



**Cathy Ley, Department Director**

*cathyley@co.manitowoc.wi.us*

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## **COMMISSION ON AGING MEETING NOTICE**

**DATE:** Tuesday, January 28, 2020  
**TIME:** 10:00 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. Nutrition Report & Updates
8. Office Updates
9. Transportation Updates
10. Upcoming Events
11. Next meeting date & place: March 24, 2020, Kewaunee
12. 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 - Commission on Aging  
Tuesday, January 28, 2020  
1701 Michigan Avenue, Manitowoc, WI 54220

Cathy Wagner called the meeting to order at 10:00 am. Roll call was taken. Those present: Paul Ravet, Helen Clinton, Sandi Schleis-Ulmen, Rose Quinlan, Kaye Shillin, Linda Teske, Shirley Fessler, Linda Langman, Tim Nicholls and Cathy Wagner. Also present: Donna Wallace, Cathy Ley, Melissa Konop and Wendy Hutterer. Excused: Tye Geimer and Connie Gulash.

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

Correspondence: Cathy Ley shared 2 letters she had received. They were donations from Sargento Foods for the Meals on Wheels program. One donation was \$1434.24 and the other was \$2081.88.

Public Comment: None

Motion by Linda Langman, second by Shirley Fessler to approve the agenda as printed. Motion carried.

The November 2019 year end expense report for the Older American program was distributed and discussed.

The December 2019 Nutrition report was distributed and discussed.

Office updates: Wendy Hutterer gave an update on Medicare Open Enrollment 2019. The ADRC assisted 1043 people in 6 weeks. This was done with 4 staff and 3 volunteers. Wendy also reported that a new receptionist, Jessica Manley, started in the Kewaunee office. The ADRC will have a retirement at the end of the week, as Lynn Scheinoha is retiring. The ADRC is currently interviewing to replace Lynn's position. They hope to select a candidate by the end of the week.

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.

Upcoming Events: Wendy Hutterer gave the COA 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 10:00am in the Kewaunee location. There being no other business, Paul Ravet made a motion to adjourn, seconded by Linda Langman. Motion carried. The meeting adjourned at 10:20 am.

Respectfully submitted,  
Cathy Ley



**Cathy Ley, Department Director**

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## **COMMISSION ON AGING MEETING NOTICE**

**DATE:** Tuesday, July 28, 2020  
**TIME:** 10:00 A.M.  
**PLACE:** Video Remote via Blue Jeans Conferencing or by phone

**REMOTE MEETING NOTICE:** Members of the Commission on Aging 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. COA Election
7. Overview of Older American's Act
8. Year to Date Budget Report
9. Nutrition Report & Updates
10. Office Updates
11. Transportation Updates
12. Next meeting date: September 29, 2020
13. Adjourn

July 20, 2020

Chairperson Catherine Wagner

By: Cathy Ley, Director

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**ADRC of the Lakeshore - Commission on Aging**  
**Tuesday, July 28, 2020**  
**Remote via BlueJeans Video Conferencing or by phone**

Cathy Wagner called the meeting to order at 10:00 am. Roll call was taken. Those present: Helen Clinton, Tim Kinnard, Sandi Schleis-Ulmen, Rose Quinlan, Linda Teske, Shirley Fessler, Connie Gulash, Tim Nicholls and Cathy Wagner. Also present: Jim Falkowski, Charles Hagen, Cathy Ley, Melissa Konop, Wendy Hutterer and Kim Novak. Excused: Paul Ravet, Bob Cavanaugh, and Linda Langman.

Motion by Shirley Fessler, second by Connie Gulash, to approve the minutes from January 28, 2020 as printed. Motion carried.

Correspondence: Cathy Ley shared 8 thank you notes the ADRC had received. They were regarding care packages the staff delivered to the caregivers registered in the ADRC programs. Cathy also shared that the ADRC received a \$500 donation from the family of a Home Delivered Meal recipient.

Public Comment: None

Motion by Tim Kinnard, second by Shirley Fessler to approve the agenda as printed. Motion carried.

COA Election: Motion by Tim Kinnard, second by Rose Quinlan to nominate Linda Teske as a co-chair for the COA. Motion by Jim Falkowski, second by Connie Gulash to nominate Cathy Wagner as a co-chair for the COA. A unanimous ballot was cast. Motion carried.

Overview of Older Americans Act & Board Duties: Cathy Ley gave an overview of the Older Americans Act, WI Elders Act and the Aging Difference and how it pertains to duties of COA members.

The May 2020 expense report for the Older American program was distributed and discussed. Cathy Ley also reported that the ADRC received \$76,513 in Families First Corona Bill Funding, \$249,878 in CARES act funding and \$13,780 in Emergency Food and Shelter Funding.

The June 2020 Nutrition report was distributed and discussed. Cathy Ley gave a report detailing the closing of congregate dining since March 2020, increased home delivered meal referrals, adding cold bagged supper meals to all home delivered meal recipients, and pick-up meal program.

Cathy also updated the committee on a site manager resignation in Algoma and the subsequent hiring of a new staff to begin on 8/10/20. Cathy also gave a brief report on the Reedsville Dining Site. The ADRC is currently only doing home delivered meals out of the site with no congregate dining for quite some time – even before COVID-19. The ADRC has been unsuccessful finding volunteers to operate the site 5 days per week. Cathy requested to go to 3 days per week in Reedsville with still maintaining 5 days of meals for home delivered meal recipients by utilizing frozen meals 2 days per week that will be delivered with the hot meals. The ADRC would like to start this on September 1, 2020. Motion made by Tim Kinnard, second by Rose Quinlan to operate Reedsville Meal Site three days per week beginning September 1, 2020. Motion carried.

Office updates: The ADRC currently has their doors open but 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.

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 s85.21 grant in the near future.

Next Meeting: Tuesday, September 29, 2020 at 10:00 am - format to be determined. There being no other business, Jim Falkowski made a motion to adjourn, seconded by Shirley Fessler. Motion carried. The meeting adjourned at 11:25 am.

Respectfully submitted,

Cathy Ley



**Cathy Ley, Department Director**

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## **COMMISSION ON AGING MEETING NOTICE**

**DATE:** Tuesday, September 29, 2020  
**TIME:** 10:00 A.M.  
**PLACE:** Video Remote via Blue Jeans Conferencing or by phone

**REMOTE MEETING NOTICE:** Members of the Commission on Aging 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. Nutrition Report & Updates
8. Aging Plan Updates
9. Office Updates
10. Transportation Updates
11. COA Committee and ADRC Board Structure Update
12. Next meeting date: November 24, 2020 10:00 a.m.
13. Adjourn

September 21, 2020

Chairperson Catherine Wagner

By: Cathy Ley, Director

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

**ADRC of the Lakeshore - Commission on Aging**  
**Tuesday, September 29, 2020**  
**Video Remote via Blue Jeans Conferencing or by phone**

Cathy Wagner called the meeting to order at 10:05 am. Roll call was taken. Those present: Helen Clinton, Tim Kinnard, Sandi Schleis-Ulmen, Rose Quinlan, Linda Teske, Shirley Fessler, Linda Langman, Tim Nicholls and Cathy Wagner. Also present: Cathy Ley, Melissa Konop, and Wendy Hutterer. Excused: Paul Ravet, Bob Cavanaugh, and Connie Gulash.

Motion by Shirley Fessler, second by Tim Kinnard, to approve the minutes from July 28, 2020 as printed. Motion carried.

Correspondence: None  
Public Comment: None

Motion by Shirley Fessler, second by Helen Clinton, to approve the agenda as printed. Motion carried.

The July 2020 expense report for the Older American program was distributed and discussed.

The August 2020 Nutrition report was distributed and discussed. Cathy Ley gave an update on nutrition sites and shared data regarding the extra bag suppers and pick up meals that were purchased with the CARES act funding. Those meals were served through the end of August and now home delivered meals are running regularly.

Aging Plan Updates: Wendy Hutterer went through the Aging Plan Updates for 2020 that the ADRC will be submitting to the state. The ADRC was able to meet all goals except for attending Aging Advocacy Day with community members. Aging Advocacy Day was canceled due to COVID. It will be a future goal.

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>.

Transportation Updates: Cathy Ley reported that the ADRC submitted their 5310 Mobility Management Grant, are working on the 5 year Transportation Coordinated Plan and they will also be doing their s85.21 grant in the near future.

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 10:00 am - format to be determined. There being no other business, Tim Kinnard made a motion to adjourn, seconded by Shirley Fessler. Motion carried. The meeting adjourned at 10:48 am.

Respectfully submitted,  
Cathy Ley





Cathy Ley, Department Director

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## COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, November 24, 2020  
TIME: 10:00 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

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7. Year to Date Budget Report
8. Nutrition Report & Updates
9. Office Updates
10. Aging Plan Updates
11. Transportation Updates
12. Upcoming Events
13. Adjourn

November 13, 2020

Chairperson Linda Teske

By: Cathy Ley, Director

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ADRC of the Lakeshore - Commission on Aging  
Tuesday, November 24, 2020  
Video Remote via Blue Jeans Conferencing or by phone

Linda Teske called the meeting to order at 10:00 am. Roll call was taken. Those present: Helen Clinton, Tim Kinnard, Sandi Schleis-Ulmen, Rose Quinlan, Linda Teske, Shirley Fessler, Connie Gulash, Tim Nicholls and Cathy Wagner. Also present: Cathy Ley, Kim Novak, and Wendy Hutterer. Excused: Paul Ravet, Bob Cavanaugh, and Linda Langman.

Motion by Shirley Fessler, second by Rose Quinlan to approve the minutes from September 29, 2020 as printed. Motion carried.

Correspondence: None

Public Comment: None

Motion by Tim Kinnard, second by Connie Gulash, to approve the agenda as printed. Motion carried.

COA Updates: This meeting is the last meeting of the ADRC Commission on Aging. The COA will be combined with the ADRC Board and there will be a new ADRC Board starting in 2021. This board will review both aging and ADRC topics.

The September 2020 expense report for the Older American program was distributed and discussed. Cathy Ley introduced Kim Novak, Business Services Manager for the ADRC.

The October 2020 Nutrition report was distributed and discussed. Cathy Ley gave an update on nutrition sites and shared data regarding the extra bag suppers and pick up meals that were purchased with the CARES act funding. CARES funding is now spent. There are no plans to open congregate dining sites at this time. The Algoma home delivered meals are still being assembled in Kewaunee.

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. A new I & A Specialist, Stephanie Madson started on 10/5/20.

Aging Plan Updates: Wendy Hutterer described the process that the ADRC must go through to develop and submit an Aging Plan to the state. This plan will go from 2022-2024. Wendy handed out community questions to all COA members and asked them to speak with community members by phone and gather information when they can that could help the ADRC incorporate community needs into the Aging Plan.

Transportation Updates: Cathy Ley reported that the ADRC will be doing a public hearing for the 5 year Transportation Coordinated Plan and s85.21 grant on 12/1/20. Kewaunee Human Services held their public hearing for transportation and the ADRC submitted a letter of support to the program.

Upcoming Events: ADRC is hosting a Medicare Parts A-D Virtual Information Session on 12/22/20 from 3-4pm. ADRC also has some virtual caregiver programs as well as support groups.

There being no other business, Shirley Fessler made a motion to adjourn, seconded by Connie Gulash. Motion carried. The meeting adjourned at 10:53 am.

Respectfully submitted,  
Cathy Ley