



Aging & Disability Resource Center Advisory Committee  
Minutes of Meeting  
Tuesday, January 3rd, 2023

**Call to Order**

The meeting was called to order by Mike Wineke at 1:05 pm.

**Roll Call**

**Committee Members:** Michael Wineke, Chair; Jeanne Tyler, Vice-Chair; Frankie Fuller, Secretary; Alice Mirk, Carol O'Neil, Janet Sayre Hoeft, Sira Nsibirwa, and Katie Dixon.

Attended by zoom: Sira Nsibirwa, Alice Mirk

Present from ADRC: ReBecca Schmidt, Kimberly Swanson, Mike Hansen, Tonya Runyard, 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, Jeanne Tyler seconded. Motion carried.

**Approval of December 6<sup>th</sup>, 2022, Minutes**

Frankie Fuller made a motion to approve the agenda, Carol O'Neil seconded. Motion carried.

**Communications**

ReBecca Schmidt shared positive feedback from caregivers who received the caregiver appreciation packages in November for National Family Caregiver month.

**Update ADRC & Aging Program 2022 Key Outcome Indicators – ReBecca Schmidt, ADRC Division Manager**

ReBecca Schmidt shared an update on the results of the 2022 Key Outcome Indicators and discussed which goals were met and which were not and why. New Key Outcome Indicators for 2023 were discussed and agreed upon. See attached KOI reports.

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

In December, the KOI is met. 31 of 31 customers were provided enrollment counseling and information per KOI guidelines, resulting in 23 enrollments and/or IRIS referrals, 2 Fiscal Employee Agent transfers and six no enrollments for various reasons. There are 9 January enrollments so far. 2022 KOI Summary: 290/292 cases met compliance.

For December, staff recorded 661 contacts for a total of 8,242 for 2022 (this is 545 more contacts than 2021). December had 20 working days and staff combined averaged 33 contacts/day. Staff completed 79 in-person visits and 32 functional screens (the highest number for the calendar year).

Other ADRC Updates: The ADRC Annual Report has been completed. Erika Holmes was hired as the new Resource Specialist Lead as Sara Zwieg accepted a new position within Human Services. Emma Borck was hired as the full-time EBS as Alyssa Kulpa left the ADRC. The ADRC is in the process of hiring

to fill the split Elder and Disability Benefit Specialist position. The vacant Resource Specialist position will be posted soon.

### **Presentation on Medicare Open Enrollment - 2022 Quality Improvement Project :**

Dominic Wondolkowski reported:

At the conclusion of the 2021 Medicare Open Enrollment period (Oct. 15-Dec.7), ADRC management and staff reached the conclusion our current practices were no longer sustainable. On 12.20.21 the Change Project team assembled for the first of several meetings. The team include: ReBecca Schmidt (Change Leader), Dominic Wondolkowski (ADRC Supervisor), Alyssa Kulpa (FT Elder Benefit Specialist), Karla Nava (Split EBS-DBS position), Shelly Wangerin (FT Disability Benefits Specialist) and Wendy Petitt (Administrative Assistant). Topics of discussion for the project included: (1) Education for our valued customers as outlined in a four-page letter mailed in August 2022; (2) Improve current technology and update the ADRC website and Facebook and; (3) Improve scheduling process and develop criteria for 1:1 assistance. What did we Learn? How did our valued customers react to the letter? There were some upset individuals. However, the majority of our customers realized with some guidance and education, they or with the help of a person they trust, could run their own plan finders and make informed decisions regarding their Medicare plans. We did identify individuals based on their age or physical or intellectual disability that we would serve regardless of this Q.I. project and thus, we served those in greatest need. Overall, the changes made did not affect the integrity of our service delivery and the ADRC will adopt the plan for 2023. The final result. In 2022, the ADRC served 93 individuals compared to 285 in 2021.

### **Nutrition Program Update:**

Nutrition Program Director Kimberly Swanson reported:

Swanson shared that there were 3,301 total meals served in November 2022 with 394 congregate meals. In addition, there were 17 new home delivered meal (HDM) participants in December. Furthermore, a Key Outcome Indicator, to fulfill 100% of new HDM requests for meal service without a waiting list, was met in December at 100%. A second Key Outcome Indicator, assessment of new home delivered meal participants within four weeks of beginning meal service, was not met in November due to an unexpected medical leave and the resulting staff shortage. Goal is to improve the KOI outcome for December.

### **Transportation Program Update:**

Ridership for the ADRC of Jefferson County Driver / Escort Service for December 2022 was 1135 one-way rides. The number of new (first time) riders for the month was 22 and the number of unique clients served was 139.

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:

- Our 2023 85.21 Grant Application was approved to receive an allocation from WisDOT for Jefferson County of \$226,153 to support our Transportation Programs.
- Our 1st Day Trip Project Event was held on Dec. 7th. A small group of individuals rode our bus to go holiday shopping at Madison's East Towne Mall.
- Our 2nd Day Trip Project Event will be held on Jan. 4th. Roughly 10 individuals are planning to go to Mitchell Park Domes in Milwaukee.

- WisDOT has recently informed us that all but one Minivan contract has been procured, but they do not have any updates as to when their orders will be fulfilled.

### **Dementia Care Specialist Update**

I, the Dementia Care Specialist, shared that in December, I had 19 consumer interactions. During the month of December, I facilitated the Dementia Caregiver Support Group while serving an average of 2 individuals. I also co-facilitated the Caregiver Coffee Support Group serving an average of 4.5 individuals. The coalitions/committees that I supported this month were: Fort Healthy Monthly Meeting (5) & met with Tomorrow's Hope. I attended a planning session in Rock County for "Moving Forward" grief and ambiguous loss support group and supported Survival Tools for the Holidays event at UWW and at a church in Beloit (12 attendees total). I attended the Time Slips training, the Palmyra Memory Café (18) and Lake Mills Memory Café (10).

Tonya Runyard  
Dementia Care Specialist

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

Two requests were reviewed by the committee:

- Robert and Diane Glueck – Annual Renewals – A motion was made by Carol O'Neil to approve the waiver, that motion was seconded by Frankie Fuller.
- Kathy Jankowski – Annual Renewal – A motion was made by Carol O'Neil to approve the waiver, that motion was seconded by Jeanne Tyler.
- Charles Smallish – New Application - A motion was made by Carol O'Neil to approve the waiver, that motion was seconded by Katie Dixon.
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### **Discussion on Items for next agenda**

- Britanie Peeslee, Community Resource Liaison with Rainbow Hospice / Your Friends in Action – January (LaRae S.)

**Adjourn:** Katie Dixon made a motion to adjourn the meeting; Frankie Fuller seconded. Motion carried. Meeting adjourned at 2:34 pm.

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

## Attachment I 2022 KOIs

Program	Program Manager	2022 KOI	November	December
Dementia Care Specialist	Tonya Runyard	Complete 40 Memory Screens	Met	Met
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 is met in English #2 met	#1 is met in English #2 met
Senior 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.	Not Met	TBD
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.	Met	Met
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	2022 KOI	November	December
Elderly Benefit Specialist	Alyssa Kulpa Emma Borck	Restructure the Open Enrollment Process for greater efficiency	Met	Met
Disability Benefit Specialist	Shelly Wangerin Emma Borck	DBS staff will develop and enhance information on the DBS portion of the ADRC website.	Met	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 20/20	Met 31/31