



Aging & Disability Resource Center Advisory Committee
Minutes of Meeting
Tuesday January 4th, 2022

Call to Order

The meeting was called to order by Michael Wineke at 1:00 pm.

Roll Call

Present: Michael Wineke and Janet Sayre Hoeft.

Attended by phone: Katie Dixon, Carol O'Neil, Frankie Fuller, Ellen Sawyers and Jeanne Tyler.

Not in attendance: LaRae Schultz, Ruth Fiege and Sira Nsibirwa.

Present from ADRC: Kimberly Swanson, Mike Hansen, 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; Carol O'Neil seconded. Motion carried.

Approval of December 7th, 2021 Minutes

Carol O'Neil made a motion to approve meeting minutes from December 7th. Katie Dixon seconded. Motion carried.

Communications

No new communications.

Public Comment

No public comment.

Update ADRC & Aging Program 2021 Key Outcome Indicators – Dominic Wondolkowski, ADRC Supervisor

Wondolkowski shared updates on all Key Outcome Indicators and shared progress towards goals at this point in the year. All KOI's are on track or exceeding expectations at this time. Janet Sayre Hoeft requested a year end summary of all KOI's for the next meeting.

Review of Orientation Manual and By Laws – Dominic Wondolkowski, ADRC Supervisor

Wondolkowski explained it is required to review the Orientation Manual and By Laws annually and that the manual was last reviewed February 2021. Wondolkowski encouraged Advisory Committee members to review the manual and changes can be made at the February meeting. Updated financials will also be available as part of the review.

ADRC Program Update

Dominic Wondolkowski reported:

For December, the KOI was met. 30 of 30 customers were provided enrollment counseling and information per the KOI guidelines, resulting in 29 LTC enrollments and/or IRIS referrals. For one customer receiving nursing care from hospice, the activated POA cancelled a scheduled enrollment counseling appt. and never did reschedule. Therefore, no enrollment occurred.

From Jan.-Dec. 2021 the ADRC completed 239 enrollments and/or IRIS referrals. This is a significant increase in enrollments compared to 2020 = 195 enrollments and/or IRIS referrals and 2019 = 204.

For December 2021, the ADRC documented 563 contacts with 316 unduplicated callers. Wondolkowski mentioned several possible reasons for the decline in contacts.

Wondolkowski reviewed staff changes. Dementia Care Specialist, Heather Janes' last day was 1-3-22. Tonya Runyard was hired as the new DCS. Resource Specialist-Jacob Sawyers' last day was 12-23-21. Gina Serna was hired as the new Resource Specialist and will start Jan. 10th.

Nutrition Program Update

Senior Nutrition Program Supervisor – Kimberly Swanson reported.

Swanson shared that 2021 meal counts remain above 3,000 meals served monthly to home delivered or carry out participants. In addition, she shared that there were 17 new home delivered participants in December 2021, the highest monthly number in 2021. Carry Out meals remain above 400 per month serving 88 unique participants in November 2021. The Key Outcome Indicator which states that 90% of new home delivered meal participants will be assessed in his or her home within four weeks of beginning meal service was met at 100% for November 2021.

Transportation Program Update

Mobility Manager – Mike Hansen reported:

Ridership for the ADRC of Jefferson County Driver / Escort Service for December was 878 one-way rides. The number of new (first time) riders for October was 14 and the number of unique clients served was 125.

The Key Outcome Indicator for our 85.21 Grant Transportation Service is to ensure that 90% of qualifying medical ride requests are met. We achieved this goal with 100% of medical rides met in December. The Key Outcome Indicator for our 5310 Grant Transportation Service is to reach a recreational/nutritional (non-medical) ridership of 300 by end of 2021. So far in 2021, we have provided 1803 non-medical rides during January – December (with our regular 85.21 funding). So far, we have provided 45 non-medical (recreational/shopping) rides with special 85.21 project funds

Transportation and Nutrition Program Waivers – Mike Hansen and Kimberly Swanson

- no new waivers were presented

New Meeting App for Claiming Per Diem & Mileage – Oral Rowland, IT Department

Rowland reviewed steps to log in and how to use the new application for committee members to claim per diem and mileage. In follow-up, Rowland will email committee members written instructions to use the new application.

Discussion on Items for next agenda

- Wondolkowski noted the APS - Guardianship presentation will be on the February agenda

Adjourn: Janet Sayre Hoeft made a motion to adjourn the meeting; Frankie Fuller seconded. Motion carried. Meeting adjourned at 2:00 pm.

Respectfully submitted,

Dominic Wondolkowski
Aging & Disability Resource Center Supervisor