

Minutes



ADRC Executive Committee Meeting

Monday, December 8, 2025 @ 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, Melissa Penass - Stockbridge-Munsee Aging and Disability Services Area Manager, Shannon Wilber - Director Menominee County Human Services

Members Absent: Scott Shackelford - Director Oconto County Health and Human Services

Others Present: Kim Wolfmeyer - ADRC Director, Jennifer Kazik - Office Assistant I, Liz Otto - Dementia Care Specialist, Kristine Tuma - Fiscal Support Specialist, Lori Wendorff - Fiscal Services Manager with Menominee County Human Services

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 Wilber, second by Penass, to approve the October 13, 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.

Liz Otto is the newly hired Dementia Care Specialist with the ADRC. Liz will primarily be working out of the Shawano office location.

Jennifer Kazik is the newly hired Office Assistant I with the ADRC. Jennifer will primarily be working out of the Oconto Falls office location.

It was noted that Liz and Jennifer left the meeting at 1:02 pm.

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

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

6. It is anticipated that a motion will be made and seconded to go into closed session pursuant to Section 19.85(1)(c), Wis. Stats., to discuss budget and personnel of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion made by Wilber, seconded by Penass, for the ADRC Executive Committee to go into closed session pursuant to Section 19.85(1)(c), Wis. Stats. Roll call vote: Kane, aye; Penass, aye; Wilber, aye.

7. It is anticipated that a motion will be made and seconded to come out of closed session, and to take action as needed on closed session item, and continue with the agenda.

Motion made by Wilber, seconded by Penass, for the ADRC Executive Committee to come out of closed session. Roll call vote: Kane, aye; Penass, aye; Wilber, aye.

After closed session, Wilber motioned to approve the Supervisory Evaluation of the ADRC Director as presented. Second by Penass. All aye. Motion carried.

8. Discussion and possible approval of 2026 ADRC Governing Board per diem.

The current ADRC Governing Board per diem is \$70 per meeting. Wilber motioned to retain the per diem rate of \$70 for 2026 and the mileage reimbursement at the IRS rate. Second by Penass. All aye. Motion carried.

9. Information & Assistance Specialist Report.

Based on the data that is currently available in the PeerPlace system, I&A staff have had contact with 623 customers within the last 2 months.

10. Benefit Specialists Reports.

Based on the data that is currently available in the PeerPlace system, the Disability Benefit Specialist had 53 open cases within the last 2 months.

Based on the data that is currently available in the PeerPlace system, the Elder Benefit Specialists (EBS) had contact with 169 customers within the last 2 months. The Medicare open enrollment period ended on December 7, 2025.

The Dementia Care Specialist is offering multiple educational trainings and caregiver programs. Currently, the programs being offered include caregiver support groups, the Alzheimer's education series, and memory cafes. The ADRC completed the Purple Angel Training with staff from Shawano Family Dentistry. The ADRC Aging Manager also completed the Dementia Live training at the State Nutrition Directors Conference in Appleton.

11. Aging and Disability Resource Center Status Report.

Barbara Frechette is resigning as the Tribal ADRS for Menominee County. ADRC staff will be assisting customers until this position is refilled.

The ADRC resource directory for 2026 is being printed and is expected to be available later this month.

Individuals on the Katie Beckett Medicaid program are now able to submit verifications and update their case through the online MyACCESS portal.

The ADRC is in the process of hiring a Dementia Care Specialist for Oconto County. Interviews will begin this week.

Beginning on 01/01/2026, the State is allowing Disability Benefit Specialists to assist with disability applications for those aged 18 - 62. Currently, the DBS workers are only able to assist those between the ages of 18 - 59.

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

None.

13. Set next meeting date.

The next tentative ADRC Executive Committee meeting will be held on Monday, February 9, 2026 at 1:00 pm.

14. Adjournment.

Motion to adjourn the meeting made by Wilber. Second by Penass. All aye. Kane adjourned the meeting at 1:27 pm.

Recorded by: Kristine T, Fiscal Support Specialist