



Aging & Disability Resource Center Advisory Committee  
Minutes of Meeting  
Tuesday July 5th, 2022

**Call to Order**

The meeting was called to order by Jeanne Tyler at 1:03 pm.

**Roll Call**

Present: Jeanne Tyler, Carol O'Neil, Janet Sayre-Hoeft, Katie Dixon

Attended by zoom: Sira Nsibirwa, Frankie Fuller, Alice Mirk, Mary Roberts, Meg Turville- Heitz

Not in attendance: LaRae Schultz

Present from ADRC: ReBecca Schmidt, Tonya Runyard, 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 June 7th, 2022, Minutes**

Katie Dixon made a motion to approve meeting minutes from June 7th. Sira Nsibirwa seconded. Motion carried.

**Communications**

No communications to share

**Public Comment**

No public comment

**Update ADRC & Aging Program 2021 Key Outcome Indicators – ReBecca Schmidt ADRC Division Manager**

Ms. Schmidt shared an update on the results of June's Key Outcome Indicators and discussed which goals were met and which were not and why. See attached KOI reports.

**ADRC Program Update:** Dominic Wondolkowski reported:

In June, the KOI was met. 21 out of 21 customers were provided enrollment counseling and information per KOI guidelines, resulting in 19 LTC enrollments and/or IRIS referrals. Staff did an outstanding job expediting two June enrollments for two customers in urgent need of services. Two other customers did not enroll. One was undecided and the other customer decided not to transfer programs. There are 6 known enrollments for July.

For June, ADRC staff recorded 666 contacts with 359 unduplicated callers. This is a decrease of 27 calls but an increase of 22 more callers compared to May. June had 22 working days and staff completed 36

home visits, 19 nursing home visits, 2 CBRF (assisted living) and 2 hospital visits for a total of 100 in-person contacts.

Wondolkowski reviewed the June Sr. Famer Market voucher outreach schedule. An estimated 74 vouchers were distributed between the ten (10) schedule sites.

Emma Borck has been hired as the new DBS/EBS split position. Emma was previously employed as a Jefferson County Economic Support Worker on the LTC-EBD team, which manages all ADRC cases for long-term care enrollment.

**Nutrition Program Update:** Nutrition Program Director Kimberly Swanson reported:

Swanson reported there were 3,896 total meals served in May 2022; 3516 home-delivered and carry-out meals and 380 congregate meals. There were 12 first times home delivered meal participants in June, same as in May. Swanson shared that the Key Outcome Indicator was met in May with 12/12 (100%) of new Home Delivered Meal participants assessed within four weeks of beginning meal service.

**Transportation Program Update:** Transportation Program Supervisor, Mike Hansen reported:

Ridership for the ADRC of Jefferson County Driver / Escort Service for June was 1052 one-way rides. The number of new (first time) riders for June was 25 and the number of unique clients served was 144.

One Key Outcome Indicator for our 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 June. The second key outcome indicator, “having Greater than 95% of riders recommend our transportation service to others” was also met in June.

Other Key Items of interest in June were as follows:

- Tim Christian (HS Admin Assistant) is fully trained and will be our next Transportation Coordinator. He is expected to begin full time before the end of July.
- Dave Raymond (a former volunteer driver) has been hired as a temporary Transportation Coordinator. He is a part-time employee.
- Mackenzie Stickney has been hired as a new after-hours / weekend Van Driver. She also can handle clients who use wheelchairs.
- Irene Kottwitz has started as a new volunteer driver. Irene also volunteers at the Watertown Senior Center with our HDM program.
- Katie Dixon has been volunteering her time daily to help with voice message transcription.

## **Dementia Care Specialist Update**

DCS – Tonya Runyard Reported:

I, the Dementia Care Specialist, shared that in June, I had 49 consumer interactions. During the month of June, I co-facilitated the Monday Morning Caregiver Coffee Hour three times, serving an average of 7 individuals and facilitated the Dementia Caregiver Support Group solo while serving an average of 4 individuals. I conducted 7 total memory screens at various locations – Jefferson Senior Center on June 6<sup>th</sup> (1), Jefferson Library on June 10<sup>th</sup> (0), Fort Atkinson Library on June 17<sup>th</sup> (2) and Whitewater Seniors in the Park on June 30<sup>th</sup> (4). The coalitions/committees that I supported this month were: Watertown Dementia Awareness Coalition (WDAC) which had a total of 5 participants via zoom, Dementia Friendly Community Network (DFCN) in Fort Atkinson which had 7 participants via zoom and in person, Community Care Alliance (CCA) which had over 25 participants in person, Community Partners of Jefferson County with 4 participants in person, Dementia Friendly Dodge/Dementia Concerns Coalition (DFD/DCC) which had 7 participants via zoom, Glacial River (Library Memory Project) check-in with 5 participants via zoom, Zero Suicide with 8 participants via zoom and I supported the Bridges Library Project's Fort Memory Café with 8 participants, Lake Mills Memory Cafe with 4 participants and Heritage Homes in Watertown with 12 participants. I attended the ADRC meeting in person who had a guest speaker from Society's Assets as well as attended both DHS meetings via zoom. I met with Dr. Rowe at UWW to discuss their Intergenerational Tech Project, attended Teepa Snow's "A Day With Teepa" at UWW on June 15th, attended Understanding and Supporting LBGTQIA2S+, 6 Key Elements from American Society on Aging, Caregiver Lunch at Dorothy Carnes Park, Family Plan-Day with Library Memory Project via zoom, Brain and Body Fitness via zoom, met with Alejandro DeJesus of PAC for mentoring via zoom, met with Jake Sawyers, DCS of Walworth County and Dr. Rowe to discuss her event Alzheimer's 101, and met with WSLD 104.5 for an interview for outreach. One home visit was completed, 5 in-office visits, and all other interactions were completed via phone or email. I provided a Brain Health presentation for 10 people via zoom who asked me to speak from the Modern Woodmen of America. I am also currently training to become a Dementia Live Coach.

## **Transportation and Nutrition Program Waivers – Mike Hansen and Kimberly Swanson**

No waiver requests were received in June.

## **Discussion on Items for next agenda**

- LaRae Schulz requested to present a grant from the Fort Atkinson Health Center. (From June 7<sup>th</sup> meeting)
- Alice Mirk suggested a presentation on Materials about the ADRC, Strategic plan for outreach, LTC Materials, plan to reach out to general population.

**Adjourn:** Janet Sayre-Hoeft made a motion to adjourn the meeting; Carol O'Neil seconded. Motion carried. Meeting adjourned at 2:04 pm.

Respectfully submitted,  
ReBecca Schmidt  
Aging & Disability Resource Center Division Manager

## Attachment I

2022 KOIs

Program	Program Manager	KOI	May	June
Dementia Care Specialist	Tonya Runyard	Complete 40 Memory Screens	9/40	17/40
Caregiver Support Specialist	Kim Herman	<ol style="list-style-type: none"> <li>1. Develop and distribute a community resource guide for supportive services and avenues to advocacy, in both English and Spanish.</li> <li>2. Develop system to identify greatest needs based on socio-economic status, natural supports and risk for placement.</li> </ol>	#1 not met yet #2 met	#1 is met in English #2 met
Elderly Nutrition Program	Kimberly Swanson	90% of new home delivered meal participants will be assessed in his or her home within four weeks of beginning meal service.	Met	In Process
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 2022.	3 - AMP	3 - AMP
Transportation Services 85.21 & 5310	Mike Hansen	<ol style="list-style-type: none"> <li>1. 85.21 90% of qualifying medical ride requests are met.</li> <li>2. Greater than 95% of riders would recommend our transportation service to others.</li> </ol>	Met Met	Met Met

Program	Program Manager	KOI	May	June
Elderly Benefit Specialist	Alyssa Kulpa Emma Borck	Restructure the Open Enrollment Process for greater efficiency	In Process	In Process
Disability Benefit Specialist	Shelly Wangerin Emma Borck	DBS staff will develop and enhance information on the DBS portion of the ADRC website.	In Process	In Process
Adult Protective Services	Shelly Theder Mary Parizek	<ol style="list-style-type: none"> <li>1. 90% of WITS reports will be entered in the month they occur.</li> <li>2. 90% of WATS reviews will be completed by the end of the month they are due.</li> </ol>	1-met; 1-not met 2. Met	WITS system down 2. Both met
ADRC	Dominic Wondolkowski	Within 5-business days of the ADRC's awareness of confirmed functional and financial eligibility for LTC enrollment, ADRC staff shall provide the customer with information to select among available MCO's, ICA's, and FEA's.	Met 33/33	Met 21/21