

ADRC of the Lakeshore Board Minutes  
Tuesday, March 26, 2024  
Kewaunee Administration Building – Large Training Room

Linda Teske called the meeting to order at 10:00 a.m. Roll call was taken. Those present were: Paul Ravet, James Hathaway, Joanne Lazansky, Linda Teske, Sandi Schleis-Ulmen, Shirley Fessler, Tim Jadowski, and Catherine Wagner. Excused: Tim Nicholls, and Cindy Neelis. Also present were: Wendy Hutterer, Melissa Konop, Lori J Fure, and Kim Novak from the ADRC of the Lakeshore.

Pledge of Allegiance

Motion by Catherine Wagner, second by Tim Jadowski to approve the agenda as printed. Motion carried.

Motion by Paul Ravet, second by Shirley Fessler, to approve the minutes from January 23, 2024 with correction of word “quality” to “qualify”. Motion carried.

Public Comment: None

Correspondence: Received compliments from Manitowoc County Human Services regarding the quality of service their client received from Julie, ADRC I & A staff member. Wendy also noted she and her family experienced wonderful service working with the ADRC I & A staff.

Director Updates – Wendy Hutterer:

Finance Report:

- February 2024 Monthly Financial Summary was distributed. Not all February expenses are noted on the summary because the month wasn’t closed at the time of printing. Motion made by Sandi Schleis-Ulmen, seconded by Catherine Wagner, to approve the report but motion was not required.

Office Report:

- Two nutrition staff members will be on maternity leave in August. Received permission to hire a substitute to help cover the meal sites. Job will be posted in June and hire in July.
- Manitowoc elevator will be replaced in 2024. A proposed installation of a lift is being considered as an option during this time. Back-up plan is office space at the Human Services building on South 8<sup>th</sup> Street.
- Manitowoc men’s restroom on the main level is closed for repairs. Hope to have it operational by the end of April.

Legislative Report:

- Aging Advocacy Days is scheduled May 14<sup>th</sup> in Madison. This is a good time to advocate for passing of bills to help seniors. More information regarding the event can be found at [www.GWAAR.org](http://www.GWAAR.org).

ADRC Updates – Melissa Konop:

Information & Assistance Specialists:

- Busy this year so far. We have had 77 Long Term Care referrals and been busy with Home Delivered Meal assessments.

Disability Benefit Specialists:

- Busy with disability applications.
- Strengthened relationship with the Manitowoc Social Security office allowing shorter turnaround times.

Dementia Care Specialist:

- VDT's are taking place this week in Kewaunee and Manitowoc.
- New program for 2024 called Boost your Brain and Memory. More information to come on this program.

Older American's Act Programming Updates – Lori J Fure:

Elderly Nutrition Program:

- Distributed report and reviewed number of meals served year-to-date. Discussed ideas to increase congregate participation.
- Stepping Up your Nutrition class will be held in Kewaunee on 4/24/2024 from 9 am – 11 am in the Kewaunee County Board Room.
- The nutrition section of our website is being revamped to include additional resources and nutrition education.
- Nutrition Counsel meets quarterly in both counties. Anyone interested in joining the counsel, please contact our Nutrition Program Supervisor.

Caregiver/Prevention Programs:

- Manitowoc Caregiver Specialist completed Powerful Tool for Caregivers training and is in the process of teaching her first class at the Manitowoc Senior Center.
- Held a demonstration of Bingocize at St. John Church in Luxemburg. It was well received.
- Distributed the Spring 2024 Health and Wellness class offerings flyer. Discussed efforts and ideas to fill Stepping On and Powerful Tools for Caregivers classes.
- Sip & Swipe classes are popular in both counties.
- We are working to increase attendance at our support groups for Family Caregivers and Caregivers for individuals with early memory loss.

Elder Benefit Specialists:

- AARP Tax Clinic in Algoma is complete. Angie, our Elder Benefit Specialist, helped with the event. All time slots were filled.
- Medicare A-D presentations are well attended in both counties. The Manitowoc presentation will move to the Manitowoc County Office Complex due to high attendance.
- 2025-2027 Aging Plan survey was distributed and discussed the importance of them and getting as many responses as possible. Board members were asked to help distribute the surveys throughout their communities. We would like the surveys completed prior to our next Board meeting.
- Pro-bono attorney appointments are limited due to a decrease in attorneys willing to donate their time. Main concern for attorneys is wasted time due to "No Shows".

Transportation Updates – Kim Novak:

Kewaunee:

- Rides continue to come in at a steady pace.
- Sent a mailing to over 250 participants explaining guidelines for consumers in the hopes that it will help decrease confusion and/or limit any frustration with program capabilities in the future.
- Next driver training is scheduled for 6/13/2024 from 10-noon at KCDHS. Tentative plan for training is bloodborne pathogens, defensive driver training, review of recruitment video and van training videos along with a lunch and Q&A session for drivers about program administration.

- Next Kewaunee TCC meeting is scheduled for 5/14/2024. Have started to work on the 2025-2029 Coordinated Plan with Bay Lake. A draft of the plan will be posted in May and reviewed at the TCC Meeting. No major changes nor vehicle procurements are anticipated.
- Changes to the weapons policy to accommodate State recommendations were reviewed at the last TCC Meeting. Those changes were approved.
- Janine Bowers has transferred into the transportation position. She has quickly learned the role and been able to make improvements to the billing process.

Manitowoc:

- Ride demands are up 70% from this time last year.
- Recruiting for volunteer drivers.
- We are working with Bay Lakes on our 2025-2029 Transportation Coordinate Plan. Planning meeting is scheduled for 4/24/2024 at 1:00 pm at the ADRC of the Lakeshore Manitowoc office building.

Next Meeting: May 28, 2024 at 10:00 am in Manitowoc. There being no other business Joanne Lazansky, made a motion to adjourn, seconded by Shirley Fessler. Motion carried. The meeting adjourned at 11:11 am.

Respectfully submitted,

Kim Novak/wh  
ADRC Business Services Manager