



Aging & Disability Resource Center Advisory Committee  
Minutes of Meeting  
Tuesday, April 2nd, 2024

**Call to Order**

The meeting was called to order by Mike Wineke at 1:01 pm.

**Roll Call**

**Committee Members:** Michael Wineke, Chair; Frankie Fuller - Vice-Chair; Janet Sayre Hoeft, Mary Roberts, Todd Wiedenhoeft, and John Donohue.

**Attended by zoom:** Katie Dixon, LaRae Schultz

**Present from ADRC:** ReBecca Schmidt, Dominic Wondolkowski, Mike Hansen, Tonya Runyard, Tatiana March, Abbey Wedwick - Intern

**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, Mary Roberts seconded. Motion carried.

**Approval of March 5th, 2024, Minutes**

Frankie Fuller made a motion to approve the minutes, John Donohue seconded. Motion carried.

**Communications**

There were no communications.

**Public comment**

There were no public comments.

**Announcements:**

Todd Wiedenhoeft's membership was passed by the County Board in March.

**Update ADRC & Aging Program 2024 Key Outcome Indicators – ReBecca Schmidt ADRC Division Manager**

ReBecca Schmidt shared an update on the progress of the 2024 Key Outcome Indicators. See attached KOI reports.

**ADRC Program Update:**

ADRC Supervisor, Dominic Wondolkowski Reported:

For March, the KOI was met. 46 of 46 initial in-person appointment requests were provided within ten (10) business days following the customer's request or later preferred by the customer. There were a total of 109 in-person contacts and 804 total contacts for March (includes phone calls, email correspondence, in-person visits, etc.).

On March 12, 2024, the ADRC marketed at the Multilingual Family Night. This is a brand-new event hosted by the Watertown Unified School District and district multilingual teachers. The event was held at the Watertown

Public library and is intended to connect multilingual families in our community with resources, employment opportunities, as well as facilitate home and school connections. The ADRC had 30 citizen contacts.

The Jefferson Co. Youth Transition Network held a “Moving Forward” event on March 14<sup>th</sup> at the Watertown MATC campus. 57 students from Fort and Watertown school districts and St. Coletta’s attended. There were five small and two large group sessions all focused on adult planning after high school to include where will you live, work, or go to school. A suggestion by an advisory committee member for the next Moving Forward event is to provide an activity specific to completing a job application.

In 2023, fifty-six (56) ADRC Customer Satisfaction Surveys were returned. 52 indicated they would recommend the ADRC to others (in 4 surveys, the question was not answered). Most of the respondents rated “overall service and wait time” as excellent. The majority consider themselves White/Caucasian with word of mouth/referred by someone still as the most comment method of learning about the ADRC.

In February, DHS began Long Term Care Functional Screen “Desk Reviews”. This means recent functional screens by each screener are randomly selected and reviewed for quality assurance purposes. On 3.21.24, DHS notified ADRC of Jefferson has successfully completed the review.

### **Nutrition Program Update:**

Tatiana March Reported:

In February, there were 2,340 home delivered meals served and 414 congregate meals provided. 17 new home delivered meal participants started on the program. The goal of 90% of home delivered meal assessments completed was met. (100% 12/12).

March stated that Congregate dining at the Lake Mills site officially resumed on March 4<sup>th</sup>. So far, there has not been any participants, however, marketing for the re-opening has not happened either due to staff workload. There was low participation pre-pandemic, so it is uncertain if it will pick up in the future. March stated that a new site manager was hired for the Waterloo Dining Site, Leisa started on March 25<sup>th</sup> and so far, training has been going great. March stated that Lisa Krowlow – a member of the Nutrition Project Council started doing nutrition education series at the dining sites that are currently open. The first three months have been going well. Due to low participation at some of the dining sites, Lisa is only currently presenting at Watertown and Fort Atkinson. ReBecca Schmidt stated that Tatiana has been documenting catering issues for Quality Assurance since the beginning of the year. Since this has begun, Tatiana has seen an increase in quality of the meals.

### **Transportation Program Update:**

Mobility Manager, Mike Hansen Reported:

Ridership for the ADRC of Jefferson County Driver / Escort Service for March 2024 was 856 one-way rides. The number of new (first time) riders for the month was 10 and the number of unique clients served was 124.

### **Transportation KOI’s were both met in March.**

- 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.

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

- A Day Trip Event was held on March 20th. A group of 9 people toured the Wisconsin State Capital in Madison.

- A special Day Trip Event will be held on April 8th. We are planning to go Aztalan State Park to observe the Solar Eclipse.
- The next regular Day Trip Event will be held on April 10th. We are planning to go the Chazen Museum of Art in Madison.
- We have filled a part-time Van Driver 1 position (Mary Kralj). We are in process of filling another part-time Van Driver 2 position.
- An ADRC Transportation presentation was made to a few residents at Riverview Manor in Fort Atkinson on 03/26. Thanks to LaRae Schultz!
- A 2023 Annual Rider Survey was completed with very favorable results. 140 surveys sent out with 63 surveys returned. A big thanks to Katie Dixon for recording all the data.
- Schedules were shared for the 2024 Wednesday Walk Program and the 2024 Monthly Day Trips Program.
- The Route 26 Shopping Shuttle Service Program (partnership with St. Coletta's of WI) was announced to begin on May 2<sup>nd</sup>.

### **Dementia Care Specialist Update**

Dementia Care Specialist, Tonya Runyard Reported:

I, the Dementia Care Specialist, shared that in February, I had 23 consumer interactions. During the month of March, I facilitated 1 Dementia Caregiver Support Group. The coalitions/committees/networking meeting that I supported this month were: Dementia Friendly Community Network, "A Day with Lewy" planning meeting, planning for State of the State of Dementia Conference, Watertown Dementia Awareness Coalition. I presented a Teepa Snow workshop and the Purple Tube Project. I provided "Healthy Living with MCI" watch party. I supported 1 Memory Café' – Palmyra.

Tonya Runyard  
Dementia Care Specialist

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

Discussion and Possible Action: No waiver requests for March

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

No suggestions from the committee

**Adjourn:** Janet Sayre Hoeft made a motion to adjourn the meeting; Mary Roberts seconded. Motion carried. Meeting adjourned at 2: 10 pm.

Respectfully submitted,  
ReBecca Schmidt  
ADRC Division Manager

Attachment I 2024 KOIs

Program	Program Manager	2024 KOI	February	March
<b>Dementia Care Specialist</b>	Tonya Runyard	Train 2 additional area businesses as Dementia Friendly Businesses in Jefferson County	0/2	0/2
<b>Family Caregiver Support Specialist</b>	Kim Herman	Participate in 2 community engagement events throughout the year.	0/2	0/2
<b>Senior Nutrition Program</b>	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 12/12	TBD
<b>Health Promotions</b>	All Aging Programs	The Aging and Disability Resource Center of Jefferson County will offer 6 Evidence- Based Health Promotion Disease Prevention Programs in 2024.	2/6	3/6

Program	Program Manager	2024 KOI	February	March
<b>Elder Benefit Specialist</b>	Emma Borck Betty Jaeckle	DBS staff will co-present with EBS staff at four or more "Welcome to Medicare" Workshops.	1/4	2/4
<b>Disability Benefit Specialist</b>	Shelly Wangerin Betty Jaeckle	DBS staff will co-present with EBS staff at four or more "Welcome to Medicare" Workshops.	1/4	2/4
<b>ADRC</b>	Dominic Wondolkowski	100% of all initial in -person appointment requests will be scheduled and conducted within ten (10) business days.	47/47	46/46
<b>Transportation Services</b>	Mike Hansen	95% of qualifying medical ride requests are met.	Met	Met