



COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, February 24, 2015
TIME: 10:00 A.M.
PLACE: Kewaunee County Public Health and Human Services Center
810 Lincoln Street, Kewaunee

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

1. Roll call
2. Welcome
3. Previous minutes
4. Correspondence
5. Public comment
6. Approval of agenda as printed
7. Year to Date Budget Report
8. Nutrition Report
9. Meal Site discussion & possible action
10. Transportation Updates
11. Staffing & Office Updates
12. Next meeting date & Place
13. Adjourn

February 17, 2015

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
Tuesday, February 24, 2015 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, Rose Quinlan, Kaye Shillin, Linda Sinkula, Melvin Bourgeois, Shirley Fessler, Connie Gulash, and Cathy Wagner. Also present: Cathy Ley, Alisha Andrews, and Scott Feldt. Excused: Mona Lou Horstketter and Melvin Waack

Motion by Rose Quinlan, second by Connie Gulash, to approve the December 10, 2014 minutes.
Motion carried.

Correspondence: None

Public Comment: None

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

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

Alisha Andrews shared meal site counts for all locations in both Kewaunee and Manitowoc counties.

Motion made by Lynn Jerabek, second by Connie Gulash, to approve an additional dining site in Algoma at Grandview Apartments. Motion carried.

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

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

The next meeting will be Wednesday, April 29, 2015 at 10 am in Manitowoc.

There being no other business, Arletta Bertrand made a motion to adjourn, seconded by Helen Clinton. The meeting adjourned at 10:50am.

Respectfully submitted,

Cathy Ley



COMMISSION ON AGING MEETING NOTICE

DATE: Wednesday, April 29, 2015
TIME: 10:00 A.M.
PLACE: Manitowoc County Office Complex
4319 Expo Drive, Manitowoc, WI 54220

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

1. Roll call
2. Welcome
3. Previous minutes
4. Correspondence
5. Public comment
6. Approval of agenda as printed
7. Introduction of New Elder Americans Act Supervisor
8. Year to Date Budget Report
9. Nutrition Report
10. Transportation Updates
11. Staffing & Office Updates
12. Next meeting date & Place
13. Adjourn

April 22, 2015

Chairperson Melvin Waack
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.

Commission on Aging
Wednesday, April 29, 2015 Board Minutes
4319 Expo Drive
Manitowoc, WI 54220

Linda Sinkula 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, Connie Gulash, and Cathy Wagner. Also present: Cathy Ley, Michelle Acevedo, and Wendy Hutterer. Excused: Lynn Jerabek, Shirley Fessler, Mona Lou Horstketter and Melvin Waack

Motion by Connie Gulash, second by Arletta Bertrand, to approve the February 24, 2015 minutes. Motion carried.

Correspondence: None

Public Comment: None

Motion by Cathy Wagner, second by Connie Gulash, to approve the agenda as printed. Motion carried.

Cathy Ley introduced Wendy Hutterer, as the new Elder Americans Act Supervisor for the ADRC of the Lakeshore. Cathy also introduced Michelle Acevedo, Information and Assistance Supervisor.

The March 2015 year to date expense report for the Older American program was distributed and discussed.

Cathy Ley shared meal site counts for all locations in both Kewaunee and Manitowoc counties, as well as a satisfaction survey for the meal program.

Cathy Ley shared transportation ride counts for both Kewaunee and Manitowoc counties, as well as updating the committee on how the various transportation grants and programs operate.

Cathy Ley updated the committee on staffing changes. Vicky Jerovetz has been hired as an I & A Specialist in the Kewaunee location. She started in March.

The next meeting will be Tuesday, June 30, 2015 at 10 am in Kewaunee.

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

Respectfully submitted,

Cathy Ley



COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, June 30, 2015
TIME: 10:00 A.M.
PLACE: Kewaunee County Human Services Building
810 Lincoln Street, Kewaunee, WI 54216

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

1. Roll call
2. Welcome
3. Previous minutes
4. Correspondence
5. Public comment
6. Approval of agenda as printed
7. Year to Date Budget Report
8. Nutrition Report
9. Transportation Updates
10. Office Updates
11. 2016-2018 Aging Plan Process
12. Next meeting date & Place
13. Adjourn

June 22, 2015

Chairperson Linda Sinkula
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.

Commission on Aging
Tuesday, June 30, 2015 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 Korstketter, Melvin Waack and Cathy Wagner. Also present: Cathy Ley, Michelle Acevedo, and Wendy Hutterer. Excused: Rose Quinlan

Motion by Lynn Jerabek, second by Melvin Bourgeois, to approve the April 29, 2015 minutes. Motion carried.

Correspondence: Cathy Ley shared that the ADRC received two thank you notes from participants at the Senior Health Fair.

Public Comment: None

Motion by Lynn Jerabek, second by Melvin Borgeois, to approve the agenda as printed. Motion carried.

The May 2015 year to date expense report for the Older American program was distributed and discussed.

Cathy Ley shared meal site counts for all locations in both Kewaunee and Manitowoc counties.

Cathy Ley shared transportation ride counts for both Kewaunee and Manitowoc counties, as well as updating the committee on how the various transportation grants and programs operate. There will be a transportation audit on 5310 vehicles in both Manitowoc and Kewaunee counties on July 30, 2015.

Cathy Ley updated the committee on staffing changes.

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

The next meeting will be Tuesday, August 25, 2015 at 10 am in Manitowoc.

There being no other business, Connie Gulash made a motion to adjourn, seconded by Arletta Bertrand. The meeting adjourned at 10:45 am.

Respectfully submitted,

Cathy Ley



COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, August 25, 2015
TIME: 10:00 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. Nutrition Report
8. Transportation Updates
9. 2016-2018 Aging Plan Process
10. 2016 Budget (Discussion & Possible Action)
11. Next meeting date & Place
12. Adjourn

August 18, 2015

Chairperson Melvin Waack
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.

Commission on Aging
Tuesday, August 25, 2015 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: Arletta Bertrand, Helen Clinton, Rose Quinlan, Kaye Shillin, Linda Sinkula, Melvin Bourgeois, Shirley Fessler, Mona Lou Horstketter, Melvin Waack and Cathy Wagner. Also present: Cathy Ley, Michelle Acevedo, and Wendy Hutterer. Excused: Lynn Jerabek

Motion by Linda Sinkula, second by Shirley Fessler, to approve the June 30, 2015 minutes. Motion carried.

Correspondence: None

Public Comment: None

Motion by Arletta Bertrand, second by Mona Horstketter, to approve the agenda as printed. Motion carried.

The July 2015 year to date expense report for the Older American program was distributed and discussed.

Cathy Ley shared meal site counts for all locations in both Kewaunee and Manitowoc counties for June 2015.

Cathy Ley shared transportation ride counts for both Kewaunee and Manitowoc counties for June & July 2015.

Cathy Ley updated the committee on staffing changes.

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

Cathy addressed the 2016 budget for the ADRC. She was unable to present the budget because she is waiting on some figures from Kewaunee County. The budget will be submitted to Manitowoc County by 9/11/15.

The next meeting will be September 22, 2015 at 10 am in Kewaunee. This will be a joint meeting with the Commission on Aging and the ADRC Board. The 2016 ADRC Budget will be reviewed at that time.

There being no other business, Linda Sinkula made a motion to adjourn, seconded by Kaye Shillin. The meeting adjourned at 10:50 am.

Respectfully submitted,

Cathy Ley



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

DATE: Tuesday, September 22, 2015
TIME: 10:00 A.M.
PLACE: Human Services Building
810 Lincoln Street, Kewaunee, WI 54216

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

1. Roll call
2. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. 2016 Budget (Discussion & Possible Action)
7. Elder Abuse Funding for Kewaunee (Discussion & Possible Action)
8. Alzheimer's Family Caregiver Funding for Kewaunee (Discussion & Possible Action)
9. Transportation updates
10. Merging of ADRC Board and Commission on Aging (Discussion & Possible Action)
11. ADRC Contract with DHS – proposed changes for 2016
12. Next meeting date & Place
13. Adjourn

September 14, 2015

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

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

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

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

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

Correspondence: None

Public Comment: None

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

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

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

Cathy Ley provided transportation updates regarding 2016 services.

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

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

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

Respectfully submitted,
Cathy Ley



COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, November 24, 2015
TIME: 10:00 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. Nutrition Report
8. Transportation Updates
9. 2016-2018 Aging Plan Update
10. Office Updates
11. Next meeting date & Place
12. Adjourn

November 17, 2015

Chairperson Melvin Waack
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.

Commission on Aging
Tuesday, November 24, 2015 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: Arletta Bertrand, Helen Clinton, Kaye Shillin, Linda Sinkula, Shirley Fessler, Connie Gulash, Melvin Waack and Cathy Wagner. Also present: Cathy Ley, Michelle Acevedo, and Wendy Hutterer. Excused: Lynn Jerabek, Rose Quinlan, Mona Lou Horstketter and Melvin Bourgeois.

Motion by Linda Sinkula, second by Shirley Fessler, to approve the September 22, 2015 minutes. Motion carried.

Correspondence: None

Public Comment: None

Motion by Kaye Shillin, second by Connie Gulash, to approve the agenda as printed. Motion carried.

The October 2015 year to date expense report for the Older American program was distributed and discussed.

Cathy Ley shared meal site counts for all locations in both Kewaunee and Manitowoc counties for September 2015.

Cathy Ley shared transportation ride counts for both Kewaunee and Manitowoc counties for September and October 2015.

Wendy Hutterer gave a brief report on the Aging Plan for 2016-2018. The final version of the plan was submitted on November 13, 2015.

Cathy Ley shared information on office moves in the Manitowoc location. She also updated the committee on recruitment efforts for Kewaunee and Manitowoc positions.

The next meeting will be January 26, 2016 at 10 am in Manitowoc.

There being no other business, Arletta Bertrand made a motion to adjourn, seconded by Cathy Wagner. Motion carried. The meeting adjourned at 10:44am.

Respectfully submitted,

Cathy Ley