



ADRC Advisory Committee Agenda
Jefferson County Human Services Department
1541 Annex Road, Jefferson, WI 53549
Human Services Conference Room

Or

Join Zoom Meeting
<https://us06web.zoom.us/j/83897094401>

Date: Tuesday, April 1st, 2025

Time: 1:00 p.m.

Committee Members: John Donohue, Chair; Frankie Fuller Vice-Chair; LaRae Schultz, Carol O'Neil, Janet Sayre Hoeft, Mary Roberts, Michael Wineke, Todd Wiedenhoeft, and Katie Dixon

1. Call to order
2. Roll call (establishment of a quorum)
3. Certification of Compliance with Open Meetings Law
4. Approval of the agenda
5. Approval of the ADRC Advisory Committee minutes from February 4th, 2025.
6. Approval of the ADRC Advisory Committee minutes from March 4th, 2025.
7. Communications
8. Public comment (Members of the public who wish to address the committee on specific agenda items must register their request at this time)
9. Announcements:
10. ADRC & Aging Program 2025 Key Outcome Indicator updates – ReBecca Schmidt
11. Advocacy update - ReBecca Schmidt
12. Family Caregiver Waitlist and Distribution of Funds Policy
11. Program Updates
 - a. ADRC – Dominic Wondolkowski
 - b. Nutrition – Tatiana March
 - c. Transportation – Mike Hansen
 - d. Dementia Care Specialist – Tonya Runyard
13. Transportation and Nutrition Program Waivers
14. Items for next meetings
15. Adjournment

Next scheduled meetings:

May 6th, 2025

June 3rd, 2025

July 3rd, 2025

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodation for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.



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 7th, 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



Aging & Disability Resource Center Advisory Committee
Minutes of Meeting
Tuesday, March 4th, 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, Frankie Fuller -Vice-Chair, Janet Sayre-Hoeft, Mary Roberts, Michael Wineke, and Katie Dixon.

Attended by zoom: LaRae Schultz, Carol O'Neil, and Todd Wiedenhoeft.

Present from ADRC: Dominic Wondolkowski and Tatiana March.

Not present: ReBecca Schmidt, Tonya Runyard, and Mike Hansen.

Certification of Compliance with Open Meetings Law

It was determined that the committee follows Open Meetings Law.

Approval of Agenda

Janet Sayre-Hoeft made a motion to approve, Mary Roberts seconded. Motion carried.

Approval of February 4th, 2025, Minutes

Committee Members did not receive the minutes, and the minutes were not available at the time of the meeting. Approval of February 4th, 2025, minutes is deferred to the April meeting.

Communications

John Donohue noted email communications previously shared by ReBecca Schmidt with the Advisory Committee: (1) From Janet Zander, power point slides from the ADPAW Regional Meeting ("Advocacy Lay of the Land") and (2) the document "Action Alert-Protect Medicaid".

Public comment

There were no public comments.

Announcements:

John Donohue announced the following: Aging Advocacy Day will be held in Madison on May 13, 2025. The Volunteer Resource Fair is on April 3, 2025, from 3-5pm.

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.

Advocacy Update:

Dominic Wondolkowski reported for ADRC & Aging Division Manager, ReBecca Schmidt:

ReBecca Schmidt attended the Regional ADPAW Members, Southwest-Southcentral virtual meeting held on February 24, 2025. As previously noted, Janet Zander's presentation materials were shared with committee members through email on 2.25.25. Advocacy Days at the Capital include:

March 4– Alzheimer's Advocacy Day

March 12– Survival Coalition – Disability Advocacy Day

Dominic Wondolkowski attended an ADPAW Association virtual gathering March 3rd. The meeting centered around recent federal policy actions and their potential impact on programs and services.

ADRC Program Update:

ADRC Supervisor, Dominic Wondolkowski reported:

For February, the KOI was met. 21 of 21 functional screens were calculated following the KOI guidelines. Eighteen individuals were found eligible at a Nursing Home Level of Care (LOC), meaning the individual is eligible to enroll in a Family Care, Partnership or IRIS program. Three individuals were determined at a Non-Nursing Home Level of Care (LOC).

In February, ADRC staff served 429 unduplicated clients. Service Type most frequently provided in February was Information & Assistance (210x).

Two events that are part of our Youth Transition Services were shared. On February 20, 2025, the ADRC and several other local agencies attended the Special Education Parent Information Night at Watertown High School. Approx. 15 students and parents attended. Job Olympics 2025 will be held on March 20th at the MATC-Watertown Campus. The event is most applicable to students with Intellectual Disabilities and/or Autism. Speakers and small group job-related sessions will be offered.

Wondolkowski reviewed the definition of long-term care as it pertains to WI. publicly funded long term care programs. The similarities and differences between Family Care, Partnership and IRIS were presented. The four Managed Care Organizations, five IRIS Consultant Agencies (ICA) and three Fiscal Employer Agent programs that serve Jefferson Co. was reviewed. An example of a scorecard used in enrollment counseling was also shared. Wondolkowski answered questions asked by the committee.

Nutrition Program Update:

Tatiana March reported:

In January, all 18 assessments were completed, and the KOI was met. A total of 2,461 home-delivered meals and 432 congregate meals were served. Additionally, 18 new participants started the Home-Delivered Meal program.

March provided an update on the new meal caterer. She stated that everything is going well, and staff are working diligently through any new procedures. She collaborates with the Dane County Supervisor and Atlantis Valley to plan the menus each month. March mentioned that it has been beneficial to have input on the meals being served.

March also reported an increase in congregate dining participation in Lake Mills. Additionally, members of club 55 have shown interest in collaborating with the nutrition program to provide meals. Further details of this collaboration will be shared as it develops.

Transportation Program Update:

Dominic Wondolkowski reported for Mobility Manager, Michael Hansen:

Ridership for the ADRC of Jefferson County Driver / Escort Program for February 2025 (918), the number of new (first time) riders for the month (16) and the number of unique clients served (135) was reviewed.

Our Transportation KOI was met.

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 (per power point slides):

- Our next Day Trip Event is planned for March 12th going to Milwaukee to the IKEA Store.
- We have selected a vendor and are in the final stages of the procurement process for a medium-sized low-sized van to purchase 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.

Dementia Care Specialist Update

Dominic Wondolkowski reported for Dementia Care Specialist, Tonya Runyard:

The Dementia Care Specialist had 20 consumer interactions in February. Attendance at support groups and memory café were reviewed. Per a power point slide, the following dementia care community happenings were highlighted:

- Offered Caregiver Card Club
- Wake-Up Watertown
- Watertown Networking Group
- Community Care Alliance – CCA
- Cambridge Wellness Coalition
- POA Talk – Jefferson Sr. Center
- “HBO” (Healthy Brain Objective) - Whitewater
- Dementia Friendly Community Initiative
- Bridges Library Memory Project Meeting – Running Waters
- Dementia Friendly Community Network – Senior Retirement/Volunteer Fair
- A Day with Lewy Meeting- Oshkosh
- Dementia Friendly Business – Ixonia Bank & Tan-a-Latte

Photos in the power point included: Memory Café – Watertown Senior Center “Love Your Pet Day” and Dementia Friendly Business Trainings -Ixonia Bank and Tan-A-Latte.

Transportation and Nutrition Program Waivers – Mike Hansen and Tatiana March

Mike Hansen was not in attendance to present the waiver. Michael Wineke made a motion and Janet Sayre-Hoeft second to defer the waiver request to the April meeting. Motion carried.

Discussion on Items for next agenda:

No new items were suggested for the next meeting.

County Administrator Update:

Michael Wineke provided an update on the hiring of the new county administrator. Three candidates remain in the selection process.

Adjourn: Katie Dixon made a motion to adjourn the meeting; Mary Roberts seconded. Motion carried.

Respectfully submitted,
Dominic Wondolkowski
ADRC Supervisor

Program	Program Manager	2025 KOI	January	February
Dementia Care Specialist	Tonya Runyard	Offer Powerful Tools for Caregivers, SAVVY Caregiver, Time Slips, Dementia Live and Music & Memory, Boost Your Brain & Memory	1/6	2/6
Family Caregiver Support Specialist	Kim Herman	Provide 2 educational opportunities/trainings throughout the year.	0/2	0/2
Senior Nutrition Program	Tatiana March	Complete home assessment within 14 days of participant requesting home delivered meals	Met 18/18	
Health Promotions	All Aging Programs	The Aging and Disability Resource Center of Jefferson County will offer 6 Evidence -Based Health Promotion Disease Prevention Programs in 2025.	6/6 Strong Bodies ESMMWL Stepping On SAVVY Caregiver	6/6

Program	Program Manager	2025 KOI	January	February
Elder Benefit Specialist	Emma Borck Betty Jaeckel	Offer 9 Welcome to Medicare Classes throughout the year	1/9	2/9
Disability Benefit Specialist	Shelly Wangerin Betty Jaeckel	Offer 9 Welcome to Medicare Classes throughout the year	1/9	2/9
ADRC	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	Met 24/24	Met 21/21
Transportation Services	Mike Hansen	95% of qualifying medical ride requests are met.	Met	Met



AGING & DISABILITY RESOURCE CENTER

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POLICY

AFCSP, NFCSP and Title 3B Program Facilitation: Grant Amounts and Waitlists

I. Purpose

The purpose of this document is to define the policies and procedures of the Aging and Disability Resource Center (ADRC) related to the facilitation of the following programs by the Family Caregiver Support Specialist; Alzheimer's Family Caregiver Support Program (AFCSP), the National Family Caregiver Support Program (NFCSP), and Title 3B, Supportive Services Program.

II. Establishing a Waiting List for AFCSP, NFCSP, and Title 3B

The waiting list is composed of those eligible for the Alzheimer's Family Caregiver Support Program as determined by Chapter 68 of the WI Administrative Code and those determined eligible for the National Family Caregiver Support Program and Title 3B as determined by the Older Americans Act. When financial records indicate that the AFCSP, NFCSP and/or Title 3B Supportive Services budget is totally committed for the budget year, a waiting list is initiated. The waiting list is managed and maintained by the ADRC Division Manager and the Family Caregiver Support Specialist. Eligible applicants and/or their representatives are asked if they would like to be placed on the waiting list. If they agree, they are placed on the waiting list.

III. Serving Persons from the AFCSP, NFCSP and Title 3B Waiting List

Applicants and or their representatives are advised that as funds become available, those on the waiting list are removed from the waiting list for service funding based on the following criteria (*which is obtained from the Caregiver Needs Assessment and in conversation with the caregiver*):

1. Family caregivers of individuals living at home who are at risk of being admitted to a nursing home or skilled care facility **and**
2. Family caregivers with greatest social and economic needs

As funds become available the applicant and /or their representative is notified by the Family Caregiver Support Specialist and service as well as funding is initiated.

If a waiting list has been instituted, people on the waiting list are enrolled first in the new year.



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People that received services in the previous year and are interested in services in the new year will be added as the budget allows.

As people discontinue services from a program new people waiting for services will be added.

Per the discretion of the Family Caregiver Support Specialist, individuals receiving services with an exceptional level of need or are at high risk for institutionalization without the funding, may be allowed another year of funding.

If there are people on the waiting list, their assessments begin in October in anticipation of 1/1 enrollment.

IV. Determination of grant amounts for the AFCSP, NFCSP and Title 3B program participants.

The funding for services in all programs is for 1 year beginning on 1/1 and ending on 12/31.

Participants are told from the beginning that these programs are temporary, and they need to begin to think about what they can do to prepare for next year in the event they do not get the grant.

When everyone is assessed, they will be rated in terms of need, socioeconomic status and risk of institutionalization. Individuals/families with the highest need will be serviced first.

AFCSP families receive up to \$4,000 in funding per grant year.

NFCSP families receive up to \$2,500 in funding per grant year.

Title 3B Supportive Services receive up to \$1,200 in funding per grant year.

The number of enrollees per program is determined by taking the total amount of funding available and dividing it by the amount each person will receive.