



Aging and Disability Resource Center Advisory Committee  
Minutes of Meeting  
Tuesday, May 6th, 2025

**Call to Order**

The meeting was called to order by John Donohue at 1:00 pm.

**Roll Call**

**Committee Members Present:** John Donohue-Chair, Janet Sayre-Hoeft, Mary Roberts, Katie Dixon, Carol O'Neil and Michael Wineke.

**Attended by zoom:** LaRae Schultz, and Frankie Fuller -Vice-Chair.

**Present from ADRC:** Mike Hansen, Tatiana March, and Dominic Wondolkowski.

**Certification of Compliance with Open Meetings Law**

It was determined that the committee follows Open Meetings Law.

**Approval of Agenda**

There was one change in the agenda order; that Tatiana March would present after the approval of the April meeting minutes due to another matter needing her attention. Michael Wineke made a motion to approve the agenda with the one above-noted change, Carol O'Neil seconded. Motion carried.

**Approval of April 1st, 2025 Minutes**

Mary Roberts made a motion to approve the April Meeting Minutes, Janet Sayre-Hoeft seconded. Motion carried. Minutes stand approved.

**Nutrition Program Update:** Tatiana March provided program updates which are documented below.

**Communications**

Dominic Wondolkowski read an email written by Cynthia Crouse, HS employee and recent user of the Jefferson County Transportation Program. The email provided appreciative feedback with multiple bullet points as to why Cynthia loved her experience with the ADRC's rider service.

**Public comment**

There were no public comments.

**Announcements:**

John Donohue shared an announcement from the Jefferson County Office of the County Administrator, namely that Jefferson County will Hold Home Buyer Education Workshop May 14<sup>th</sup> (at the lower level of the UW Extension building). There is a Home-Owner Assistance Program also available through the county to help with repairs and rehabilitation. The release also announced May is Older Americans Month. Wondolkowski also announced Governor Evers proclamations (see ADRC Program update for details).

## **Update ADRC & Aging Program 2025 Key Outcome Indicators- Dominic Wondolkowski, ADRC Supervisor**

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

### **ADRC Program Update:**

ADRC Supervisor, Dominic Wondolkowski reported:

In April, 24 functional screens were calculated following the KOI guidelines and the KOI was met. Two “Notice in Delay” letters were issued in April. Of the 24 FS, twenty-two were eligible at a NH-LOC, meaning the individual is eligible to enroll in a Family Care, Partnership or IRIS program. Two individuals were determined at a Non-NH LOC. January-April 2025, the ADRC is 89 of 89 in compliance with the KOI.

Effective April 2024, ADRC functional screeners and benefits specialist staff now have access to WISHIN (Pulse), a community health record that allows staff access to patient health records. ADRC staff obtain written consent from the individual before accessing records in the WISHIN system. John Donahue shared the website search of WISHIN.com for more information.

For April, 309 unique clients were served, meaning they received at least one unit of service.

Every May, the Administration for Community Living leads the nation’s observance of Older Americans Month, a time to recognize older Americans' contributions, highlight aging trends, and reaffirm the commitment to serving older adults. The 2025 theme, “Flip the Script on aging”, encourages us to challenge outdated stereotypes and embrace the many opportunities that come with aging. Governor Tony Evers has also proclaimed May is Older Americans and ADRC month in Wisconsin. The observance of May as ADRC month is in connection with our national observance of Older Americans Month. In 2025, the ADRC of Jefferson celebrates its 17<sup>th</sup> Anniversary. Posted on the ADRC SharePoint website, ORCD messaged all ADRC’s thanking them for everything they do!

On April 8, 2025 Yvonne Torres and Karla Nava represented the ADRC at the Multilingual Family Night held at the Watertown Public Library. Yvonne and Karla spoke to 15 people (in English and Spanish).

The following upcoming outreach events were shared:

- May 14<sup>th</sup> at 10-11am. Power of Attorney “Let’s Talk About It”, Jefferson Senior Center.
- May 14<sup>th</sup> at 3-5:30pm. Watertown Senior Care Fair, Watertown Senior & Community Center.
- May 14<sup>th</sup> at 5:30-7:30pm. Sullivan Community Event (new), Sullivan Elementary School.
- August 6<sup>th</sup> 6-8pm. National Night Out, sponsored by Jefferson PD, Jefferson County Fair Park.

Senior Farmers’ Market checks (vouchers) will be available starting Monday June 2, 2025. This year, eligible seniors age 60 and over (55 and over if Native American) will receive \$25 in checks (five \$5 coupons). Eligibility guidelines and who can sign for the SFMNP checks were reviewed. An outreach schedule to distribute the checks has been established for June.

### **Nutrition Program Update:**

Tatiana March Reported:

In March, all 10 assessments were successfully completed within 14 days, and the Key Outcome Indicator (KOI) was met. Our program served a total of 2,658 home-delivered meals and 518 congregate meals. Additionally, we welcomed 10 new participants onto the Home-Delivered Meal program.

There were no staffing updates during the last month. All site managers continue to be well, and the new site manager substitutes who began in March are acclimating smoothly to program procedures.

We are seeing an increase in congregate dining participation at both our Lake Mills and Jefferson sites. A new partnership with the Club 55 members in Lake Mills aims to encourage more community members to join us for dining. Additionally, we're collaborating with the UW Extension of Jefferson County to launch a nutrition education series at the Lake Mills dining site.

March represented the Nutrition program at the Jefferson County Volunteer Fair held in April. This opportunity allowed us to engage with local seniors and promote volunteer opportunities within the nutrition program.

March attended the Spring WAND conference, gaining valuable insights into nutrition services. These learnings will be integrated into our program efforts over the coming year.

Looking ahead, in May, March will attend the Senior Care Fair at the Watertown Senior Center to further outreach with the community.

### **Transportation Program Update:**

Mobility Manager Michael Hansen reported:

Ridership for the ADRC of Jefferson County Driver / Escort Service for May 2025 was 901 one-way rides. The number of new (first time) riders for the month was 18 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 last day trip on April 2nd we traveled to Hartford to the Wisconsin Auto Museum. Pictures to follow.
- Our next Day Trip Event for 2025 is planned for May 14th going to Horicon Marsh & Visitor Center.
- We now have a new 2025 Honda Odyssey that was purchased largely with our 2024 5310 Grant Award.

- 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.
- We have recently hired two new staff drivers to replace two drivers who recently retired due to health issues.

We recently added one more volunteer driver to bring our total to 8 volunteers.

### **Dementia Care Specialist Update**

ADRC Supervisor, Dominic Wondolkowski reported for Dementia Care Specialist, Tonya Runyard:

- In April, Tonya Runyard had 19 consumer interactions.
- During April, Runyard facilitated 3 support groups (with no participation in two other supports groups) and supported three Memory Cafes (pictures shared).
- Per the power point slide, the coalitions/committees/networking meetings and other activities Runyard supported this month include: Senior Retirement Volunteer Fair (picture shared), Offered Caregiver Card Club; Bridges Library Memory Project Family Day, Dementia Live Experience–Cambridge Wellness Collaborative; Community Care Alliance of Jefferson & Dodge Counties, Jefferson County Auxiliary Meeting–Purple Tube Project Talk (picture shared), WI Parkinson Association Parkinson’s Symposium, Dementia Friendly Task Force, Dementia Friendly Community Network – Fall Resource Fair, A Day with Lewy Meeting- Oshkosh (October 9), Regional DCS Meeting, Dementia Friendly Business Training–Associated Bank of Jefferson (picture shared), Mental/Physical/Spiritual Fair–Elks Lodge of Watertown (picture shared), Watertown Dementia Awareness Coalition and Blue Sage Massage Meeting with Walworth County DCS.
- Runyard also supported the Bridges Library Memory Project Meeting–Spring Family Day. A short video of the event was played for the committee.

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

There were no program waivers requests for review.

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

Janet Sayre-Hoeft requested that a new agenda item titled “Remarks” be added as agenda item number 15 to follow after number 14 “Items for Next Meeting” with “Adjournment” as number 16.

**Adjourn:** Carol O’Neil made a motion to adjourn the meeting; Janet Sayre-Hoeft seconded. Motion carried. The meeting was adjourned at 2:45pm

Respectfully submitted,

Dominic Wondolkowski  
ADRC Supervisor

Program	Program Manager	2025 KOI	March	April
<b>Dementia Care Specialist</b>	Tonya Runyard	Offer Powerful Tools for Caregivers, SAVVY Caregiver, Time Slips, Dementia Live and Music & Memory, Boost Your Brain & Memory	<b>3/6</b>	<b>3/6</b>
<b>Family Caregiver Support Specialist</b>	Kim Herman	Provide 2 educational opportunities/trainings throughout the year.	<b>0/2</b>	<b>0/2</b>
<b>Senior Nutrition Program</b>	Tatiana March	Complete home assessment within 14 days of participant requesting home delivered meals		<b>TBD</b>
<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 2025.	<b>6/6</b>	<b>6/6</b>

Program	Program Manager	2025 KOI	March	April
<b>Elder Benefit Specialist</b>	Emma Borck Betty Jaeckel	Offer 9 Welcome to Medicare Classes throughout the year	<b>3/9</b>	<b>4/9</b>
<b>Disability Benefit Specialist</b>	Shelly Wangerin Betty Jaeckel	Offer 9 Welcome to Medicare Classes throughout the year	<b>3/9</b>	<b>4/9</b>
<b>ADRC</b>	Dominic Wondolkowski	100% of all long-term care functional screens must be determined no later than 30 days from the date the ADRC receives a request or expression of interest	<b>Met 17/17</b>	<b>Met 24/24</b>
<b>Transportation Services</b>	Mike Hansen	95% of qualifying medical ride requests are met.	<b>Met</b>	<b>Met</b>