



COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, January 24, 2017
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. Nutrition Updates
9. Office Updates
10. Upcoming Events
11. Next meeting date & Place
12. Adjourn

January 17, 2017

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, January 24 Minutes
4319 Expo Drive
Manitowoc, WI 54220

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

Those present: Mary Noah, Helen Clinton, Rose Quinlan, Kaye Shillin, Linda Sinkula, Melvin Bourgeois, Shirley Fessler, Connie Gulash, Tim Nicholls, Melvin Waack and Cathy Wagner. Also present: Cathy Ley, Wendy Hutterer, Michelle Acevedo, Donna Thomas, and Linda Langman. Excused: Laurie Bouche

Motion by Shirley Fessler, second by Connie Gulash to approve the minutes from November, 2016 as printed. Motion carried.

Correspondence: Cathy Ley shared a letter that she received from Sargento Cheese. Sargento employees chose Meals on Wheels for their United Way contributions. With matching corporate funds from Sargento, the ADRC of the Lakeshore received \$2077.36.

Public Comment: None

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

The January 2017 year to date expense report for the Older American program was distributed and discussed.

The December 2016 Nutrition report was distributed and discussed.

Nutrition updates: Cathy Ley updated the committee that 2017 meal site and vendor contracts have been completed. She also updated the committee that Aurora Hospital would no longer be a meal provider for the Meals on Wheels program. This was a corporate decision by Aurora. They will continue to provide meals until March 1, 2017. The Nutrition Staff has worked to find alternatives to this issue. Mischicot meal route on Tuesdays & Thursdays will now be provided by the Two Rivers Senior Center. Weekend meals in Two Rivers will now be frozen and will be provided by Two Rivers Senior Center.

Cathy Ley updated the committee that the ADRC of the Lakeshore will be moving into their new building at the Heritage Center on April 12 & 13, 2017. The Manitowoc location will be closed those two days and the ADRC will be re-open for regular 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.

The next meeting will be March 28, 2017 at 10 am in Kewaunee. There being no other business, Linda Sinkula made a motion to adjourn, seconded by Shirley Fessler. Motion carried. The meeting adjourned at 10:35 am.

Respectfully submitted,
Cathy Ley



COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, March 28, 2017
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. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Nutrition Report
8. Nutrition Updates
9. Office Updates
10. Upcoming Events
11. Next meeting date & Place: Tuesday, May 23, 2017 @ Manitowoc
12. Adjourn

March 17, 2017

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.

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Commission on Aging

Tuesday, March 28, 2017

810 Lincoln Street

Kewaunee, WI 54216

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

Those present: Laurie Bouche, Helen Clinton, Rose Quinlan, Kaye Shillin, Linda Langman, Shirley Fessler, Connie Gulash, Tim Nicholls, and Melvin Waack. Also present: Cathy Ley, Wendy Hutterer, Donna Thomas, and Kenneth Swade. Excused: Mary Noah, Linda Sinkula, Cathy Wagner.

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

Correspondence: None

Public Comment: None

Motion by Connie Gulash, second by Linda Langman to approve the agenda as printed. Motion carried.

The February 2017 year to date expense report for the Older American program was distributed and discussed.

The February 2017 Nutrition report was distributed and discussed.

Nutrition updates: Cathy Ley updated the committee on meal costs/suggested donations for 2017 and how those are developed. She also gave an update on how the vendor changes are going since Aurora discontinued service. Cathy also spoke about the underfunding of meal programs, particularly meals on wheels, and the need to find additional funding in order to continue to provide service in the future.

Cathy Ley updated the committee that the ADRC of the Lakeshore will be moving into their new building at the Heritage Center on April 12 & 13, 2017. The Manitowoc location will be closed those two days and the ADRC will re-open for regular business on April 17, 2017. The address is 1701 Michigan Avenue, Manitowoc , WI 54220. Phone numbers remain the same.

Wendy Hutterer updated the committee on the progress in 2016 of the ADRC's Aging Plan Goals. We met all goals except one. The goal we did not meet was a group goal with GWAAR regarding the MedWise program. We are still waiting for the project to receive funding at the state level.

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

The next meeting will be May 23, 2017 at 10 am in Manitowoc at the new ADRC location. There being no other business, Shirley Fessler made a motion to adjourn, seconded by Tim Nicholls. Motion carried. The meeting adjourned at 11:00 am.

Respectfully submitted,
Cathy Ley



COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, May 23, 2017
TIME: 10:00 A.M.
PLACE: ADRC of the Lakeshore – Manitowoc Co. Heritage Center
ADRC Education Room – Lower Level
1701 Michigan Avenue, 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 comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Nutrition Report
8. Nutrition Updates
9. Office Updates
10. Presentation by Judy Rank
11. Upcoming Events
12. Next meeting date & Place: Tuesday, July 25, 2017 @ Kewaunee
13. Adjourn

May 11, 2017

Chairperson Melvin Waack
By: Cathy Ley, Director

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Commission on Aging
Tuesday, May 23, 2017
1701 Michigan Avenue
Manitowoc, WI 54220

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

Those Present: Helen Clinton, Rose Quinlan, Kaye Shillin, Linda Sinkula, Shirley Fessler, Linda Langman, Tim Nicholls, Melvin Waack, and Catherine Wagner **Also Present:** Wendy Hutterer, Michelle Acevedo, Donna Thomas, Kenneth Swade, and Judy Rank **Excused:** Mary Noah and Connie Gulash

Motion by Shirley Fessler, second by Kaye Shillin to approve the minutes from March 28th, 2017 as printed. Motion carried.

Correspondence: Bob Ziegelbauer received an email from a customer noting the professional, patient, and knowledgeable service he received both at a personal appointment and a Medicare A-D training with EBS, Allison Van Groll. Letter was verbally shared in entirety.

Public Comment: None

Motion by Linda Sinkula, second by Catherine Wagner to approve the agenda as printed. Motion carried.

The March 2017 year to date expense report for the Older American Programs was distributed. Wendy Hutterer directed attendees to review and refer questions to Cathy Ley upon her return. Judy Rank discussed briefly.

The March 2017 Nutrition Report was distributed and discussed.

Nutrition Updates: Wendy Hutterer noted that both counties had their volunteer banquets and both were well attended.

Office Updates: Wendy Hutterer updated the committee that the resignation of Caregiver Support Person in Kewaunee was received and accepted. Position was part-time and has been restructured to add other duties some of which include duties presently part of Lisa Van Remortel's job. Lisa Van Remortel, present employee, will take the new 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 1701 Michigan Avenue, Manitowoc, the building we are conducting this COA meeting.

Judy Rank presented the State initiative on Older Americans Advocating for retention and growth of the OAA programs. Strengths and weakness were both discussed for Judy Rank to bring back to her committee. Suggestions for advocacy opportunities were offered.

Upcoming Events: Wendy Hutterer updated committee that Farmer's Market Vouchers will be distributed beginning June 5th, 2017. A listing of dates and locations were shared. Currently there is a Stepping On Class being offered at HFM Harbor Town on Mondays from 2:00 p.m.-4:00 p.m. Upcoming Powerful Tools Class at Riverwood Place starting July 12th on Wednesday evenings from 5:30 p.m. to 8:00 p.m. A Memory Café has been started in Kewaunee, which is called the Comfort Café and is held at Amy's Coffee House on the third Wednesday of the month at 2:30 p.m. Manitowoc's Memory Café is held on the first Wednesday of the month at the Manitowoc Public Library from 10:00 a.m. to 11:30 a.m.

The next meeting will be July 25th, 2017 at 10:00 a.m. in Kewaunee at the Kewaunee Human Service Building/ADRC Location. There being no other business Shirley Fessler made a motion to adjourn, seconded by Helen Clinton. Motion carried. This meeting adjourned at 11:00 a.m.

Respectfully Submitted,

Wendy Hutterer



Cathy Ley, Department Director

cathyley@co.manitowoc.wi.us

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Kewaunee County Office • 810 Lincoln Street • Kewaunee WI 54216
Toll Free: 877.416.7083 • Fax: 920.388.7044 • TTY: 920.683.5168*

COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, July 25, 2017
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. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Nutrition Report
8. Nutrition Updates
9. Office Updates
10. State Advisory Council Report
11. Upcoming Events
12. Next meeting date & Place: Tuesday, September 26, 2017 @ Manitowoc
13. Adjourn

July 18, 2017

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.

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Commission on Aging

Tuesday, July 25, 2017

810 Lincoln Street, Kewaunee, WI 54216

Linda Sinkula called the meeting to order at 10:10 a.m. Roll call was taken

Those Present: Laurie Bouche, Helen Clinton, Kaye Shillin, Linda Sinkula, Shirley Fessler, Connie Gulash, Linda Langman, Tim Nicholls, Melvin Waack, and Catherine Wagner **Also Present:** Michelle Acevedo, Wendy Hutterer, Donna Thomas, and Kenneth Swade **Excused:** Mary Noah and Rose Quinlan

Motion by Linda Langman, second by Shirley Fessler to approve the minutes from May 23rd, 2017 as printed. Motion carried.

Correspondence: None

Public Comment: None

Motion by Connie Gulash, second by Linda Sinkula to approve the agenda as printed. Motion carried.

The June 2017 year to date expense report for the Older American Programs was distributed. Wendy Hutterer directed attendees to review and refer question to Cathy Ley upon her return.

The June 2017 Nutrition Report was distributed and discussed.

Nutrition Updates: Wendy Hutterer discussed the implementation of changes to the HDM program at residential congregate meal sites. Meals will no longer be available for pick up at the dining site, only one meal per person, and no meals will be delivered to an apartment without being assessed and approved for HDM program. Nutrition contracts are currently being developed and processed.

Office Updates: Wendy Hutterer updated board members that the computer and phone project has been completed uniting both the Kewaunee and Manitowoc Offices on to one system.

Wendy Hutterer handed out the State Aging Advisory Council Minutes provided by Judy Rank. Board members reviewed.

Donna Thomas requested a job description for the DCS, and Michelle Acevedo will provide to Donna in the near future.

Upcoming Events: Wendy Hutterer updated board members that there is a HLWD class starting on August 2nd, 2017 at St. John Lutheran Church from 1:00 p.m. to 3:30 p.m. and a Powerful Tools for Caregivers that started on July 12th, 2017 at Riverwood Place from 5:30 p.m. to 8:30 p.m.

The next meeting will be September 26th, 2017 in Manitowoc at the ADRC of the Lakeshore location. There being no other business Shirley Fessler made a motion to adjourn, seconded by Connie Gulash. Motion carried. This meeting adjourned at 10:40 a.m.

Respectfully Submitted,

Wendy Hutterer



Cathy Ley, Department Director

cathyley@co.manitowoc.wi.us

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COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, September 26, 2017
TIME: 10:00 A.M.
PLACE: ADRC of the Lakeshore – Manitowoc Co. Heritage Center
ADRC Education Room – Lower Level
1701 Michigan Avenue, 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
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4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Nutrition Report
8. Nutrition Updates
9. Office Updates
10. Upcoming Events
11. Next meeting date & Place: Tuesday, November 28, 2017 @ Kewaunee
12. Adjourn

September 14, 2017

Chairperson Melvin Waack
By: Cathy Ley, Director

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Commission on Aging
Tuesday, September 26, 2017
1701 Michigan Avenue
Manitowoc, WI 54220

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

Those present: Laurie Bouche, Helen Clinton, Mary Noah, Rose Quinlan, Kaye Shillin, Linda Sinkula, Shirley Fessler, Connie Gulash, Linda Langman, Tim Nicholls, Melvin Waack and Cathy Wagner. Also present: Cathy Ley, Wendy Hutterer, and Michelle Acevedo.

Motion by Shirley Fessler, second by Connie Gulash to approve the minutes from July 25, 2017 as printed. Motion carried.

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

Public Comment: None

Motion by Cathy Wagner, second by Linda Langman to approve the agenda as printed. Motion carried.

The August 2017 year to date expense report for the Older American program was distributed and discussed.

The August 2017 Nutrition report was distributed and discussed.

Nutrition updates: Cathy Ley updated the committee that the Algoma Congregate Meal Site at the United Methodist Church has been declining steadily since January. Cathy shared an in depth analysis of the site with the COA members. For the last 6 months the average number of people eating is less than 4 daily. There is a second site located in Algoma at Grandview Apartments. Cathy is recommending that the United Methodist site be closed at the end of 2017, and those in the community be offered the opportunity to visit the other meal site. A motion to close this meal site was made by Rose Quinlan, seconded by Connie Gulash. Motion carried.

Cathy also notified the committee that the current vendor for Algoma meals had asked for an increase of over \$3.00 per meal for 2018. Cathy stated that the current dollars in the nutrition program could not absorb this increase. The ADRC will be looking for a new vendor for 2018.

Office updates: The ADRC has a new Social Work Intern from UW-GB. Cathy Ley & Michelle Acevedo shared statistics from the Benefit Specialist programs.

Upcoming Events: Stepping On class in Two Rivers; Powerful Tools for Caregiving classes in Manitowoc & Kewaunee; Living Well class in Manitowoc; and Kewaunee Health Fair in Kewaunee.

The next meeting will be November 28, 2017 at 10 am in Kewaunee. There being no other business, Kaye Shillin made a motion to adjourn, seconded by Linda Langman. Motion carried. The meeting adjourned at 10:45 am.

Respectfully submitted,
Cathy Ley



Cathy Ley, Department Director

cathyley@co.manitowoc.wi.us

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COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, November 28, 2017
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. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Nutrition Report & Nutrition Updates
8. Manitowoc County s.85.21 grant (Discussion & possible action)
9. Office Updates
10. COA Updates
11. Upcoming Events
12. Next meeting date & Place: Tuesday, January 23, 2018 @ Manitowoc
13. Adjourn

November 14, 2017

Chairperson Linda Sinkula
By: Cathy Ley, Director

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Commission on Aging
Tuesday, November 28, 2017
810 Lincoln Street
Kewaunee, WI 54216

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

Those present: Laurie Bouche, Helen Clinton, Mary Noah, Rose Quinlan, Kaye Shillin, Linda Langman, Tim Nicholls, Melvin Waack and Cathy Wagner. Excused: Linda Sinkula, Shirley Fessler and Connie Gulash Also present: Cathy Ley, Wendy Hutterer, and Michelle Acevedo.

Motion by Kaye Shillin, second by Linda Langman to approve the minutes from September 26, 2017 as printed. Motion carried.

Correspondence: None

Public Comment: None

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

The October 2017 year to date expense report for the Older American program was distributed and discussed. The October 2017 Nutrition report was distributed and discussed.

Nutrition updates: Cathy Ley updated the committee that the Algoma Congregate Meal Site at the United Methodist Church is closed with no plans to re-open. The ADRC will be hiring a Meal Site Manager for the Algoma Grandview site as of January 1, 2018, due to the fact that home delivered meals will now come out of this site. They will be also adding a congregate day in January 2018. The plan will be to have the congregate meals available on Mondays, Wednesdays and Fridays. Home delivered meals will operate five days a week. All nutrition contracts for 2018 have gone out – both catering and facility contracts.

Manitowoc County s85.21 grant: Cathy updated the committee on the application for transportation funding, and went through the multiple projects and goals. Motion by Linda Langman, second by Mary Noah to apply for the s85.21 grant. Motion carried.

Office updates: The ADRC is currently recruiting for an Elder Benefit Specialist.

COA Updates: Cathy Ley went through the membership terms and appointments for 2018. The schedule of meetings for 2018 was distributed to members.

Upcoming Events: Powerful Tools for Caregiving class in Kewaunee; Medicare A-D Seminars in both Kewaunee and Manitowoc on 12/12/17.

The next meeting will be January 23, 2018 at 10 am in Manitowoc. There being no other business, Kaye Shillin made a motion to adjourn, seconded by Laurie Bouche. Motion carried. The meeting adjourned at 10:45 am.

Respectfully submitted,
Cathy Ley