



Wendy Hutterer, Department Director

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ADRC OF THE LAKESHORE BOARD (Aging & Disability Resource Center) MEETING NOTICE

DATE: Tuesday, January 23rd, 2024
TIME: 10:00 a.m.
PLACE: Manitowoc County Heritage Center
Education Room on Floor B-Lower Level
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 – Establish Quorum
2. Pledge of Allegiance
3. Approval of agenda as printed
4. Approval of Previous minutes
5. Public Comment
6. Correspondence
7. Director Updates
 - a) Finance Report
 - b) Office Report
 - c) Legislative Report
8. ADRC Updates
 - a) Information & Assistance Specialists
 - b) Disability Benefit Specialists
 - c) Dementia Care Specialists
9. Older American's Act Programming Updates
 - a) Elderly Nutrition Program
 - b) Caregiver/Prevention Programs
 - c) Elder Benefit Specialists
10. Transportation Updates
11. Next meeting date: March 28th, 2023 at 10:00 a.m. in Kewaunee
12. Adjourn

January 11, 2024

Chairperson Catherine Wagner
By: Wendy Hutterer, 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 Board Minutes
Tuesday, January 23, 2024
Manitowoc County Heritage Center – Education Room
Amended 3-26-2024

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

Pledge of Allegiance

Motion by Paul Ravet, second by Sandi Schleis-Ulmen to approve the agenda as printed. Motion carried.

Motion by Paul Ravet, second by Joanne Lazansky, to approve the minutes from November 28, 2023. Motion carried.

Public Comment: None

Correspondence: None

Director Updates – Wendy Hutterer:

Finance Report:

- The reallocation of the ADRC grants have a “Hold Harmless” clause that states for 2024 and 2025 no one will receive less dollars than they received in 2023.
- December 2023 Monthly Financial Summary was distributed and reviewed.

Office Report:

- The elevator replacement in the Manitowoc office will be scheduled after December 7th. They are considering installing a lift from the ground floor to the first floor also.
- The men’s restroom in the Manitowoc office on the first floor is scheduled to have pipes fixed in the near future. Yesterday there was a water leak in the lower level. Might be from the men’s restroom above the leak.
- The Manitowoc office has been experiencing furnace issues for the second floor. Waiting on a part to arrive.
- Need volunteers for our congregate site in Manitowoc and home delivered meals.
- Distributed and reviewed the ADRC Mission.

Legislative Report:

- Distributed voting information for the 2024 elections in February.
- DBS Advocacy Days scheduled for March 20th.
- Aging Advocacy Days scheduled for May 14th.

ADRC Updates – Melissa Konop:

Information & Assistance Specialists:

- Completed 273 functional screens in 2023.
- I & A are required to complete functional screen tests every 2 years. This is the off year when DHS does a review of 2-3 staff prior year test results and let us know if there are any corrective actions to be taken.

Disability Benefit Specialists:

- Back to full staff.

Dementia Care Specialist:

- 25 memory screens completed in 2023.
- Next VDT’s scheduled in Kewaunee March 27th and Manitowoc March 28th.
- Exploring a new program for 2024 called Boost Your Brain & Memory.

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

Elderly Nutrition Program:

- Distributed report and reviewed meals served in 2023.
- Meal Prioritization pilot started and is going well. Noted if 2024 meal numbers are lower than 2023 it may be because participants are going from 5 meals per week to 3 meals based on their level of need. It may not be because we are serving less people.
- Our Nutrition Supervisor is preparing for a 3 year nutrition assessment scheduled for May.
- We have posted our weather policy on our website, newsletter, and sent a letter to meal participants. The meal program was canceled twice in December due to weather.
- Nutrition Counsel meetings are held quarterly. Please let us know if you are interested in being a part of the counsel.

Caregiver/Prevention Programs:

- 2024 Health and Wellness workshop dates are set. As soon as the flyer is complete we will send it to everyone.

Elder Benefit Specialists:

- Angie will be helping with the AARP tax clinic in Kewaunee County. Kewaunee County residents need to be 50 years old or older and low income to ~~quality~~ **qualify**. It will be held at the City Hall in Algoma. To participate you need to visit our Kewaunee office for the packet and schedule the appointments.
- Medicare A-D presentations are scheduled for this year. The dates are posted in our newsletters.

Transportation Updates – Kim Novak:

Kewaunee:

- 4966 Rides were provided in 2023. It is an 800 ride increase from last year and 1500 ride increase from 2 years ago.
- Next driver training is scheduled for June 6th at ESI. Subject is blood borne pathogens.
- New training video completed for each of the vehicles.
- Added 6 new drivers in 2023 with 3 more trained this month.
- The next TCC meeting is scheduled for February 13th at the KCDHS building. They will talk about a change to the weapons policy.
- Hoping to have Janine in the transportation position by early February. Lynn is helping until this happens.

Manitowoc:

- 1105 Rides were provided in 2023. It is a 398 ride increase (56%) from last year.
- Added 3 new volunteer drivers in 2023. It is a 26% increase.
- Received the 5310 Mobility Management grant for 2024 in the amount of \$64,238. Applied for \$83,253.
- Awarded one vehicle from the 2024 5310 vehicle grant application. Applied for two.
- No word on the arrival date for the vehicle we were awarded in 2023.

Next Meeting: March 26, 2024 at 10:00 am in Kewaunee. There being no other business, Sandi Schleis-Ulmen made a motion to adjourn, seconded by Tim Nicholls. Motion carried. The meeting adjourned at 10:55 am.

Respectfully submitted,

Kim Novak/wh
ADRC Business Services Manager



Wendy Hutterer, Department Director

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ADRC OF THE LAKESHORE BOARD (Aging & Disability Resource Center) MEETING NOTICE

DATE: Tuesday, March 26th, 2024
TIME: 10:00 a.m.
PLACE: Kewaunee County Public Health and Human Services Center
Large Training Room
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 – Establish Quorum
2. Pledge of Allegiance
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 - a) Elderly Nutrition Program
 - b) Caregiver/Prevention Programs
 - c) Elder Benefit Specialists
10. Transportation Updates
11. Next meeting date: May 28th, 2024 at 10:00 a.m. in Manitowoc
12. Adjourn

March 1st, 2024

Chairperson Linda Teske
By: Wendy Hutterer, 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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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 8th 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 14th 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.

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



Wendy Hutterer, Department Director

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ADRC OF THE LAKESHORE BOARD (Aging & Disability Resource Center) MEETING NOTICE

DATE: Tuesday, May 28th, 2024
TIME: 10:00 a.m.
PLACE: Manitowoc County Heritage Center
Education Room on Floor B-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 – Establish Quorum
2. Pledge of Allegiance
3. Approval of agenda as printed
4. Approval of Previous minutes
5. Public Comment
6. Correspondence
7. Election of New Manitowoc County Co-Chair
8. Director Updates
 - a) Finance Report
 - b) Office Report
 - c) Legislative Report
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 - a) Information & Assistance Specialists
 - b) Disability Benefit Specialists
 - c) Dementia Care Specialists
10. Older American's Act Programming Updates
 - a) Elderly Nutrition Program
 - b) Caregiver/Prevention Programs
 - c) Elder Benefit Specialists
11. Transportation Updates
12. Next meeting date: July 23rd, 2024 at 10:00 a.m. in Kewaunee
13. Adjourn

April 17, 2024

By: Wendy Hutterer, 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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ADRC of the Lakeshore Board Minutes
Tuesday, May 28, 2024
Manitowoc County Heritage Center – Education Room

Bonnie Shimulunas called the meeting to order at 10:01 a.m. Roll call was taken. Those present were: James Hathaway, Joanne Lazansky, Linda Teske, Paul Hacker, Sandi Schleis-Ulmen, Shirley Fessler, Cindy Neelis, and Bonnie Shimulunas. Excused: Paul Ravet, and Tim Nicholls. Also present were: Wendy Hutterer, Melissa Konop, Lori J Fure, and Kim Novak from the ADRC of the Lakeshore.

Pledge of Allegiance

Motion by Shirley Fessler, second by Joanne Lazansky to approve the agenda as printed. Motion carried.

Motion by Joanne Lazansky, second by Sandi Schleis-Ulmen, to approve the minutes from March 26, 2024. Motion carried.

Public Comment: None

Correspondence: None

Election of New Manitowoc County Co-Chair: Paul Hacker nominated Bonnie Shimulunas. No other motions made. Nomination accepted by Bonnie Shimulunas.

Director Updates – Wendy Hutterer:

Finance Report:

- ARPA dollars to be used by end of September.
- Monthly Financial Summary was distributed and reviewed.

Office Report:

- Manitowoc meal site manager position interviews are complete. Offer made. Hoping for a June 10th start date.
- Outreach Coordinator resigned effective June 3rd. Interviews start today.
- Men’s restroom in the Manitowoc office is now open. Repairs are complete.
- Manitowoc office elevator will be replaced in early 2025. During that time, office space at Human Services have been made available to us.
- Nutrition Supervisor will be going on maternity leave around the beginning of August. Plan is complete for coverage while she is out.
- Substitute position for meal sites has been approved and will be posted in mid to late June.
- Business Manager gave notice of her plan to retire the end of February, 2025.

Legislative Report:

- Staff from the ADRC of the Lakeshore attended Aging Advocacy Days in Madison, May 14th. Heather from the Two Rivers Senior Center also attended.
- May is ADRC Month. Wendy Hutterer gave the history of the ADRC’s.

ADRC Updates – Melissa Konop:

Information & Assistance Specialists:

- May busiest month so far with calls and referrals.
- Walk-ins remain steady. Expect more in June due to Farmer Market vouchers beginning then.
- Economic Maintenance will be done with Medicaid renewals in June. We should be back on schedule then.

Disability Benefit Specialists:

- Busy with disability applications. Social Security office is short-handed and is taking a long time for review of applications.
- Medicare A-D presentation participants have increased in both offices.

Dementia Care Specialist:

- Distributed multiple flyers regarding scheduled events beginning in June, outreach flyer for "Longest Day of the Year" event and Teepa Snow conference.

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

Elderly Nutrition Program:

- Distributed report and reviewed meals served in 2024.
- Senior Farmer's Market vouchers begin in June. Distributed list of outreach events for vouchers. Value of vouchers is \$45 this year.
- Discussed Aging Plan goal of using Senior Farmer's Market vouchers with Home Delivered Meal participants. Opportunity is open for up to 30 Home Delivered Meal participants. 18 have signed up so far.
- Nutrition Counsel meetings are held quarterly. Please let us know if you are interested in being a part of the counsel.

Caregiver/Prevention Programs:

- Bingocize started May 20th in both Manitowoc and Kewaunee.
- Distributed 2024 Fall Health and Wellness workshop flyers. Asked Board to spread the word about the Powerful Tools for Caregivers class in Kewaunee beginning June 18th.

Elder Benefit Specialists:

- EBS staff will attend the WABS (Wisconsin Association of Benefit Specialists) conference in June.
- Kewaunee Senior Resource Fair will be held October 8th at the Kewaunee County Fairgrounds Exhibition Hall.
- The 2025-2027 Aging Plan survey is complete. The data will be used to develop our goals for the plan.

Transportation Updates – Kim Novak:

Kewaunee:

- Ride request continue to come in at a steady pace. Rides are down just a bit for the 1st Quarter.
- Added 7 new drivers since the end of last year.
- Hired 2 new drivers for Algoma bus route. Had long-term Algoma bus driver retire in March.
- Next driver training is scheduled for June 13th at KCDHS. First aid training, defensive driver training, and review of the concealed carry law will covered. The recruitment video and van training videos will also be shown.
- The TCC meeting was held on 5/14/24. Worked on 2025-2029 Coordinated Plan with Bay Lake. Revisions suggested by the committee and community members were submitted to Bay Lake. Hope to have plan approved by resolution at the next TCC meeting on 8/20/24. The plan will then go to the County Board for approval before being approved by the Bay Lake Regional Planning Commission. When Bay Lake approves the plan and sends to DOT, the plan will be complete and function as our guidance for 2025-2029.
- Janine has been doing well filling the role of transportation dispatcher.

Manitowoc:

- 329 Rides were provided in Q1 2024. It is a 138 ride increase (42%) from last year at that time.
- No word on the arrival date for the vehicle we were awarded in 2023.
- Bay Lakes Regional Planning Commission worked with us on our Human Services Transportation Coordinated Plan for 2025-2029 which was held during our TCC meeting on 4/24/24. The final plan will be reviewed at the next TCC meeting on 7/24/24, approved by the TCC committee, and then submitted to the Manitowoc County Board for their approval. It will then be sent to Bay Lakes Regional Planning Commission for their approval. They will then submit it to Wisconsin DOT.

Next Meeting: July 23, 2024 at 10:00 am in Kewaunee. There being no other business, Sandi Schleis-Ulmen made a motion to adjourn, seconded by Shirley Fessler. Motion carried. The meeting adjourned at 11:13 am.

Respectfully submitted,

Kim Novak/wh
ADRC Business Services Manager



Wendy Hutterer, Department Director

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ADRC OF THE LAKESHORE BOARD (Aging & Disability Resource Center) MEETING NOTICE

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TIME: 10:00 a.m.
PLACE: Kewaunee Administration Building
County Board Meeting Room
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:

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 - a) Elderly Nutrition Program
 - b) Caregiver/Prevention Programs
 - c) Elder Benefit Specialists
 - d) 2025-2027 Aging Plan Goals Draft
10. Transportation Updates
11. Next meeting date: September 24, 2024 at 10:00 a.m. in Manitowoc
12. Adjourn

July 8, 2024

Chairperson Linda Teske
By: Wendy Hutterer, 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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ADRC of the Lakeshore Board Minutes - **Corrected 9/9/2024**

Tuesday, July 23, 2024

Kewaunee Administration Building – County Board Room

Linda Teske called the meeting to order at 10:06 a.m. Roll call was taken. Those present were: Paul Ravet, James Hathaway, Joanne Lazansky, Linda Teske, Sandi Schleis-Ulmen, Shirley Fessler, Bonnie Shimulunas, and Paul Hacker. 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 Shirley Fessler, second by Joanne Lazansky to approve the agenda as printed. Motion carried.

Motion by Bonnie Shimulunas, second by Paul Hacker, to approve the minutes from May 28, 2024.

Motion carried.

Public Comment: None

Correspondence: Received card from Anne's Bingocize group thanking her. Received card from Ann's DBS client thanking her for her help.

Director Updates – Wendy Hutterer:

Finance Report:

- June 2024 Monthly Financial Summary was distributed and reviewed.
- Generous donations received from the Lakeshore Community Foundation and St. Thomas the Apostle for the nutrition program.
- Budget process for 2025 wages will begin in the next couple weeks.

Office Report:

- Hired two staff members. Outreach Coordinator started July 8th and Meal Site Manager/Nutrition Admin started July 22nd.
- Nutrition Supervisor planning to start maternity leave in August.
- Put the hire of a substitute to help cover the meal sites on hold. This will be revisited at a later date.
- Manitowoc office added an air phone at the entrance by the elevator. This was put in place for communication while the elevator is being replaced if someone is not able to walk the stairs.
- Manitowoc office parking place was resurfaced.
- EBS in Kewaunee is on medical leave. Manitowoc EBS covering calls and will be in the Kewaunee office once per week during this time.
- State software (WellSky) is being replaced with PeerPlace. This is planned to go live in November.

Legislative Report:

- Ballot drop boxes have been approved for 2024 voting.
- GWAAR is looking for new Board members.
- Bill to be presented to the State Finance committee seeks a decrease in OAA program funding. The main area is nutrition.

ADRC Updates – Melissa Konop:

Information & Assistance Specialists:

- Home visits, referrals, and HDM assessments remain steady.
- Increase in options counseling appointments.

Disability Benefit Specialists:

- Attending mandatory training today.
- Prepping for Medicare Open Enrollment.

- Medicare A-D presentation attendance has been steady.

Dementia Care Specialist:

- Dementia 101 presentations are taking place this week in Kewaunee and Manitowoc.
- New program for 2024 called Boost your Brain and Memory. First class will be held in October at the Manitowoc Public Library. More information at the next Board meeting.

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

Elderly Nutrition Program:

- Distributed report and reviewed number of meals served year-to-date.
- Senior Farmer's Market vouchers are still available in both counties.
- We have 13 participants in our home delivered meal program who are receiving fresh produce every month from Wilfert Farms utilizing the Senior Farmer's Market vouchers.
- 3 Year nutrition audit was completed last month. Went very well.

Caregiver/Prevention Programs:

- Distributed the Fall 2024 Health and Wellness class offerings flyer. Need help promoting Stepping On and Powerful Tools for Caregivers. Only 2 signed up for these classes.

Elder Benefit Specialists:

- Starting to prepare for Medicare Part D Open Enrollment.
- EBS supervising attorneys are leaving. Other program attorneys are helping until the positions are filled. May be longer wait times for responses.

Kewaunee County Senior Resource Fair:

Will be held October 8th from 9 am until noon at the Kewaunee County Fairgrounds, Exhibition Hall. We are doing a Hawaiian theme.

Aging Plan Update:

- Reviewed status of current Aging Plan and goals.
- Reviewed proposed 2025-2027 Aging Plan and goals.

Transportation Updates – Kim Novak:

Kewaunee:

- Rides continue to come in at a steady pace.
- No additional drivers were added since last update. Marketing efforts continue.
- New Algoma drivers are doing well. There are two drivers and a back-up driver.
- 29 Drivers attended training June 13th. Training included basic first aid, defensive driver training, and review of the concealed carry law. Recruitment video and van training videos were also shown. Next training being planned for November.
- 2025-2029 Coordinated Plan with Bay Lakes was completed. Plan to be approved at next TCC meeting in August. It will then go to Bay Lakes for approval and then to DOT.
- Planning to update transportation MOU's with assisted living facilities by the end of this year.

Manitowoc:

- Rides for 2nd Quarter are about the same as 2nd Quarter of 2023.
- 2025-2029 Transportation Coordinate Plan is ready for TCC approval. It will then go to County Board for approval, then to Bay Lakes, then to DOT.
- Working on 2025 5310 Mobility Management grant application and 5310 vehicle grant application to replace an existing bus used for paratransit.

Next Meeting: September 24 **17th**, 2024 at 10:00 am in Manitowoc was rescheduled for September 17 due to scheduling conflicts. There being no other business Sandi Schleis-Ulmen, made a motion to adjourn, seconded by Bonnie Shimulunas . Motion carried. The meeting adjourned at 11:17 am.

Respectfully submitted,

Kim Novak/wh
ADRC Business Services Manager



Wendy Hutterer, Department Director

wendyhutterer@manitowocountywi.gov

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ADRC OF THE LAKESHORE BOARD (Aging & Disability Resource Center) MEETING NOTICE

DATE: Tuesday, September 17th, 2024
TIME: 10:00 a.m.
PLACE: Manitowoc County Heritage Center
Education Room on Floor B-Lower Level
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 – Establish Quorum
2. Pledge of Allegiance
3. Approval of agenda as printed
4. Approval of Previous minutes
5. Public Comment
6. Correspondence
7. Director Updates
 - a) Finance Report
 - b) Office Report
 - c) Legislative Report
8. ADRC Updates
 - a) Information & Assistance Specialists
 - b) Disability Benefit Specialists
 - c) Dementia Care Specialists
9. Older American's Act Programming Updates
 - a) Elderly Nutrition Program
 - b) Caregiver/Prevention Programs
 - c) Elder Benefit Specialists
10. Transportation Updates
11. Next meeting date: November 26th, 2024 at 10:00 a.m. in Kewaunee
12. Adjourn

September 9, 2024

By: Wendy Hutterer, 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 Board Minutes
Tuesday, September 17, 2024
Manitowoc County Heritage Center – Education Room

Bonnie Shimulunas called the meeting to order at 10:02 a.m. Roll call was taken. Those present were: James Hathaway, Joanne Lazansky, Linda Teske, Paul Hacker, Sandi Schleis-Ulmen, Shirley Fessler, Paul Ravet, and Bonnie Shimulunas. Excused: Cindy Neelis, and Tim Nicholls. Also present were: Wendy Hutterer, Melissa Konop, Lori J Fure, Kim Novak from the ADRC of the Lakeshore and William Fessler.

Pledge of Allegiance

Motion by Shirley Fessler, second by Joanne Lazansky to approve the agenda as printed. Motion carried.

Motion by Paul Hacker, second by Paul Ravet, to approve the minutes from July 23, 2024. Motion carried.

Public Comment: None

Correspondence: LPI (company who prints our newsletter) called to let the ADRC of the Lakeshore know how great our October/November newsletter looked. They were very impressed.

Director Updates – Wendy Hutterer:

Finance Report:

- ARPA dollars for nutrition to be used by end of September, other ARPA dollars extended to September 2025.
- Monthly Financial Summary was distributed and discussed.

Office Report:

- Conducted interviews for open Information and Assistance Specialist position. Background search is being done on potential candidate.
- Marketing Update:
 - o State ADRC Logo color change
 - o Added tag line “Your Bridge to Support”
 - o New radio show starting in November on WOMT. Every Monday at 11:30am for five minutes.
 - o Commercials, banner, weather sponsorships on WBDK starting in October.
 - o Directional signs for inside Kewaunee building to find the ADRC.
- Manitowoc elevator replacement will begin December 16th and will be down until January 24th. Will determine location of January ADRC Board meeting one week prior to meeting.
- Wendy Hutterer addressed comments circulating in Kewaunee County. The ADRC cannot operate a Senior Center but would be happy to consider placement of the meal site in a senior center space. Wendy had a conversation with Robin Nelson regarding the potential new Kewaunee Senior Center and relayed the same information.

Legislative Report:

- Aging Advocacy Days in Madison on May 13, 2025
- Disability Advocacy Days in Madison on March 12, 2025
- Please remember to vote.

ADRC Updates – Melissa Konop:

Information & Assistance Specialists:

- Interviews held for open Information & Assistance Specialist position. Currently doing background check on potential candidate.

Disability Benefit Specialists:

- Preparing for Medicare open enrollment and Medicare A-D presentations.

Dementia Care Specialist:

- Virtual Dementia tour being held September 25th in Kewaunee and 26th in Manitowoc.
- Boost Your Brain and Memory new program scheduled for October in Manitowoc. A class will be scheduled in Kewaunee in 2025. Distributed multiple flyers.
- Our Dementia Care Specialist will be attending a DCS collaboration meeting in Madison Thursday. The DCS group is also invited that evening to the Governor's mansion for a recognition celebration. Friday they will attend a research day at the hospital in Madison.

Events:

- NOMI resource fair September 9th.
- Youth in Transition resource fair in Kewaunee October 1st.
- Kewaunee Senior resource fair October 8th.
- Two Rivers Senior resource fair October 17th.

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

Elderly Nutrition Program:

- Distributed report and reviewed meals served in 2024.
- Senior Farmer's Market vouchers – 38 vouchers left between the two counties. We can distribute through September.
- Nutrition supervisor is still out on maternity leave.

Caregiver/Prevention Programs:

- Reviewed upcoming fall health and wellness classes.
 - o Stepping On started in Kiel and Luxemburg.
 - o In-Person Powerful Tools for Caregivers starts October 23rd in Luxemburg.
 - o Virtual Powerful Tools for Caregivers to be scheduled sometime in January.

Elder Benefit Specialists:

- One Elder Benefit Specialist is out on medical leave.
- New process for Medicare Part D open enrollment explained.
- Kewaunee Senior Resource Fair will be held October 8th at the Kewaunee County Fairgrounds Exhibition Hall.

2025-2027 Aging Plan Draft – Lori J Fure

- The plan draft was discussed and focused on future goals.
- Public hearing in Manitowoc September 17th from 4 – 5 pm.
- Public hearing in Kewaunee September 19th from 4 – 5pm.

Transportation Updates – Kim Novak:

Kewaunee:

- Ride request continue to come in at a steady pace. Rides are up 124 rides from this time last year. 11 new participants.
- Marketing and recruitment efforts continue. Will be attending the resource fair October 8th.
- Hired 2 new drivers for Algoma bus route. Had long-term Algoma bus driver retire in March.
- New drivers for Algoma Bus Route are doing well and route is going strong.
- Next driver training is scheduled for November 14th at KCDHS. Training will include in-service from Renee Koenig/UW-Extension on Aging Friendly, "Be the Light" presentation by Sheriff Joski, and Q& session regarding program administration.
- Received approval of 2025-2028 Coordinated Plan by resolution at our TCC meeting 8/20/2024. The plan has been moved on to Bake Lake and DOT for approval.
- Started the process of completing our 85.21 grant application for 2025. Plan to have completed by early October for formal review at next TCC meeting November 12, 2024.

Manitowoc:

- Started work on 85.21 grant application for 2025. To be complete for Public Hearing and TCC meeting on October 23, 2024.
- 5310 grant application for 2025 submitted to DOT August 13, 2024. No word yet.
- 2025-2028 Coordinated Plan waiting on approval from County Board. Question if this is necessary. Kim Novak to check with Bay Lakes Regional Planning Commission.
- Volunteer rides are up by 145 rides compared to this time last year.
- Bus approved for disposal was sold at auction in August. No word on replacement bus.

Next Meeting: November 26, 2024 at 10:00 am in Kewaunee. There being no other business, Sandi Schleis-Ulmen made a motion to adjourn, seconded by Paul Hacker. Motion carried. The meeting adjourned at 11:28 am.

Respectfully submitted,

Kim Novak/wh
ADRC Business Services Manager



Wendy Hutterer, Department Director

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ADRC OF THE LAKESHORE BOARD (Aging & Disability Resource Center) MEETING NOTICE

DATE: Tuesday, November 26th, 2024
TIME: 10:00 a.m.
PLACE: Kewaunee Administration Building
County Board Meeting Room
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 – Establish Quorum
2. Pledge of Allegiance
3. Approval of agenda as printed
4. Approval of Previous minutes
5. Public Comment
6. Correspondence
7. Director Updates
 - a) Finance Report
 - b) Office Report
 - c) Legislative Report
8. ADRC Updates
 - a) Information & Assistance Specialists
 - b) Disability Benefit Specialists
 - c) Dementia Care Specialists
9. Older American's Act Programming Updates
 - a) Elderly Nutrition Program
 - b) Caregiver/Prevention Programs
 - c) Elder Benefit Specialists
 - d) 2025-2027 Aging Plan Goals Draft
10. Transportation Updates
11. Next meeting date: January 28th, 2025 at 10:00 a.m. in Manitowoc
12. Adjourn

November 7th, 2024

Chairperson Linda Teske
By: Wendy Hutterer, 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 Board Minutes
Tuesday, November 26, 2024
Kewaunee Administration Building – County Board Room

Linda Teske called the meeting to order at 10:02 a.m. Roll call was taken. Those present were: James Hathaway, Joanne Lazansky, Linda Teske, Paul Hacker, Sandi Schleis-Ulmen, Paul Ravet, and. Also present were: Wendy Hutterer, Melissa Konop, Lori J Fure, Kim Novak from the ADRC of the Lakeshore. Excused: Shirley Fessler, Cindy Neelis, and Tim Nicholls. Absent: Bonnie Shimulunas.

Pledge of Allegiance

Motion by Paul Ravet, second by Jim Hathaway to approve the agenda as printed. Motion carried.

Motion by Joanne Lazansky, second by Paul Ravet, to approve the minutes from September 17, 2024. Motion carried.

Public Comment: None

Correspondence: Reviewed thank you cards received for Elder Benefit Specialist and Caregiver Luncheon. Also reviewed surveys from our Sip n' Swipe class noting thanks and feeling more confident from taking the class.

Director Updates – Wendy Hutterer:

Finance Report:

- Monthly Financial Summary was distributed and discussed.
- Reviewed State budget numbers for our programs which are declining.
- Discussed 2025 caterer meal costs increasing for meal program and lack of caterer in the Kiel area.

Office Report:

- Conducting interviews next week for the Business Manager position. Kim is retiring February 28, 2025. Will have six weeks of cross training.
- Hired a new Information and Assistance Specialist.
- Manitowoc elevator replacement will begin December 16th and will be down through January 2025. Discussed plan in place for those unable to use stairs.
- ADRC Insider radio show on WOMT on Mondays at 11:30 am started in November.
- Cindy Neelis resigned from the ADRC Board. Looking for a replacement to represent the disabled adult population.

Legislative Report:

- Appreciation was given to the ADRC Board for their dedication to representing the ADRC in the community and their participation at our Board meetings.

ADRC Updates – Melissa Konop:

Information & Assistance Specialists:

- Interviews held for open Information & Assistance Specialist position. Currently doing background check on potential candidate.

Disability Benefit Specialists:

- Preparing for Medicare open enrollment and Medicare A-D presentations.

Dementia Care Specialist:

- Virtual Dementia tour being held September 25th in Kewaunee and 26th in Manitowoc.

- Boost Your Brain and Memory new program scheduled for October in Manitowoc. A class will be scheduled in Kewaunee in 2025. Distributed multiple flyers.
- Our Dementia Care Specialist will be attending a DCS collaboration meeting in Madison Thursday. The DCS group is also invited that evening to the Governor's mansion for a recognition celebration. Friday they will attend a research day at the hospital in Madison.

Events:

- NOMI resource fair September 9th.
- Youth in Transition resource fair in Kewaunee October 1st.
- Kewaunee Senior resource fair October 8th.
- Two Rivers Senior resource fair October 17th.

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

Elderly Nutrition Program:

- Distributed report and reviewed meals served in 2024.
- We are in the process of locating a new caterer for our Kiel dining site. The current caterer is unable to renew the contract for 2025.
- Nutrition supervisor is still back from maternity leave.
- Nutrition Council Advisory meetings will start in January.
- Stepping Up Your Nutrition classes will be presented at each Stepping On class in 2025.

Caregiver/Prevention Programs:

- Caregiver appreciation events were held in November in both counties.
- 2025 Spring Health and Wellness workshops have been scheduled.
- Caregiver socials will be open to the general public for those caring for individuals 60 or older or of an adult 55 years or older with a dementia diagnosis.

Elder Benefit Specialists:

- Medicare Part D open enrollment ends 12/7/2024. The new enrollment form was a great help in making the appointments more efficient.
- Struggling to find attorneys willing to donate their time for our Pro Bono program. One attorney is helping with all dates in Kewaunee. Two attorneys in Manitowoc have offered their time for one date each. Any ideas on how to increase participation by attorneys is appreciated.
- Kewaunee Senior Resource Fair was held October 8th at the Kewaunee County Fairgrounds Exhibition Hall. Over 300 people attended.

2025-2027 Aging Plan Updates– Lori J Fure

- Plan was approved by GWAAR.
- Approved plan will be placed on our website.

Transportation Updates – Kim Novak:

Kewaunee:

- Ride request continue to come in at a steady pace. Rides are up 482 rides from this time last year. Added 2 new drivers. Now have 36 drivers.
- Marketing and recruitment efforts continue. We posted our video on Facebook again and attended the resource fair October 8th.
- Algoma bus route continues to be stable..
- Driver training was held November 14th at KCDHS. Training included in-service from Renee Koenig/UW-Extension on Aging Friendly and "Be the Light" presentation by Sheriff Joski. The next training will be in June of 2025.

- Received approval of 2025-2028 Coordinated Plan by resolution at our TCC meeting 8/20/2024. The plan has been moved on to Bake Lake and DOT for approval.
- 85.21 grant application for 2025 is complete and submitted. Formal review and approval of the application happened at the TCC meeting on November 12, 2024.
- Will be replacing Janine Bowers as our transportation dispatcher. Janine took another position with Kewaunee County in finance. Looking to have the position filled by beginning of 2025.

Manitowoc:

- Reviewed 85.21 Specialized Transportation grant application for 2025. Motion made by Paul Hacker to submit the application, seconded by Sandi Schleis-Ulmen. Motion carried.
- Volunteer rides up 10% compared to third quarter last year, up 22% year-to-date compared to last year.
- Received our first awarded bus on November 1st. Waiting on one more which was awarded this year. Also waiting to hear if the third replacement bus was awarded to us for 2025.

Next Meeting: January 28th, 2025 at 10:00 am in Manitowoc. There being no other business, Joanne Lazansky made a motion to adjourn, seconded by Sandi Schleis-Ulmen. Motion carried. The meeting adjourned at 11:26 am.

Respectfully submitted,

Kim Novak/wh
ADRC Business Services Manager