

## Minutes



### **ADRC Executive Committee Meeting**

**Monday, August 11, 2025 @ 1:00 PM**  
**Shawano County Department of Human Services**  
**Building A, Room 115**  
**W7327 Anderson Ave, Shawano WI 54166**

**Members Present:** Richard Kane - Director Shawano County Human Services, Melissa Penass - Stockbridge-Munsee Aging and Disability Services Area Manager, Scott Shackelford - Director Oconto County Health and Human Services, Shannon Wilber - Director Menominee County Human Services

**Members Absent:**

**Others Present:** Kim Wolfmeyer - ADRC Director, Kristy Kellner - Elder Benefit Specialist, Nicole Sasse - Elder Benefit Specialist, Kristine Tuma - Fiscal Support Specialist

**1. Call meeting to order.**

Called to order at 1:00 pm by Chairperson Kane.

**2. Approve minutes from previous meeting.**

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Motion made by Shackelford, second by Wilber, to approve the April 14, 2025 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. Introduction of new ADRC staff members.**

Nicole Sasse is the newly hired Elder Benefit Specialist for Shawano County. Nicole will be primarily working out of the Shawano office location.

Kristy Kellner is the newly hired Elder Benefit Specialist for Oconto County. Kristy will be primarily working out of the Oconto Falls office location.

Both EBS workers have completed their required trainings and are assisting customers with programs and benefits.

It was noted that Nicole Sasse & Kristy Kellner left the meeting at 1:02 pm.

**5. Approval of accounts payable for the ADRC of the Wolf River Region.**

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

**6. Discussion and possible approval of Nicole Korth as an ADRC Security Officer.**

A discussion was had confirming that the ADRC Supervisor will be able to sign State forms as a security officer. This includes the Supplemental Security Income Exceptional Expense Supplement (SSI-E) form. After discussion, Shackelford motioned that the ADRC Supervisor be approved as a security officer. Second by Wilber. All aye. Motion carried.

**7. Review, discuss, and possible approval of the ADRC 2026 Budget and Budget Forms.**

Budget packets were distributed to all Committee members for review. After review and discussion, a motion was made by Shackelford to approve the ADRC 2026 budget and budget forms as presented. Second by Wilber. All aye. Motion carried.

**8. Discussion and possible approval of the Grant Agreement Modification between the ADRC of the Wolf River Region and the State of Wisconsin Department of Health Services for 01/01/2025 - 12/31/2025.**

The ADRC has received a grant contract agreement modification between the State of Wisconsin Department of Health Services and the ADRC for the time frame of 01/01/2025 - 12/31/2025. After discussion, motion made by Wilber to approve this contract. Second by Penass. All aye. Motion carried.

**9. Discussion and possible approval of the Elder Benefit Specialist Grant Agreement Modification between the ADRC of the Wolf River Region and the State of Wisconsin Department of Health Services for 01/01/2025 - 12/31/2025.**

The ADRC has received the elder benefit specialist grant contract agreement modification between the State of Wisconsin Department of Health Services and the ADRC for the time frame of 01/01/2025 - 12/31/2025. After discussion, motion made by Wilber to approve this contract. Second by Shackelford. All aye. Motion carried.

**10. Discussion and possible approval of the Elder Benefit Specialist SPAP Grant Agreement Modification between the ADRC of the Wolf River Region and the State of Wisconsin Department of Health Services for 01/01/2025 - 12/31/2025.**

The ADRC has received the SPAP Grant Agreement modification with the State of Wisconsin Department of Health Services for the time frame of 01/01/2025 - 12/31/2025. After discussion, motion made by Penass to approve this contract. Second by Wilber. All aye. Motion carried.

**11. Discussion and possible approval of the State Health Insurance Assistance Program (SHIP) Grant Agreement for 04/01/2025 - 03/31/2026 between the ADRC and the State of Wisconsin Department of Health Services.**

The ADRC received the SHIP Grant Agreement from the State of Wisconsin for the time frame of 04/01/2025 - 03/31/2026. After discussion, Wilber motioned to approve the grant. Second by Penass. All aye. Motion carried.

**12. Information & Assistance Specialist Report.**

Based on the data that is currently available in the PeerPlace system, I&A staff have had contact with 899 customers within the last 12 weeks.

The ADRC Director had a meeting with the State regarding the different programs in the PeerPlace system. The State is working to condense these program options to make the system more efficient.

**13. Benefit Specialists Reports.**

Based on the data that is currently available in the PeerPlace system, the Disability Benefit Specialist had 100 cases in the last 12 weeks.

The Elder Benefit Specialists (EBS) had 106 cases in the last 12 weeks. The EBS workers are also beginning to plan for open enrollment and Medicare classes.

The Dementia Care Specialists are offering multiple educational trainings and caregiver programs. Currently, the programs being offered include caregiver support groups, Parkinson's support group, and memory cafes. There will also be an Alzheimer's Awareness Walk on August 24 at Franklin Park in Shawano. This event is free and open to the public. The monthly Senior Safari event that takes place at the Navarino Nature Center is well attended and often fills to capacity. The DCS workers attend this event and provided information about their programs and other ADRC services to attendees.

**14. Aging and Disability Resource Center Status Report.**

The ADRC Director is on the State Advisory Committee for 2030. This committee has been working with the State to discuss efficiencies in the Scope of Service contract and operation manuals. The current recommendations will be brought to an upcoming Wisconsin County Human Service Association (WCHSA) meeting for discussion and input.

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

The next ADRC Governing Board meeting is on Tuesday, September 9 at the Stockbridge-Munsee Health and Wellness Center.

**16. Set next meeting date.**

The next tentative ADRC Executive Committee meeting will be held on Monday, October 13, 2025 at 1:00 pm.

**17. Adjournment.**

Motion to adjourn the meeting made by Shackelford. Second by Wilber. All aye. Kane adjourned the meeting at 1:36 pm.

Recorded by: Kristine Tuma, Fiscal Support Specialist