



Aging & Disability Resource Center Advisory Committee  
Minutes of Meeting  
Tuesday, February 4th, 2025

**Call to Order**

The meeting was called to order by John Donohue at 1:01 pm.

**Roll Call**

**Committee Members Present:** John Donohue-Chair, Frankie Fuller -Vice-Chair, Janet Sayre-Hoeft, Carol O'Neil, Mary Roberts, Michael Wineke, Todd Wiedenhoeft, 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 as amended. Number 9 added: Discussion and possible action on MaryJo Shackelford joining the Nutrition Council. The ADRC Advisory Committee suggested that this request be sent to the Human Services Board. Janet Sayre-Hoeft made a motion to approve, Carol O'Neil seconded. Motion carried.

**Approval of January 7<sup>th</sup>, 2024, Minutes**

Katie Dixon made a motion to approve the minutes with the recommended change in date from 2024 to 2025. Mary Roberts seconded. Motion carried.

**Communications**

An article in the Daily Union about our New Caterer was printed. The article was shared with the committee.

An email from Brent Ruehlw (Human Services Director) concerning the temporary pause in federal funding was shared with the committee.

**Public comment**

There were no public comments.

**Announcements:**

No Announcements

**Discussion and Possible Action on Mary Jo Shackelford joining the Senior Nutrition Project council**

Advisory Committee recommended Mary be considered and her name sent to the Human Services Board for consideration.

**Update ADRC & Aging Program 2025 Key Outcome Indicators – ReBecca Schmidt, ADRC & Aging Division Manager**

ReBecca Schmidt shared an update on the progress of the 2025 Key Outcome Indicators. See attached KOI reports.

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

The 2025 Key Outcome Indicator (KOI) for the ADRC was reviewed, namely that all LTC functional screens must be calculated within 30 days from date of request. Reasons for a delay in deciding and our responsibility to provide our customers with appeal rights information was shared.

For January, the KOI was met. 24 of 24 functional screens were calculated following the KOI guidelines. In total, 22 FS were calculated within 30 days from the date of request. For two individuals, a Notice in Delay in Functional Eligibility Determination letter was mailed or provided to the customer within the 30-day period, and so the KOI is considered met for those cases as well.

There are three primary functional screen determinations: Nursing Home LOC –customer is eligible for Family Care, Family Care Partnership, PACE or IRIS programs (full benefit package). Non-Nursing Home LOC –customer is eligible for a more limited benefit package through Family Care (primarily case management). Functionally Ineligible – customer is ineligible for publicly-funded long-term care.

Wondolkowski reviewed additional ADRC goals for 2025 including: Compliance with the State Contract; 90% of all Customer Satisfaction Surveys returned will have a favorable opinion; provide two or more community outreach events aimed at educating the Spanish speaking population; complete one Quality Improvement (QI) project, and TV in waiting room program running.

In January, ADRC staff served 444 unduplicated clients (**an** unduplicated clients means each unique client that has received at least one unit of service during the reporting time period). Service Types most frequently provided in January included provided Information & Assistance (250x); Other ADRC Specialist (61x) and Options Counseling (49x).

**Nutrition Program Update:****Tatiana March Reported:**

A new Key Outcome Indicator (KOI) was set for 2025. The new meal prioritization tool requires that home-delivered meal (HDM) assessments be completed before a participant begins the Home-Delivered Meal program. The KOI states that HDM assessments be completed within 14 days of a participant requesting meals.

In December, all 18 assessments were completed, and the KOI was met. During the month, a total of 2,225 home-delivered meals and 334 congregate meals were served. Additionally, 6 new participants started on the Home-Delivered Meal program.

March provided an overview of the Home-Delivered and Congregate dining meals from 2020 – 2024.

March also reported that 6 new participants joined the meal program in December 2024. She reviewed the total number of new participants who started the meal program from 2021 to 2024. In 2024, there were 131 new clients enrolled in the program.

**Transportation Program Update:****Mobility Manager, Michael Hansen Reported:**

Ridership for the ADRC of Jefferson County Driver / Escort Service for December 2024 was 1002 one-way rides. The number of new (first time) riders for the month was 20 and the number of unique clients served was 145.

**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:

- Our first Day Trip Event for 2025 is planned for February 5th going to Milwaukee to the Mitchell Park Domes and then plan have lunch at the Machine Shed Restaurant in Pewaukee.
- A new volunteer driver by the name of Rocky NeCollins started in January.
- We received 3 bids for a medium-sized low-speed van to purchase with our 2024 5310 Grant Award. We have selected a vendor and are in the process of working with them to begin the procurement process.
- We are planning to purchase a “side loading” 2025 Chrysler Voyager WC Van to replace Vehicle 58 with funding from a 2025 5310 Grant. Currently waiting on WisDOT for the next step in the process.

**Dementia Care Specialist Update**

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

I, the Dementia Care Specialist, shared that in January, I had 14 consumer interactions. During the month of December, I facilitated 3 support groups. The coalitions/committees/networking meetings that I supported this month were: Wakeup Watertown, Dementia Friendly Community Network, Dementia Friendly Community Initiative, Dementia Friendly Task Force, A Day with Lewy planning, Bridges Library Meeting. I supported 3 Memory Cafés. I offered Caregiver Card Club in Fort. I collaborated with Rainbow Community Care coordinator and had a Friday Friends group.

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

There were 0 waiver requests this past month.

**Discussion on Items for next agenda:**

Aging Advocacy Day

**Adjourn:** Carol O’Neil made a motion to adjourn the meeting; Janet Sayre-Hoeft seconded. Motion carried. Meeting adjourned at 2:37 pm.

Respectfully submitted,  
ReBecca Schmidt  
Aging and ADRC Division Manager