



Wendy Hutterer, Department Director

wendyhutterer@manitowocountywi.gov

Manitowoc County Office • 1701 Michigan Avenue • Manitowoc WI 54220
Phone: 920.683.4180 • Fax: 920.683.2718 • TTY: 920.683.5168 • Toll Free: 877.416.7083
Kewaunee County Office • 810 Lincoln Street • Kewaunee WI 54216
Toll Free: 877.416.7083 • Fax: 920.388.7044 • TTY: 920.683.5168

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

DATE: Tuesday, January 28th, 2025
TIME: 10:00 a.m.
PLACE: Kewaunee Administration Building
Large Conference Room (by front entrance doors)
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
 - d) Volunteer Recruitment
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 25th, 2025 Manitowoc Office Location
12. Adjourn

January 8, 2025

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, 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 13th.
- 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 8th and in Manitowoc on April 10th.
- 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 2nd 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



Wendy Hutterer, Department Director

wendyhutterer@manitowocountywi.gov

Manitowoc County Office • 1701 Michigan Avenue • Manitowoc WI 54220
Phone: 920.683.4180 • Fax: 920.683.2718 • TTY: 920.683.5168 • Toll Free: 877.416.7083
Kewaunee County Office • 810 Lincoln Street • Kewaunee WI 54216
Toll Free: 877.416.7083 • Fax: 920.388.7044 • TTY: 920.683.5168

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

DATE: Tuesday, March 25th, 2025
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. 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
 - Right Meal For You
 - b) Caregiver/Prevention Programs
 - c) Elder Benefit Specialists
10. Transportation Updates
11. Next meeting date: May 27th, 2025 in Manitowoc Office Location
12. Adjourn

January 8, 2025

By: Wendy Hutterer, Director
Chairperson: Bonnie Shimulunas

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, March 25, 2025
Manitowoc County Heritage Building---Education room

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

Pledge of Allegiance

Motion by Shirley Fessler, second by Sandy Schleis-Ulmen to approve the agenda as printed. Motion carried.

Motion by Joanne Lazansky, second by Paul Ravet, to approve the minutes from January 28, 2025.
Motion carried

Public Comment: None

Correspondence: Reviewed thank you card and donation received from funeral of John Berry, former ADRC volunteer.

Director Updates – Wendy Hutterer:

Finance Report:

- Clarified discrepancy questions from last meeting, explained that different calendar years are used for different grants.
- No new trends, highlight is that there is consistency.

Office Report:

- Current openings are for Business Office Manager and Kewaunee Meal Site Manager along with 2 openings on the ADRC Board. **Lashawn Crain resigned on 3-21-2025.**
- Marketing Grant dollars were spent on radio air time, marketing materials, and advertisements.
- Board agreed to keep secretary role to be held by ADRC staff.

Legislative Report:

- Discussed Spring Election coming up and websites for community member to use to find out where to vote.
- Discussed Aging Advocacy Days May 18, transportation provided for anyone wanting to attend.
- Information reviewed on how to be aware of Scams
- Information provided regarding Medicaid programs
-

Wendy asked ADRC Board to continue to talk to community members about being on the ADRC Board and/or a ADRC volunteer to help advocate and give back to the Kewaunee and Manitowoc communities.

ADRC Updates – Melissa Konop:

Information & Assistance Specialists:

- Busy with referrals and home delivered meal assessments, continues to be steady.

Disability Benefit Specialists:

- Helping with Medicare A-D presentations.
- Keeping up to date with changes being made to Social Security Admin.

Dementia Care Specialist:

- Boost Your Brain and Memory has been well attended in both counties, planning to continue this program a couple times a year.
- Dementia 101 & 201 will be held in May

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

Elderly Nutrition Program:

- Distributed report and reviewed meals served in January and February 2025
- Discussed Meal Prioritization and how it is working in Manitowoc and Kewaunee Counties, watched video explaining how this new process works and review scoring sheet.
- Kitchen Volunteers at the Manitowoc Meal Site on Wednesdays and Thursdays. The hours are typically between 8:30 and 12:30 p.m.- but can vary based on the volunteer's availability.
- Hiring for Kewaunee Meal Site Manager Part Time position 8:30am-12:30pm

Caregiver/Prevention Programs:

- Bingocize classes in both Manitowoc and Kewaunee Counties. Kewaunee's class started a couple of weeks ago and has 16 participants. Manitowoc's class started yesterday and has 14 participants.
- The next class we are getting really for is Stepping On in both counties. Manitowoc's class is scheduled to start 04/08/25 at the ADRC (1 to 3 p.m.) and has 10 people signed up. Kewaunee's class is scheduled to start on 05/06/25 at St. John Lutheran Church in Algoma (1 to 3 p.m.). We only have 2 people signed up so we are working on getting more.

Elder Benefit Specialists:

- Next Medicare A-D presentation in Kewaunee on April 8th and in Manitowoc on April 10th.

Transportation Updates – Kim Novak:

Kewaunee:

- No new updates at this time.

Manitowoc:

- Delivery of 2nd bus we were awarded in 2024 will be happening in early April.

Next Meeting: May 27th, 2025 at 10:00 am in Manitowoc. There being no other business, Sandi Schleis-Ulmen made a motion to adjourn, seconded by Shirley Fessler. Motion carried. The meeting adjourned at 11:27 am.

Respectfully submitted,

Melissa Konop/wh
ADRC Program Manager



Wendy Hutterer, Department Director

wendyhutterer@manitowocountywi.gov

Manitowoc County Office • 1701 Michigan Avenue • Manitowoc WI 54220
Phone: 920.683.4180 • Fax: 920.683.2718 • TTY: 920.683.5168 • Toll Free: 877.416.7083
Kewaunee County Office • 810 Lincoln Street • Kewaunee WI 54216
Toll Free: 877.416.7083 • Fax: 920.388.7044 • TTY: 920.683.5168

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

DATE: Tuesday, May 27th, 2025
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. Director Updates
 - a) Finance Report
 - b) Office Report: Introduce new Business Manager – Adam Miller, Announcing and Introducing New Board Members
 - c) Legislative Report-Aging Advocacy Days
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: July 22nd, 2025 in Kewaunee Office Location
12. Adjourn

May 14, 2025

By: Wendy Hutterer, Director
Chairperson: Bonnie Shimulunas

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, May 27 2025
Manitowoc County Heritage Building---Education room

Bonnie Shimulunas called the meeting to order at 10:00 a.m. Roll call was taken. Those present were: James Hathaway, Bonnie Shimulunas, Linda Teske, Paul Hacker, Sandi Schleis-Ulmen, Paul Ravet, Joanne Lazansky and Shirley Fessler, Tina Prigge (virtual). Also present were: Wendy Hutterer, Adam Miller, Melissa Konop, Lori J Fure from the ADRC of the Lakeshore. Excused: Brenda Georgenson

Pledge of Allegiance

Motion by Joanne Lazansky, second by Paul Hacker to approve the agenda as printed. Motion carried.

Motion by Shirley Fessler, second by Paul Hacker, to approve the minutes from March 25, 2025. Motion carried

Public Comment: None

Correspondence: Reviewed Thank You card from a church in Kiel.

Director Updates – Wendy Hutterer:

Introduced All new and existing Board and ADRC staff at the meeting.

Finance Report:

- DHS Financial training completed last week with Wendy and Adam.
- Possibilities for in kind increase, Adam Miller and Wendy Hutterer exploring options
- Provided GWAAR Monthly Claim form in addition to Ledger: Some board members noted it was easier to read and understand, positive feedback received.

Office Report:

- Business Office Manager position filled by Adam Miller, Kewaunee Meal site Manager position was filled by Monica Wagner and both open ADRC Board positions were filled.
- Marketing Grant dollars were spent on radio air time, marketing materials, and advertisements which have been seen, heard on the radio and TV.

Legislative Report:

- Discussed Aging Advocacy Days May 18 and the legislators that Wendy, Lori and others were able to speak with about ADRC programs.
- Reconciliation Bill is now at the Senate Review Level. No changes or decisions have been made at this point in regards to that Bill

ADRC Updates – Melissa Konop:

Information & Assistance Specialists:

- Busy with referrals and home delivered meal assessments, continues to be steady.
-

Disability Benefit Specialists:

- Helping with Medicare A-D presentations.
- Keeping up to date with changes being made to Social Security Admin.

Dementia Care Specialist:

- Boost Your Brain and Memory has been well attended in both counties, planning to continue this program a couple times a year.
- Discussed Dementia Friendly Business Training and how important it is to the Manitowoc and Kewaunee county communities.

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

Nutrition

Nutrition Report: In Manitowoc County for March and April, we served a total of 9,896 Home Delivered Meals and 242 Congregate meals. And in Kewaunee County, we served a total of 1,904 Home Delivered Meals and 201 Congregate meals.

Electric Two Compartment Meal Transporter: We have started to use these in Manitowoc County to improve temperatures. They have been working very well, especially for the longer routes, and keep the meals hot.

Cleveland Route Change: Cleveland meals that were normally served every Monday is now switching to every Thursday. The participants on this route get one hot meal and then the rest are frozen meals depending on their risk levels.

Farmer's Market Vouchers: We are going to start distributing FMV the second week of June. Everyone who qualifies will get 5- \$5.00 vouchers (\$25.00). Some things to remember is that the qualified person needs to be 60 or older, meet the income requirements, and live in the county they are picking up the vouchers in even though they can use them statewide with an approved vendor. The vouchers can be distributed through 09/30/25, while supplies last, and used through 10/31. *I have included the flyer with the Outreach dates for both counties.*

-We are going to be working with Wilfert Farms again this year to get fresh fruits and vegetables to HDM participants using the FMV program. We have close to 50 people who want to take part in this again.

Pet Policy: After a couple of incidents with pets, we are strictly enforcing our Pet Policy. All pets need to be restrained in some form at the time meals are delivered.

Audit: Our GWAAR Nutrition Advisor will be doing our three-year audit in July.

Stepping Up Your Nutrition: Emily is holding this 2-hour workshop in both counties coming up. This class teaches the importance of Hydration and Protein Intake as we age. Consider signing up or encouraging others to sign up. *Everyone has a flyer.*

Ideas to Increase Contributions: More education regarding the importance of the contribution to the success of the program? Opened discussion for possible ways to encourage customers receiving HDM to open their contribution letter

Volunteers Needed: We are currently looking for Kitchen and Driving Volunteers at the Manitowoc Meal Site. Desperate need for Thursday kitchen help.

Health and Wellness Program

We have or are in the process of wrapping up successful Bingocize and Stepping On classes in both counties. Aside from Stepping Up Your Nutrition, the only workshop we have coming up between now and are next meeting is Bingocize in Luxemburg in July. This is during Gentle Plus hiatus. *Flyer included* (Our Family Caregiver Specialists coordinate these programs with our volunteers. They also provide caregivers a variety of help and resources to keep taking care of their loved ones as well as hold Support Groups and Caregiver Socials).

Elder Benefit Program: Our EBS Specialists have been committed to educating clients on scams that have been targeting older adults. One of the popular scams include getting calls from the "IRS" that they are behind on their taxes and that their social security checks will be garnished if they don't pay. Angie and Jessica are encouraging people to not answer the phone from people that they do not know. If it is important, the person will leave a message.

Jessica in Manitowoc has also been working on a lot of potential fraud cases that have been happening with the hospitals. These have even been escalated to the Senior Medicare Patrol for an in-depth investigation. Angie is not seeing this happen so much in Kewaunee County.

Med A-D Presentations: The next Medicare A-D presentation is 07/08/25 in Kewaunee and 07/10/25 in Manitowoc from 3 to 4 p.m.

Community Discussion: These discussions are meant for the community to learn what we are up to at the ADRC and for us to learn what is going on in the community. Flyers provided. *Everyone has a flyer with the date, times, and locations for both counties.*

Kewaunee County- 07/15/25 from 3 to 4 p.m.

Transportation Updates – Adam Miller:

Kewaunee:

- 3100 rides so far in 2025. Continuing to train new drivers.

Manitowoc:

- New bus came May 9, old one is going to auction. 8,000 rides given this year so far.
- Discussed revamping Volunteer descriptions so people know what they are exactly volunteering for.

Next Meeting: July 22, 2025 at 10:00 am in Kewaunee. There being no other business, Sandi Schleis-Ulmen made a motion to adjourn, seconded by Joanne Lazansky. Motion carried. The meeting adjourned at 11:23 am.

Respectfully submitted,

Melissa Konop/wh
ADRC Program Manager



Wendy Hutterer, Department Director

wendyhutterer@manitowocountywi.gov

Manitowoc County Office • 1701 Michigan Avenue • Manitowoc WI 54220
Phone: 920.683.4180 • Fax: 920.683.2718 • TTY: 920.683.5168 • Toll Free: 877.416.7083
Kewaunee County Office • 810 Lincoln Street • Kewaunee WI 54216
Toll Free: 877.416.7083 • Fax: 920.388.7044 • TTY: 920.683.5168

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

DATE: Tuesday, July 22nd, 2025
TIME: 10:00 a.m.
PLACE: Kewaunee Administration Building
Large Conference Room (by front entrance doors)
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
 - d) Volunteer Recruitment
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: September 23rd, 2025 Manitowoc Office Location
12. Adjourn

July 8, 2025

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.

www.ADRCofttheLakeshore.com

ADRC of the Lakeshore Board Minutes
Tuesday, July 22nd, 2025
Kewaunee Administration Building – Large Conference Room

Linda Teske called the meeting to order at 10:01 AM. Roll call was taken. Those present were: James Hathaway, Paul Ravet, Sandi Schleis-Ulmen, Joanne Lazansky, Linda Teske, Tina Prigge (virtual), Brenda Georgenson, Paul Hacker, and Bonnie Shimulunas. Also present were: Wendy Hutterer, Melissa Konop, Lori J Fure, and Adam Miller from the ADRC. Excused: Shirley Fessler

Pledge of Allegiance

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

Motion by Sandi Schleis-Ulmen, second by Paul Hacker to approve minutes from May 20th, 2025. Motion carried with modification to change “are” to “our”.

Public Comment: None

Correspondence: Reviewed letter received from client expressing gratitude for help received from ADRC. Also reviewed donation from Sargento for HDM program.

Director Update – Wendy Hutterer:

Finance Report:

- Shared claims for OAA and ADRC. Advised that our cash match is reduced by in kind. Match is required in order to claim, but we are not made aware of how cash match requirements are determined.
- We have a set dollar amount we can use per hour for volunteers for in kind, and we have recently started using our office space as in kind as well.
- Advised on continued importance of volunteering as it keeps us from having a waitlist and also counts towards our in kind match.
- State advised that we will be receiving a small bump in funding for extra funds they had left for HDM

Office Report:

- The Dementia Care Specialist has stepped down. Interviews for her replacement are beginning June 25th, 2025
- Community member in Kewaunee is sending copies of numerous letters addressed to the State Court System to ADRC. Corp Counsel, County Executive, and state are all aware of situation. If the individual should happen to reach out to a board member that should be turned over to the ADRC Director. The letters are addressed to the state court system with mention of the ADRC.
- Discussed ADRC Mission Statement and Scope of Service.
- Legislative report: Congress passed the “Big Beautiful Bill” on July 4th, States are currently working on navigating those changes. Wendy recommended visiting access.wi.gov for further info.
- Wendy expressed that the best way the board can help the ADRC is to continue encouraging people to volunteer.

ADRC Updates – Melissa Konop:

Dementia Care Specialist:

- Current Dementia Care programming will continue uninterrupted until a new DCS is hired.

Disability Benefit Specialists:

- Just finished up Medicare A & D presentations. Very well attended last few years with Manitowoc’s at or near capacity
- Starting to plan for open enrollment and continuing to navigate governmental changes.

Information & Assistance Specialists:

- Increase in walk in traffic lately, especially in June and July. Top trends lately are FoodShare card help, housing resources, and help with aging parents and the next steps.

Older American's Act Programming Updates – Lori J Fure

Nutrition Program:

- Total of 9,536 home delivered and 222 congregate meals served in Manitowoc County in May and June. 1,945 home delivered and 182 congregate meals in Kewaunee over same time frame.
- Kewaunee Senior Center members are working to rebuild the congregate program after Covid. The Jean Smith Foundation is paying for the menu to be in the paper monthly and also covering meals on Fridays for those over 60.
- Farmer's Market Vouchers are still available. There are 61 left in Manitowoc and 26 in Kewaunee. We have handed out 321 and 83 respectively.
- There are 44 home delivered meal participants signed up to receive fresh produce from Wilfert Farms as part of the FMV program
- Currently working with the GWAAR Nutrition Advisor to complete the three year audit and it is going well so far.
- Still need volunteer drivers in Kewaunee, especially to drive the HDM bags from Kewaunee to Algoma. Roughly one hour commitment from 10:30 – 11:30 AM

Health and Wellness Program:

- Bingocize began in Kewaunee County 7/21 and will start up again in Manitowoc 9/22
- Stepping on starts in Kewaunee County on 9/8 and Manitowoc County on 9/11.

Caregivers:

- Caregiver appreciation events at Moe's Corner on 8/20 and Franciscan Center on 11/6.
- Powerful Tools for Caregivers will be retired after this year. Scheduled to start in Kewaunee on 10/9. Manitowoc's is supposed to start 8/4 but will likely be canceled due to not meeting the minimum number of participants.

Elder Benefit Program:

- Medicare A-D presentations are doing well and we only have one more session in each county this year as open enrollment starts in October. Kewaunee is 9/9 and Manitowoc is 9/11.

Community Discussion:

- Community discussion was held in Kewaunee on 7/15 and Manitowoc is having one 7/22.

Resource Fair:

- The Kewaunee Senior Resource Fair will be held 9/30 from 9:00 - 12:00 at the Kewaunee County Fairgrounds in Luxemburg.

Transportation Updates – Adam Miller

Kewaunee:

- No updates, next TCC meeting is August 19th

Manitowoc:

- Currently working on 5310 Ridership Reports for Quarter 2 that are due at the end of July
- Starting work on Mobility Management Grant that is due end of August.
- DOT is still awaiting approval from FTA in order to send out grant agreements for the other new bus we are waiting for
- The old bus sold for \$,2800.01

The next meeting is scheduled for September 16th, 2025, There being no other business Sandi Schleis-Ulmen motioned to adjourn, seconded by Paul Ravet. Motion carried. The meeting ended at 11:00 AM.

Respectfully Submitted,

Adam Miller/wh
Business Services Manager



Wendy Hutterer, Department Director

wendyhutterer@manitowocountywi.gov

Manitowoc County Office • 1701 Michigan Avenue • Manitowoc WI 54220
Phone: 920.683.4180 • Fax: 920.683.2718 • TTY: 920.683.5168 • Toll Free: 877.416.7083
Kewaunee County Office • 810 Lincoln Street • Kewaunee WI 54216
Toll Free: 877.416.7083 • Fax: 920.388.7044 • TTY: 920.683.5168

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

DATE: Tuesday, September 16th, 2025
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. Marketing Presentation: Tehya Kramper, Outreach and Marketing Coordinator
8. Director Updates
 - a) Finance Report
 - b) Office Report: Introduce new Business Manager
 - c) Legislative Report
9. ADRC Updates
 - 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: November 25, 2025 in Kewaunee Office Location
13. Adjourn

September 5, 2025

By: Wendy Hutterer, Director
Chairperson: Bonnie Shimulunas

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 16th, 2025
Manitowoc County Heritage Building - Education room

Bonnie Shimulunas called the meeting to order at 10:01 AM. Roll call was taken. Those present were: James Hathaway, Paul Ravet, Sandi Schleis-Ulmen, Linda Teske, Tina Prigge (virtual), Brenda Georgenson, Paul Hacker, Bonnie Shimulunas, and Shirley Fessler. Also present were: Wendy Hutterer, Melissa Konop, Lori J Fure, Adam Miller, and Tehya Kramper from the ADRC, Sherry Schuelke from ORCD, and Bill Fessler. Excused: Joanne Lazansky

Pledge of Allegiance

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

Motion by Paul Hacker, second by Brenda Georgenson to approve minutes from July 22nd, 2025. Motion carried

Public Comment: None

Correspondence: Wendy shared letter from ADRC staff member expressing gratitude from members of his support group that he was able to take out for lunch. Wendy also shared the Melissa received feedback from a social worker from Aurora stating that of all the ADRCs she works with ours is the best and easiest to work with.

Marketing Presentation: Tehya Kramper, ADRC Outreach and Marketing Coordinator, presented on trends showing how our number of classes run and not canceled has drastically improved since we increased focus on marketing and outreach

Director Updates – Wendy Hutterer

Finance Report:

- Shared ADRC claim for July as well as the total claim dollars to date. Advised that remaining funds look low but we will still be receiving SHIP, MIPPA, and SPAP grants as well as moving some EBS funds to the GWAAR claim.
- Shared GWAAR claim for June. Explained the ARPA funds had to be used up by end of September. HDM remaining balance is low, but explained that we apply for a waiver to move congregate funding over to HDM

Office Report

- New Dementia Care Specialist started 9/15 and an intern started 9/8.
- New security cameras were put up in and around the public areas of the Manitowoc ADRC building
- The Kewaunee office will be closed 9/18 afternoon due to All Staff Meeting
- There was an ongoing issue with a gas smell on the first floor of the Manitowoc ADRC building, a leak was found and has been fixed.

Legislative Report

- Aging Advocacy days are changing from one big event in Madison to regional sessions in each district.
- Wendy worked with Jill Renken from WIHA to send letter to our representatives thanking them for their work on aging.

ADRC Updates – Melissa Konop

Information and Assistance Specialists

- I&A name is being changed to ADRC Specialists to streamline and align with other agencies. Change will go into effect January 1st.
- 37 referrals over summer between both counties.

Disability Benefit Specialists

- Just finished up with Medicare A-D presentations for the year
- Open Enrollment season is coming up

Dementia Care Specialist

- New Hire Megan Lulloff started 9/15. Working on setting up trainings and will be working with Melissa on next DCS classes and 2026 goals and programming

- Megan Downing is our intern who will be here throughout her senior year working in various positions throughout the ADRC.

Older American's Act Programming Updates – Lori J Fure

Elderly Nutrition Program:

- Lori went over total meals served and noted that Kewaunee and Manitowoc congregate dining numbers are nearly the same which is a testament to the work the Kewaunee Senior Center has done to help build the congregate site there
- Farmers Market Voucher distribution ends 9/30 but they can be used through October. 398 have been given out in Manitowoc and 101 in Kewaunee. 44 people participated in home bound FMV program that received 3 bundles of produce from Wilferts.
- Nutrition audit was completed with glowing review from state.
- Last week was malnutrition week
- The need for volunteers at our Manitowoc meal site continues.

Caregiver/Prevention Programs:

- Upcoming Manitowoc County classes with openings – Stepping Up Your Nutrition in Kiel 10/29, Sip N' Swipe in Kiel 10/29 and 11/5, Sip N; Swipe Two Rivers 11/20 and 11/26. Kewaunee County classes with openings – Stepping up Your Nutrition 10/27, PTC 10/9 to 11/20, Sip N' Swipe 11/7 and 11/14
- Powerful Tools for Caregivers is being retired due to trend of cancellation because of lack of attendance. Last class being offered is currently at 4 people, but we need 8 to run it.
- Kewaunee Caregiver Appreciation event was August 10th at Moe's Corner. Manitowoc's event will be November 10th at the Franciscan Center.

Elder Benefit Specialist:

- Open enrollment time is coming up, Lori reminded that people shouldn't assume their current plan is the best plan. She also noted that an active email address is required
- Open enrollment forms are available at several locations throughout both counties.
- Medicare A-D presentations are done for the year
- Senior Resource fair is on September 30th at Kewaunee County Fairgrounds
- Aging plan review for year one went well. On track with all goals including meeting all year one goals.

Transportation Updates – Adam Miller

Kewaunee:

- Continue to see significant use – 2790 rides through the first half of the year which is a 260 ride increase.
- Ok on number of drivers, but they will be recruiting for the next driver training in November
- No rides have been turned down, but they do have an issue with riders canceling. They are also seeing an increase and requests for social rides.

Manitowoc:

- 5813 rides in Q2, which is up 106 rides from Q1 and 469 up from same period last year.
- Mobility Management grant was submitted in August and we should hear results in first half of December
- 85.21 grant application info was sent out first week of September and is due 12/19.
- Two openings on Manitowoc TCC, note in next newsletter trying to recruit.

The next meeting is scheduled for November 25th in Kewaunee. There being no other business Sandi Schleis-Ulmen motioned to adjourn, second by Brenda Georgenson. Motion carried. Meeting ended at 11:23 AM.

Respectfully Submitted,
Adam Miller/wh
Business Services Manager



Wendy Hutterer, Department Director

wendyhutterer@manitowocountywi.gov

Manitowoc County Office • 1701 Michigan Avenue • Manitowoc WI 54220
Phone: 920.683.4180 • Fax: 920.683.2718 • TTY: 920.683.5168 • Toll Free: 877.416.7083
Kewaunee County Office • 810 Lincoln Street • Kewaunee WI 54216
Toll Free: 877.416.7083 • Fax: 920.388.7044 • TTY: 920.683.5168

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

DATE: Tuesday, November 25th, 2025
TIME: 10:00 a.m.
PLACE: Kewaunee Administration Building
Large Conference Room (by front entrance doors)
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
 - d) Volunteer Recruitment
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: January 27th, 2026 Manistowoc Office Location
12. Adjourn

November 10, 2025

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.

www.ADRCofttheLakeshore.com

ADRC of the Lakeshore Board Minutes
Tuesday, November 25th, 2025
Manitowoc County Heritage Building - Education room

Linda Teske called the meeting to order at 10:00 AM. Roll call was taken. Those present were James Hathaway, Paul Ravet, Sandi Schleis-Ulmen, Linda Teske, Tina Prigge (virtual), Brenda Georgenson, Paul Hacker, Bonnie Shimulunas, and Joanne Lazansky. Also present were Wendy Hutterer, Melissa Konop, Lori J Fure, Adam Miller from the ADRC. Excused: Shirley Fessler

Pledge of Allegiance

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

Motion by Bonnie Shimulunas, second by Brenda Georgenson to approve minutes from September 16th, 2025. Motion carried

Public Comment: None

Correspondence: None

Director Updates – Wendy Hutterer

Finance Report:

- Shared that Two Rivers has a new city manager who is exploring their transportation program, specifically the bus route from MTM.
- Shared ADRC claim from October as well as the total claim dollars to date. Advised that EBS is now being pulled from GWAAR. Emphasized that the MA reimbursement has increased and explained that increased MA reimbursement means we pull less from ADRC grant.
- Shared GWAAR claim from September. Explained the ARPA funds had to be used up by end of September, which is why they show 100% used. Explained the transfer of funds from C1 to C2. NFCSP usage is low because of ARPA funds.

Office Report

- Currently full staff
- Will be seeing external changes as Two Rivers, Kiel, and Manitowoc County all have or will have new leadership. Wendy explained our service contracts for meal sites in Kiel and Two Rivers
- Advised Be's catering asked for a \$.25 per meal increase but agreed to drop that to \$.15

Legislative Report

- Wendy presented a resolution that was written to go before the Manitowoc County Board of Supervisors supporting LRB-4850, a state legislative proposal to protect volunteer drivers from unfair auto insurance treatment. This is important as the ADRC relies on volunteers to provide rides and deliver meals

ADRC Updates – Melissa Konop

Information and Assistance Specialists

- I&A is wrapping up the year, and so far, they have received 349 referrals for functional screens. 273 in Manitowoc and 76 in Kewaunee. Melissa will prepare comparisons for January board meeting.
- Megan, an intern from UWGB, has been helping with meal deliveries and HDM assessments as well as shadowing other areas.

Disability Benefit Specialists

- Wrapping up open enrollment period, all appointments are full. Will be evaluating after OE ends.
- DBS program has some changes going in effect, specifically in age range for service, that will be discussed later in the year

Dementia Care Specialist

- Morgan started in September and is doing a fantastic job.

- Working on 2026 programming, including some new and revamped programming for Kewaunee County, and increased marketing to help boost attendance.

Older American's Act Programming Updates – Lori J Fure

Elderly Nutrition Program:

- Lori went over total meals served. Through October 1160 congregate and 47,599 home delivered meals were served in Manitowoc County, and 1327 congregate and 9,788 home delivered meals were served in Kewaunee County.
- Stock boxes containing items such as cereal, milk, canned goods, pasta/rice, juices, and cheese will be offered in 2026 to HDM participants who are interested and meet income requirements. This is a partnership with Hunger Task Force and Grow it Forward and is a USDA program.
- The need for volunteers for kitchen and meal delivery at our Manitowoc meal site continues. Also need drivers to transport meals from Kewaunee meal site to Algoma

Caregiver/Prevention Programs:

- All health and wellness events for spring 2026 have been scheduled, including new Caregiver Circle, Stepping On, Bingocise, and Sip N Swipe.
- Manitowoc County Caregiver Appreciation event was held on 11/6 at the Franciscan Center. Thanks to them for hosting, Moose on the Loose for covering the meal and Jay's Legacy for supplying the drinks.
- In 2026 the Family Caregiver Support Group and Early-Stage Support Group in Kewaunee County will be combined into a single group now called the Caregiver Support Group. It will meet on the 2nd Wednesday of every month from 9:30 – 11:00 am at the ADRC.

Elder Benefit Specialist:

- Open Enrollment is winding down. It has been a very busy and stressful period, but they have done an excellent job navigating all of the changes.
- Medicare A-D presentations for 2026 have been scheduled

Other:

- Senior Resource Fair was a huge success with over 300 people in attendance. Next year's 9/29/26.
- 2025 Year in Review will discuss achievements from 2025 and goals for 2026. 12/1 from 3:00 -4:30 pm at Manitowoc Public Library and 12/2 from 3:00-4:20 pm at ESI – The Hub.

Aging Plan Review

- Outreach – in 2025 tables were set up at various businesses and approximately 130 people were spoken to about our services
- Senior Prom (Golden Gala) Dates and venues have been finalized, but other details are still being discussed. Manitowoc: Franciscan Center on 5/12/26 from 3:00 – 6:00 pm, Kewaunee: Heritage Farm on 5/19/26 from 3:00 – 7:00 pm
- Hmong Voucher Program – working on forming a partnership with Ann Noodles in Manitowoc
- Caregiver Circle – beginning in February this group will provide caregivers with a chance to come together for support, self-help strategies, community resources and more.
- Caregiver Roadmap – visited Stevens Point to observe their Caregiver Roadmap presentation and gained valuable insight to develop our own presentations in Fall 2026
- Health and wellness events were well attended in 2026 thanks to increased marketing efforts. 2026 we plan to introduce a new program called Mind Over Matter, a six-week workshop promoting healthy bowel and bladder habits for women.

Transportation Updates – Adam Miller

Kewaunee:

- Continue to see significant use – 3773 rides through Q3, a 221-ride increase. 89,000 miles driven in 2025
- Ok on number of drivers compared to ridership
- No rides needed have been turned down
- Driver training was held in early November where they discussed blood borne pathogens and winter driving tips
- They underwent a 5310 audit
- They approved their 2026 85.21 grant at their 11/18 TCC meeting

Manitowoc:

- Volunteer Rides are up 10.8% compared to Q3 last year. Through Q3 we have provided 1183 rides which would be the second highest yearly total going back at least ten years.
- Ascend and Elderly rides are up about 6% compared to last year.
- Our last new bus was ordered by DOT end of October, no updates at this time
- 85.21 grant was presented. Brenda Georgenson motioned to approve grant for submission, seconded by Paul Hacker. Motion Carried.

The next meeting is scheduled for January 27th, 2026 in Manitowoc. There being no other business Joanne Lazansky motioned to adjourn, second by Sandi Schleis-Ulmen. Motion carried. Meeting ended at 11:26 AM.

Respectfully Submitted,
Adam Miller/wh
Business Services Manager