

Minutes



ADRC Executive Committee Meeting

Monday, April 13, 2026 @ 1:00 PM
Shawano County Department of Human Services
W7327 Anderson Ave, Shawano WI 54166
Building A, Room 115

Members Present: Richard Kane - Director Shawano County Human Services, Scott Shackelford - Director Oconto County Health and Human Services, Shannon Wilber - Director Menominee County Human Services

Members Absent: Melissa Penass - Stockbridge-Munsee Aging and Disability Services Area Manager

Others Present: Kim Wolfmeyer - ADRC Director, Kristine Tuma - Fiscal Support Specialist

1. Call meeting to order.

Called to order at 1:04 pm by Chairperson Kane.

2. Approve minutes from previous meeting.

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Motion made by Wilber, second by Shackelford, to approve the February 9, 2026 minutes. All aye. Motion carried.

3. Motion to deviate from the order of the agenda, if necessary.

No action was taken to deviate from the posted agenda.

4. Approval of accounts payable for the ADRC of the Wolf River Region.

Motion made by Shackelford, second by Wilber, to approve the bills and vouchers as presented. All aye. Motion carried.

5. Personnel update grade adjustment.

Discussion and possible approval of moving the Financial Support Specialist Grade G to the ADRC/Aging Office Specialist Grade H. Motion made by Shackelford. Second by Wilber. All aye. Motion carried.

6. Information & Assistance Specialist Report.

Based on the data that is currently available in the PeerPlace system, I&A staff have had contact with 628 customers.

7. Benefit Specialists Reports.

Based on the data that is currently available in the PeerPlace system, the Disability Benefit Specialists had 53 open cases.

Based on the data that is currently available in the PeerPlace system, the Elder Benefit Specialists (EBS) had contact with 130 customers.

The Dementia Care Specialists are offering multiple educational trainings and caregiver programs. Currently, the programs being offered include caregiver support groups, memory cafes, and dementia live. The ADRC completed the Purple Angel Training with staff from Meadowbrook nursing home in Oconto Falls.

The Oconto County ADRC office location had a Meet and Greet event on April 1, 2026, where individuals in the community could stop by the office to meet with staff and learn more about ADRC services. The meet and greet was well attended and the ADRC plans to offer this event again later this year.

8. Aging and Disability Resource Center status report.

The US Department of Veteran Affairs in Green Bay has a staff member that is utilizing an office space at the ADRC location in Shawano to meet with clients a few times a month.

Kristah Warrington was nominated and voted as the new Chairperson on the ADRC Governing Board.

All staff who complete Long-Term Care Functional Screens as part of their job duties needed to take a State required test to remain certified to complete these screens. All ADRC staff members who were required to take this test passed successfully.

The billing percent for March 2026 was 49%.

9. Committee member comments or new business to be considered at a future meeting.

Shackelford provided an update that Oconto County is working on setting up a congregate meal site in Oconto at River City Diner and Smokehouse. This location plans to be open 1 day a week for congregate meal site attendees. More information will be provided as it becomes available.

10. Set next meeting date.

The next tentative ADRC Executive Committee meeting will be held on Monday, June 8, 2026 at 1:00 pm.

11. Adjournment.

Motion to adjourn the meeting made by Shackelford. Second by Wilber. All aye. Kane adjourned the meeting at 1:31 pm.

Recorded by: Kristine T, Fiscal Support Specialist