



Aging & Disability Resource Center Advisory Committee  
Minutes of Meeting  
Tuesday, December 3th, 2024

**Call to Order**

The meeting was called to order by Frankie Fuller at 1:05 pm.

**Roll Call**

**Committee Members Present:** Frankie Fuller -Vice-Chair, Janet Sayre-Hoeft, Carol O'Neil, and Katie Dixon

**Attended by zoom:** LaRae Schultz

**Present from ADRC:** Dominic Wondolkowski, Tonya Runyard, Tatiana March, ReBecca Schmidt, Mike Hansen.

**Certification of Compliance with Open Meetings Law**

It was determined that the committee was following Open Meetings Law.

**Approval of Agenda**

Agenda approved with correction; date changed on approval for Minutes from October to November. LaRae Schultz made a motion to approve, Janet Sayre-Hoeft seconded. Motion carried.

**Approval of November 5<sup>th</sup>, 2024, Minutes**

Kaite Dixon made a motion to approve the minutes Janet Sayre-Hoeft seconded. Motion carried.

**Communications**

ReBecca Schmidt and Dominic Wondolkowski participated in a Team meetings on 11.12.24 with staff from the Office of Resource Development (ORCD). Dominic read a follow-up email communication written by ORCD Director, John Grothjan acknowledging our accomplishments and challenges.

ReBecca Schmidt shared 2 notes from participants in the Caregiver Support programs. These notes were in appreciation of the November books and self-care gifts that were sent in November for National Family Caregiver Appreciation Month.

**Public comment**

There were no public comments.

**Announcements:**

ReBecca Schmidt announced that the HS Board approved contracting with a new caterer for the Senior Nutrition Program in 2025. The decision needs to pass the County Board for final approval on December 10<sup>th</sup>.

**Update ADRC & Aging Program 2024 Key Outcome Indicators – ReBecca Schmidt, ADRC & Aging 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 November, the KOI was met. 25 of 25 initial in-person appointment requests were provided within ten (10) business days following the customer's request or later preferred by the customer. Year-to-date, ADRC staff are 452 of 452 in compliance with the KOI.

There was a total of 448 total contacts in November. The number of contacts is significantly lower than the previous two Novembers. The ADRC's new database, Peer Place, went "live" on 11.6.24. Staff have had challenges entering documentation and learning the new system. ADRC Supervisor is not confident with search techniques for specific data and so the November totals may be inaccurate and will require updates in the future.

On 11.6.24 Wondolkowski represented the ADRC at Jefferson High School's "Life After High School-Services and Supports" event. The ADRC and several other local agencies (all part of the Youth Transition Network) presented about their programs. The ADRC had 10 parent/student contacts.

On 11.7.24 five individuals attend a "Welcome to Medicare" workshop at the Karl Junginger Memorial Library in Waterloo facilitated by an ADRC volunteer.

Society Assets delivered free Covid test kits to the ADRC for distribution to any individual and/or agency in need. ADRC Advisory Members, Janet Sayre Hoeft and Carol O'Neil offered and will deliver one box of Covid test kits to the Jefferson and Johnson Creek Food Pantries.

### **Nutrition Program Update:**

#### **Tatiana March Reported:**

In October, there were 2,356 home delivered meals served and 398 congregate meals provided. 9 new home delivered meal participants started on the program. No KOI was reported this month due to policies changes. Updated KOIs will be reported starting in January 2025.

March stated the site managers attended the Annual Fall Training on October 25<sup>th</sup>. The site managers had a great time and learned a lot from the presentations. The first pop-up dining event was held at the Jefferson Senior Center on October 22<sup>nd</sup>. This event was catered by Bon-Ton and 21 people attended the event. The next pop-up dining event will be held at the Watertown Senior Center on November 21<sup>st</sup>. This event will feature Brunch. March stated Shelf Stable Meals have been ordered and will likely be handed out in the next month.

March stated the Nutrition Program was out for BID for catering services in October. Proposals were due Friday November 1<sup>st</sup>. March overviewed the history with the current caterer including how long the caterer has been providing meals, the price point of their proposal, some quality assurance issues that the program has currently been going through and menu variety. March displayed photos of the current meals that Jefferson County is providing to participants. March overviewed a new caterer that has submitted a BID for Jefferson County. March mentioned this caterer does provide senior meals for another county in Wisconsin. March highlighted their state-of-the-art kitchen and catering facility, meal costs, meal variety, and displayed photos of their meals they provide. Jefferson County has also been in contact with other County facilities that provide meals to Jefferson County residents. Some

barriers for partnering with Jefferson County facilities have included staffing, transportation for food, and changes in menus.

Motion was made by Mary Roberts to recommend Atlantis Valley to the HS Board for 1 year, Janet Sayre-Hoeft seconded, motion carried.

### **Transportation Program Update:**

Mobility Manager, Michael Hansen Reported:

Ridership for the ADRC of Jefferson County Driver / Escort Service for December 2024 was 935 one-way rides. The number of new (first time) riders for the month was 15 and the number of unique clients served was 150.

### **Our Transportation KOI was met.**

- KOI 1. 95% of qualifying medical ride requests are met this past month. All qualifying medical rides are counted if the 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 November 13th. A group of 12 went to the Public Market and rode the Hop Streetcar in Milwaukee.
- We submitted our 2025 85.21 Grant Application.
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### **Dementia Care Specialist Update**

Dementia Care Specialist, Tonya Runyard, provided the following update:

I, the Dementia Care Specialist, shared that in November, I had 27 consumer interactions. During the month of November, I facilitated 2 support groups. The coalitions/committees/networking meetings that I supported this month were: Dementia Friendly Community Network, Wakeup Watertown, Watertown Dementia Awareness Coalition. I supported 1 Memory Café. I offered 3 Caregiver Card Clubs. I provided a Dementia Friends session and 3 Dementia Live Experiences. I provided an educational session called the Healthy Brain Objective. I provided in interview at WSLD. I participated in the Polar Path Walk with the Dementia Friendly Community Network group. I collaborated with Rainbow Community Care coordinator and had a Friday Friends group.

Tonya Runyard  
Dementia Care Specialist

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

There were 0 waiver requests this past month.

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

Transportation program overview/update  
Orientation Manual distribution for annual review

**Adjourn:** Janet Sayre-Hoeft made a motion to adjourn the meeting; Katie Dixon seconded. Motion carried. Meeting adjourned at 2:33pm.

Respectfully submitted,  
ReBecca Schmidt  
Aging and ADRC Division Manager

Attachment I 2024 KOIs

Program	Program Manager	2024 KOI	September	October
<b>Dementia Care Specialist</b>	Tonya Runyard	Train 2 additional area businesses as Dementia Friendly Businesses in Jefferson County	Met 2/2	Met 2/2
<b>Family Caregiver Support Specialist</b>	Kim Herman	Participate in 2 community engagement events throughout the year.	1/2	1/2
<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.	NA	NA
<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.	5/6	5/6

Program	Program Manager	2024 KOI	September	October
<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.	4/4	4/4
<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.	4/4	4/4
<b>ADRC</b>	Dominic Wondolkowski	100% of all initial in-person appointment requests will be scheduled and conducted within ten (10) business days.	Met 33/33	Met 37/37
<b>Transportation Services</b>	Mike Hansen	95% of qualifying medical ride requests are met.	Met	Met