



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

DATE: Tuesday, January 24, 2017  
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
1. Previous Minutes
2. Correspondence
3. Public Comment
4. Approval of agenda as printed
5. Year to Date Budget Report
6. Office Updates
7. Transportation Updates
8. Legislative Update
9. Building Updates
10. Upcoming Events
11. Next meeting date and place: Tuesday, March 28, 2017 @ Kewaunee
12. Adjourn

January 17, 2017

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 24, 2017 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, Donna Thomas, Christine Vandermuss, Mary Jo Barbeau, Melvin Bourgeois, Ken Swade, Connie Gulash, Melvin Waack and Cathy Wagner. Also present were: Cathy Ley, Wendy Hutterer, Michelle Acevedo and Linda Langman.

Motion by Linda Sinkula, second by Connie Gulash, to approve the minutes from 11/22/16. Motion carried.

Correspondence: None

Public Comment: None

Motion by Melvin Waack, second by Paul Ravet, to approve the agenda as printed. Motion carried.

The January 2017 year to date expense report was distributed and discussed.

Cathy Ley shared that now that the ADRC is fully staffed, the focus over 2017 will be on quality and improvement of processes.

Transportation: ADRC staff is currently completing year end transportation reporting. Cathy Ley reported that the transition of the Mobility Manager to the City of Manitowoc has been working very well for both parties.

Legislative Updates: Cathy Ley shared with the board an Advocacy Brief that she receives from GWAAR. Cathy also commented on proposed changes to the Affordable Care Act with the new presidential administration.

Building Updates: Construction has started and the ADRC will be moving to the new building at the Heritage Center on April 12-13, 2017. The ADRC will be closed on those days in order to facilitate the move. The ADRC will re-open for business on April 17, 2017.

Upcoming events: Stepping On classes in Manitowoc, Two Rivers & Kewaunee; Healthy Living with Diabetes class in Manitowoc; Powerful Tools for Caregiving class in Luxemburg; Strong Bones class in Rankin; Living Well class in Kewaunee. Also offering Medicare A-D seminars in both Kewaunee and Manitowoc.

Next Meeting: There was some discussion about starting the ADRC meeting a little earlier as it follows the COA meeting and most meetings have not been lasting an hour. A decision was made to start the ADRC meeting at 10:30am. Next meeting will be Tuesday, March 28, 2017 at 10:30 am in the Kewaunee location.

There being no other business, Linda Sinkula made a motion to adjourn, seconded by Connie Gulash. The meeting adjourned at 11:30 am.

Respectfully submitted,

Cathy Ley



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

**DATE:** Tuesday, March 28, 2017  
**TIME:** 10:45 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. Legislative Update
10. Building Updates
11. Upcoming Events
12. Next meeting date and place: Tuesday, May, 23, 2017 @ Manitowoc
13. Adjourn

March 17, 2017

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, March 28, 2017 Minutes  
810 Lincoln Street  
Kewaunee, WI 54216

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

Motion by Ken Swade, second by Connie Gulash, to approve the minutes from January 24, 2017 as printed. Motion carried.

Correspondence: None

Public Comment: None

Motion by Kaye Shillin, second by Donna Thomas, to approve the agenda as printed. Motion carried.

The February 2017 year to date expense report was distributed and discussed.

Cathy Ley shared that the ADRC will be updating the computer and phone system in February to increase efficiency and reduce computer down time.

Transportation Updates: Cathy updated the board on the status of the bus stop at the new building.

Legislative Updates: Cathy Ley shared with the board an Advocacy Brief that she receives from GWAAR. Cathy also commented on phone calls received regarding the President's proposed budget and how that may affect Older American's Act programs, including Meals on Wheels. Cathy provided the board with information about advocacy being done at the state level to continue the Dementia Care Specialist position. She also provided the Board Members with an invitation to attend Senior Advocacy Day in Madison.

Building Updates: Construction continues and the ADRC will be moving to the new building at the Heritage Center on April 12-13, 2017. The ADRC will be closed on those days in order to facilitate the move. The ADRC will re-open for business on April 17, 2017. The address is 1701 Michigan Avenue, Manitowoc, WI 54220. Phone numbers remain the same.

Upcoming events: Volunteer banquets are being held in April to commemorate Volunteer Appreciation Month. Kewaunee's event is April 19<sup>th</sup> at Holy Trinity School. Manitowoc's event is April 25<sup>th</sup> at City Limits.

Next Meeting: May 23, 2017 at 10:45 am in Manitowoc at the new ADRC location.

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

Respectfully submitted,

Cathy Ley



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

DATE: Tuesday, May 23, 2017  
TIME: 10:45 A.M.  
PLACE: ADRC of the Lakeshore – Manitowoc Co. Heritage Center  
ADRC Education Room – Lower Level  
1701 Michigan Avenue, 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. Correspondence
4. Public Comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Office Updates
8. Legislative Update
9. Upcoming Events
10. Building Tour
11. Next meeting date and place: Tuesday, July 25, 2017 @ Kewaunee
12. Adjourn

May 11, 2017

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

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ADRC of the Lakeshore  
Tuesday, May 23, 2017 Minutes  
1701 Michigan Avenue  
Manitowoc, WI

Catherine Wagner called the meeting to order at 11:05AM. Those present were: Helen Clinton, Paul Ravet, Kaye Shillin, Linda Sinkula, Donna Thomas, Christine Vandermuss, Mary Jo Barbeau, Linda Langman, Ken Swade, and Melvin Waack. Also present were: Michelle Acevedo and Wendy Hutterer. Excused: Connie Gulash.

Motion by Christine Vandermuss, second by Kay Shillin, to approve minutes from March 28, 2017 as printed. Motion carried.

Correspondence: None

Public Comment: None

Motion by Linda Langman, second by Ken Swade to approve the agenda as printed. Motion carried.

The March 2017 year to date expense report was distributed and briefly discussed. Michelle reported on Cathy Ley's behalf that Cathy applied for approximately \$70,000 in carry over dollars from the state. Cathy's been given verbal approval this has been approved. Monies will be used to defray some costs with the new location.

Office Updates: Resignation of Caregiver Support Person in Kewaunee. Position was part-time and has been restructured to add other duties. Lisa VanRemortel, current employee will take the position. We are currently recruiting for a part-time clerical position in Kewaunee. No change in overall FTE. Everything has been restructured to fit current budget and positions. Manitowoc location has changed to this building and tour was provided to the board.

Legislative Updates: Distributed the n4A Policy Priorities 2017 (National Association of Area Agencies On Aging- GWAAR is a member of that group) and National Survey of Older American's Act participants.

Upcoming Events: In addition to events that were discussed at the COA meeting, we have Medicare Parts A-D Seminars on Tuesday, June 13<sup>th</sup> from 3-5PM. Kewaunee's session will be held at the Kewaunee Co. Human Service Building and Manitowoc's is at the Manitowoc Office Complex. ADRC is working with Homecare Health Services and are starting up a Grief Support Group in Manitowoc. It will be on the second Tuesday of the month from 1-2:30PM in the building. It is open to anyone who has lost a loved one and is looking for guidance and support.

Next Meeting: Tuesday, July 25, 2017 @ Kewaunee.

There being no other business, Linda Sinkula made a motion to adjourn, seconded by Melvin Waack. The meeting adjourned at 11:22AM.

Respectfully submitted,

Michelle Acevedo



Cathy Ley, Department Director

[cathyley@co.manitowoc.wi.us](mailto:cathyley@co.manitowoc.wi.us)

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Manitowoc County Office • 1701 Michigan Avenue • Manitowoc WI 54220  
Phone: 920.683.4180 • Fax: 920.683.2718 • TTY: 920.683.5168 • Toll Free: 877.416.7083  
Kewaunee County Office • 810 Lincoln Street • Kewaunee WI 54216  
Toll Free: 877.416.7083 • Fax: 920.388.7044 • TTY: 920.683.5168

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

DATE: Tuesday, July 25, 2017  
TIME: 10:45 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. 2018 Budget Process
10. Legislative Updates
11. Upcoming Events
12. Next meeting date & Place: Tuesday, September 26, 2017 @ Manitowoc
13. Adjourn

July 18, 2017

Catherine Wagner, Chairperson

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 Board  
Tuesday, July 25, 2017 Minutes  
810 Lincoln Street, Kewaunee, WI 54216

Catherine Wagner called the meeting to order at 10:46 AM. Those present were: Helen Clinton, Kaye Shillin, Linda Sinkula, Donna Thomas, Christine Vandermuss, Mary Jo Barbeau, Connie Gulash, Linda Langman, Ken Swade, Melvin Waack and Cathy Wagner. Also present were: Michelle Acevedo and Wendy Hutterer. Excused: Paul Ravet and Cathy Ley.

Motion by Melvin Waack, second by Connie Gulash, to approve minutes from May 23, 2017 as printed. Motion carried.

Correspondence: None

Public Comment: None

Motion by Linda Langman, second by Christine Vandermuss, to approve the agenda as printed. Motion carried.

The June 2017 year to date expense report was distributed and briefly discussed.

Office Updates: Michelle Acevedo reported that the ADRC held a public Open House on June 28, 2017. The ADRC had about 150 attendees and there were very positive comments about the new location. The ADRC has seen an increase in walk-in customers. In the Kewaunee location, there was a recent upgrade in both phones and computer systems. The office in Kewaunee is now directly on the same computer and phone system in Manitowoc. This was done to increase efficiency and consistency.

Transportation Update: The ADRC is currently writing a 5310 grant for Mobility Management Services. The board raised questions about why the Manitowoc City Bus is not stopping at the new location. Laurie Bouche, from Kewaunee County Transportation, reported that the Kewaunee Elderly Van is available on Thursdays from 10:00am to 2:00 pm. The rate is \$1.00 each way to transport in the City of Kewaunee. To access this service, please call 920-388-0626.

2018 Budget Process: Michelle Acevedo reviewed the calendar from the Manitowoc County Comptroller's Office regarding the 2018 Budget. Cathy Ley will present the budget at the next ADRC board meeting on 9/26/2017.

Legislative Updates: Michelle Acevedo reported that the ADRC is fielding many calls about the future on the Affordable Care Act and proposed Health Care Plans. The ADRC is advising customers to remain in a holding pattern because there are no changes at this time.

Upcoming Events: The ADRC had a booth and conducted outreach at the Farm Tech Days that were held on the Ebert Farm in Kewaunee County. Michelle also reported that Community Care, Inc. which is a Manitowoc County Family Care Provider, will be setting up a Manitowoc office location targeted for 9/1/17.

Next Meeting: Tuesday, September 26, 2017 @ Manitowoc.

There being no other business, Linda Sinkula made a motion to adjourn, seconded by Linda Langman. The meeting adjourned at 11:06AM.

Respectfully submitted,

Michelle Acevedo





Cathy Ley, Department Director

[cathyley@co.manitowoc.wi.us](mailto:cathyley@co.manitowoc.wi.us)

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

**DATE:** Tuesday, September 26, 2017  
**TIME:** 10:45 A.M.  
**PLACE:** ADRC of the Lakeshore – Manitowoc Co. Heritage Center  
ADRC Education Room – Lower Level  
1701 Michigan Avenue, 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. Correspondence
4. Public Comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. 2017 Proposed Budget (Discussion and Possible Action)
8. Office Updates
9. Legislative Update
10. Upcoming Events
11. Next meeting date and place: Tuesday, November 28, 2017 @ Kewaunee
12. Adjourn

September 14, 2017

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 26, 2017 Minutes  
1701 Michigan Avenue  
Manitowoc, WI 54220

Cathy Wagner called the meeting to order at 10:50 a.m. Those present were: Helen Clinton, Linda Sinkula, Kaye Shillin, Mary Jo Barbeau, Linda Langman, Ken Swade, Connie Gulash, Melvin Waack and Cathy Wagner. Also present were: Cathy Ley, Wendy Hutterer, Michelle Acevedo and Rose Quinlan. Excused: Paul Ravet, Donna Thomas and Christine Vandermuss

Motion by Linda Sinkula, second by Ken Swade, to approve the minutes from 7/25/17. Motion carried.

Correspondence: Cathy Ley shared three thank you notes received by the ADRC.

Public Comment: None

Motion by Linda Sinkula, second by Kaye Shillin, to approve the agenda with the following change: Under item #7, 2017 is replaced with 2018. Motion carried.

The August 2017 year to date expense report was distributed and discussed.

The proposed 2018 ADRC Budget was distributed and discussed. Motion by Linda Sinkula, second by Connie Gulash to accept the proposed 2018 ADRC budget.

Office Updates: Cathy shared that the ADRC is getting ready for Medicare Part D open enrollment which runs from October 15 – December 7, 2017. They have found five volunteers who will help the staff with enrollments for this period.

Legislative Updates: Cathy Ley shared with the board the items approved in the State budget that affect programming for ADRC consumers.

Upcoming events: the ADRC is offering Medicare A-D seminars in both Kewaunee and Manitowoc in October 2017.

Next Meeting: Tuesday, November 28, 2017 at 10:45 am in the Kewaunee location.

There being no other business, Linda Langman made a motion to adjourn, seconded by Mary Jo Barbeau. The meeting adjourned at 11:25 am.

Respectfully submitted,

Cathy Ley



Cathy Ley, Department Director

[cathyley@co.manitowoc.wi.us](mailto:cathyley@co.manitowoc.wi.us)

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

DATE: Tuesday, November 28, 2017  
TIME: 10:45 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 2017 (Discussion and Possible Action)
8. Office & Personnel Updates
9. ADRC Board Updates
10. Legislative Update
11. Upcoming Events
12. Next meeting date & Place: Tuesday, January 23, 2018 @ Manitowoc
13. Adjourn

November 14, 2017

Catherine Wagner, Chairperson  
By: Cathy Ley, Director

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ADRC of the Lakeshore  
Tuesday, November 28, 2017 Minutes  
810 Lincoln Street  
Kewaunee, WI 54216

Cathy Wagner called the meeting to order at 10:55 a.m. Those present were: Helen Clinton, Kaye Shillin, Paul Ravet, Donna Thomas, Mary Jo Barbeau, Linda Langman, Ken Swade, Melvin Waack and Cathy Wagner. Also present were: Cathy Ley, Wendy Hutterer, and Michelle Acevedo  
Excused: Linda Sinkula, Connie Gulash and Christine Vandermuss

Motion by Melvin Waack, second by Ken Swade, to approve the minutes from 9/26/17. Motion carried.

Correspondence: None  
Public Comment: None

Motion by Linda Langman, second by Donna Thomas, to approve the agenda as printed. Motion carried.

The October 2017 year to date expense report was distributed and discussed.

Cathy Ley presented final grant figures for 2017. Motion by Kaye Shillin, second by Melvin Waack to accept 2017 figures and do a resolution at the Manitowoc County Board meeting in December 2017. Motion carried.

Office Updates: Cathy shared that Open Enrollment for Medicare Part C & D comes to an end on December 7, 2017. The ADRC is currently recruiting for an Elder Benefit Specialist for the Manitowoc location.

ADRC Board Updates: Cathy Ley reviewed membership terms and appointments for 2018. The schedule of meetings for 2018 was distributed to members.

Legislative Updates: Cathy Ley shared with the board the seven dementia bills currently before the Wisconsin House. She also let the Board know that Aging Advocacy Day in Madison is May 16, 2018.

Upcoming events: the ADRC is offering Medicare A-D seminars in both Kewaunee and Manitowoc in December 12, 2017.

Next Meeting: Tuesday, January 23, 2018 at 10:45 am in the Manitowoc location.

There being no other business, Linda Langman made a motion to adjourn, seconded by Donna Thomas. The meeting adjourned at 11:35 am.

Respectfully submitted,

Cathy Ley