



Aging & Disability Resource Center Advisory Committee  
Minutes of Meeting  
Tuesday, September 5th, 2023

**Call to Order**

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

**Roll Call**

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

**Attended by zoom:** Mary Roberts and guest speakers, Alberto Prado and Erica Nelson of LIFT Wisconsin.

**Present from ADRC:** Dominic Wondolkowski, Mike Hansen, Tonya Runyard, Tatiana March and student-intern, Abby Wedwick.

**Certification of Compliance with Open Meetings Law**

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

**Approval of Agenda**

Carol O'Neil made a motion to approve the agenda, Janet Sayre Hoeft seconded. Motion carried.

Note: The presentation on LIFT Wisconsin occurred after the Program Updates (agenda item 11) due to the need to change zoom platforms.

**Approval of August 1st, 2023 Minutes**

Frankie Fuller made a motion to approve the minutes, Katie Dixon seconded. Motion carried.

**Communications**

Alice Mirk announced her resignation from the ADRC Advisory Committee effective after the meeting as Alice and her husband are moving to Wiona, MN. to be near family.

**Public comment**

There were no public comments.

**Announcements:**

Mike Hansen announced there will be an open meeting held on September 8<sup>th</sup> from 2-4PM at the ADRC to receive input regarding the development of a 5-year Transportation Coordination Plan. Community partners, key stakeholders and others have been invited.

**Update ADRC & Aging Program 2023 Key Outcome Indicators – Dominic Wondolkowski, ADRC Supervisor**

Dominic Wondolkowski shared an update on the results of the 2023 Key Outcome Indicators through August and discussed which goals were met and which were not and why. See attached KOI reports.

**ADRC Program Update:**

ADRC Supervisor, Dominic Wondolkowski Reported:

The KOI is met for August. 22 of 22 LTCFS were determined within 30-days from the date of the request. Of the 22 screens, 21 customers were found eligible at a NH Level of Care (LOC) meaning the customer is eligible to enroll in Family Care, Partnership or IRIS program. One customer was determined at a Non-Nursing Home Level of Care meaning the customer is eligible for a more limited Family Care benefit package. For 1 FS, the customer was appropriately notified that there would be a delay in completing the FS which did not negatively affect the KOI. Of the 22 FS, only 7 resulted in an enrollment in a LTC program. For Jan.-Aug., 156 of 157 functional screens have been calculated per KOI guidelines (99.3%). For August, staff recorded 741 customer contacts.

All 185 available Senior Farmers' Market Nutrition Program (SFMNP) checks have been distributed. Two are pending mail return. In August, the ADRC marketed at the following locations: August 12<sup>th</sup>-Fort Atkinson Farmers' Market --No. of citizen contacts =30; August 15<sup>th</sup> -Watertown Farmers' Market –28 contacts and August 16<sup>th</sup> -Lake Mills Farmers' Market=34 contacts. Additional marketing events included: August 2<sup>nd</sup>- Jefferson PD National Night Out, Jefferson Fairgrounds =53 citizen contacts and August 6<sup>th</sup> Fiesta Latina -Rotary Park, Jefferson =43 contacts. In September, the ADRC is schedule to market on Sept 9<sup>th</sup> at the Annual Fort Fall Fiesta, Jones Park, Fort Atkinson and on Sept. 23<sup>rd</sup> at the Women's Expo -Women Helping Women at Christ United Methodist Church in Watertown. On August 29<sup>th</sup> the ADRC's of Dodge and Jefferson Counties hosted an ABC's of Medicare workshop at the Watertown Public Library. 9 of 12 participants were Jefferson County residents.

### **Nutrition Program Update:**

Tatiana March Reported:

In July, there were 2,363 total home delivered meals served and 415 congregate meals provided. 11 new home delivered meal participants started on the program. The goal of serving 95% of eligible meal clients was met (100%, 11/11). The goal of 90% of home delivered meal assessments completed was also met. (100%, 10/10). There was one exclusion this month due to a client leaving the program before an assessment was completed.

March stated that the Jefferson Site Manager will be retiring at the end of September. She has offered to stay on as an occasional substitute. The Home-Delivered Meal Assessor will also be retiring at the end of October. Postings for positions will be opening in the coming months. The trainings for the new SERV Tracker program have begun. The first training was last week however, it was determined that staff are unable to get into the program due to the 2-Factor Authentication program on the County computers. IT is actively working on solving this issue and trainings will resume when the program can be used. The RFP for caterers is now closed as of September 1<sup>st</sup>. Tatiana and ReBecca will be reviewing bids in the coming weeks. March stated that the Oliver Company Tray System is a work in progress. The fiscal department is currently working on filling out the lease agreements and signing the paperwork to have the trays ordered. A letter was sent out to all home delivered meal participants in August asking if they would like shelf stable meals delivered this year. The last date to call was September 1<sup>st</sup>. In the next month, numbers will be calculated, and meals should be ordered for an expected delivery sometime in October or November. March stated that she will be attending the annual Fall WAND Conference in Appleton on September 27<sup>th</sup> and 28<sup>th</sup>. Sanitation visits are also being completed at each of the Dining Site locations in prep for the Nutrition Program audit in October. Jean Lynch from GWAAR will be coming in to perform the audit with Tatiana and ReBecca in late October.

### **Transportation Program Update:**

Mobility Manager, Mike Hansen Reported:

Ridership for the ADRC of Jefferson County Driver / Escort Service for August 2023 was 1111 one-way rides. The number of new (first time) riders for the month was 23 and the number of unique clients served was 146.

Transportation KOI's were both met in July.

- KOI 1. 90% of qualifying medical ride requests are met. All qualifying medical rides are counted if client follows policy criteria. We met this goal in August 2023.
- KOI 2. Provide at least 40 rides for social interaction opportunities or attendees at wellness & Socialization events such as Wednesday Walks. Employment for individuals with DD. Day Trips, shopping, etc. We met this goal in August 2023, providing 135 ride opportunities for social interaction.

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

- Our 2024 Grant Application Season is well underway. We have completed a Federal 5310 grant application for Mobility Management and a 4th Wheelchair Accessible Van. We have also started working on an 85.21 State Funding Grant which will be reviewed at the next Advisory Board meeting.
- We are also working on a 5-year Transportation Coordination Plan that is required to receive 5310 federal grant funding. An open meeting will be held on September 8th from 2-4 PM at the ADRC. Community Partners, Key Stakeholders, and many others have been invited.
- A Day Trip Event was held on August 2nd. A group of 14 went to the Wednesday Farmer's Market in Madison and had lunch at the Lake Vista Café at Monona Terrace. Our next Day Trip Event will be held on Sept. 6th and will be going to the New Glarus and planning lunch at the Sugar River Pizza Co.
- Our 4th Wednesday Walks Event was held on August 16th at the Dr. J.S. Garman Nature Preserve in Waterloo. Our 5th and final Wednesday Walks Event will be held on September 20th at Dorothy Carnes Park East.

### **Dementia Care Specialist Update**

Dementia Care Specialist, Tonya Runyard Reported:

I, the Dementia Care Specialist, shared that in August, I had 38 consumer interactions. During the month of August, I facilitated 3 Dementia Caregiver Support Groups. The coalitions/committees that I supported this month were: Dementia Friendly Community Network, "A Day with Lewy" planning meeting, Dementia Task Force, Bridges Library Meeting, Watertown Dementia Awareness Coalition. I provided a Dementia Friendly Business Training at the Waterloo library, met with St. Peter's in Fort Parish Nurse, and attended two local farmer's markets. I supported 3 Memory Café's – Palmyra, Waterloo & Watertown Heritage Homes. I offered 4 memory screen events – Jefferson Sr. Center (o), Fort Atkinson Library (4), Waterloo Library (o) and Lake Mills Library (o).

### **Presentation on LIFT Wisconsin – Legal Tune Up App.**

Alberto Prado, Outreach Coordinator and Erica Nelson, Executive Director of LIFT Wisconsin presented about the program and how to use "Legal Tune Up" to find out what legal problems you can have removed from your record. This includes removing criminal & eviction records, suspended driver's license, child support and more.

### **Transportation and Nutrition Program Waivers – Mike Hansen and Tatiana March**

No waivers requested in August.

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

Janet Sayre Hoeft requested for the October or November meeting, a presentation on Family Care.

**Adjourn:** Janet Sayre Hoeft made a motion to adjourn the meeting; Franke Fuller seconded. Motion carried. Meeting adjourned at 2:54 pm.

Respectfully submitted,  
 Dominic Wondolkowski,  
 Aging & Disability Resource Center Supervisor

## Attachment I 2023 KOIs

Program	Program Manager	2023 KOI	July	August
Dementia Care Specialist	Tonya Runyard	Complete 50 Memory Screens throughout 2023	0 Total 21	36 total
Caregiver Support Specialist	Kim Herman	Increase enrollment into T – IIIB and NFCSP programs by 5 families each.	4	4
Senior Nutrition Program	Tatiana March	90% of new home delivered meal participants will be assessed in his or her home within four weeks of beginning meal service.	Met 10/10	Met 10/10
Health Promotions	All Aging Programs	The Aging and Disability Resource Center of Jefferson County will offer 6 Evidence-Based Health Promotion Disease Prevention Programs in 2023.	4	4
Transportation Services 85.21 & 5310	Mike Hansen	1. 85.21 90% of qualifying medical ride requests are met. All qualifying medical rides are counted if client follows policy criteria.  2. Provide at least 40 rides for social interaction opportunities or attendees at wellness & Socialization events such as Wednesday Walks. Employment for individuals with DD. Day Trips, shopping, etc.	Met  Met 130	Met  Met 135

Program	Program Manager	2023 KOI	July	August
Elderly Benefit Specialist	Emma Borck	DBS staff will co-present with EBS staff at four or more "Welcometo Medicare"Workshops	2/4	3/4
Disability Benefit Specialist	Shelly Wangerin	DBS staff will co-present with EBS staff at four or more "Welcometo Medicare"Workshops	2/4	3/4
ADRC	Dominic Wondolkowski	100% of all LTCFS determined within 30 days from date of request.	Partially met 13/14	Met 22/22