

ADRC of the Lakeshore Board Minutes  
Tuesday, January 28, 2025  
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, Linda Teske, Paul Hacker, Sandi Schleis-Ulmen, Paul Ravet, and Bonnie Shimulunas. Also present were: Wendy Hutterer, Melissa Konop, Lori J Fure, Lashawn Crain, Kim Novak from the ADRC of the Lakeshore. Excused: Shirley Fessler, Tim Nicholls, and Joanne Lazansky.

Pledge of Allegiance

Motion by Bonnie Shimulunas, second by Paul Ravet to approve the agenda as printed. Motion carried.

Motion by Paul Hacker, second by Bonnie Shimulunas, to approve the minutes from November 26, 2024.  
Motion carried with modification to change “Bake” to “Bay”.

Public Comment: None

Correspondence: Reviewed thank you cards received for Elder Benefit Specialist and Dementia Care Specialist. Also reviewed old newspaper article and thank you note received from Shirley Fessler.

Director Updates – Wendy Hutterer:

Finance Report:

- Monthly Financial Summary was distributed and discussed. Bottom total going forward will change to Revenue total and Expense total instead of combined.
- Received marketing grant that needs to be used by 2/28/2025.
- Discussed NSIP (Nutrition Service Incentive Program) grant.
- Will use reserve funds in 2024.

Office Report:

- Elevator should be operational by February 13<sup>th</sup>.
- Paul Hacker was on our ADRC Insider Show talking about volunteering
- Kim Novak is retiring February 28, 2025. Farewell reception February 27 from 11 – 3.
- Introduced Lashawn, new Business Services Manager.
- Discussed available training videos. Wendy will send link to ADRC Board.

Legislative Report:

- Discussed legislature changes. Wendy will send informational links to ADRC Board.
- Discussed preventing disability discrimination webinar. Wendy will send a link to ADRC Board.

Wendy asked ADRC Board to speak with one to two people regarding volunteering for home delivered meals prior to our next ADRC Board meeting. We are in need of volunteers in Manitowoc on Mondays and Fridays.

ADRC Updates – Melissa Konop:

Information & Assistance Specialists:

- Busy with referrals and home delivered meal assessments.
- Discussed Children’s Long Term Care transition to our program. Will be doing a road show to explain process to schools and parents.

Disability Benefit Specialists:

- Helping with Medicare A-D presentations.

Dementia Care Specialist:

- Doing outreach/presentations to area high schools. Lincoln was first school. It was very well received by students and teachers.
- Boost Your Brain and Memory new program starts February 12 in Kewaunee and March 27 in Manitowoc. Distributed flyers.

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

Elderly Nutrition Program:

- Distributed report and reviewed meals served in 2024.
- New Kiel caterer is working out well.
- Discussed survey distributed in both counties to congregate participants and home delivered meal participants.
- Offered Shelf-stable food packages to home delivered meal participants. 102 packages were distributed.
- Volunteers needed for Manitowoc home delivered meals on Mondays and Fridays

Caregiver/Prevention Programs:

- 2025 Spring Health and Wellness workshops discussed and flyer distributed.
- 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:

- Next Medicare A-D presentation in Kewaunee on April 8<sup>th</sup> and in Manitowoc on April 10<sup>th</sup>.
- AARP tax clinic is being offered in Algoma again this year. ADRC Kewaunee office has packets available and is doing the scheduling.

Transportation Updates – Kim Novak:

Kewaunee:

- Ride request continue to come in at a steady pace. Provided 4038 rides this year. We have 36 drivers.
- Marketing and recruitment efforts continue online and in person.
- Algoma bus route continues to be stable.
- Next driver training will be scheduled in June.
- Still waiting for approval of 2025-2028 Coordinated Plan from Bay Lake and DOT.
- 85.21 grant application for 2025 is complete and submitted.
- Next TCC meeting scheduled for 2/11/25 at 10 am.
- Need to replace Janine Bowers, transportation dispatcher. Janine took another position in finance department. Will be restructuring the position and then hope to hire early this year.

Manitowoc:

- Mobility Management grant application approved. Requested \$79,497.80 and received \$63,996.
- New vehicle (bus) 2025 application approved with a 25% match instead of 20%.
- No update on delivery of 2<sup>nd</sup> bus we were awarded in 2024.
- Volunteer rides up 23.8% compared to fourth quarter last year, up 22.5% year-to-date compared to last year.
- Received huge donation (\$11,400) from Veteran Services to be used for out-of-county rides provided to veterans.

Next Meeting: March 25th, 2025 at 10:00 am in Manitowoc. There being no other business, Sandi Schleis-Ulmen made a motion to adjourn, seconded by Paul Ravet. Motion carried. The meeting adjourned at 11:18 am.

Respectfully submitted,

Kim Novak/wh  
ADRC Business Services Manager