



ADRC OF THE LAKESHORE BOARD

(Aging & Disability Resource Center)

MEETING NOTICE

DATE: Tuesday, February 24, 2015
TIME: 11:00 A.M.
PLACE: Kewaunee County Public Health and Human Services Center
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. Welcome
3. Previous minutes
4. Correspondence
5. Public comment
6. Approval of agenda as printed
7. 2014 Year to Date expense report
8. Grant updates/Resolution discussion & possible action
9. Report on COA Agenda Items
10. Transportation Updates
11. Manitowoc County Family Care Update
12. Kewaunee County Family Care Expansion Update
13. ADRC Office & Staffing Updates
14. Next meeting date & Place
15. Adjourn

February 17, 2015

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
Tuesday, February 24, 2015 Minutes
810 Lincoln Street
Kewaunee, WI

Cathy Wagner called the meeting to order at 11:00 a.m. Those present: Helen Clinton, Kaye Shillin, Linda Sinkula, Ken Tebon, Christine Vandermuss, Melvin Bourgeois, Laurie Burke, Connie Gulash, and Cathy Wagner. Also present were: Cathy Ley, Alisha Andrews, Shirley Fessler, Scott Feldt, and Kim Jacquart-Franzen. Excused: Melvin Waack and Chris Behnke.

Motion by Linda Sinkula, second by Kaye Shillin, to approve the December 10, 2014 minutes as printed. Motion carried.

Public Comment: None

Motion by Melvin Bourgeois, second by Laurie Burke, to approve the agenda as printed. Motion carried.

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

Cathy Ley shared that the ADRC received an additional grant for Care Transitions Funding. Motion by Connie Gulash, second by Christine Vandermuss, to accept the grant funding. Motion carried.

Cathy Ley reviewed Commission on Aging agenda items with the ADRC Board.

Alisha Andrews shared transportation updates in regard to Kewaunee County transportation. Kewaunee County recently received a new wheelchair accessible van that they had written a grant for. Alisha is working with Kewaunee County to develop a Transportation Coordinating Committee and to develop fixed routes for the van.

Cathy Ley shared updates on Family Care and IRIS in both Manitowoc and Kewaunee counties. In Manitowoc, a second MCO was added as of 1/1/15. In Kewaunee County, expansion efforts are underway and staff has begun the process of enrollment counseling to all individuals who are currently on a waiver program in Kewaunee County. Cathy anticipates they will complete this process by 6/1/15.

Cathy Ley shared that they recently had an Information & Assistance Specialist position open in the Kewaunee office. An offer has been made to an individual and they expect that person to start on 3/2/15.

Kim Jacquart-Franzen, Dementia Specialist for the ADRC of the Lakeshore gave a presentation on Dementia/Memory Loss education and initiatives that the agency is working on.

The next meeting will be Wednesday, April 29, 2015 at 11:00 am in Manitowoc.

There being no other business, Kaye Shillin made a motion to adjourn, seconded by Linda Sinkula. The meeting adjourned at 12:10 pm.

Respectfully submitted,

Cathy Ley



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

DATE: Wednesday, April 29, 2015
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. Welcome
3. Previous minutes
4. Correspondence
5. Public comment
6. Approval of agenda as printed
7. Introduction of Supervisors
8. Year to Date expense report
9. Report on COA Agenda Items
10. Manitowoc County Family Care Update
11. Kewaunee County Family Care Expansion Update
12. ADRC Office & Staffing Updates, discussion & possible action
13. Transportation updates, discussion & possible action
14. Next meeting date & Place
15. Adjourn

April 22, 2015

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
Wednesday, April 29, 2015 Minutes
4319 Expo Drive
Manitowoc, WI 54220

Cathy Wagner called the meeting to order at 11:10 a.m. Those present: Helen Clinton, Kaye Shillin, Linda Sinkula, Melvin Bourgeois, Laurie Burke, Connie Gulash, Chris Behnke, and Cathy Wagner. Also present were: Cathy Ley, Michelle Acevedo, Wendy Hutterer, and Rose Quinlan. Excused: Ken Tebon, Christine Vandermuss, and Melvin Waack.

Motion by Linda Sinkula, second by Kaye Shillin, to approve the February 24, 2015 minutes as printed. Motion carried.

Public Comment: None

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

Cathy Ley introduced the ADRC Supervisors, Michelle Acevedo and Wendy Hutterer.

The March 2015 year to date expense report was distributed and discussed.

Cathy Ley reviewed Commission on Aging agenda items with the ADRC Board, specifically nutrition and transportation numbers.

Cathy Ley shared updates on Family Care and IRIS in both Manitowoc and Kewaunee counties. In Manitowoc, a second MCO was added as of 1/1/15. In Kewaunee County, expansion efforts are underway and staff has begun the process of enrollment counseling to all individuals who are currently on a waiver program in Kewaunee County. Cathy anticipates they will complete this process by 6/1/15.

Cathy Ley provided staffing updates in the ADRC. A new I & A Specialist, Vicki Jerovetz, started in the Kewaunee location in March 2015. Wendy Hutterer was promoted to Elder Americans Act Program Supervisor, leaving an I & A vacancy in the Manitowoc location. Cathy will not fill this position at this time, pending a decision from DHS on the Care Transitions pilot program currently being provided. This program will end on December 31, 2015 and if additional funding is not provided, this service will be discontinued. The current Care Transitions employee would be reassigned back to I & A if the program were to be discontinued. Cathy is currently working with both counties to look at the inter-county agreement and would like to bring all current positions within the ADRC on January 1, 2016. At this time, there are 2 positions that are currently still held under Kewaunee County. Motion made by Laurie Burke, second by Melvin Bourgeois, to approve moving forward on making these personnel changes in 2016. Motion carried.

Cathy Ley also discussed the differences in transportation programs between the two counties. Cathy is recommending that the ADRC of the Lakeshore enter into a formal contract with Kewaunee County to administer the transportation program beginning January 1, 2016. Motion made by Laurie Burke, second by Melvin Bourgeois, to approve moving forward on developing this contract. Motion carried.

The next meeting will be Tuesday, June 30, 2015 at 11:00 am in Kewaunee.

There being no other business, Kaye Shillin made a motion to adjourn, seconded by Connie Gulash. The meeting adjourned at 12:10 pm.

Respectfully submitted,

Cathy Ley



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

DATE: Tuesday, June 30, 2015
TIME: 11:00 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. Welcome
3. Previous minutes
4. Correspondence
5. Public comment
6. Approval of agenda as printed
7. Year to Date expense report
8. Kewaunee County Family Care Expansion Update & Wait List
9. ADRC Office Updates
10. Transportation updates
11. Aging Plan for 2016-2018 Process
12. 2016 Budget Process
13. Next meeting date & Place
14. Adjourn

June 22, 2015

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, June 30, 2015 Minutes
810 Lincoln Street
Kewaunee, WI 54216

Cathy Wagner called the meeting to order at 11:00 a.m. Those present: Helen Clinton, Kaye Shillin, Linda Sinkula, Ken Tebon, Melvin Bourgeois, Laurie Burke, Connie Gulash, Melvin Waack, and Cathy Wagner. Also present were: Cathy Ley, Michelle Acevedo, Wendy Hutterer, and Shirley Fessler. Excused: Christine Vandermuss.

Motion by Melvin Waack, second by Connie Gulash, to approve the April 29, 2015 minutes as printed. Motion carried.

Correspondence: None

Public Comment: None

Motion by Linda Sinkula, second by Kaye Shillin, to approve the agenda as printed. Motion carried.

The May 2015 year to date expense report was distributed and discussed.

Michelle Acevedo shared updates on Family Care and IRIS in Kewaunee County. All waiver participants have been rolled over to one of the programs. There were 208 total to complete. The staff will now begin working on the wait list.

Cathy Ley provided staffing updates in the ADRC.

Cathy Ley also discussed the differences in transportation programs between the two counties. Both counties will have a transportation audit by the DOT on July 30, 2015. This is procedural with the 5310 vehicles.

Wendy Hutterer went through the process followed by the ADRC of the Lakeshore in developing the Aging Plan for 2016-2018. The first draft of the plan will be due on September 1, 2015. Wendy asked the ADRC Board their opinions and feedback on 3 issues/topics facing the populations we serve.

Cathy Ley shared the budgeting process for 2016. She will have the budget ready to present at the next ADRC Board Meeting. Cathy also went through the state budget proposals that concern the ADRC and discussed the impact on operations.

The next meeting will be Tuesday, August 25, 2015 at 11:00 am in Manitowoc.

There being no other business, Linda Sinkula made a motion to adjourn, seconded by Connie Gulash. The meeting adjourned at 11:35 am.

Respectfully submitted,

Cathy Ley



ADRC OF THE LAKESHORE BOARD

(Aging & Disability Resource Center)

MEETING NOTICE

DATE: Tuesday, August 25, 2015
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. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date expense report
7. Kewaunee County Family Care Expansion Update & Wait List
8. ADRC Office Updates
9. Transportation updates
10. Aging Plan for 2016-2018 Process
11. 2016 Budget (Discussion & Possible Action)
12. Next meeting date & Place
13. Adjourn

August 18, 2015

Catherine Wagner, Chairperson

By: Cathy Ley, Director, ADRC

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ADRC of the Lakeshore
Tuesday, August 25, 2015 Minutes
4319 Expo Drive
Manitowoc, WI 54220

Cathy Wagner called the meeting to order at 11:05 a.m. Those present: Helen Clinton, Kaye Shillin, Linda Sinkula, Christine Vandermuss, Melvin Bourgeois, Melvin Waack, and Cathy Wagner. Also present were: Cathy Ley, Michelle Acevedo, and Wendy Hutterer. Excused: Ken Tebon, Laurie Burke and Connie Gulash.

Motion by Kaye Shillin, second by Melvin Waack, to approve the June 30, 2015 minutes as printed. Motion carried.

Correspondence: None

Public Comment: None

Motion by Helen Clinton, second by Melvin Bourgeois, to approve the agenda as printed. Motion carried.

The July 2015 year to date expense report was distributed and discussed.

Michelle Acevedo shared updates on Family Care and IRIS in Kewaunee County. All waiver participants have been rolled over to one of the programs. There were 208 total to complete. The staff is now working up participants on the wait list. We can move one person a month off wait list in addition to any open slots due to attrition.

Cathy Ley provided staffing updates in the ADRC.

Cathy Ley reported that there was a joint transportation audit done by the Department of Transportation, in regard to the 5310 vehicles. The audit was for Kewaunee and Manitowoc Counties. The ADRC has received the initial report. They have one week to look it over and 90 days to make any suggested changes. The changes suggested are small items.

Wendy Hutterer presented the tentative Aging Plan for 2016-2018. The first draft of the plan is due on September 7, 2015.

Cathy Ley shared the budgeting process for 2016. She went through her budget intentions for the 2016 budget. At this time, the ADRC has not received necessary information from Kewaunee County, so the budget is not completed. It will be submitted to the Comptroller's office by 9/11/15 and then the ADRC Board will meet on 9/22/15 to review.

The next meeting will be Tuesday, September 22, 2015 at 10:00 am in Kewaunee. This will be a joint meeting between the ADRC Board and the Commission on Aging.

There being no other business, Linda Sinkula made a motion to adjourn, seconded by Melvin Bourgeois. The meeting adjourned at 11:45 am.

Respectfully submitted,

Cathy Ley



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

DATE: Tuesday, September 22, 2015
TIME: 10:00 A.M.
PLACE: 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. 2016 Budget (Discussion & Possible Action)
7. Elder Abuse Funding for Kewaunee (Discussion & Possible Action)
8. Alzheimer's Family Caregiver Funding for Kewaunee (Discussion & Possible Action)
9. Transportation updates
10. Merging of ADRC Board and Commission on Aging (Discussion & Possible Action)
11. ADRC Contract with DHS – proposed changes for 2016
12. Next meeting date & Place
13. Adjourn

September 14, 2015

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

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ADRC of the Lakeshore & Commission on Aging
Tuesday, September 22, 2015 Minutes of Joint Meeting
915 Lincoln Street
Kewaunee, WI 54216

Cathy Wagner called the meeting to order at 10:00am a.m. Those present: Helen Clinton, Kaye Shillin, Linda Sinkula, Ken Tebon, Christine Vandermuss, Melvin Bourgeois, Laurie Burke, Connie Gulash, Cathy Wagner, Rose Quinlan and Shirley Fessler. Also present were: Cathy Ley and Wendy Hutterer. Excused: Melvin Waack, Arletta Bertrand, and Mona Lou Horstketter.

Motion by Linda Sinkula, second by Christine Vandermuss, to approve the August 25, 2015 ADRC minutes as printed. Motion carried.

Motion by Linda Sinkula, second by Christine Vandermuss, to approve the August 25, 2015 COA minutes with the following change – add Connie Gulash to the roster as being “Excused”. Motion carried

Correspondence: None

Public Comment: None

Motion by Melvin Bourgeois, second by Shirley Fessler, to approve the agenda as printed. Motion carried.

The 2016 proposed ADRC of the Lakeshore budget was distributed and discussed. Motion by Linda Sinkula, second by Connie Gulash to approve the budget as printed. Motion carried.

Cathy Ley discussed 2 grants that come into Kewaunee County and the ADRC of the Lakeshore. She proposed that the Kewaunee Count Elder Abuse grant (currently coming to the ADRC of the Lakeshore) in the amount of \$9900, go directly to Kewaunee County for 2016 and ongoing. She also proposed that the Alzheimer’s Family Caregiver Funding grant (which was previously managed by Kewaunee County Human Services, prior to Family Care), in the amount of \$6440, go directly to the ADRC of the Lakeshore for 2016 and ongoing. This needs to be done by county resolution. Motion made by Rose Quinlan, second by Kaye Shillin, to do resolutions in the appropriate counties to transfer this funding. Motion carried.

Cathy Ley provided transportation updates regarding 2016 services.

Cathy Ley discussed the possibility of merging the ADRC Board and the Commission on Aging in 2016. Feedback from the members is that much of the information is repetitive between the two meetings that are held consecutively. Board requirements state that County Board members cannot make up 50% or more of the board. We currently have 3 County Board members from each county serving on one or both of the committees. This would mean going down to 2 County Board members from each county. Motion made by Kaye Shillin, second by Melvin Bourgeois, to start the process to join the ADRC Board and Commission on Aging together on or before 4/1/2016. Motion carried.

The next meetings will be Tuesday, November 24, 2015 in Manitowoc. The Commission on Aging will meet at 10am and the ADRC Board will meet at 11am.

There being no other business, Shirley Fessler made a motion to adjourn, seconded by Christine Vandermuss. The meeting adjourned at 11:10 am.

Respectfully submitted,
Cathy Ley



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

DATE: Tuesday, November 24, 2015
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. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Adjusted Grant Funding for 2015 (Discussion & Possible Action)
8. Office Updates
9. Transportation Updates
10. Merging of ADRC Board and Commission on Aging Updates
11. ADRC Contract with DHS – proposed changes for 2016 Updates
12. Next meeting date & Place
13. Adjourn

November 17, 2015

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

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ADRC of the Lakeshore
Tuesday, November 24, 2015 Minutes
4319 Expo Drive
Manitowoc, WI 54220

Cathy Wagner called the meeting to order at 11:00 a.m. Those present: Helen Clinton, Kaye Shillin, Linda Sinkula, Ken Tebon, Christine Vandermuss, Laurie Burke, Connie Gulash, Melvin Waack, and Cathy Wagner. Also present were: Cathy Ley, Michelle Acevedo, and Wendy Hutterer. Excused: Melvin Bourgeois.

Motion by Linda Sinkula, second by Melvin Waack, to approve the September 22, 2015 minutes as printed. Motion carried.

Correspondence: None

Public Comment: None

Motion by Christine Vandermuss, second by Kaye Shillin, to approve the agenda as printed. Motion carried.

The October 2015 year to date expense report was distributed and discussed.

Cathy presented an increase in grant funding for 2015 in the nutrition program to the ADRC Board.

Motion by Connie Gulash, second by Laurie Burke, to do a resolution to amend the 2015 Budget to accept the funding. Motion carried.

Cathy Ley provided staffing updates in the ADRC. She also presented a report on the number of calls that were handled by the Information & Assistance staff.

Cathy Ley reported that as of January 1, 2016, Kewaunee County will be handling their own transportation program.

Cathy Ley shared that after consultation with the state, we would still need to have a Commission on Aging and an ADRC Board, due to the fact that the ADRC of the Lakeshore is regional.

Cathy Ley also addressed contractual changes between the ADRC of the Lakeshore and the Department of Health Services for 2016.

The next meeting will be Tuesday, January 26, 2016 at 11:00 am in Manitowoc.

There being no other business, Laurie Burke made a motion to adjourn, seconded by Connie Gulash. The meeting adjourned at 11:40 am.

Respectfully submitted,

Cathy Ley