

**AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADVISORY COMMITTEE MEETING**

**January 24, 2024
10:00 - 12:00 Noon**

Mission: The Aging and Disability Resource of Central Wisconsin promotes choice and independence through personalized education, advocacy, and access to services that prevent, delay, and lessen the impacts of aging and disabilities in the lives of adults.

Committee Members Present: Lincoln County: Nancy Uerling, Charlene Seetan; Langlade County: Roy Dieck; Penny Hurlbert; Marathon County: Krista Mischo, Randi Hartwig; Kue Her; Dana Ponak; Wood County: Faith Peaslee, Dar Cosh, Athena Boardman

Others Present: Erin Wells, Director of Aging & Wellness; Mike Rhea, Executive Director; Holly Thompson, Administrative Supervisor; Bill Clendening; Board Member; Tami Swenson, PhD, Wood County Citizen (UWSP); Kim McCann, Langlade County Citizen (Senior Center of Langlade County); Kevin Stelman, Wood County Advisory Committee Applicant

Excused Absence: Lincoln County: Dora Gorski, James Torgerson; Langlade County: Carol Krochalk

MINUTES

1. Call to Order
 - a. Meeting called to order by Erin Wells at 10:00am.

2. Public Comments
 - a. Erin Wells provided the committee information regarding the award ceremony that takes place at the annual ADRC-CW all staff meeting. The Trauma Informed Care workgroup accepts award nominations from staff members throughout the year, and the board members vote on which staff members will receive the various awards presented.
 - i. Erin Wells inquired if there are any committee members interested in reviewing the nominations that are received throughout the year. Nominations will need to be reviewed prior to the next annual all staff meeting scheduled in September 2024
 - ii. Kue Her questioned the extent of the time commitment involved.
 - iii. Erin Wells informed the committee that she will find out more information as she is unsure how many submissions will need to be reviewed.
 - b. Penny Hurlbert shared that ADRC-CW congregate meals services will begin at the Senior Center of Langlade County on 2/7/24 and will operate every Wednesday. Meal services are followed by bingo each week.
 - c. Char Seetean expressed that the 2024 Resource Directory looks different and inquired if something has changed.
 - i. Erin Wells explained that the directory is adjusted each year in order to make it more user friendly.

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3. Approval of Minutes from September 27, 2023 and November 15, 2023
 - a. Motion to approve the September 2023 minutes by Penny Hurlbert, seconded by Randi Hartwig
 - b. Motion carried, minutes approved
 - c. Motion to approve the November 2023 minutes by Char Seetan, seconded by Kue Her
 - d. Motion carried, minutes approved

4. Update on Advisory Committee: Kevin Stellman application (pending Wood Co Board Approval)
 - a. Erin Wells explained that the application for Kevin Stellman has been submitted to the Wood County board to be reviewed in February
 - b. Kevin Stellman introduced himself to the Advisory Committee and shared information regarding his work history and his experience as an advocate as well as a caregiver.

5. Advocacy Days:
 - a. [Alzheimer's Advocacy Day:](#)
February 20, 2024 from 9:00 am- 4:00 pm Madison
Free but registration is required: bit.ly/WIAdvocacy2024
The Alzheimer's Association: Wisconsin Chapter had additional ways to get involved if you can't make it on February 20 but would like to learn more.
 - i. Erin Wells shared that the Alzheimer's Advocacy Day event is free, and registration is required.
 - b. [Disability Advocacy Day:](#) March 20 2024 (registration opening on Feb 1):
<http://www.survivalcoalitionwi.org/index.php/events/>
 - i. Erin Wells shared that registration for the Disability Advocacy Day event opens on 2/1/24.
 - c. Aging Advocacy Day: Tuesday May 14, 2024 in Madison (Wisconsin Aging Advocacy Network)
 - i. Erin Wells explained that registration for the Aging Advocacy Day event is not open yet. She mentioned that carpooling would be an option if there ends up being several committee members interested in attending.
 - ii. Kevin Stellman questioned if he should register as a citizen or as part of the ADRC-CW organization.
 - iii. Erin Wells advised the committee members to register as a citizen.

6. ADRC and Prevention (Mike Rhea)
 - a. Mike Rhea explained that he began presenting a three part series to the board members that provides education regarding the services and structure of the ADRC-CW. Mike reviewed **Part 1: Resource Services** of the **ADRC and Prevention series** with the Advisory Committee and provided various details pertaining to the contract the ADRC-CW has with the State of Wisconsin. Mike provided information about the core Resource Services that are required based on the contract. Examples of the core Resource Services required include marketing and outreach, information and assistance, long term care options counseling and functional determination, benefits counseling, youth transition services, and advocacy.

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- b. Bill Clendening mentioned that Meals on Wheels was not included in the list of core services.
 - i. Mike Rhea clarified that Meals on Wheels is included in Aging Services rather than Resource Services. Mike stated he would be reviewing Aging Services next month.
 - c. Penny Hurlbert questioned how the budget is divided up among the four counties within the ADRC-CW region.
 - i. Mike Rhea stated that the intergovernmental agreement allows the ADRC-CW to have one budget, and resources can be shifted based on need.
 - d. Penny Hurlbert expressed concern for the fact that not all of the educational programs are available in all four counties within the region.
 - i. Mike Rhea provided insight into how the efforts to recruit and train class leaders is equally distributed throughout the region. He also shared that the ADRC-CW has narrowed down the amount of evidence based classes it offers to the Stepping On program.
 - ii. Erin Wells provided insight regarding the funding for evidence based classes and expressed that the ADRC-CW is recruiting for Stepping On class leaders and co-leaders in Lincoln County and Langlade County.
 - e. Kue Her questioned if data is available detailing the core services and the populations served in order to better assess if the ADRC-CW is missing areas of need.
 - i. Mike Rhea shared that the data is compiled on a quarterly basis. A new system is coming that could possibly provide more frequent data.
 - ii. Erin Wells added that Kit Ruesch, Quality Manager, could attend an upcoming Advisory Committee meeting to present the most recent data.
 - iii. Mike Rhea stated there is great need within the workforce, specifically for caregivers, in order to meet the needs of the population that the ADRC-CW serves.
 - iv. Krista Mischo spoke of the need for volunteers to support the Stepping On and Nutrition programs and expressed that it is important to be encouraging involvement within the community as well as targeting the proper demographics.
7. Community Health Improvement Plan Presentation: Langlade, Lincoln, Marathon, Wood (Erin Wells)
- a. Erin Wells provided a presentation detailing the development of the Community Health Improvement Plans (CHIP). Erin explained that CHIP is a needs assessment pertaining to social issues that impact individuals' health. Each community develops an improvement plan every five years. There are various methods of collecting data such as surveys, focus groups, interviews, etc. Erin provided information regarding how to get involved and how to access the CHIP details for each county within the ADRC-CW region.
 - i. Char Seetan shared that she was involved in the CHIP process for Lincoln County, and it was a very eye opening experience.
 - ii. Penny Hurlbert shared that internet accessibility was a concern in Langlade County. She added that a federal government program that has helped provide affordable access to residents may be coming to an end. Penny shared that

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Spectrum has offered a link to submit a letter to legislators to prevent the end of the Affordable Connectivity Program.

- iii. Kue Her requested future updates regarding how the ADRC-CW is meeting the Community Health Improvement Plans.

8. Promotion: ADRC Services, Programs and Volunteer Opportunities: Presentation and Brainstorming (Erin Wells)

- a. Erin Wells provided a presentation detailing how the ADRC-CW conducts general promotions. She shared that several factors are analyzed including the intended audience, the purpose of the promotions, and the timeline involved. There are also various platforms that are used to communicate. These include but are not limited to the ADRC-CW website, Facebook, Instagram, Twitter, the monthly Choices newsletter, flyers, posters, emails, radio interviews, newspaper articles, volunteer recruitment entities (United Way), community outreach plan, community calendars, etc.
- b. The committee members shared open discussion and brainstormed new communication and outreach ideas such as reaching out to schools, local businesses, and the chamber of commerce to bring awareness to the ADRC-CW's volunteer opportunities. The members also discussed communications methods that were not considered to be successful in the past such as hanging flyers.
- c. Several committee members expressed interest in assisting with volunteer recruitment outreach.
- d. Erin Wells spoke of the need to provide a consistent message during volunteer recruitment efforts and agreed to help any interested committee members attain the knowledge required.
- e. The committee discussed ways to increase communication and awareness with the ADRC-CW's healthcare partners. Ideas discussed included relationship building, handing out the ADRC-CW Resource Directory, and sharing knowledge of the [Find Help link](#) that helps people to tap into various community resources.

9. Aging Plan: 2025-2027 Aging Plan Timeline

- a. January- May 2024: Gather preliminary ideas and input from the public
- b. May- July 2024: Develop a draft plan that addresses each of the required categories for aging plan goals and objectives.
- c. Due: July 26, 2024: Draft plan due to GWAAR
- d. August - Sept 2024: Present Draft Plan to ADRC-CW Advisory Committee and Board
- e. Sept- October 2024: Collect Feedback on draft plan and resubmit to GWAAR
- f. Sept- October: Present final plan to ADRC-CW Advisory Committee and Board for approval.
- g. November 8, 2024: Final plan due to GWAAR
 - i. Erin Wells explained that the Aging Plan is a similar plan to CHIP that the ADRC-CW will be creating for 2025-2027. Erin reviewed the timeline provided above.

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- ii. Mike Rhea expressed that a lot of community input will be needed, and he asked the committee members to think of suggestions of how that information could be collected and shared.

10. Upcoming (FYI): Promotion/Share:

- a. Needing Stepping On leaders or co-leaders
 - i. Erin Wells expressed the need for leaders and co-leaders to help expand the Stepping On program. Co-leaders can be anyone 60 and over and would be trained by Jen Clark. More steps would be required for Leaders to become certified. There is a need specifically in Antigo and Merrill.
- b. 2024 Advocacy Days
 - i. Previously discussed during Agenda Item #5

11. Operations Reports and Board Meeting Minutes from December 2023 and January 2024

Operations Report.

- a. The Operations Report and Board Meeting Minutes from December 2023 and the January 2024 Operations Report were provided in the Advisory Packet.
- b. Erin Wells provided highlights which included an overview of 2023, an update on the Senior Center of Langlade County dining site, an update on the Hmong American Center dining site; and the kickoff of the Dementia Capable program.

12. Agenda items for next meeting: Talking points on volunteer opportunities?

- a. Mike Rhea will share **Part 2: Aging Services** of his **ADRC and Prevention series**.
- b. Kit Ruesch to attend an Advisory Committee meeting to share quarterly data.
- c. Discuss talking points for volunteer promotions and recruitment.
- d. Discuss the Aging Plan and how to gather community input.
- e. Penny Hurlbert will provide an update on the Affordable Connectivity Program
- f. Future emails will be sent to advisory committee members as a reminder to submit monthly volunteer hours.

13. Next Meeting: March 27, 2024

- a. Erin Wells offered a reminder that the next advisory meeting is scheduled for 3/27/24.

14. Adjournment

- a. Motion to adjourn by Kue Her at 12:00, seconded by Dar Cosh
- b. Motion carried, Meeting adjourned