



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

Human Services Conference Room

Or

Join TEAMS Meeting

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/2100430764069?p=DGAHypyv2TmEPPxMib>

Meeting ID: 210 043 076 406 9

Passcode: t8Av68EU

Date: Tuesday, July 7th, 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 Wiedenhoef, 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 June 2nd, 2026.
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. ADRC & Aging Program Key Outcome Indicator updates – ReBecca Schmidt
10. Introduction and Discussion of new committee members
 - a. New nominees:
 - Melissa Draeger
 - Sandi Budewitz
 - Kayla Loeber
11. Program Updates
 - b. ADRC – Erika Holmes
 - c. Dementia Care Specialist – Tonya Runyard
 - d. Nutrition – Kimberly Lafler
 - e. Transportation – Casey Anderson
12. Items for next meetings
13. Remarks
14. Adjournment

Next scheduled meetings:

August 4th, 2026

September 1st, 2026

October 6th, 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, June 2nd, 2026

Call to Order

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

Roll Call

Committee Members Present: Mike Wineke, John Donohue, Frankie Fuller, Katie Dixon, Carol O'Neil

Attended by zoom: Todd Wiedenhoef, LaRae Schultz,

Not present: Lou Klein, Mary Roberts, ReBecca Schmidt

Community Members: James Kukkhan (Watertown Daily Times), Francine Gies (community member).

Present from ADRC: Erika Holmes, Tonya Runyard, Kimberly Lafler, Casey Anderson, and ADRC Intern Brandie Hanson.

Certification of Compliance with Open Meetings Law

It was determined that the committee follows Open Meetings Laws.

Approval of Agenda

Change to Agenda: Erika Holmes will present on ADRC Key Outcome Indicators. Carol O'Neil made a motion to approve the agenda, Katie Dixon seconded. Motion carried.

Approval of May 5th, 2026, Minutes

Carol O'Neil noted she was not marked as not present on the minutes and she was not at the meeting. This was noted.

Katie Dixon made a motion to approve the Meeting Minutes, Frankie Fuller seconded. Motion carried. Minutes stand approved.

Communications

Tonya read thank you cards she received from the Library Memory Project and Triple H Ranch.

Public comment

There were no public comments.

Announcements:

LaRae Schultz completed SHIP training and is now SHIP certified.

LaRae was approached by Future WI regarding a donation they wanted to make to the food pantry. LaRae made a special request that they donate to the United Way Ride United program which provides rides for Fort Atkinson residents to the Fort Atkinson Food Pantry. Future WI donated to that program.

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

Erika shared an update on the progress of the 2026 Key Outcome Indicators.
See attached KOI reports.

ADRC Program Update:

ADRC Supervisor, Erika Holmes reported:

Brandie Hanson is interning with the ADRC for Summer and Fall 2026 semesters. Brandie is also the Jefferson County Veterans Service Officer.

In May, 25 of 25 functional screens were calculated following the KOI guidelines and the KOI was met. Four "Notice in Delay" letters were mailed, within DHS timelines and therefor the KOI was still met. Of the 25 FS, 22 were eligible at NH-LOC, meaning the individual is eligible to enroll in a full-benefit long-term care program. 3 individuals were determined at a non-NH LOC, and 0 individuals were determined functionally ineligible. 7 people enrolled with Family Care, 2 people were referred to IRIS, and 1 person enrolled with Partnership. There are 3 MA applications in process that must be approved before those consumers can enroll. 2 people chose not to enroll. One person passed away before enrolling. The rest are pending their enrollment counseling appointment, or staff are trying to reach them to schedule their enrollment counseling appointment.
2026 year-to-date, the ADRC is 125 of 125 in compliance with the KOI.

For March, 299 unique clients were served, meaning they received at least one unit of service. The year-to-date average is 305 unique clients served monthly. Event contacts are counted separately. In May, there were 105 contacts during a presentation at WRMC Lake Mills Clinic, Rockwell Court Apartments, Watertown Senior Fair, Riverview Commons Apartments, Virtual presentation with Rock River Community Clinic, and an ADRC open house for CLTS families nearing transition age.

Upcoming outreach and/or marketing events include:

- 6/16/26: Erika is attending a CLTS Team Meeting
- 6/17/26: Riverside Loft Apartments Residents
- 6/7/26: Rainbow Community Care Alliance
- 7/8-7/12/26: Jefferson County Fair Booth

Dementia Care Specialist Update

I, the Dementia Care Specialist, shared that in May, I had 231 total contacts. During the month of May, I facilitated/co-facilitated 6 support groups. The coalitions/committees/networking meetings that I attended/supported this month were Watertown Dementia Awareness Coalition. I supported 2 Memory Cafés. I provided Dementia Live for the public at Jefferson Public Library. I offered Coffee & Questions as outreach in Jefferson. I attended the Alzheimer's Association conference at the WI Dells. I facilitated the Boost Your Brain & Memory sessions at the Watertown Senior Center and Fort Atkinson Senior Center. I provided Dementia Friends Program to United Methodist Church in Palmyra, Oakland & Cambridge Presbyterian Church group and Triple H Ranch volunteers. I attended and took photos at the Library Memory Project Spring Family Day. I tabled at the Sullivan Community Event.

Tonya Runyard
Dementia Care Specialist

Nutrition Program Update:

Kimberly Lafler reported:

Senior Nutrition Program supervisor Kimberly Lafler reported there is no one currently on the wait list for the Senior Nutrition Program. The Nutrition supervisor continues to evaluate participants as they come to the program to determine appropriate placement on routes or if there is a need to place on the wait list.

Delivery increase of the three existing routes from three days a week delivery to five as a result of the major gift that Jefferson County Senior Nutrition Program applied for and received for the calendar year of 2026. There is one route remaining in the county at three day a week delivery. Volunteers are still being sought out to fill that need.

The move of the Lake Mills dining site to Club 55, 603 Lake Street, Lake Mills continues to move forward. We plan to be operational in the new space by July 1, 2026.

Our program welcomed Fred Weiss as the Jefferson Site Manager, June 1, 2026.

New participants for Home Delivered Meals in May = 6

Assessments done where participants did not qualify or choose to go to congregate = 6

Reassessments done in May = 5

Reassessments to be completed in June = 7

We continue to see an increase in calls and new participants for Home Delivered Meals.

Transportation Program Update:

Mobility Manager Casey Anderson reported:

Ridership for the ADRC of Jefferson County Driver/Escort Service in May 2026 totaled 1030 one-way rides. There were 27 new clients and 157 unique clients served.

Transportation KOI Goal 95% - Hit 99.6% for the Month of May!

Key Updates:

May 6th – Monthly WAMM Meeting

May 6th – Training Webinar

May 7th – Annual Volunteer Banquet at the Fair Grounds

May 12th – Legislature/Advocacy Day at the State Capital with WAMM

May 19th – Training Webinar

Tim on Vacation 22nd till June 1st

May 27th – Day Trip to Olbrich Gardens

Discussion of Committee Terms

It was discussed that the following committee members are at the end of their 2nd term.

- Frankie Fuller – Term ends 7/1/2026
- LaRae Schultz – Term ends 7/1/2026

- Todd Wiedenhoeft – First term ends 7/1/2026. Todd does not wish to serve a second 3-year term.

Potential replacement Committee Members

- Amanda Kaiser – emailed, waiting for reply
- Francine Gies – New County supervisor: Carol O’Neil made a motion to submit Francine Gies to be a member of the ADRC Advisory Board and move through to the next steps/officially put forward Francine as a nominee. Frankie Fuller seconded the motion, motion passed.
- Judy Havill – emailed, waiting for reply
- 4th Nominee needed. LaRae stated she has been corresponding with ReBecca regarding possible candidates. She hopes to have an answer from the potential nominees this week and will follow up with ReBecca.

Discussion on Items for next agenda:

- Future agenda item once new board members have joined- Discussion and Information about the Long-Term Care Functional Screen Process
- Protocol for returning to the board after term is up. Are there county or ADRC rules regarding returning to the board after term limits? July Meeting

Remarks:

August 4 meeting will be an organizational meeting.

Adjourn: John Donohue declared the meeting adjourned at 2:19 pm.

Respectfully submitted,
ReBecca Schmidt/Erika Holmes
ADRC Division Manager/ADRC Supervisor

Program	Program Manager	2026 KOI	April	May
Dementia Care Specialist	Tonya Runyard	Offer 4 Dementia Friendly Businesses trainings and 5 additional community trainings.	4 community training	5 community training
Family Caregiver Support Specialist	Kim Herman	Help facilitate at least 2 of the 4 quarterly Caregiver Trainings – Virtually and in Person.	1 of 2	1 of 2
Senior Nutrition Program	Kimberly Lafler	Increase congregate dinners by 5% by end of 2026 by offering educational activities at Meal Sites. 2025 monthly average 436. Goal for 2026 - 458.	In Progress	In Progress
Health Promotions	All Aging Programs	Offer 6 Evidence-Based Health Promotion Programs in 2026.	4/6	4/6

Program	Program Manager	2026 KOI	April	May
Elder Benefit Specialist	Emma Borck Betty Jaeckel	Offer 9 Welcome to Medicare Classes throughout the year	4/9 38 total	5/9 47 total
Disability Benefit Specialist	Shelly Wangerin Betty Jaeckel	Offer 9 Welcome to Medicare Classes throughout the year	4/9	5/9
ADRC	Erika Holmes	100% of all functional screens will be determined no later that 30 days from the date the ADRC receives a request or expression of interest	30 of 30	25 of 25
Transportation Services	Casey Anderson	95% of qualifying medical ride requests are met.	Met	Met