



Wendy Hutterer, Department Director

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Manitowoc County Office • 1701 Michigan Avenue • Manitowoc WI 54220  
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## **ADRC OF THE LAKESHORE BOARD (Aging & Disability Resource Center) MEETING NOTICE**

DATE: Tuesday, January 25<sup>th</sup>, 2022  
TIME: 10:00 a.m.  
PLACE: Manitowoc County Heritage Center  
County Board Meeting Room  
1701 Michigan Avenue, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Approval of agenda as printed
3. Previous minutes
4. Correspondence
5. Public comment
6. Year to Date Budget Report
7. Office Updates
8. Aging Updates
9. Nutrition Report & Updates
10. Transportation Updates
11. Legislative Updates
12. Upcoming Events
13. Next meeting date: March 22<sup>nd</sup>, 2022 at 10:00 am in Kewaunee
14. Adjourn

January 7<sup>th</sup>, 2022

Chairperson Cathy 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 25, 2022  
Manitowoc County Board Room

Catherine Wagner called the meeting to order at 10:00 a.m. Roll call was taken. Those present were: James Hathaway, Paul Ravet, Joanne Lazansky, Linda Teske, Shirley Fessler, Linda Langman, Tim Nicholls, and Catherine Wagner. Also present were: Wendy Hutterer, Kim Novak, and Melissa Konop. Excused: Charles Hagen and Sandi Schleis-Ulmen.

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

Motion by Shirley Fessler, second by Joanne Lazansky to approve the minutes from November 23, 2021 with correction noted by Linda Teske. Motion carried.

Correspondence: Wendy Hutterer acknowledged generous donations received by the ADRC.

Public Comment: None

The December 2021 Monthly Financial Summary was distributed and discussed. ARPA funds available through September, 2024.

Office Updates: Wendy Hutterer noted the fire department was called to ADRC Manitowoc office for possible gas leak. No issue per WPS.

Aging Updates: Wendy Hutterer noted Prevention classes will begin in Spring. Caregiver monthly meetings have resumed. Looking for facilitators for Prevention classes.

Nutrition Report & Updates: The December 2021 nutrition report was distributed and discussed. Wendy Hutterer discussed update on caterers for nutrition program, rise in costs, and options for some of our congregate sites. New Algoma site is Algoma Community Center. February 1<sup>st</sup> HDM will begin from that site, congregate on February 2<sup>nd</sup>.

Transportation Updates: Kim Novak reported three appointments expire in April on the Transportation Coordinating committee for Manitowoc. All three agreed to extend their appointments. There is also one vacancy.

Legislative Updates: Aging Advocacy days will occur but not determined if it will be virtual or in person. Wendy Hutterer reviewed COVID quarantine update. Also noted vaccine mandate does not apply to our staff.

Upcoming Events: Melissa Konop noted Virtual Dementia Tours to be held in March, Memory Café's held monthly, and memory screens are available by appointment.

Next Meeting: March 22, 2022 at 10:00 am in Kewaunee. There being no other business, Linda Langman made a motion to adjourn, seconded by Shirley Fessler. The meeting adjourned at 10:53 am.

Respectfully submitted,

Kim Novak  
ADRC Business Services Manager



Wendy Hutterer, Department Director

[wendyhutterer@manitowocountywi.gov](mailto:wendyhutterer@manitowocountywi.gov)

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

DATE: Tuesday, March 22<sup>nd</sup>, 2022  
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. Approval of agenda as printed
3. Approval of Previous minutes
4. Public Comment
5. Correspondence
6. Director Updates
  - a) Finance Report
  - b) Office Report
  - c) Legislative Report
7. ADRC Updates
  - a) Information & Assistance Specialists
  - b) Disability Benefit Specialists
  - c) Dementia Care Specialists
8. Older American's Act Programming Updates
  - a) Elderly Nutrition Program
  - b) Caregiver/Prevention Programs
  - c) Elder Benefit Specialists
9. Transportation Updates
10. Next meeting date: May 24<sup>th</sup>, 2022 at 10:00 a.m. in Manitowoc
11. Adjourn

March 15, 2022

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 22, 2022  
Kewaunee County Board Room

Linda Teske called the meeting to order at 10:00 a.m. Roll call was taken. Those present were: James Hathaway, Paul Ravet, Joanne Lazansky, Linda Teske, Shirley Fessler, Linda Langman, Tim Nicholls, Charles Hagen, and Catherine Wagner. Also present were: Wendy Hutterer, Kim Novak, Paul Hacker, and Melissa Konop. Excused: Sandi Schleis-Ulmen.

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

Motion by Joanne Lazansky, second by James Hathaway to approve the minutes from January 25, 2022. Motion carried.

Correspondence: There were two notes received regarding exceptional service by members of our ADRC staff.

Public Comment: None

Director Updates – Wendy Hutterer:

Finance Report:

- February 2022 Monthly Financial Summary was distributed and discussed.

Office Report:

- Teri Schroeder, ADRC Manitowoc receptionist, has been with our agency for 13 years is retiring on May 2, 2022.
- In-person meetings and services have resumed.
- Aurora is doing an ergonomic study for nutrition staff due to lifting requirement changes.
- Security alert buzzer is still in process for the Kewaunee staff.
- Kewaunee office will move to the upper level toward the end of this year. We will know more in April.
- All agency job descriptions have been updated.
- Evacuation plan change for Manitowoc office discussed. Kewaunee not ready to update yet.

Legislative Report:

- Aging Advocacy Days Wednesday, May 11<sup>th</sup> 1:00 pm – 4:00 pm. Those interested will meet in the Kewaunee County Board.
- OAA 2022 budget based on 2021 numbers as of now. Update expected soon.

ADRC Updates – Melissa Konop:

Information & Assistance Specialists:

- 68 Long Term Care referrals year-to-date

Disability Benefit Specialists:

- Social Security offices to open April 1<sup>st</sup> nationwide

Dementia Care Specialist:

- Increased numbers in attendance for Dementia 101, 202, and VDT's.
- Memory Cafes are starting to grow but need more attendees.

Older American's Act Programming Updates – Paul Hacker:

Elderly Nutrition Program:

- Nutrition reports were reviewed
- Update given on 2022 new caterers
- Hmong meal being incorporated into dining site menus twice a month in April
- Luxemburg/Casco/Dyckesville sites remain closed while exploring options.

Caregiver/Prevention Programs:

- Reviewed upcoming Spring programs

Elder Benefit Specialists:

- No update

Gave update on 2022 Aging Plan goals.

Transportation Updates – Kim Novak:

Kewaunee:

- Volunteer drivers are starting to come back from either leave during COVID or being a snowbird. Always looking for more volunteers!
- Referral numbers continue to be high.
- Working with Pubic Health to reduce some of COVID protocols but masking remains in place until April 18<sup>th</sup>.
- Still waiting for the 5310 vehicle.

Manitowoc:

- Number of rides in 2021 increase 17% from 2020. Mix changed to more Out-of-County rides.
- Always in need of more volunteers!

Next Meeting: May 24, 2022 at 10:00 am in Manitowoc. There being no other business, Linda Langman made a motion to adjourn, seconded by Charles Hagen. The meeting adjourned at 10:59 am.

Respectfully submitted,

Kim Novak  
ADRC Business Services Manager



Wendy Hutterer, Department Director

[wendyhutterer@manitowocountywi.gov](mailto:wendyhutterer@manitowocountywi.gov)

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

DATE: Tuesday, May 24<sup>th</sup>, 2022  
TIME: 10:00 a.m.  
PLACE: Manitowoc County Heritage Center  
County Board Meeting Room  
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. Approval of agenda as printed
3. Approval of Previous minutes
4. Public Comment
5. Correspondence
6. ADRC Board Elections
7. Director Updates: Wendy Hutterer
  - a) Finance Report
  - b) Office Report
  - c) Legislative Report
8. ADRC Updates: Melissa Konop
  - a) Information & Assistance Specialists
  - b) Disability Benefit Specialists
  - c) Dementia Care Specialists
9. Older American's Act Programming Updates: Paul Hacker
  - a) Elderly Nutrition Program
  - b) Caregiver/Prevention Programs
  - c) Elder Benefit Specialists
10. Transportation Updates: Kim Novak
11. Next meeting date: July 26<sup>th</sup>, 2022 at 10:00 a.m. in Kewaunee
12. Adjourn

May 10<sup>th</sup>, 2022

Chairperson Cathy Wagner  
By: Wendy Hutterer, Director

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ADRC of the Lakeshore Board Minutes  
Tuesday, May 24, 2022  
Manitowoc County Board Room

Catherine Wagner called the meeting to order at 10:02 a.m. Roll call was taken. Those present were: James Hathaway, Joanne Lazansky, Linda Teske, Shirley Fessler, Linda Langman, Tim Nicholls, Sandi Schleis-Ulmen, and Catherine Wagner. Also present were: Wendy Hutterer, Kim Novak, Paul Hacker, and Melissa Konop. Excused: Paul Ravet Unexcused: Tim Jadowski

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

Motion by Linda Teske, second by Joanne Lazansky, to approve the minutes from March 22, 2022. Motion carried.

Public Comment: None

Correspondence: There were two notes received regarding exceptional service by members of our ADRC staff.

ADRC Board Elections: Motion by Shirley Fessler, second by Linda Langman, to nominate Cathy Wagner as a Manitowoc County co-chair for the ADRC Board. Motion by Joanne Lazansky, second by Shirley Fessler, to nominate Linda Teske as a Kewaunee County co-chair for the ADRC Board. Motion carried. Motion by Shirley Fessler, second by Joanne Lazansky to cast a unanimous ballot to elect Cathy Wagner and Linda Teske as co-chairs for the ADRC Board. Motion carried.

Director Updates – Wendy Hutterer:

Finance Report:

- April 2022 Monthly Financial Summary was distributed and discussed.

Office Report:

- Teri Schroeder, Manitowoc receptionist, retired May 2, 2022. Jessica Manley, part-time receptionist in Kewaunee moved to the full-time position in Manitowoc. LeAnne Loveless accepted the part-time Kewaunee receptionist position and started May 23, 2022.
- Kim Loose, Nutrition Coordinator, will retire effective August 1, 2022.
- New bench installed outside ARDC.
- CPR Training scheduled June 1<sup>st</sup> in Kewaunee and July 13<sup>th</sup> in Manitowoc for interested staff.
- Provided de-escalation training to staff so they are prepared to handle situations that may arise.
- Staff donated their own money to the Miracle League by participating in the SAW committee penny wars.

Legislative Report:

- Public Health Emergency extended until October 16, 2022.

ADRC Updates – Melissa Konop:

Information & Assistance Specialists:

- Long Term Care referrals remain steady in Manitowoc and increased in Kewaunee County.
- Walk-in numbers increased in both offices.

Disability Benefit Specialists:

- Medicare A-D presentation will be June 7<sup>th</sup> in both offices.
- Social Security offices is now open to the public.

Dementia Care Specialist:

- Virtual Dementia tours scheduled in June in Luxemburg and Manitowoc.
- Walk to end Alzheimer's September 17<sup>th</sup> at the Manitowoc/Two Rivers YMCA.

Older American's Act Programming Updates – Paul Hacker:

Elderly Nutrition Program:

- Nutrition reports were reviewed
- Update given on opening of Dykesville and Luxemburg congregate sites and merge of Hmong congregate site with the Manitowoc Senior Center site on Fridays. Casco site is being closed. No concerns noted by the Board.
- Stepping Up Nutrition classes being offered in Kewaunee June 8<sup>th</sup> and Kiel May 31<sup>st</sup>.
- Attended the WAND conference in Wausau.
- Need a meal site manager for Reedsville site.
- Senior Farmers Market vouchers will be available starting June 20<sup>th</sup> at various outreach sites and our offices.

Caregiver/Prevention Programs:

- Kewaunee Spring Living Well with Chronic Conditions and Powerful Tools for Caregivers are complete. Stepping On class will be completed June 1<sup>st</sup>.
- Manitowoc classes will be completed in the next 3 weeks.
- Reviewed plans for Fall prevention classes for both Counties.
- Manitowoc offering hybrid support groups virtually and in-person.
- New class called Sip & Swipe will be offered as a pilot in June. Community classes to be offered in July or August.
- Kewaunee Senior Resource fair is schedule for October 6, 2022.

Elder Benefit Specialists:

- Will be attending the WABS conference in Oshkosh June 14 & 15.

Transportation Updates – Kim Novak:

Kewaunee:

- Volunteer training focused on abuse later in life was held and well received.
- Short of volunteer drivers. Need volunteers.

Manitowoc:

- Number of rides in first quarter were on track from last year.
- Always in need of more volunteers!

Next Meeting: July 26, 2022 at 10:00 am in Kewaunee. There being no other business, Sandi Schleis-Ulmen made a motion to adjourn, seconded by Shirley Fessler. The meeting adjourned at 10:56 am.

Respectfully submitted,

Kim Novak  
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, July 26<sup>th</sup>, 2022  
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. Approval of agenda as printed
3. Approval of Previous minutes
4. Public Comment
5. Correspondence
6. Pledge of Allegiance Motion
7. Director Updates
  - a) Finance Report
  - b) Office Report
  - c) Legislative Report
  - d) Request for New Meeting Time
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 27<sup>th</sup>, 2022 at 10:00 a.m. in Manitowoc
12. Adjourn

July 12<sup>th</sup>, 2022

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, July 26, 2022  
Kewaunee County Board Room  
**Corrected 9-27-2022**

Linda Teske called the meeting to order at 10:05 a.m. Roll call was taken. Those present were: James Hathaway, Joanne Lazansky, Linda Teske, Shirley Fessler, Linda Langman, Tim Nicholls, Sandi Schleis-Ulmen, Paul Ravet, Tim Jadowski, and Catherine Wagner. Also present were: Wendy Hutterer, Kim Novak, Paul Hacker, and Melissa Konop.

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

Motion by Joanne Lazansky, second by Cathy Wagner, to approve the minutes from May 24, 2022. Motion carried.

Discussed adding Pledge of Allegiance to meetings. All agreed. Pledge of Allegiance will be added to future meetings beginning in September 2022.

Public Comment: None

Correspondence: There were notes received regarding exceptional service by members of our ADRC staff. Angie Pietroske, Elder Benefit Specialist, was featured in the EBS newsletter. Received a thank you from the Miracle League for a donation the staff of the ADRC made to their organization.

Director Updates – Wendy Hutterer:

Finance Report:

- June 2022 Monthly Financial Summary was distributed and discussed.
- Discussed need for an additional vehicle for the nutrition program. Will be using donation revenue for the purchase.

Office Report:

- Wendy thanked everyone for their support in her new position. It will be 1 year soon.
- Kim Loose, Nutrition Program Coordinator, retiring August 2, 2022. Cindy Richard will be her successor. Courtney Dassey will replace Cindy's current position as Dining Site Manager/Nutrition Admin.
- Alee Vander Velden will be our Kewaunee receptionist effective August 1, 2022. Prior receptionist left for family reasons.
- We will have an intern working here beginning in the Fall from UWGB.
- Marketing efforts have been made through radio, TV, and speaking events to increase ADRC awareness.

Legislative Report:

- Aging Advocacy Days will be in person in May, 2023. Transportation was discussed.
- ARPA funds expire in September, 2024.

ADRC Updates – Melissa Konop:

Information & Assistance Specialists:

- Walk-in numbers and calls have increased in both offices. We are back to pre-COVID numbers

Disability Benefit Specialists:

- Medicare A-D presentation will be August 16th in both offices.
- Medicare Open Enrollment Part D begins October 15th.

Dementia Care Specialist:

- Virtual Dementia tours in Luxemburg and Manitowoc were both full in June.
- Memory screens in Kewaunee County have increased due to marketing efforts.
- Walk to end Alzheimer's September 17<sup>th</sup> at the Manitowoc/Two Rivers YMCA.

Older American's Act Programming Updates – Paul Hacker:

Elderly Nutrition Program:

- Nutrition reports were reviewed. Kewaunee County congregate meals increased due to the opening of the Dyckesville and Luxemburg meal sites.
- Senior Farmers Market vouchers started June 20<sup>th</sup> at 15 outreach events and are still available at our offices.

Caregiver/Prevention Programs:

- Sip 'N' Swipe pilot classes held in Kewaunee and Manitowoc went well. More classes planned for September, October, and November.
- Reviewed Fall prevention classes for both Counties.
- Kewaunee Senior Resource fair is schedule for October 6, 2022.

Elder Benefit Specialists:

- Medicare Open Enrollment Part D begins October 15th.
- July 13<sup>th</sup> were on the radio promoting their services.

Transportation Updates – Kim Novak:

Kewaunee: No report.

Manitowoc:

- Number of rides for rural volunteer program are down due to deaths of frequent riders and riders moving to Assisted Living. Out-of-County program rides are about the same as last year.
- Always in need of more volunteers!

Next Meeting: September 27, 2022 at 10:00 am in Manitowoc. There being no other business, Linda Langman made a motion to adjourn, seconded by Tim Jadowski. **Motion carried.** The meeting adjourned at 10:59 am.

Respectfully submitted,

Kim Novak  
ADRC Business Services Manager



Wendy Hutterer, Department Director

[wendyhutterer@manitowocountywi.gov](mailto:wendyhutterer@manitowocountywi.gov)

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

DATE: Tuesday, September 27<sup>th</sup>, 2022  
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: Wendy Hutterer
  - a) Finance Report
  - b) Office Report
  - c) Legislative Report
8. ADRC Updates: Melissa Konop
  - a) Information & Assistance Specialists
  - b) Disability Benefit Specialists
  - c) Dementia Care Specialists
9. Older American's Act Programming Updates: Paul Hacker
  - a) Elderly Nutrition Program
  - b) Caregiver/Prevention Programs
  - c) Elder Benefit Specialists
10. Transportation Updates: Kim Novak
11. Next meeting date: November 22<sup>nd</sup>, 2022 at 10:00 a.m. in Kewaunee
12. Adjourn

September 1<sup>st</sup>, 2022

*Amended: September 26<sup>th</sup>, 2022*

Chairperson Cathy 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.

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ADRC of the Lakeshore Board Minutes  
Tuesday, September 27, 2022  
Manitowoc County Board Room

Catherine Wagner called the meeting to order at 10:00 a.m. Roll call was taken. Those present were: James Hathaway, Joanne Lazansky, Linda Teske, Shirley Fessler, Linda Langman, Paul Ravet, Tim Jadowski, and Catherine Wagner. Also present were: Wendy Hutterer, Kim Novak, Paul Hacker, Melissa Konop, and Sherry Schuelke our Regional Quality Specialist from Wisconsin DHS. Those excused were: Tim Nicholls and Sandi Schleis-Ulmen.

Pledge of Allegiance

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

Motion by Tim Jadowski, second by Paul Ravet, to approve the minutes from July 26, 2022 with corrections of location changed to Kewaunee and added "motion carried" to adjournment. Motion carried.

Public Comment: None

Correspondence: Received thank you from Options for Independent Living for allowing them to present to our staff at one of our weekly meetings.

Director Updates – Wendy Hutterer: 2023 meeting dates distributed. Wendy to add date for Advocacy Days in Madison to the list.

Finance Report:

- June 2022 Monthly Financial Summary was distributed and discussed.
- Discussed need for an additional vehicle for the nutrition program. Will be using donation revenue for the purchase.
- Letter sent to MCO's and caterers regarding 2023 costs.

Office Report:

- Kewaunee office move September 28<sup>th</sup>. Closed to walk-in on the 28<sup>th</sup> and re-open on September 29<sup>th</sup>.
- One vacant position, Outreach Coordinator.
- Marketing efforts include Coolest Coast appearance, radio shows, and outreach presentations.

Legislative Report:

- Voting is November 8<sup>th</sup>. Discussed absentee ballot returns.
- Federal budget bill not passed yet. Proposal includes some increases to our OAA programs.

ADRC Updates – Melissa Konop:

Information & Assistance Specialists:

- Walk-in numbers, referrals, and calls have increased in both offices.
- UWGB intern started the beginning of September and will stay through May 2023.

Disability Benefit Specialists:

- Received positive review from DBS program attorney.
- Medicare Open Enrollment Part D begins October 15th.

Dementia Care Specialist:

- Virtual Dementia tours in Kewaunee and Manitowoc.
- Increase in calls.
- Walk to end Alzheimer's September 17<sup>th</sup> at the Manitowoc/Two Rivers YMCA went well.

Older American's Act Programming Updates – Paul Hacker:

Elderly Nutrition Program:

- Nutrition reports were reviewed.
- Still have some Senior Farmers Market vouchers available through September 30<sup>th</sup>.

Caregiver/Prevention Programs:

- Sip 'N' Swipe classes held in Kewaunee and Manitowoc were full and went well. More classes planned for October and November.
- Reviewed Fall prevention classes for both Counties.
- Kewaunee Senior Resource fair is schedule for October 6, 2022.

Elder Benefit Specialists:

- Preparing for Medicare Open Enrollment Part D October 15<sup>th</sup>.
- Aging Plan is on target with all goals.
- Attended the Aging Friendly Coalition in Kewaunee.

Transportation Updates – Kim Novak:

Kewaunee:

- Ride requests continue to increase.
- Volunteer Driver training scheduled for November 2<sup>nd</sup>.
- Will be participating in the Kewaunee Senior Resource Fair.

Manitowoc:

- 5310 Mobility Management grant application was submitted in August.
- 5310 Vehicle grant application for three buses was submitted in August.
- 85.21 Specialized transportation grant application is now open and due in December.

Next Meeting: November 22, 2022 at 10:00 am in Kewaunee. There being no other business, Linda Langman made a motion to adjourn, seconded by Shirley Fessler. Motion carried. The meeting adjourned at 10:47 am.

Respectfully submitted,

Kim Novak  
ADRC Business Services Manager



Wendy Hutterer, Department Director

[wendyhutterer@manitowocountywi.gov](mailto:wendyhutterer@manitowocountywi.gov)

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

DATE: Tuesday, November 22<sup>nd</sup>, 2022  
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
  - Request from State Ombudsman Program to Speak at our Spring Board Meeting
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: January 24<sup>th</sup>, 2023 at 10:00 a.m. in Manitowoc
12. Adjourn

November 1<sup>st</sup>, 2022

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

ADRC of the Lakeshore Board Minutes  
Tuesday, November 22, 2022  
Kewaunee Administration Building

Linda Teske called the meeting to order at 10:03 a.m. Roll call was taken. Those present were: James Hathaway, Joanne Lazansky, Linda Teske, Tim Nicholls, Linda Langman, Tim Jadowski, and Catherine Wagner. Also present were: Wendy Hutterer, Kim Novak, and Melissa Konop from the ADRC of the Lakeshore. Those excused: Shirley Fessler, Paul Ravet, and Sandi Schleis-Ulmen.

**Pledge of Allegiance**

Motion by Joanne Lazansky, second by Linda Langman to approve the agenda as printed. Motion carried.

Motion by Jim Hathaway, second by Cathy Wagner, to approve the minutes from September 27, 2022. Motion carried.

Public Comment: None

Correspondence: Wendy Hutterer noted two donations received. Also noted thank you notes received.

Director Updates – Wendy Hutterer:

**Finance Report:**

- October 2022 Monthly Financial Summary was distributed and discussed.
- Waiting on State to provide September claim form. State is behind due to staffing shortage.

**Office Report:**

- Two staff out on medical leave.
- Two vacant positions (Nutrition Coordinator, Outreach Coordinator). Outreach Coordinator to be filled December 5<sup>th</sup>.
- Marketing efforts include developing community partnerships.

**Legislative Report:**

- Public Health Emergency expected to continue through April 2023.
- Aging Advocacy Day will be in person May 9, 2023.
- State Ombudsman representative to speak with ADRC Board regarding volunteers at our Spring meeting.

ADRC Updates – Melissa Konop:

**Information & Assistance Specialists:**

- Walk-in numbers, referrals, and calls are near pre-pandemic numbers in both offices.
- Manitowoc County will have another option called Partnership in 2023. The agency name is My Choice Wisconsin.
- UW-GB Intern is going great!

**Disability Benefit Specialists:**

- Increase in disability applications. There is a one year waitlist for a disability decision to be made due to State being under staffed.
- Helping EBS with Medicare Open Enrollment Part D appointments.

**Dementia Care Specialist:**

- Virtual Dementia tours in Kewaunee and Manitowoc well attended.
- Memory Cafes going well in Manitowoc but not in Kewaunee.

Older American's Act Programming Updates – Wendy Hutterer:

Elderly Nutrition Program:

- Nutrition reports were reviewed.
- Discussed 2023 contracts for nutrition program (caterers, venues, services, MCO's)
- Need volunteers for meal sites.

Caregiver/Prevention Programs:

- Sip 'N' Swipe classes are going well in Kewaunee and Manitowoc.
- Schedule for 2023 prevention classes should be ready by mid-December.

Elder Benefit Specialists:

- Medicare Open Enrollment Part D continues through December 7<sup>th</sup>. DBS and volunteer are helping with appointments.

Transportation Updates – Kim Novak:

Kewaunee:

- Ride requests continue to increase while a shortage of volunteer drivers exists.
- Transportation policies updated.
- 2023 85.21 grant application was approved by Kewaunee TCC to be submitted to WisDOT.

Manitowoc:

- 2023 85.21 grant application reviewed. Motion by Tim Jadowski, second by Linda Langman to approve application to be submitted to WisDOT. Motion carried.
- 3<sup>rd</sup> Quarter rides are up about 20% from this time last year.
- Volunteer drivers are still needed.

Next Meeting: January 24, 2023 at 10:00 am in Manitowoc. There being no other business, Joanne Lazansky made a motion to adjourn, seconded by Linda Langman. Motion carried. The meeting adjourned at 10:50 am.

Respectfully submitted,

Kim Novak/wh  
ADRC Business Services Manager