



Aging & Disability Resource Center Advisory Committee  
Minutes of Meeting  
Tuesday September 6th, 2022

**Call to Order**

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

**Roll Call**

Present: Jeanne Tyler, Carol O'Neil, Janet Sayre-Hoeft, Frankie Fuller, Katie Dixon, Mary Roberts, and Michael Wineke.

Attended by zoom: Sira Nsibirwa, Alice Mirk, and John Donahue (public).

Present from ADRC: Tonya Runyard, Kimberly Swanson, Mike Hansen, Kim Herman 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 August 2nd, 2022, Minutes**

Carol O'Neil made a motion to approve meeting minutes from August 2<sup>nd</sup>. Frankie Fuller seconded. Motion carried.

**Communications**

No communications to share.

**Public Comment**

John Donahue joined the meeting (late) from previous invite by Dominic Wondolkowski. Near the conclusion of the meeting, Wondolkowski introduced John Donahue to the committee members.

**Approval of Moving Appointment of Lisa Krolow to the Nutrition Project Council to the HS Board**

Kimberly Swanson explained Lisa Krolow's appointment to the Nutrition Project Council. Motion to approve by Janet Sayre-Hoeft. Katie Dixon second. Motion carried.

**Update ADRC & Aging Program 2022 Key Outcome Indicators – Dominic Wondolkowski, ADRC Supervisor**

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

**Presentation:**

Kim Herman, Family Caregiver Support Specialist presented on the three caregiver programs she manages, Supportive Home Care agencies and process for getting people set-up with services.

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

In August, the KOI is met. 29 of 29 customers were provided enrollment counseling and information per KOI guidelines, resulting in 25 LTC enrollments and/or IRIS referrals. Four customers did not enroll for various reasons including only eligible for case management services at a Non-NH LOC; another member decided to stay with IRIS; another decided not to enroll even though dual eligible; and another passed away during the enrollment process. To date, there are two September enrollments.

For August, ADRC staff recorded 726 contacts with 381 unduplicated callers. This is an increase of 122 calls compared to July. The total number of contacts for Jan-Aug. 2022 is 5,458. August had 23 working days and all staff combined averaged 31.5 contacts per day. In August, staff completed 56 home visits, 10 NH, 1 hospital, 32 office visits for a total of 99 in-person visits (an increase of 13 visits compared to July). ADRC staff also completed 30 long term care functionals screens in August; an increase of 10 applicants compared to July.

As of 9.6.22, the ADRC has distributed 152 out of 228 SFMNP vouchers. ADRC staff and/or Advisory Members were present at three scheduled Farmer Market outreach sites including Lake Mills FM (Aug. 24th) = 23 community contacts; Watertown FM (August 25th) = 31 and Fort Atkinson FM (Aug. 27th) = 35 community contacts.

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

Swanson reported that there were 3,296 home delivered and carry-out meals and 391 congregate meals in July 2022. In addition, there were 16 new Home Delivered Meal participants in August, up from 10 in July. Key Outcome Indicators were met; 10/10 (100%) of new Home Delivered Meal participants were assessed within four weeks of beginning meal service in July and 16/16 (100%) of HDM requests in August 2022 were met. No waiting list was needed in July or August. Finally, Swanson stated that the Senior Nutrition Program is working on transitioning the Johnson Creek home delivered meal service from the Jefferson Senior Center to a Johnson Creek location, provided there are adequate volunteer drivers and staff to manage the program there.

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

Ridership for the ADRC of Jefferson County Driver / Escort Service for August 2022 was 1163 one-way rides. The number of new (first time) riders for the month was 29 and the number of unique clients served was 146.

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 this past month. The second key outcome indicator, "having Greater than 95% of riders recommend our transportation service to others" was also met.

Other Key Items of interest this past month were as follows:

- Although our focus has been on customer service and not so much on quantity, we set a new record for the number of rides (1163) provided in August.

- We hired a new driver (Thomas Dixon) who started on 08/30. Thomas comes with decades of driving experience and will help us with weekend and later evening service.
- We completed and submitted our 2023 5310 Grant Applications for Mobility Manager and Vehicle Purchase funding.

**Dementia Care Specialist Update:** DCS – Tonya Runyard reported:

I, the Dementia Care Specialist, shared that in August, I had 41 consumer interactions. During the month of August, I co-facilitated the Monday Morning Caregiver Coffee Hour four times, serving an average of 7 individuals and facilitated the Dementia Caregiver Support Group solo while serving an average of 4 individuals. I conducted total memory screens at two locations – Jefferson Senior Center on August 1st (3) and Watertown Library on August 19th (3). The coalitions/committees that I supported this month were: Watertown Dementia Awareness Coalition (WDAC), Dementia Friendly Community Network (DFCN) in Fort Atkinson, Dementia Friendly Community Initiative (DFCI) in Whitewater, and Dodge Friendly Dementia/Dementia Community Concerns (DFD/DCC) via zoom. I supported the Bridges Library Project’s Palmyra Memory Café with 7 participants, Waterloo Memory Cafe with 6 participants and Heritage Homes in Watertown with 15 participants. I visited UWW to view the rooms for upcoming Alzheimer’s 101 Workshop, attended the Caregiver Connection webinar on Frontotemporal Dementia (FTD), attended the “Spark” presentation offered at Walworth County, attended the Summit held in Johnson Creek to learn of the surveys of community needs assessment, met with Todd of Tomorrow’s Hope to discuss Community Conversations events, Memory Camp, Dementia Project, and other upcoming events to partner in, toured Optimal Physical Therapy in Lake Mills, attended the Alzheimer’s Foundation of America virtual education conference via zoom, and meetings with Dodge and Columbia Counties along with SSM Health and Alzheimer’s and Dementia Alliance of WI to discuss upcoming “A Day with Lewy” conference. One home visit was conducted, two in-office visits, and all other interactions were completed via phone or email.

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

No waiver requests were received in August.

**Discussion on Items for next agenda**

- Alice Mirk suggested a presentation on materials about the ADRC, Strategic plan for outreach, LTC Materials, plan to reach out to general population. – October
- Janet Sayre-Hoeft suggested a presentation by the Home Delivered Meals Assessor (Sharon Endl) – October

**Adjourn:** Carol O’Neil made a motion to adjourn the meeting; Janet Sayre-Hoeft seconded. Motion carried. Meeting adjourned at 2:45 pm.

Respectfully submitted,  
 Dominic Wondolkowski  
 Aging & Disability Resource Center Supervisor

## Attachment I 2022 KOIs (see next page)

Program	Program Manager	KOI	July	August
<b>Dementia Care Specialist</b>	Tonya Runyard	Complete 40 Memory Screens	29/40	35/40
<b>Caregiver Support Specialist</b>	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 is met in English #2 met	#1 is met in English #2 met
<b>Elderly Nutrition Program</b>	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 (10 of 10)	TBD
<b>Health Promotions</b>	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
<b>Transportation Services 85.21 &amp; 5310</b>	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	July	August
<b>Elderly Benefit Specialist</b>	Alyssa Kulpa Emma Borck	Restructure the Open Enrollment Process for greater efficiency.	In Process	In Process
<b>Disability Benefit Specialist</b>	Shelly Wangerin Emma Borck	DBS staff will develop and enhance information on the DBS portion of the ADRC website.	In Process	In Process
<b>Adult Protective Services</b>	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% pf WATTS reviews will be completed by the end of the month they are due.</li> </ol>	WITS system down 2. Both met	WITS system down 2. Both met
<b>ADRC</b>	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 25/25	Met 29/29