



Aging and Disability Resource Center Advisory Committee  
Minutes of Meeting  
Tuesday, December 2nd, 2025

**Call to Order**

The meeting was called to order by Frankie Fuller at 1:02 pm.

**Roll Call**

**Committee Members Present:** Mike Wineke, Lou Klein, Katie Dixon, Frankie Fuller, Carol O'Neil.

**Attended by zoom:**

**Not present:** Todd Wiedenhoeft, John Donohue, LaRae Schultz, Mary Roberts

**Present from ADRC:** ReBecca Schmidt, Erika Holmes, Tonya Runyard, Kimberly Lafler, and Mike Hansen

**Certification of Compliance with Open Meetings Law**

It was determined that the committee follows Open Meetings Laws.

**Approval of Agenda**

Carol O'Neil made a motion to approve the re-order of the agenda, Lou Klein seconded. Motion carried.

**Approval of November 4th, 2025, Minutes**

Mike Wineke made a motion to approve the October Meeting Minutes, Katie Dixon seconded. Motion carried. Minutes stand approved.

**Communications**

No communications shared.

**Public comment**

There were no public comments.

**Announcements:**

ReBecca Schmidt introduced Kimberly Lafler to the committee.

**Presentation from Brian Bellford on the annual Budget for the ADRC and Aging programs.**

**Update ADRC & Aging Program 2025 Key Outcome Indicators- ReBecca Schmidt**

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

**ADRC Program Update:**

ADRC Supervisor, Erika Holmes reported:

In November, 14 of 14 functional screens were calculated following the KOI guidelines and the KOI was met. No “Notice in Delay” letter was mailed. Of the 14 FS, 11 were eligible at a NH-LOC, meaning the individual is eligible to enroll in a full-benefit long-term care program. 2 individuals were determined at a non-NH LOC and 1 individual was determined functionally ineligible. January-November 2025, the ADRC is 244 of 244 in compliance with the KOI.

For November, 320 unique clients were served, meaning they received at least one unit of service. The January - November average is 387 unique clients served monthly.

Yvonne Torres represented the ADRC at the Johnson Creek Friends of the Library Holiday Fair. 50 people stopped at the booth and talked about ADRC resources.

Upcoming outreach and/or marketing events include:

12/3/25: Erika presenting to the Rainbow Community Care Social Workers

12/4/25: Erika presenting at River Mills Senior Apartments

1.15.26 10am-3pm. Wellness Fair, Marquardt -The Grove Towne Centre, Watertown.

Staff Changes:

10/6/25: Gina Serna started as the Lead Resource Specialist

12/15/25: Erica Stockfish starting as Resource Specialist

12/15/25: Alyssa Jakubiak starting as the ADRC Admin Assistant

**Dementia Care Specialist Update**

I, the Dementia Care Specialist, shared that in November, I had 15 client calls. During the month of November, I facilitated 4 support groups. The coalitions/committees/networking meetings that I supported this month were Dementia Friendly Community Initiative, Wake-Up Watertown, Watertown Networking Group, Watertown Dementia Awareness Coalition, and A Day with Lewy Meeting. I provided Dementia Live, Library Memory Project Training and Memory Screen Event. I also supported 3 Memory Cafés and offered Dementia Caregiver Card Club. I attended High Octane Brain Fitness Program and a program on Identity Theft and collaborated to provide our Caregiver Appreciation Event.

Tonya Runyard

Dementia Care Specialist

**Nutrition Program Update:**

ReBecca Schmidt and Kimberly Lafler reported:

In October the Senior Nutrition Program served 2297 Home Delivered Meals and 474 Congregate Meals.

Other updates:

- Current Route Waitlists were reviewed, currently there are 9 people on the waiting list.
- Shelf Stable meals are being delivered this week.
- Meal Costs continue to trend downward.

- Jackie Unke left her Site Manager Position as of 10/31/2025.
  - This position has been posted.
  - Coverage is in place through December currently.

**Transportation Program Update:**

Mobility Manager Michael Hansen reported:

Ridership for the ADRC of Jefferson County Driver/Escort Service in November 2025 totaled 904 one-way rides. There were 23 new riders and 139 unique clients served.

Transportation KOI: KOI 1: 95% of qualifying medical ride requests were met this month. All qualifying rides that followed policy criteria were completed, so this goal was achieved.

Key Updates:

- The final day trip of the year was on November 5, to the Bobblehead Museum in Milwaukee.
- We have completed and submitted our annual application for the State 85.21 Specialized Transportation Grant.
- We are planning to purchase a “side loading” 2025 Chrysler Voyager WC Van to replace Vehicle 58 with funding from a 2025 5310 Grant. Purchase order has now been placed with the vehicle vendor by WisDOT.

**Discussion on Items for next agenda:**

**Remarks:**

None.

**Adjourn:** Carol O’Neil made a motion to adjourn the meeting; Katie Dixon seconded. Motion carried. The meeting was adjourned at 2:31 pm.

Respectfully submitted,  
ReBecca Schmidt  
ADRC Division Manager

Program	Program Manager	2025 KOI	October	November
<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	Met 6/6	Met 6/6
<b>Family Caregiver Support Specialist</b>	Kim Herman	Provide 2 educational opportunities/trainings throughout the year.	1/2	Met 2/2
<b>Senior Nutrition Program</b>	ReBecca Schmidt	Complete home assessment within 14 days of participant requesting home delivered meals	Met	Met
<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.	Met 6/6	Met 6/6

Program	Program Manager	2025 KOI	October	November
<b>Elder Benefit Specialist</b>	Emma Borck Betty Jaeckel	Offer 9 Welcome to Medicare Classes throughout the year	Met 9/9	Met 9/9
<b>Disability Benefit Specialist</b>	Shelly Wangerin Betty Jaeckel	Offer 9 Welcome to Medicare Classes throughout the year	Met 9/9	Met 9/9
<b>ADRC</b>	Erika Holmes	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	Met 22/22	Met 14/14
<b>Transportation Services</b>	Mike Hansen	95% of qualifying medical ride requests are met.	Met	Met