



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, February 3rd, 2026

Time: 1:00 p.m.

Committee Members: John Donohue, Chair; Frankie Fuller Vice-Chair; LaRae Schultz, Carol O'Neil, Lou Klein, 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 January 2nd, 2025.
6. Communications
7. Public comment (Members of the public who wish to address the committee on specific agenda items must register their request at this time)
8. Announcements:
9. Presentation on Role of the Senior Nutrition Program Meal Assessor – Kimberly Lafler
10. ADRC & Aging Program Key Outcome Indicator updates – ReBecca Schmidt
11. Program Updates
 - a. ADRC – Erika Holmes
 - b. Dementia Care Specialist – Tonya Runyard
 - c. Nutrition – Kimberly Lafler
 - d. Transportation – Casey Anderson
14. Items for next meetings
15. Remarks
16. Adjournment

Next scheduled meetings:

March 3rd, 2026

April 7th, 2026

May 5th, 2026

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 and Disability Resource Center Advisory Committee
Minutes of Meeting
Tuesday, January 6th, 2026

Call to Order

The meeting was called to order by Frankie Fuller at 1:03 pm.

Roll Call

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

Attended by zoom: Todd Wiedenhoef, LaRae Schultz

Not present: John Donohue

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

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 agenda, Mary Roberts seconded. Motion carried.

Approval of December 2nd, 2025 Minutes

Carol O'Neil made a motion to approve the December 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 Casey Anderson to the committee.

Announced Mike Hansen's retirement on January 9th, 2026.

Update ADRC & Aging Program 2025/2026 Key Outcome Indicators- ReBecca Schmidt

ReBecca shared an update on the progress of the 2025/2026 Key Outcome Indicators.

See attached KOI reports.

ADRC Program Update:

ADRC Supervisor, Erika Holmes reported:

In December, 16 of 16 functional screens were calculated following the KOI guidelines and the KOI was met. One "Notice in Delay" letter was mailed, but the screen was calculated on day 30. Of the 16 FS, all were eligible at a NH-LOC, meaning the individual is eligible to enroll in a full-benefit long-term care

program. 0 individuals were determined at a non-NH LOC or determined functionally ineligible. January-December 2025, the ADRC is 260 of 260 in compliance with the KOI.

For December, 306 unique clients were served, meaning they received at least one unit of service. The January - December average is 361 unique clients served monthly. Due to a previous clerical error, this average is less than reported in previous months.

Erika Holmes presented virtually to 10 Rainbow Community Care Social Workers. Erika also presented at River Mills Senior apartments to 21 residents and the apartment manager.

Upcoming outreach and/or marketing events include:
1.15.26 10am-3pm. Wellness Fair, Marquardt -The Grove Towne Centre, Watertown.

Dementia Care Specialist Update

I, the Dementia Care Specialist, shared that in December, I had 13 client calls. During the month of December, I facilitated 4 support groups. The coalitions/committees/networking meetings that I attended/supported this month were Wake-Up Watertown, Watertown Networking Group, A Day with Lewy Meeting, and Spark! I supported 3 Memory Cafés and offered Dementia Caregiver Card Club. I attended and completed the High-Octane Brain Fitness Program.

Tonya Runyard
Dementia Care Specialist

Nutrition Program Update:

Kimberly Lafler reported:

Discussed the current route status and current wait list and how they each show a picture of Home Delivered Meals and the wait list. Spoke of the Right Meal for You assessment tool that we are utilizing to help us to determine who has the greatest need.

Meal costs are trending down, demonstrates that the waitlist and re-assessment tools are working to bring costs into alignment.

Jefferson Site Manager position has been filled. Lynn Brigham started 12-30-2025 and is currently training. Will be a great asset to the team.

Reported on the Senior Farmers' Market Nutrition Program data from 2025 season. Planning for the 2026 season will start soon.

Transportation Program Update:

Mobility Manager Michael Hansen reported:

Ridership for the ADRC of Jefferson County Driver/Escort Service in December 2025 totaled 983 one-way rides. There were 13 new riders and 134 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:

- We would like to welcome our new Transportation Supervisor/ Mobility Manager Casey Anderson!!!
- A “side loading” 2025 Chrysler Voyager WC Van is on order to replace Vehicle 58 with funding from a 2025 5310 Grant.

Discussion on Items for next agenda:

Mary Weber’s role as Senior Nutrition Meal Assessor

Remarks:

None.

Adjourn: Carol O’Neil made a motion to adjourn the meeting; Mary Roberts seconded. Motion carried. The meeting was adjourned at 2:14 pm.

Respectfully submitted,
ReBecca Schmidt
ADRC Division Manager

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

Program	Program Manager	2025 KOI	November	December
Elder Benefit Specialist	Emma Borck Betty Jaeckel	Offer 9 Welcome to Medicare Classes throughout the year	Met 9/9	Met 9/9
Disability Benefit Specialist	Shelly Wangerin Betty Jaeckel	Offer 9 Welcome to Medicare Classes throughout the year	Met 9/9	Met 9/9
ADRC	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 14/14	Met 16/16
Transportation Services	Mike Hansen	95% of qualifying medical ride requests are met.	Met	Met