



**Cathy Ley, Department Director**

*cathyley@co.manitowoc.wi.us*

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

**DATE:** Tuesday, January 28, 2020  
**TIME:** 10:45 A.M.  
**PLACE:** Manitowoc County Heritage Center  
1701 Michigan Avenue, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Office Updates
8. Transportation Updates
9. Legislative Updates
10. Next meeting date & Place: March 24, 2020, Kewaunee
11. Adjourn

January 21, 2020

Chairperson Catherine Wagner

By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

ADRC of the Lakeshore Board Minutes  
Tuesday, January 28, 2020  
1701 Michigan Avenue, Manitowoc, WI 54220

Cathy Wagner called the meeting to order at 10:45 a.m. Roll call was taken. Those present were: Jim Hathaway, Paul Ravet, Sandi Schleis-Ulmen, Kaye Shillin, Shirley Fessler, Linda Teske, Linda Langman, Kenneth Swade and Cathy Wagner. Also present were: Cathy Ley, Melissa Konop and Wendy Hutterer. Excused: Mimi Dobbins, Tye Geimer and Connie Gulash.

Motion by Linda Langman, second by Shirley Fessler, to approve the minutes from November 26, 2019. Motion carried.

Correspondence: None

Public Comment: None

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

The November 2019 end of month expense report was distributed and discussed.

Office Updates: The ADRC is currently installing Video Conferencing Equipment between the 2 offices so that they can improve communication and have better meetings, especially the weekly staff meeting. The ADRC staff had an opportunity to go to a joint training with the ADRC of the Wolf River Region in their Shawano office. The speaker was Alonzo Kelly and it was an excellent training.

Wendy Hutterer reported that plumbing upgrades are being done in the Manitowoc office.

Melissa Konop gave the ADRC Board a report on the number of walk in visits that have happened in both offices over the last few months.

Transportation Updates: Melissa Konop reported that the ADRC is currently looking for people to serve on their Transportation Coordinating Committee. The TCC meets quarterly in Manitowoc. Melissa also reported that the ADRC will need to do a 5 year Transportation Coordinated Plan in 2020. They will start the process this summer.

Legislative Updates: Wendy Hutterer gave the board members a hand out for Aging Advocacy Day in Madison on 5/12/20. The ADRC is sponsoring a bus to the event. Wendy asked each COA member to contact 5 people and tell them about the event. The ADRC is hoping to fill a bus.

Next Meeting: Tuesday, March 24, 2020 at 10:45 am in the Kewaunee location. There being no other business, Paul Ravet made a motion to adjourn, seconded by Linda Langman. The meeting adjourned at 11:12 am.

Respectfully submitted,

Cathy Ley



**Cathy Ley, Department Director**

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

**DATE:** Tuesday, July 28, 2020  
**TIME:** 10:45 A.M.  
**PLACE:** Video Remote via Blue Jeans Conferencing or by phone

**REMOTE MEETING NOTICE:** Members of the ADRC Board have the option of appearing remotely via Blue Jeans conferencing or by phone due to the COVID-19 public health emergency as declared by the Manitowoc County Executive.

**Members of the public may attend the meeting on Blue Jeans at the following link:**

<https://bluejeans.com/377032230>

**Or telephone:**

1.408.419.1715 (United States)

Meeting ID: 377 032 230

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. ADRC Board Election
7. Overview of ADRC Board Duties
8. Year to Date Budget Report
9. Office Updates
10. Transportation Updates
11. Next meeting date: September 29, 2020
12. Adjourn

July 20, 2020

Chairperson Catherine Wagner

By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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[www.ADRCofttheLakeshore.com](http://www.ADRCofttheLakeshore.com)

**ADRC of the Lakeshore Board Minutes**  
**Tuesday, July 28, 2020**  
**Remote via BlueJeans Video Conferencing or by phone**

Cathy Wagner called the meeting to order at 11:25 a.m. Roll call was taken. Those present were: Jim Hathaway, Joanne Lazansky, Sandi Schleis-Ulmen, Milt Swagel, Linda Teske, Jim Falkowski, Shirley Fessler, Connie Gulash, Charles Hagen Sr., and Cathy Wagner. Also present were: Cathy Ley, Melissa Konop, Kim Novak and Wendy Hutterer. Excused: Paul Ravet and Linda Langman.

Motion by Shirley Fessler, second by Charles Hagen Sr., to approve the minutes from January 28, 2020. Motion carried.

Correspondence: None

Public Comment: None

Motion by Linda Teske, second by Charles Hagen Sr. to approve the agenda as printed. Motion carried.

ADRC Board Election: Motion by Sandi Schleis-Ulmen, second by Milt Swagel to nominate Linda Teske as a co-chair for the ADRC Board. Motion by Connie Gulash, second by Charles Hagen Sr. to nominate Cathy Wagner as a co-chair for the ADRC Board. A unanimous ballot was cast. Motion carried.

Overview of ADRC Board Duties: Cathy Ley gave an overview of the ADRC mission and the role an ADRC Board plays. She shared documents from the state, which included a board orientation guide.

The May 2020 end of month expense report was distributed and discussed. Cathy Ley reported that the ADRC received \$13,106 in CARES and other funding. Cathy also reported that the ADRC just began the 2021 budget process. They are not anticipating any new positions or major changes for 2021.

Office Updates: Cathy reported that all classes and in-person activities are canceled through September 30, 2020. Cathy also let the ADRC Board know that she received information from the Greater Wisconsin Agency on Aging Resources Inc. (GWAAR) that stated that the statute changed and that we are no longer mandated to have a Commission on Aging and an ADRC Board. The two entities can be combined into one board, following the statutory guidelines. Cathy spoke with the County Executive and Corporation Counsel about this policy and she is interested in moving ahead to do this for 1/1/ 2021. Because the ADRC of the Lakeshore is integrated, both committees discuss aging and disability programs and there is a great deal of duplication between the meetings. Shirley Fessler made a motion, second by Joanne Lazansky, to merge the Commission on Aging Committee and ADRC Board of Directors starting in January 1, 2021. Motion carried.

Transportation Updates: Cathy Ley reported that the ADRC is currently working on their 5310 Mobility Management Grant, their 5 year Transportation Coordinated Plan and they will also be doing their \$85.21 grant in the near future.

Next Meeting: Tuesday, September 29, 2020 at 10:45 am – format to be determined. There being no other business, Milt Swagel made a motion to adjourn, seconded by Connie Gulash. The meeting adjourned at 12:05 pm.

Respectfully submitted,

Cathy Ley



**Cathy Ley, Department Director**

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

**DATE:** Tuesday, September 29, 2020  
**TIME:** 10:45 A.M.  
**PLACE:** Video Remote via Blue Jeans Conferencing or by phone

**REMOTE MEETING NOTICE:** Members of the ADRC Board have the option of appearing remotely via Blue Jeans conferencing or by phone due to the COVID-19 public health emergency as declared by the Manitowoc County Executive.

**Members of the public may attend the meeting on Blue Jeans at the following link:**

<https://bluejeans.com/173911628>

**Or telephone:**

**1.408.419.1715 (United States)**

**Meeting ID: 173 911 628**

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. 2021 Proposed Budget (Discussion & Possible Action)
9. 2021 Proposed s85.21 Transportation Grant (Discussion & Possible Action)
10. COA Committee and ADRC Board Structure Update
11. Next meeting date: November 24, 2019 10:45 am
12. Adjourn

September 21, 2020

Chairperson Catherine Wagner

By: Cathy Ley, Director

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[www.ADRCoftheLakeshore.com](http://www.ADRCoftheLakeshore.com)

**ADRC of the Lakeshore Board Minutes**  
**Tuesday, September 29, 2020**  
**Video Remote via Blue Jeans Conferencing or by phone**

Cathy Wagner called the meeting to order at 10:55 a.m. Roll call was taken. Those present were: Jim Hathaway, Joanne Lazansky, Sandi Schleis-Ulmen, Milt Swagel, Linda Teske, Jim Falkowski, Shirley Fessler, Charles Hagen Sr., Linda Langman and Cathy Wagner. Also present were: Cathy Ley, Melissa Konop, and Wendy Hutterer. Excused: Paul Ravet and Connie Gulash.

Motion by Milt Swagel, second by Shirley Fessler, to approve the minutes from July 28, 2020. Motion carried.

Correspondence: None

Public Comment: None

Motion by Joanne Lazansky, second by Jim Falkowski, to approve the agenda as printed. Motion carried.

The July 2020 end of month expense report was distributed and discussed.

Office updates: The ADRC currently has their doors open but due to concerns with COVID they are encouraging customers to work with the staff in alternative ways such as video conferencing and phone appointments. Customers have been very good with the staff. ADRC staff are following enhanced safety protocols such as sanitizing stations, encouraging masks, purchasing masks to give to customers, social distancing and using plexi glass dividers. The ADRC serves the most vulnerable COVID population, so staff is being very careful. The ADRC will not do in-person appointments for Medicare Open Enrollment. They will serve the customers via telephone or video. A mailing went out to everyone who received assistance with Medicare Part D in 2019 (approx. 1100 people) with instructions and forms to send back in a return envelope if they need assistance. A new I & A Specialist, Stephanie Madson will be starting on Monday October 5<sup>th</sup>.

2021 Proposed Budget: Cathy Ley presented the proposed 2021 ADRC Budget. Motion by Shirley Fessler, second by Jim Falkowski, to approve the budget as presented. Motion carried.

2021 Proposed s85.21 Transportation Grant: Cathy Ley reported that the 2021 s85.21 grant would be for \$239,732 with a county match of \$47,946. Motion by Linda Langman, second by Charles Hagen Sr. to approve the application. Motion carried.

COA Committee & ADRC Board Structure Update: Cathy reported that the ADRC is working with Corporation Counsel and the State to combine the COA and ADRC board into one. Cathy stated that County Board members would be appointed by their county, but any citizen members who would like to continue to serve should let her know by October 9, 2020.

Next Meeting: Tuesday, November 24, 2020 at 10:45 am – format to be determined. There being no other business, Linda Langman, made a motion to adjourn, seconded by Joanne Lazansky. The meeting adjourned at 11:30 am.

Respectfully submitted,  
Cathy Ley



Cathy Ley, Department Director

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

DATE: Tuesday, November 24, 2020  
TIME: 10:45 A.M.  
PLACE: Video Remote via Blue Jeans Conferencing or by phone

REMOTE MEETING NOTICE: Members of the ADRC Board have the option of appearing remotely via Blue Jeans conferencing or by phone due to the COVID-19 public health emergency as declared by the Manitowoc County Executive.

**Members of the public may attend the meeting on Blue Jeans at the following link:**

<https://bluejeans.com/924258932>

**Or telephone:**

1.408.419.1715 (United States)

Meeting ID: 924 258 932

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 2020 (Discussion & Possible Action)
8. Office Updates
9. ADRC Reinvestment Resolution (Discussion & Possible Action)
10. COA Committee and ADRC Board Structure Update
11. Next meeting date: January 26, 2021 10:00 am
12. Adjourn

November 13, 2020

Chairperson Catherine Wagner

By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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ADRC of the Lakeshore Board Minutes  
Tuesday, November 24, 2020  
Video Remote via Blue Jeans Conferencing or by phone

Linda Teske called the meeting to order at 10:56 a.m. Roll call was taken. Those present were: Jim Hathaway, Joanne Lazansky, Sandi Schleis-Ulmen, Milt Swagel, Linda Teske, Jim Falkowski, Shirley Fessler, Connie Gulash, Charles Hagen Sr., and Cathy Wagner. Also present were: Cathy Ley, Kim Novak, Wendy Hutterer and Maura Yost. Excused: Paul Ravet and Linda Langman.

Motion by Milt Swagel, second by Jim Falkowski to approve the minutes from September 29, 2020.  
Motion carried.

Correspondence: None

Public Comment: None

Motion by Jim Falkowski, second by Joanne Lazansky, to approve the agenda as printed. Motion carried.

The September 2020 end of month expense report was distributed and discussed.

Adjusted Grant Funding: Cathy shared with the ADRC Board the revisions to the ADRC Older American's Act funding for 2020, as well as funding received from the Families First Coronavirus act and CARES act. The ADRC will receive \$290,423 more than budgeted for. Motion by Jim Falkowski, second by Shirley Fessler to amend the 2020 ADRC budget to accept the additional grant funding. Motion carried.

Office updates: The ADRC currently has their doors open but due to concerns with COVID they are encouraging customers to work with the staff in alternative ways such as video conferencing and phone appointments. Cathy Ley introduced Kim Novak, ADRC Business Services Manager to the Board. A new I & A Specialist, Stephanie Madson started on 10/5/20.

ADRC Reinvestment Resolution: Cathy presented materials and information regarding funding of ADRCs and a proposal/recommendation for increased funding in the next budget cycle. After discussion, it was agreed that Cathy would send more comprehensive information to the ADRC Board and they will vote on this topic at the January 26, 2021 meeting.

COA Committee & ADRC Board Structure Update: Cathy reported that Peter Conrad, Corp Counsel drafted a resolution for the change. It has been sent to Kewaunee County also. The new format should be set to go in 2021.

Next Meeting: Tuesday, January 26, 2021 at 10:00 am – by video conference or phone. There being no other business, Charles Hagan Sr., made a motion to adjourn, seconded by Cathy Wagner. The meeting adjourned at 12:02 pm.

Respectfully submitted,  
Cathy Ley