linda Sinkula, second by Melvin Bourgeois to approve the above mentioned vendor food contracts for 2015. Motion carried.

Both offices are currently working on 85-21 Transportation funding grants at this time. Kewaunee County recently received a new wheelchair accessible van that they had written a grant for. The Mobility Manager for the ADRC of the Lakeshore is working with Kewaunee County to develop a Transportation Coordinating Committee and to develop fixed routes for the van.

Cathy Ley shared that they recently had an Information & Assistance Specialist position open in the Manitowoc office. It was filled by the transfer of a Kewaunee staff, which left a vacancy in the Kewaunee office. After advertising, there were 62 applicants for the position. An offer has been made to an individual and they expect that person to start in two weeks.

Cathy Ley and Alisha Andrews also discussed staffing in both locations and efforts that are being done to look at streamlining positions, especially in the areas of nutrition and transportation, in order to create consistency and efficiency. Both the Nutrition Coordinator and Transportation Mobility Manager are involved in this effort.

Cathy Ley shared that the Bureau of Aging & Disability Resources is looking at the structure and set-up of ADRCs across the state and how the Aging programs interact with the ADRC. The ADRC of the Lakeshore has combined both programs and that is what the state is looking to do in the future.

Cathy Ley and Alisha Andrews discussed Medicare Part D efforts and outreach in both locations. If people need assistance, they should contact the ADRC.

The next meeting will be Wednesday, December 10, 2014 at 11:00 am in Manitowoc.

There being no other business, Kaye Shillin made a motion to adjourn, seconded by Melvin Waack. The meeting adjourned at 11:55 am.

Respectfully submitted,

Cathy Ley



ADRC OF THE LAKESHORE BOARD
(Aging & Disability Resource Center)
MEETING NOTICE

DATE: Wednesday, December 10, 2014
TIME: 11:00 A.M.
PLACE: Manitowoc County Office Complex
4319 Expo Drive, 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. Public comment
4. Approval of agenda as printed
5. 2014 Year to Date expense report
6. Board Appointments for 2015
7. Grant updates/Resolution discussion & possible action
8. Report on COA Agenda Items
9. Transportation Updates
10. Kewaunee County 85-21 Grant Application discussion & possible action
11. Manitowoc County Family Care Update
12. Kewaunee County Family Care Expansion Update
13. ADRC Office Updates
14. Next meeting date & Place
15. Adjourn

December 2, 2014

Catherine Wagner, Chairperson
By: Cathy Ley, Director, ADRC

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
Wednesday, December 10, 2014 Minutes
4319 Expo Drive
Manitowoc, WI 54220

Cathy Wagner called the meeting to order at 11:30 a.m. Those present: Helen Clinton, Kaye Shillin, Linda Sinkula, Melvin Bourgeois, Connie Gulash, Laurie Burke and Cathy Wagner. Also present were: Cathy Ley, Alisha Andrews, and Rose Quinlan. Excused: Ken Tebon, Christine Vandermuss, Melvin Waack, Melissa Jo Huizenga and Sally Schmidt.

Motion by Linda Sinkula, second by Melvin Bourgeois, to approve the October 28, 2014 minutes as printed. Motion carried.

Public Comment: None

Motion by Melvin Bourgeois, second by Connie Gulash, to approve the agenda as printed. Motion carried.

The October 2014 year to date expense report was distributed and discussed.

Cathy Ley discussed the ADRC Board Member Appointments for terms. Bob Ziegelbauer and Ed Dorner are working on appointments that will be done at the respective December 2014 County Board meetings.

Cathy Ley shared grant updates for 2014 and distributed a resolution to accept funding and amend the 2014 budget that will be presented at the December 2014 County Board meeting.

Alisha Andrews gave a transportation update and reviewed the 85-21 Kewaunee County Transportation grant. Motion by Linda Sinkula, second by Laurie Burke, to approve the 85-21 application to apply for funds. Motion carried.

Cathy Ley gave updated on Family Care Expansion in both Manitowoc and Kewaunee counties.

Cathy Ley shared that Jamie Salszieder, a new Information & Assistance Specialist for the Kewaunee location, started on December 1, 2014. She is currently training with staff in both offices.

The next meeting will be Tuesday, February 24, 2015 at 11:00 am in Kewaunee.

There being no other business, Linda Sinkula made a motion to adjourn, seconded by Helen Clinton. The meeting adjourned at 12:00 pm.

Respectfully submitted,

Cathy Ley