



Aging & Disability Resource Center Advisory Committee  
Minutes of Meeting  
Tuesday, March 2, 2021

**Call to Order**

The meeting was called to order by Kutz at 1:01 pm.

**Roll Call**

Present: Russell Kutz, Chair; Jeanne Tyler, Vice Chair; Janet Sayre Hoeft, Secretary; Ellen Sawyers, Frankie Fuller, LaRae Schulz, Sira Nsibirwa, and Michael Wineke. Guest: Carol O’Niel

Also present from ADRC: Michael Hanson, Kimberly Swanson, Kim Herman, ReBecca Schmidt, Heather Janes, Alyssa Kulpa, Karla Nava, and Shelly Wangerin, and Dominic Wondolkowski.

**Certification of Compliance with Open Meetings Law**

It was determined that the committee was in-compliance with Open Meetings Law.

**Approval of Agenda**

Janet Sayre Hoeft made a motion to approve the agenda, Frankie Fuller seconded. Motion carried.

**Approval of January 5, 2021 Minutes**

Frankie Fuller made a motion to approve meeting minutes from February 2, 2021, Janet Sayre Hoeft seconded. Motion carried.

**Communications**

No new communications

**Public Comment**

No public comment

**Introduction of New Committee Members**

New committee members, Sira Nsibirwa and Michael Wineke, were welcomed to the committee. They each introduced themselves and shared their professional backgrounds.

**Advocacy Updates from GWAAR – Greater Wisconsin Agenda on Aging Resources and /or ORCD – Office of Resource Center Development:**

ReBecca Schmidt shared that the 3-year Aging plan will be due to GWAAR by November of 2021. She shared an update on the Key Outcome Indicator for the requirement for the Aging and ADRC to provide the community with Health Prevention, Education, and Promotion. The health promotions key outcome indicator for 2021 is to collaborate with other agencies to bring 2 high-level, evidence-based health promotion programs for older adults to Jefferson County members throughout 2021. Currently we are offering the Aging Mastery Program in collaboration with GWAAR, Fort Atkinson Health Systems, South Central Area Health Education Center, and UW Madison – Physician Assistant Program. The classroom experience is a mix of didactic and interactive learning with an emphasis on peer-to-peer interaction. Classes are taught by PA students from the University of Wisconsin. When they graduate from AMP, participants have set goals for positive actions in many aspects of their lives such as exercise, nutrition, finances, advance care planning, community engagement, and healthy relationships. There are no costs to participants. This program is currently being offered virtually. The current session is full and we may offer additional sessions this year.

ReBecca Schmidt shared the Aging and ADRC Key Outcome Indicators for 2021. They are as follows:

Program	Program Manager	KOI
Dementia Care Specialist	Heather Janes	Increase community participation by 10% through DCS programming.
Caregiver Support Specialist	Kim Herman	Increase overall participation in Caregiver Support Programs by 10%.
Elderly Nutrition Program	Kimberly Swenson	90% of new home delivered meal participants will be assessed in his or her home within four weeks of beginning meal service.
Health Promotions	All Aging Programs	The Aging and Disability Resource Center of Jefferson County will purchase, and implement 2 Evidence-Based Health Promotion Disease Prevention Programs in 2021.
Transportation Services	Mike Hansen	1. 85.21 90% of qualifying medical ride requests are met. 2. 5310 Increase non-medical ridership by 10%.
Elderly Benefit Specialist	Alyssa Kulpa Karla Nava	Increase overall referrals (interdepartmental as well as community) by 10%.
Disability Benefit Specialist	Shelly Wangerin Karla Nava	DBS staff will co-present with EBS staff at four "Welcome to Medicare" Workshops.
Adult Protective Services	Shelly Theder Mary Parizck	100% of referrals are responded to within the time frames contained in the statute; "within 24 hours after a report is received, excluding Saturdays, Sundays and legal holidays."
ADRC	Dominic Wondolkowski	Within 5-business days of the ADRC's awareness of confirmed functional and financial eligibility for LTC program, ADRC staff shall provide enrollment counseling.

The committee discussed these goals and ReBecca will report off at each meeting the progress being made on them.

**Discussion: ADRC Report, Wondolkowski**

For February, the Key Outcome Indicator (KOI) was met. 17 of 17 customers were provided information per KOI guidelines, resulting in 16 LTC enrollments and/or IRIS referrals. After receiving enrollment counseling, one customer declined and the case is closed. In Feb. 2021, the ADRC documented 433 calls with 228 unduplicated callers. This is a slight increase from Jan. 2021 with 409 calls and a definite increase from Dec. 2020 with 379 calls.

The ADRC finished 2020 with a small positive balance for all allocations. ADRC balance = \$4,401, DCS balance = \$7,356 and NH Relocation balance = \$14,816 for a total positive balance of \$26,573.62. The ADRC's 2020 year-end federal reimbursement rate is 36.73%.

A KOI for the ADRC Division is to provide evidenced-based health promotion disease prevention programs. The ADRC is hosting a Healthy Living with Chronic Pain Virtual Class April 6 – May 11, 2021 at 1-3:30pm. The class is free. Seven participants have already registered. Contact Erika Holmes, ADRC of Jefferson at 920-674-8140, to register.

**Discussion: Senior Dining Program Updates – Kimberly Swanson:**

Swanson shared that in January 2021, the Elderly Nutrition Program served 3,043 total meals (2,606 Home Delivered Meals & 379 Carryout Meals). She also noted that the 2021 Key Outcome Indicator for the Nutrition Program states that 90% of new home delivered meal participants will be assessed in their home within four weeks of beginning home delivered meal service to determine the individual's need for nutrition and other services. This goal was not met in January with a score of 86.7%. Swanson spoke of additional goals for the Elderly Nutrition Program in 2021 that focus on providing two shelf stable meals to participants; increasing community engagement in service learning projects; recruiting additional volunteer meal drivers; surveying the level of customer satisfaction of Elderly Nutrition Program participants; and serving home delivered meals at least 95% of the time a qualifying participant requests home delivered meals.

**Discuss Mobility Manager Report – Michael Hansen:**

Ridership for the ADRC of Jefferson County Driver / Escort Service for February was 565 one-way rides. The number of new (first time) riders for February was 20.

Cliff Fleishmann has been hired as a Transportation Coordinator for our Driver / Escort Service. Cliff has started training and is currently working as a part-time driver, but he will replace Jean Thiede who is retiring on April 2<sup>nd</sup>.

The ADRC staff and ADRC Advisory board would like to extend our thanks to Jean Theide for all her contributions to the Driver / Escort Service and her years of service for the county.

**Discuss Family Caregiver Programs – Kim Herman:**

Kim Herman, Family Caregiver Support Specialist reviewed the current number of participants in the AFCSP, NFCSP and T 3B – Supportive Services programs. She shared with the group the types of services funded through the Caregivers programs. Kim talked about the Relatives as Parents virtual support group offered on a monthly basis.

**Discuss other Aging and ADRC programs:**

The committee heard summaries of the other programs supported by the Aging and ADRC division of Jefferson County. There were summaries provided by:

- Dementia Care Specialist – Heather Janes
- Elderly Benefit Specialist – Alyssa Kulpa
- Disability Benefit Specialist – Shelly Wangerin

**Orientation Manual and By Laws Annual Update:**

Schmidt shared that the ADRC Advisory Committee Orientation Manual and by-laws have been updated for 2021. The committee has reviewed these documents and a motion was made to approve them. Janet Sayre Hoeft made a first motion to approve and Ellen Sawyers seconded the motion. The Orientation Manual and By Laws were approved.

**Adjourn:** Jeanne Tyler made a motion to adjourn the meeting, Frankie Fuller seconded. Motion carried. Meeting adjourned at 3:00 pm.

Respectfully submitted,

ReBecca Schmidt  
Aging & Disability Resources Division Manager