



## COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, January 26, 2016  
TIME: 10:00 A.M.  
PLACE: Manitowoc County Office Complex  
4319 Expo Drive, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Nutrition Report
8. Older Americans Act Updates
9. 2016 Updates
10. Next meeting date & Place
11. Adjourn

January 19, 2016

Chairperson Melvin Waack  
By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Commission on Aging  
Tuesday, January 26, 2016 Board Minutes  
4319 Expo Drive  
Manitowoc, WI 54220

Melvin Waack called the meeting to order at 10:00 am. Roll call was taken.

Those present: Helen Clinton, Kaye Shillin, Rose Quinlan, Linda Sinkula, Melvin Bourgeois, Shirley Fessler, Connie Gulash, Melvin Waack and Cathy Wagner. Also present: Cathy Ley, Michelle Acevedo, and Wendy Hutterer. Excused: Arletta Bertrand, Lynn Jerabek, and Mona Lou Horstketter .

Motion by Kaye Shillin, second by Shirley Fessler, to approve the November 24, 2015 minutes. Motion carried.

Correspondence: Cathy Ley shared a thank you card the ADRC of the Lakeshore received from Regional Quality Specialist, Sherry Schuelke, commending their work on the Family Care rollover in Kewaunee County.

Public Comment: None

Motion by Cathy Wagner, second by Connie Gulash, to approve the agenda as printed. Motion carried.

The November 2015 year to date expense report for the Older American program was distributed and discussed.

Cathy Ley shared meal site counts for all locations in both Kewaunee and Manitowoc counties for January 2016.

Cathy Ley shared information on office moves in the Manitowoc and Kewaunee locations. Board members will be given tours of the office areas at the next two meetings. She also updated the committee on new employees hired for vacancies. Lydia Fogeltanz has been hired as a Caregiver Specialist in the Kewaunee location, Lisa VanRemortel has been hired as the Receptionist in the Kewaunee location, and Kim Novak has been hired as the Business Services Manager in the Manitowoc location.

The next meeting will be March 22, 2015 at 10 am in Kewaunee.

There being no other business, Connie Gulash made a motion to adjourn, seconded by Shirley Fessler. Motion carried. The meeting adjourned at 10:40 am.

Respectfully submitted,

Cathy Ley



## COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, March 22, 2016  
TIME: 10:00 A.M.  
PLACE: Kewaunee County Human Services Building  
810 Lincoln Street, Kewaunee, WI 54216

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Nutrition Report
8. Older Americans Act Updates
9. Upcoming Events
10. Next meeting date & Place
11. Adjourn

March 15, 2016

Chairperson Linda Sinkula  
By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Commission on Aging  
Tuesday, March 22, 2016 Board Minutes  
810 Lincoln Street  
Kewaunee, WI 54216

Melvin Waack called the meeting to order at 10:00 am. Roll call was taken.

Those present: Lynn Jerabek, Rose Quinlan, Kaye Shillin, Melvin Bourgeois, Shirley Fessler, Connie Gulash, Melvin Waack, and Cathy Wagner. Also present: Cathy Ley, Michelle Acevedo, and Wendy Hutterer. Excused: Arletta Bertrand, Helen Clinton, and Linda Sinkula.

Motion by Connie Gulash, second by Cathy Wagner, to approve minutes from 1/26/16. Motion carried.

Correspondence: Cathy Ley shared a thank you card the ADRC of the Lakeshore received from the ALS Chapter, commending a presentation made to their support group.

Public Comment: None

Melvin Waack asked for a moment of silence to honor Commission on Aging member, Mona Lou Horstketter, who passed away on March 3, 2016.

Motion by Melvin Bourgeois, second by Shirley Fessler, to approve the agenda as printed. Motion carried.

The December 2015 year to date expense report for the Older American program was distributed and discussed.

Cathy Ley shared meal site counts for all locations in both Kewaunee and Manitowoc counties.

Wendy Hutterer presented the self-evaluation report for the 2015 Aging Plan. This report must be submitted to GWAAR. Motion made by Cathy Wagner, second by Connie Gulash, to approve the self-evaluation. Motion carried.

Cathy Ley shared that there will be a recruiting process for new COA members, because of the death of Mona Lou Horstketter and the resignation of Lynn Jerabek. Lynn Jerabek thanked the COA members for their support and commented on how much she enjoyed serving on the COA but she is moving out of county and can no longer be a representative.

Upcoming Events: Cathy Ley shared information on upcoming Medicare A-D presentations, Powerful Tools classes and the volunteer banquet for the Kewaunee office.

The next meeting will be May 24, 2016 at 10 am in Manitowoc.

There being no other business, Kaye Shillin made a motion to adjourn, seconded by Shirley Fessler. Motion carried. The meeting adjourned at 10:40 am.

Respectfully submitted,

Cathy Ley



## COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, May 24, 2016  
TIME: 10:00 A.M.  
PLACE: Manitowoc County Office Complex  
4319 Expo Drive, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. COA Election
7. Year to Date Budget Report
8. Nutrition Report
9. Older Americans Act Updates
10. Upcoming Events
11. Next meeting date & Place
12. Adjourn

May 17, 2016

Chairperson Melvin Waack  
By: Cathy Ley, Director

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Commission on Aging  
Tuesday, May 24, 2016 Board Minutes  
4319 Expo Drive  
Manitowoc, WI 54220

Melvin Waack called the meeting to order at 10:00 am. Roll call was taken.

Those present: Helen Clinton, Rose Quinlan, Kaye Shillin, Linda Sinkula, Melvin Bourgeois, Shirley Fessler, Melvin Waack, and Cathy Wagner. Also present: Donna Thomas, Cathy Ley, Michelle Acevedo, and Wendy Hutterer. Excused: Arletta Bertrand, Connie Gulash.

Motion by Connie Shirley Fessler, second by Kaye Shillin, to approve minutes from 3/22/16. Motion carried.

Correspondence: None

Public Comment: None

Motion by Linda Sinkula, second by Melvin Bourgeois, to approve the agenda as printed. Motion carried.

COA Election: Motion by Kaye Shillin, second by Cathy Wagner to nominate Linda Sinkula and Melvin Waack as Vice-Chairpersons for the Commission on Aging, motion carried. Motion by Kaye Shillin, second by Cathy Wagner to cast a unanimous ballot to elect Linda Sinkula and Melvin Waack as Vice Chairpersons for the Commission on Aging, motion carried.

The April 2016 year to date expense report for the Older American program was distributed and discussed.

Cathy Ley shared meal site counts for all locations in both Kewaunee and Manitowoc counties.

Cathy Ley shared that an additional \$1million dollars will be distributed to ADRCs for funding for respite for those with Alzheimer's disease or other dementias. The ADRC of the Lakeshore will be receiving funding for both Manitowoc and Kewaunee counties, but amounts have not been determined yet. Cathy updated the committee that the ADRC had made an offer to a candidate for the Elder Benefit Specialist position, which had been vacant due to staff retirement. The ADRC is also currently recruiting for a Nutrition Coordinator position due to a staff vacancy. The posting for the position ends this week.

Cathy Ley shared that Kewaunee County is in the process of appointing a citizen member to the COA to replace a vacancy. Manitowoc County is still recruiting for a COA member.

Upcoming Events: Cathy Ley shared information on upcoming Senior Farmer's Market voucher distribution sites/times in both county locations.

The next meeting will be July 26, 2016 at 10 am in Kewaunee.

There being no other business, Linda Sinkula made a motion to adjourn, seconded by Kaye Shillin. Motion carried. The meeting adjourned at 10:55 am.

Respectfully submitted,  
Cathy Ley



## COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, July 26, 2016  
TIME: 10:00 A.M.  
PLACE: Kewaunee County Human Services Building  
810 Lincoln Street, Kewaunee, WI 54216

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Introduction of New Members
3. Previous minutes
4. Correspondence
5. Public comment
6. Approval of agenda as printed
7. Year to Date Budget Report
8. Nutrition Report
9. Older Americans Act Updates
10. Upcoming Events
11. Next meeting date & Place
12. Adjourn

July 19, 2016

Chairperson Linda Sinkula  
By: Cathy Ley, Director

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Commission on Aging  
Tuesday, July 26, 2016 Minutes  
810 Lincoln Street  
Kewaunee, WI 54216

Linda Sinkula called the meeting to order at 10:00 am. Roll call was taken.

Those present: Mary Noah, Helen Clinton, Rose Quinlan, Linda Sinkula, Melvin Bourgeois, Shirley Fessler, Connie Gulash, Tim Nicholls, and Cathy Wagner. Also present: Donna Thomas, Cathy Ley, and Michelle Acevedo. Excused: Laurie Bouche, Kaye Shillin and Melvin Waack

Introductions were done as new members have joined the COA.

Motion by Shirley Fessler, second by Cathy Wagner to approve the minutes from May 24, 2016, with the following correction: under motion to approve minutes from last month, the name Connie needs to be removed. Motion carried.

Correspondence: Cathy Ley passed a letter from Arletta Bertrand asking to resign from the COA effective May 19, 2016. Mary Noah was appointed by Kewaunee County to replace her term.  
Public Comment: None

Motion by Melvin Bourgeois, second by Connie Gulash, to approve the agenda as printed. Motion carried.

The June 2016 year to date expense report for the Older American program was distributed and discussed.

Cathy Ley updated the committee that Allison Van Groll has started as an Elderly Benefit Specialist in the Manitowoc office. In addition, Kim Loose has started as the Nutrition Coordinator. Cathy also discussed the Manitowoc Senior Fair and the upcoming Senior Fair in Kewaunee County. ADRC staff will also be working on 3 year plan amendments for GWAAR. Cathy also gave an update on the transition of the Mobility Manager to the City of Manitowoc. The ADRC and the city are currently working on writing the 5310 Transportation Grant for 2017.

Upcoming Events: Stepping On Class in Manitowoc, Two Dementia Presentations in Kewaunee.

The next meeting will be September 27, 2016 at 10 am in Manitowoc.

There being no other business, Cathy Wagner made a motion to adjourn, seconded by Helen Clinton. Motion carried. The meeting adjourned at 10:47 am.

Respectfully submitted,  
Cathy Ley



## **COMMISSION ON AGING MEETING NOTICE**

**DATE:** Tuesday, September 27, 2016  
**TIME:** 10:00 A.M.  
**PLACE:** Manitowoc County Office Complex  
4319 Expo Drive, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Introduction of New Member
3. Previous minutes
4. Correspondence
5. Public comment
6. Approval of agenda as printed
7. Year to Date Budget Report
8. Nutrition Report
9. Nutrition Updates
10. Office & Personnel Updates
11. Upcoming Events
12. Next meeting date & Place
13. Adjourn

September 19, 2016

Chairperson Melvin Waack  
By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Commission on Aging  
Tuesday, September 27, 2016 Minutes  
4319 Expo Drive  
Manitowoc, WI 54220

Melvin Waack called the meeting to order at 10:00 am. Roll call was taken.

Those present: Mary Noah, Helen Clinton, Rose Quinlan, Laurie Bouche, Kaye Shillin, Linda Sinkula, Melvin Bourgeois, Shirley Fessler, Connie Gulash, Tim Nicholls, Melvin Waack and Cathy Wagner. Also present: Cathy Ley and Wendy Hutterer.

Introductions were done as new members have joined the COA.

Motion by Shirley Fessler, second by Connie Gulash to approve the minutes from July 26, 2016 as printed. Motion carried.

Correspondence: None

Public Comment: None

Motion by Kaye Shillin, second by Melvin Bourgeois to approve the agenda as printed. Motion carried.

The August 2016 year to date expense report for the Older American program was distributed and discussed.

The August 2016 Nutrition report was distributed and discussed.

Nutrition updates: Cathy Ley updated the committee that the Kewaunee meal site has been moved temporarily, but long-term, to the Community Congregational Church in Kewaunee, due to a malfunctioning elevator at the Kewaunee Senior Center. The repair and/or replacement of the elevator is extremely costly and the City of Kewaunee is currently assessing what to do with the Senior Center at this time. The City has agreed to have the ADRC pay the current rental amount to the Congregational Church to offset heating costs. The City of Kewaunee is exploring multiple solutions, including possibly moving the center to a different building.

Cathy Ley updated the committee that Katie Deprey and Amy Sowls have been hired as Information & Assistance Specialists. The ADRC has also hired an Elderly Benefit Specialist who will start on 10/17/16. Marge Buresh, Meal Site Manager for the Luxemburg Meal Site is retiring after 36 years on the job. Doris Tekulve has been hired to replace her. There will also be two part-time Meal Site Managers leaving the Dykesville site at the end of 2016. Chris Willems, a current Meal Site Manager has agreed to do that site weekly as well. The ADRC is currently recruiting for a Meal Site Manager in the Kewaunee location.

Upcoming Events: Stepping On class in Manitowoc, Healthy Living with Diabetes class in Two Rivers/Manitowoc, Powerful Tools for Caregiving classes – one in Algoma and one in Two Rivers/Manitowoc.

The next meeting will be November 22, 2016 at 10 am in Kewaunee. There being no other business, Linda Sinkula made a motion to adjourn, seconded by Laurie Bouche. Motion carried. The meeting adjourned at 10:50 am.

Respectfully submitted,  
Cathy Ley



## COMMISSION ON AGING MEETING NOTICE

DATE: Tuesday, November 22, 2016  
TIME: 10:00 A.M.  
PLACE: Kewaunee County Human Services Building  
810 Lincoln Street, Kewaunee, WI 54216

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll call
2. Previous minutes
3. Correspondence
4. Public comment
5. Approval of agenda as printed
6. Year to Date Budget Report
7. Nutrition Report
8. Nutrition Food Contracts (Discussion & possible action)
9. Nutrition Site Contracts (Discussion & possible action)
10. Manitowoc County s.85.21 grant (Discussion & possible action)
11. Office & Personnel Updates
12. Upcoming Events
13. Next meeting date & place
14. Adjourn

November 15, 2016

Chairperson Linda Sinkula  
By: Cathy Ley, Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Commission on Aging  
Tuesday, November 22, 2016 Minutes  
810 Lincoln Street  
Kewaunee, WI 54216

Linda Sinkula called the meeting to order at 10:00 am. Roll call was taken.

Those present: Laurie Bouche, Helen Clinton, Rose Quinlan, Kaye Shillin, Linda Sinkula, Melvin Bourgeois, Shirley Fessler, Tim Nicholls, and Cathy Wagner. Excused: Mary Noah, Connie Gulash, and Melvin Waack. Also present: Mary Jo Barbeau, Cathy Ley and Michelle Acevedo.

Motion by Cathy Wagner, second by Shirley Fessler to approve the minutes from September 27, 2016 as printed. Motion carried.

Correspondence: None

Public Comment: None

Motion by Helen Clinton, second by Laurie Bouche to approve the agenda as printed. Motion carried.

The October 2016 year to date expense report for the Older American program was distributed and discussed.

The October 2016 Nutrition report was distributed and discussed.

Nutrition updates: Cathy Ley updated the on Nutrition Catering/Food Contracts for 2017. Motion made by Melvin Bourgeois, second by Shirley Fessler to accept the Nutrition Catering/Food Contracts for 2017. Motion carried.

Cathy Ley updated the committee on the Nutrition Site Contracts for 2017. Motion by Rose Quinlan, second by Laurie Bouche, to accept the Nutrition Site Contracts for 2017. Motion carried.

Cathy Ley updated the committee regarding the s85.21 grant application for Transportation Services in Manitowoc County. Motion by Cathy Wagner, second by Shirley Fessler, to approve submission of the s85.21 Transportation Grant application. Motion carried.

Cathy updated the committee that Angela Pietroske has started working as the new Elder Benefit Specialist for the Kewaunee office. She is currently training and working between both the Kewaunee and Manitowoc offices. She will be working permanently in the Kewaunee office starting the week of December 5, 2016.

Upcoming Events: Medicare Open Enrollment Appointments through 12/7/16. Presentation by the Alzheimer's Association – 10 Early Signs of Memory Loss, will be held 11/30/16 from 3-4:30 at the Kewaunee location. Medicare A-D Presentations will be held 12/13/16 from 3-5pm in both Kewaunee and Manitowoc locations.

The next meeting will be January 24, 2017 at 10 am in Manitowoc. There being no other business, Kaye Shillin made a motion to adjourn, seconded by Tim Nicholls. Motion carried. The meeting adjourned at 10:45 am.

Respectfully submitted,

Cathy Ley