



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

DATE: Tuesday, January 26, 2016
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. Office Updates
8. Transportation updates
9. ADRC Contract with DHS – proposed changes for 2016 Updates
10. Next meeting date & Place
11. Adjourn

January 19, 2016

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, January 26, 2016 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, Melvin Bourgeois, Laurie Burke, Connie Gulash, Melvin Waack, and Cathy Wagner. Also present were: Cathy Ley, Michelle Acevedo, and Wendy Hutterer. Excused: Ken Tebon, and Christine Vandermuss.

Motion by Linda Sinkula, second by Melvin Waack, to approve the November 24, 2015 minutes as printed. Motion carried.

Correspondence: Cathy Ley shared a thank you card the ADRC received from Sherry Schuelke, Regional Quality Specialist, commending them on the Family Care rollover in Kewaunee County.

Public Comment: None

Motion by Melvin Bourgeois, second by Kaye Shillin, to approve the agenda as printed. Motion carried.

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

Cathy Ley shared information on office moves in the Manitowoc and Kewaunee locations. Board members will be given tours of the office areas at the next two meetings. She also updated the committee on new employees hired for vacancies. Lydia Fogeltanz has been hired as a Caregiver Specialist in the Kewaunee location, Lisa VanRemortel has been hired as the Receptionist in the Kewaunee location, and Kim Novak has been hired as the Business Services Manager in the Manitowoc location.

Cathy Ley reported that Kewaunee County's transportation program was turned over to their staff on December 30, 2015. Cathy also reported that there are excess funds in Manitowoc's Transportation Trust Fund, so they will be purchasing vehicles to add to the volunteer driver fleet.

Cathy Ley reviewed 2016 Contract Requirements with the State. She will need to complete a business plan and there are more reporting requirements for 2016. Cathy also shared that she was put on a state task force studying integration between Aging Units and ADRCs.

The next meeting will be Tuesday, March 22, 2016 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 11:15 am.

Respectfully submitted,

Cathy Ley



ADRC OF THE LAKESHORE BOARD

(Aging & Disability Resource Center)

MEETING NOTICE

DATE: Tuesday, March 22, 2016
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. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Office Updates
8. Transportation updates
9. Family Care/IRIS 2.0 Update
10. Legislative Update
11. Upcoming Events
12. Next meeting date & Place
13. Adjourn

March 15, 2016

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, March 22, 2016 Minutes
810 Lincoln Street
Kewaunee, WI 54216

Cathy Wagner called the meeting to order at 11:00 a.m. Those present 2343 Kaye Shillin, Melvin Bourgeois, Laurie Burke, Connie Gulash, Melvin Waack and Cathy Wagner. Also present were: Cathy Ley, Michelle Acevedo, Shirley Fessler and Wendy Hutterer. Excused: Helen Clinton, Linda Sinkula, Ken Tebon, and Christine Vandermuss.

Motion by Melvin Waack, second by Connis Gulash, to approve the minutes from 1/26/16 as printed. Motion carried.

Correspondence: Cathy Ley shared a thank you card the ADRC received from the ALS Chapter, commending them on a presentation made to their membership. She also shared a thank you note from the Kewaunee County Transition committee thanking the ADRC for their assistance in a recent transition fair.

Public Comment: None

Motion by Melvin Bourgeois, second by Kaye Shillin, to approve the agenda as printed. Motion carried.

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

Cathy Ley shared the new logo they have had approved by the State. The State is requiring consistency among logos for ADRCs . Cathy also reported that their new Business Manager, Kim Novak, has started and is working out well.

Cathy reported that there were excess funds in Manitowoc's Transportation Trust Fund, so they purchased two vehicles to add to the volunteer driver fleet.

Cathy Ley reviewed the position paper that was released regarding Family Care/IRIS 2.0. In addition she updated the Board on the State Dementia Task Force and progress on the Dementia Bills that were voted on.

Upcoming events: Cathy Ley shared information on the Memory Café's, Stepping On Classes and Volunteer Banquet .

The next meeting will be Tuesday, May 24, 2016 at 11:00 am in Kewaunee.

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

Respectfully submitted,

Cathy Ley



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

DATE: Tuesday, May 24, 2016
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. Board Elections
7. Year to Date Budget Report
8. Office Updates
9. Transportation updates
10. Family Care/IRIS 2.0 Update
11. Legislative Update
12. Upcoming Events
13. Next meeting date & Place
14. Adjourn

March 15, 2016

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

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ADRC of the Lakeshore
Tuesday, May 24, 2016 Minutes
4319 Expo Drive
Manitowoc, WI 54220

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

Motion by Melvin Waack, second by Melvin Bourgeois, to approve the minutes from 3/22/16 as printed. Motion carried.

Correspondence: None

Public Comment: None

Motion by Kaye Shillin, second by Ken Swade, to approve the agenda as printed. Motion carried.

ADRC Board Elections: Motion by Kaye Shillin, seconded by Melvin Bourgeois, to nominate Cathy Wagner as Board Chairperson, motion carried. Motion by Ken Swade, second by Helen Clinton, to close nominations and cast a unanimous ballot for Cathy Wagner, motion carried.

The Aprio 2016 year to date expense report was distributed and discussed.

Cathy Ley reported to the Board that the ADRC's Manitowoc office would be moving to the Heritage Center in early 2017.

Transportation: Cathy Ley reported that she would be working with the City of Manitowoc to develop a Request for Proposal for the 3rd party provider portion of the 85-21 Transportation Contract with the City. The current contract is in the final year. They are also exploring the role of the Mobility Manager and what enhancements can be made to the current services offered.

Cathy Ley updated the Board on the current status of Family Care/IRIS 2.0. In addition she shared that Legislative updates regarding Older Americans Act reauthorization and additional respite funding.

Upcoming events: Cathy Ley shared information on the new ADRC website and that she would be speaking on a panel at the Healthy Aging Summit

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

There being no other business, Helen Clinton made a motion to adjourn, seconded by Kaye Shillin. The meeting adjourned at 11:45 am.

Respectfully submitted,

Cathy Ley



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

DATE: Tuesday, July 26, 2016
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 and introduction of New Members
3. Previous Minutes
4. Correspondence
5. Public Comment
6. Approval of agenda as printed
7. Year to Date Budget Report
8. Office Updates
9. Transportation Updates
10. Family Care/IRIS 2.0 Update
11. Legislative Update
12. Budgeting Process for 2017
13. Upcoming Events
14. Next meeting date and place
15. Adjourn

July 19, 2016

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, July 26, 2016 Minutes
810 Lincoln Street
Kewaunee, WI 54216

Cathy Wagner called the meeting to order at 11:00 a.m. Those present were: Helen Clinton, Paul Ravet, Linda Sinkula, Donna Thomas, Christine Vandermuss, Melvin Bourgeois, Ken Swade, Connie Gulash and Cathy Wagner. Also present were: Cathy Ley, Michelle Acevedo, Shirley Fessler, and Tim Nicholls. Excused: Kaye Shillin and Melvin Waack.

Motion Linda Sinkula, second by Connie Gulash, to approve the minutes from 5/24/16 as printed. Motion carried.

Correspondence: Cathy Ley shared a letter from Sherry Schuelke, Regional Quality Specialist, that commended the ADRC on meeting goals and deadlines for 2015.

Public Comment: None

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

The June 2016 year to date expense report was distributed and discussed.

Cathy Ley reported to the Board that the ADRC's Manitowoc office would be moving to the Heritage Center in second quarter 2017 and gave updates on the project. Cathy Ley also shared that two new staff have started at the ADRC: Allison Van Groll as an Elderly Benefit Specialist and Kim Loose as the Nutrition Coordinator.

Transportation: Cathy Ley reported that the Mobility Manager, Linda Grider, has been transferred to employment with the City of Manitowoc. The ADRC now has a contract with the city for this position. The ADRC will continue to secure the grant money for the position. The ADRC and the city are also exploring the role of the Mobility Manager and what enhancements can be made to the current services offered.

Cathy Ley updated the Board that the DHS sent a letter to the Joint Finance on June 9, 2016 withdrawing the concept plan of Family Care/IRIS 2.0. In addition she shared that Legislative updates regarding additional respite funding and budget platforms taken on by the Wisconsin Long Term Care Coalition.

Upcoming events: Cathy shared that the ADRC is a partner in the Walk to End Alzheimer's on Saturday, 9/24/16. The ADRC has a team and Cathy invited the Board to join the team in walking or making a donation to the cause. Cathy also distributed information about a Webinar regarding giving up driving.

The next meeting will be Tuesday, September 27, 2016 at 11:00 am in Kewaunee.

There being no other business, Helen Clinton made a motion to adjourn, seconded by Connie Gulash. The meeting adjourned at 11:55 am.

Respectfully submitted,

Cathy Ley



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

DATE: Tuesday, September 27, 2016
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 and introduction of New Board Member
3. Previous Minutes
4. Correspondence
5. Public Comment
6. Approval of agenda as printed
7. Year to Date Budget Report
8. 2017 Proposed Budget (Discussion and Possible Action)
9. Office Updates
10. Transportation Updates
11. Legislative Update
12. Building Updates
13. Upcoming Events
14. Next meeting date and place
15. Adjourn

September 19, 2016

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, September 27, 2016 Minutes
4319 Expo Drive
Manitowoc, WI 54220

Cathy Wagner called the meeting to order at 11:00 a.m. Those present were: Helen Clinton, Paul Ravet, Linda Sinkula, Kaye Shillin, Mary Jo Barbeau, Melvin Bourgeois, Ken Swade, Connie Gulash, Melvin Waack and Cathy Wagner. Also present were: Cathy Ley, Wendy Hutterer, Laurie Bouche and Jim Barbeau. Excused: Donna Thomas and Christine Vandermuss.

Motion by Kaye Shillin, second by Ken Swade, to approve the minutes from 7/26/16 with the following correction. The next meeting location on September 27, 2016 should be listed as Manitowoc. Motion carried.

Correspondence: None
Public Comment: None

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

The August 2016 year to date expense report was distributed and discussed.

Cathy Ley presented the proposed 2017 ADRC Budget. Motion by Melvin Waack, second by Melvin Bourgeois to accept the proposed 2017 ADRC Budget. Motion carried.

Cathy Ley shared that two new staff have started at the ADRC; Katie DePrey and Amy Sowls as Information and Assistance Specialists. The ADRC has also hired an Elderly Benefit Specialist, who will be starting on October 17, 2016. All of these hires were to replace vacated positions.

Transportation: Cathy Ley provided information about the Just Fix It – Turn Out for Transportation Event that is being held on 9/29/16 throughout the state.

Cathy Ley updated the Board about the lack of funding put in the 2017 state budget for the Dementia Care Specialist position. She reported that she expects a great deal of advocacy to occur about this and will keep the Board updated.

Upcoming events: Cathy reported that the ADRC was a partner in the Walk to End Alzheimer's on Saturday, 9/24/16. The ADRC team raised over \$800 for the cause. She also reported that the entire staff of the ADRC had recently completed a Virtual Dementia Tour that simulated what it is like to have dementia. This was a very powerful training.

The next meeting will be Tuesday, November 22, 2016 at 11:00 am in Kewaunee.

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

Respectfully submitted,

Cathy Ley



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

DATE: Tuesday, November 22, 2016
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. Previous Minutes
3. Correspondence
4. Public Comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Adjusted Grant Funding for 2016 (Discussion & possible action)
8. Office & Personnel Updates
9. Transportation Updates
10. Legislative Update
11. Building Updates
12. Customer Satisfaction Survey Results
13. Next meeting date and place
14. Adjourn

November 15, 2016

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

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ADRC of the Lakeshore
Tuesday, November 22, 2016 Minutes
810 Lincoln Street
Kewaunee, WI 54216

Cathy Wagner called the meeting to order at 11:00 a.m. Those present were: Helen Clinton, Paul Ravet, Linda Sinkula, Kaye Shillin, Donna Thomas, Christine Vandermuss, Mary Jo Barbeau, Melvin Bourgeois, Ken Swade, and Cathy Wagner. Also present were: Cathy Ley, Michelle Acevedo, Tim Nicholls and Shirley Fessler. Excused: Connie Gulash and Melvin Waack.

Motion by Linda Sinkula, second by Ken Swade, to approve the minutes from 9/27/16. Motion carried.

Correspondence: None

Public Comment: None

Motion by Kaye Shillin, second by Melvin Bourgeois, to approve the agenda as printed. Motion carried.

The October 2016 year to date expense report was distributed and discussed.

Cathy Ley shared that she received an additional \$5, 875 in grant funding for 2016. Motion made by Linda Sinkula, second by Christine Vandermuss, to amend the 2016 ADRC Budget and accept the additional grant funding. Motion carried.

Cathy Ley shared that Angela Pietroske has been hired as an Elder Benefit Specialist for the Kewaunee location. She is currently training and has been working out of both locations. She will begin working out of the Kewaunee office the week of December 5, 2016.

Transportation: Cathy Ley provided information about the process for \$85.21 Transportation Grant funding. The ADRC is currently working on an application and also working on updating a contract with the City of Manitowoc.

Cathy Ley updated the Board that the Dementia Specialist position will now have funding through calendar year 2017. This position previously had funding through June 2017, but that has now been extended. She reported that she expects a great deal of advocacy to occur about this funding ongoing and will keep the Board updated.

Cathy Ley updated the Board on the status of the building project. Cathy also reported that her Regional Quality Specialist, Sherry Schuelke, has recently toured the building and was pleased with the location and access.

Cathy Ley reviewed a Customer Satisfaction Report for the ADRC of the Lakeshore that was received from the DHS at the State. The ADRC did very well in the report. The report also assists in looking for ways to improve services and customer satisfaction.

The next meeting will be Tuesday, January 24, 2017 at 11:00 am in Manitowoc.

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

Respectfully submitted,

Cathy Ley