



## COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, January 28, 2014  
TIME: 10:00 A.M.  
PLACE: ADRC –Manitowoc Office  
Manitowoc County Office Complex  
4319 Expo Drive, Manitowoc

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 input
5. Approval of agenda as printed
6. 2013 Year End Budget Report
7. 2014 Contract with GWAAR
8. Staffing Changes Update
  - Aging Services Supervisor – Alisha Andrews
  - Dementia Care Specialist – Kim Jacquart Franzen
  - Elder Benefit Specialist – Kewaunee
  - MIPPA Grant Specialist – Beverly Borchardt
9. Update on Older Americans Act Reauthorization
10. Affordable Care Act update
11. Prevention Program Update and Review
12. Next meeting date & Place
13. Adjourn

January 20, 2014

Chairperson Melvin Waack

***Cancelled: January 27, 2013 @ 12:13 p.m.***

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**  
**(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.

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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



## **COMMISSION ON AGING MEETING NOTICE**

DATE: Tuesday, March 25, 2014  
TIME: 10:00 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. Correspondence
4. Public input
5. Approval of agenda as printed
6. Year to Date Financial Report
7. Elder Benefit Specialist – Jessica Naber
8. Review of UW–GB Transportation Survey
9. Upcoming Programs
  - Medicare A – D – March 26 1-3 pm or 6 – 8 pm – Expo Drive
  - Cancer Screening – April 5 – 9 to noon Luxemburg Clinic
  - Rise and Shine Mind Movers – April 30 – 9 to 11am –St. Johns
  - Stepping on
  - Living Well with Diabetes – April 14 – Two Rivers Sr Center
  - Powerful Tools for Caregiving –
  - Senior Fair – May 22 – 1-4 pm – Ice Center - Manitowoc
10. Evaluation of meeting
11. Next meeting date & Place
12. Adjourn

March 10, 2014

Chairperson Linda Sinkula

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  
Tuesday, March 25, 2014 Board Minutes  
810 Lincoln Street  
Kewaunee, WI

Melvin Waack called the meeting to order at 10:02 am. Roll call was taken.

Those present: Kaye Shillin, Helen Clinton, Melvin Bourgeois, Connie Gulash, Cathy Wagner, Arletta Bertrand, Lynn Jerabek, Rose Quinlan, Shirley Fessler, and Melvin Waack. Also present: Alisha Andrews, Jessica Naber, and Judy Rank. Excused: Linda Sinkula and Mona Lou Horstketter.

Melvin announced that the county board approved the appointment of Cathy Ley to director after the retirement of Judy Rank this fall.

Motion by Shirley Fessler, second by Helen Clinton, to approve the February 25 Joint COA/ADRC meeting minutes. Motion carried.

Public input: none

Motion by Kaye Shillin, second by Lynn Jerabek, to approve the agenda after modifying it to move Jessica Naber to the top of the agenda. Motion carried.

Jessica Naber introduced herself at the Elder Benefit Specialist serving Kewaunee County and Two Rivers area. She will be full time with her office located in the Kewaunee Human Service building.

The February year to date expense report was distributed and discussed by Judy Rank.

Alisha Andrews thanked those who attended the UW GB presentation on the transportation survey. Current transportation consumers in Kewaunee County were surveyed regarding their satisfaction with the program and random phone calls were made to identify the needs in the county. A committee will be established to further study the needs and how to address these needs.

Judy Rank shared the upcoming programs that are scheduled for both counties:

- Medicare A-D presentations will be held on March 26 from 1 to 3 pm and again from 6 to 8 pm at the ADRC office in Manitowoc.
- Cancer Screening will be held in Luxemburg on Saturday April 5 from 9 until noon at the Luxemburg Clinic.
- Rise and Shine Mind Movers, a program for individuals wishing to keep their mind and body active and healthy, will meet April 30 from 9 to 11 am at St. Johns Church in Luxemburg.
- "Stepping On" is scheduled to start April 29 in the Kewaunee office.
- "Living Well with Diabetes" just completed in Luxemburg with a full class and is scheduled to start April 14 at the Two Rivers Senior Center.
- A Senior Fair will be held at the Manitowoc Ice Center on Thursday, May 22 from 1 to 4. A presentation on the changes to the Spousal Impoverishment and Estate Recovery guidelines will be held along with a presentation regarding admission to the hospital under observation.

The members felt there was a lot of good information given at the meeting, with an appreciation of the information that was shared regarding the transportation survey.

The next meeting will be held on Thursday, May 22 at 10 am in Manitowoc, to accommodate members who may wish to attend the Senior Fair in the afternoon.

There being no other business, Melvin Bourgeois made a motion to adjourn, seconded by Connie Gulash. The meeting adjourned at 11:05 am.

Respectfully submitted,  
Judy Rank



**COMMISSION ON AGING**  
**(Aging & Disability Resource Center)**  
**MEETING NOTICE**

DATE: Thursday, May 22, 2014  
TIME: 10:00 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. Correspondence
4. Public input
5. Approval of agenda as printed
6. Year to Date Financial Report
7. Transportation Update
  - a. Survey
  - b. Vehicle acquisition
8. Farmer's Market Vouchers
9. Cleveland Meal Site
10. Pro-bono attorney
11. Upcoming programs
  - a. "Power-Up"
12. Evaluation of meeting
13. Next meeting date & Place
14. Adjourn

May 13, 2014

Chairperson Melvin Waack

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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Commission on Aging  
Thursday, May 22, 2014 Board Minutes  
4319 Expo Drive  
Manitowoc, Wi 54220

Melvin Waack called the meeting to order at 10:00 am. Roll call was taken.

Those present: Kaye Shillin, Helen Clinton, Melvin Bourgeois, Connie Gulash, Cathy Wagner, Lynn Jerabek, Rose Quinlan, Shirley Fessler, and Melvin Waack. Also present: Judy Rank. Excused: Arletta Bertrand. Absent: Mona Lou Horstketter.

Motion by Linda Sinkula, second by Shirley Fessler, to approve the March 25, 2014 minutes as printed. Motion carried.

Correspondence: none

Public Input: none

Motion by Kaye Shillin, second by Cathy Wagner, to approve the agenda as printed. Motion carried.

The April 2014 year to date expense report for the Older American program was distributed and discussed.

Judy Rank asked for volunteers to be a part of a transportation committee in Kewaunee County that will be looking at the upcoming and current transportation needs and how best to utilize the van when it arrives. Meetings have been held with human service staff and others who rely on transportation for their consumers.

Kewaunee and Manitowoc counties have paid their 20% for the vehicles that were awarded during the recent s.5310 capital grant application. Both are awaiting notice on when the vehicles will be completed and ready for delivery.

Information on the criteria and places for distribution of Senior Farmer's market vouchers for both counties was distributed.

Judy Rank shared that the Cleveland Meal Site officially closed on May 1. There were just 2 gentlemen coming to the site that was open 3 days a week. These men are now on home-delivered meals. There were 12 meals delivered to homebound from the site on those 3 days, and they are all being delivered out of the Manitowoc Senior Center. If there should be interest shown in having a site in Cleveland in the future, the ADRC is not opposed to re-establishing a site in the village.

Kewaunee County now has pro-bono attorney services available to the senior population. There are 4 attorneys volunteering their time and are committed to coming every month should the need be there. Manitowoc is served by 12 different volunteer attorneys once a month throughout the year.

Judy Rank shared information about a volunteer building opportunity called "Power Up" being offered by Greater WI Area Agencies on Aging Resources, Inc and the Area Agencies on Aging of Minnesota on July 30 and August 1 in Eau Claire. A webinar was being offered this morning for staff to learn more about it and decide whether it is feasible to send a group from the two counties.

Board members felt there was good information at the meeting and liked the quick meeting.

The next meeting will be July 29 at 10 am in Kewaunee.

There being no other business, Linda Sinkula made a motion to adjourn, seconded by Melvin Bourgeois. The meeting adjourned at 10:42.

Respectfully submitted,

Judy Rank



## **COMMISSION ON AGING MEETING NOTICE**

DATE: Tuesday, June 24, 2014  
TIME: 10:00 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. Welcome
3. Previous minutes
4. Correspondence
5. Public input
6. Approval of agenda as printed
7. Year to Date Budget Report
8. Older Americans Act amended grant
9. Meal site attendance
10. Replacement of Dishwasher (discussion & possible action)
11. Transportation Update
  - Van purchase in Kewaunee/bus purchase in Manitowoc
  - Survey Committee
  - Civil Rights Compliance
12. Legislative Update
13. Farmers Market Voucher Program
14. Next meeting date & Place
15. Adjourn

June 17, 2014

Chairperson Linda Sinkula  
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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Commission on Aging  
Tuesday, June 24, 2014 Board Minutes  
810 Lincoln Street  
Kewaunee, WI 54216

Linda Sinkula called the meeting to order at 10:00 am. Roll call was taken.

Those present: Kaye Shillin, Helen Clinton, Melvin Bourgeois, Cathy Wagner, Rose Quinlan, Shirley Fessler, Arletta Bertrand, Kaye Shillin, Linda Sinkula, Mona Lou Horstketter and Melvin Bourgeois. Also present: Judy Rank and Cathy Ley. Excused: Lynn Jerabek, Connie Gulash and Melvin Waack.

Motion by Linda Sinkula, second by Shirley Fessler, to approve the May 22, 2014 minutes with the following change; to add Linda Sinkula as being present at the meeting. Motion carried.

Correspondence: none

Public Input: none

Motion by Cathy Wagner, second by Melvin Bourgeois, to approve the agenda as printed. Motion carried.

The May 2014 year to date expense report for the Older American program was distributed and discussed.

Judy Rank shared that the ADRC received an amended grant contacts for the Older Americans Act funding. The amended grants usually come twice a year.

Meal site costs were discussed at the various dining sites. At this time costs are high at some of the Kewaunee County dining sites and this issue needs to be worked on prior to having Family Care running in Kewaunee County. The ADRC would like to be a provider for meals to Family Care & IRIS members. One way to bring down costs is to increase meal site attendance. The ADRC will be working on this. Kaye Shillin shared that she had received a call from the Algoma dining site manager.

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 DOT is requiring a Civil Rights Compliance document for both counties. Judy Rank has completed this project with assistance from the Personnel Director in Manitowoc County. The ADRC is still awaiting delivery of a van in Kewaunee County and a bus in Manitowoc County. A survey committee has been formed to look at transportation needs.

Judy Rank discussed the Older Americans Act during the Legislative Update. This act has not been reauthorized in a number of years and impacts funding for programs. The COA decided to send a letter to Ron Johnson urging him to look at this issue.

Farmers Market vouchers are all distributed in Manitowoc County and there are a few left in Kewaunee County.

Board members felt there was good information at the meeting.

The next meeting will be August 26, 2014 at 10 am in Manitowoc.

There being no other business, Helen Clinton made a motion to adjourn, seconded by Melvin Bourgeois. The meeting adjourned at 11:05.

Respectfully submitted,

Judy Rank



## COMMISSION ON AGING **AMENDED** MEETING NOTICE

DATE: Tuesday, August 26, 2014  
TIME: 10:00 A.M.  
PLACE: ADRC – Manitowoc Office  
Manitowoc County Office Complex, Room 300  
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. Welcome
3. Previous minutes
4. Correspondence
5. Public input
6. Approval of agenda as printed
7. Election of Officers
8. Overview of Older Americans Act
9. Year to Date Budget Report
- 10. Kiel Meal Site contract**
11. Meal site attendance/updates
12. Replacement of Dishwasher
13. Legislative Update
14. 2015 Budget (discussion and possible action)
15. Upcoming Prevention Programs/Training
16. Part D Open Enrollment Update
17. Next meeting date & Place
18. Adjourn

August 14, 2014

***Amended: August 21, 2014 @ 10 a.m.***

Chairperson Linda Sinkula

By: Alisha Andrews, Supervisor - ADRC

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Commission on Aging  
Tuesday, August 26, 2014 Board Minutes  
4319 Expo Drive  
Manitowoc, WI

Melvin Waack called the meeting to order at 10:05 am. Roll call was taken.

Those present: Arletta Bertrand, Helen Clinton, Rose Quinlan, Kaye Shillin, Linda Sinkula, Melvin Bourgeois, Shirley Fessler, Mona Lou Horstketter, Melvin Waack, and Cathy Wagner. Also present were Judy Rank, Cathy Ley and Alisha Andrews. Excused: Lynn Jerabek and Connie Gulash

Motion by Linda Sinkula, second by Shirley Fessler, to approve the June, 2014 minutes. Motion carried.

Correspondence: none

Public Input: none

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

Election of Officers: Motion made by Cathy Wagner, second by Shirley Fessler to nominate Linda Sinkula and Melvin Waack as Co-Chairs. Motion carried.

Judy Rank and Alisha Andrews discussed the Older Americans Act and how it affects programs and services offered by the ADRC.

The July 2014 year to date expense report for the Older American program was distributed and discussed.

Judy Rank reported that the Kiel School District, who provides meals for the Kiel Nutrition Site, is requesting an increase of \$.10, bringing their meal price to \$3.60. After discussion, motion made by Melvin Bourgeois, second by Melvin Waack, to approve the increase. Motion carried.

Meal site attendance numbers were distributed and discussed, as well as meal site updates.

Judy Rank gave an update on the status of the dishwasher at the Manitowoc Senior Center. The project went out on RFP. At this time, the contractor is awaiting the state to approve the grease trap proposal. Once that is done, the project will be started.

Judy Rank discussed the Older Americans Act during the Legislative Update. This act has not been reauthorized in a number of years and impacts funding for programs.

Judy Rank presented the budget for 2015. Motion by Linda Sinkula, second by Arletta Bertrand, to approve the budget. Motion carried.

There will be an upcoming Stepping On Class in Casco starting on 8/28/14. Medicare Part D Trainings will be held on 9/29/14 for professionals and 10/9/19 for volunteers.

Next meeting will be October 28, 2014 at 10:00 am in Kewaunee.

There being no other business, Kaye Shillin made a motion to adjourn, seconded by Shirley Fessler. The meeting adjourned at 11:30 am.

Respectfully submitted,

Cathy Ley





## COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, October 28, 2014  
TIME: 10:00 A.M.  
PLACE: ADRC – Kewaunee Office  
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. Year to Date Budget Report
8. Grant updates
9. Meal Site Contracts for 2015 discussion & possible action
10. Meal Site Food Contracts for 2015 discussion & possible action
11. Cost savings to Nutrition Program discussion & possible action
12. Staffing Updates
13. Transportation Update
14. Legislative Update
15. Part D Open Enrollment Update
16. Next meeting date & Place
17. Adjourn

October 13, 2014,

Chairperson Linda Sinkula  
By: Alisha Andrews, Supervisor – ADRC

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Commission on Aging  
Tuesday, October 28, 2014 Board Minutes  
810 Lincoln Street  
Kewaunee, WI 54216

Linda Sinkula called the meeting to order at 10:00 am. Roll call was taken.

Those present: Arletta Bertrand, Helen Clinton, Lynn Jerabek, Kaye Shillin, Linda Sinkula, Melvin Bourgeois, Shirley Fessler, Connie Gulash, Mona Lou Horstketter, Melvin Waack, and Cathy Wagner.  
Also present: Cathy Ley, Alisha Andrews, and James Falkowski. Excused: Rose Quinlan

Motion by Melvin Waack, second by Arletta Bertrand, to approve the August 26, 2014 minutes. Motion carried.

Correspondence: Alisha Andrews shared pictures of the memorial that was done for Sara Malay. It consists of a maple tree and a hand painted stone that were placed adjacent to the Kewaunee County Human Services building. There is also a memorial at the Luxemburg Dining Site which is located at St. John Church in Luxemburg.

Public Comment: none

Motion by Shirley Fessler, second by Arletta Bertrand, to approve the agenda as printed. Motion carried.

The September 2014 year to date expense report for the Older American program 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 Mona Lou Horstketter, second by Lynn Jerabek, 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 Arletta Bertrand, second by Shirley Fessler to approve the above mentioned vendor food contracts for 2015. Motion carried.

Cathy Ley shared that the meal site managers that serve the Kewaunee dining sites are currently being paid through a contract agency, Lakeshore Home Services. In looking at cost savings to the nutrition program and through discussion with Kewaunee County Human Services Director, Greg Thousand, and Manitowoc County Personnel Director, Sharon Cornils, it was determined that these positions could be brought directly into the ADRC and paid through Manitowoc County payroll. This could have a savings of approximately \$10,753.77 annually to the ADRC budget. Motion made by Cathy Wagner, second by Arletta Bertrand to make that change. Motion carried.

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.

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 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 10 am in Manitowoc.

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



## **COMMISSION ON AGING MEETING NOTICE**

DATE: Wednesday, December 10, 2014  
TIME: 10:00 A.M.  
PLACE: Manitowoc County Office Complex, Room 300  
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. Year to Date Budget Report
8. COA Appointments for 2015
9. Grant updates/Resolution discussion & possible action
10. Nutrition Report
11. Meal Site Suggested Donation for 2015 discussion & possible action
12. Staffing & Office Updates
13. Transportation Report & Update
14. Next meeting date & Place
15. Adjourn

December 2, 2014,

Chairperson Linda Sinkula

By: Alisha Andrews, Supervisor – 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  
Wednesday, December 10, 2014 Board Minutes  
4319 Expo Drive  
Manitowoc, WI 54220

Linda Sinkula called the meeting to order at 10:00 am. Roll call was taken.

Those present: Arletta Bertrand, Helen Clinton, Kaye Shillin, Linda Sinkula, Melvin Bourgeois, Shirley Fessler, Connie Gulash, Mona Lou Horstketter, Rose Quinlan, and Cathy Wagner. Also present: Cathy Ley, and Alisha Andrews. Excused: Lynn Jerabek and Melvin Waack.

Motion by Shirley Fessler, second by Connie Gulash, to approve the October 28, 2014 minutes. Motion carried.

Correspondence: Alisha Andrews shared information regarding a financial donation for the Kewaunee Congregate meal site. Alisha also shared correspondence from Greater Wisconsin Area Agency on Aging, stating that the ADRC of the Lakeshore Aging Plan amendments for 2014 were approved.

Public Comment: none

Motion by Cathy Wagner, second by Melvin Bourgeois, to approve the agenda as printed. Motion carried.

The October 2014 year to date expense report for the Older American program was distributed and discussed.

Cathy Ley discussed the COA 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. Motion by Cathy Wagner, second by Connie Gulash, to approve the resolution. Motion carried.

Alisha Andrews distributed the nutrition report and gave meal site updates. Alisha also discussed proposed meal site donations for each county. In 2015 Manitowoc's suggested donation would be \$3.75 and Kewaunee's would be \$4.75. Motion made by Mona Lou Horstketter, second by Shirley Fessler, to approved the suggested meal site donations for each county. Motion carried.

Alisha Andrews gave a transportation report detailing the number of one-way rides provided in each county.

Cathy Ley shared that Jamie Salszieder has started as an Information and Assistance Specialist in the Kewaunee location. She is currently training with both offices. The ADRC is currently recruiting for an Algoma Meal Site manager and a Casco Meal Site manager.

The next meeting will be Tuesday, February 24, 2015 at 10 am in Kewaunee.

There being no other business, Cathy Wagner made a motion to adjourn, seconded by Arletta Bertrand. The meeting adjourned at 11:20 am.

Respectfully submitted,

Cathy Ley