

Notice of Public Meeting
Monday, March 16th, 2026
2:00 p.m.

**Aging and Disability Resource
Center (ADRC) Advisory Committee
Meeting**

*ADRC / Community Center of
Door County
914 North 14th Avenue, Sturgeon Bay, WI*

1. Call Meeting to Order
2. Establish a Quorum ~ Roll Call
3. Adopt Agenda / Properly Noticed
4. Approve Meeting Minutes:
 - ◆ ADRC Advisory Committee from January 19th, 2026
5. Correspondence
6. Public Comment
7. New Business (Review / Action)
 - ◆ Staffing updates
 - ◆ Board member updates
 - ◆ AI Usage
 - ◆ Program Updates
 - ◆ Supervision observations
 - ◆ QA project/ADRC Goal
 - ◆ Staff of WDOR May 15th, 2026 from 10:20am – 11am
8. Unmet Needs
9. Sustainability Matters to be Considered
10. Legislative Matters to be Considered
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
12. Meeting Code
13. Next Meeting Date(s)
 - Monday, May 18th, 2026 at 2pm

Adjourn

Deviation from Order Shown May Occur

Aging and Disability Resource Center Advisory Board - Minutes

Monday, January 19th, 2026 at 2:00 p.m.

Aging & Disability Resource Center/Community Center – 914 N 14th Ave, Sturgeon Bay, WI 54235

THESE MINUTES HAVE NOT BEEN REVIEWED AND APPROVED BY THIS BOARD AND ARE SUBJECT TO REVIEW AND REVISION BY THE BOARD AT THEIR NEXT REGULARLY SCHEDULED MEETING.

Business Meeting

1. Call meeting to order.

- The meeting was called to order at 2:00 p.m. by Marie Massart.

2. Establish a Quorum ~ Roll Call.

- Members Attending: Marie Massart, Nissa Norton, Sandy Brown, Deb Doyle, Sherry Pesch, Kathleen Rothmeyer, Allison Bourdeau and John Koski. Absent: Carol Davis. Other persons present: Jenny Fitzgerald, Nicki Scharrig. Barb Snow took minutes. A quorum was established and the meeting continued.

3. Adopt Agenda/Properly Noticed

- A motion was made by Nissa Norton and seconded by Sandy Brown to adopt the agenda. The motion carried unanimously.

4. Approve Meeting Minutes of the ADRC Advisory Committee Meeting November 17th, 2025

- A motion was made by Debbie Dahms and seconded by Kathleen Rothmeyer to approve the minutes. The motion was carried unanimously.

5. Correspondence – None

6. Public Comment – None

7. New Business (Review/Action)

• Staffing Updates

- The ADRC has 2 new staff members; Emma Walsh, Adult Protective Services and Cheri VanDenBogart, ADRC Specialist. Introductions were made to and from the board members.

• Program Updates

- Included in the agenda packet is the “Inform USA (AIRS) Certification Requirement Change” handout. Beginning in 2027 there is no longer a requirement for ADRC’s to have at least one ADRC Specialist certified.
- On the same handout listed above; is an update on the DBS Program Age Extension which has been paused and services will continue as they are currently running.

• Program Feedback Survey

- Health and Human Services has a QA Project and other goals in our agency. This year we decided to do a survey which includes all areas. How staff are doing and what can we do. We will post this survey in front on the tables and on the nutrition table by the dining room, in the shared office, on the tv above the fireplace, as well as staff handing out copies, and adding the link to our emails. We will collect feedback throughout the year and redistribute the surveys. Jenny will add APS to the survey. The surveys are included in the agenda packet.

• ADRC 2026 team goals

- Included in the agenda packet is “Door County Department of Human Services, SMART Goals”. Goal #1 is the Program Service Feedback Survey. Goal #2 is Increasing Community Awareness of the benefits of Power of Attorney- Healthcare (POA-HC) and Power of Attorney of Finance documents. Goal #3 is The APS Team will increase awareness of financial scams among older adults and vulnerable adults by hosting an educational presentation in collaboration with the Door County Sheriff’s Department - Investigation Unit.

- **Review Stats**

- Jenny referred to the handout “Health and Human Services Statistics” a few areas have reported higher. Total participation is about 30460. We have had some new volunteers this year. Liberty Grove congregate is also increasing, as well as Baileys Harbor meals on wheels. This is the first full year in PeerPlace. This will hopefully be more consistent as the year progresses.

8. Unmet Needs-None

9. Sustainability Matters to be Considered – None

10. Legislative Matters to be Considered – None

11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee - none

12. Meeting Code – 119

13. Next Meeting Date(s)

- ADRC Advisory Committee meeting, Monday, March 16th, 2026 at 2:00 p.m.

Adjourn

- A Motion was made by Nissa Norton and seconded by Sandy Brown to adjourn.
- Meeting was adjourned at 2:48 p.m.

The minutes for this meeting were recorded by Barb Snow.



Administrative Assistant 1 ADRC (Part-Time)

Req #38

Aging and Disability Resource Center, 421 Nebraska Street, Sturgeon Bay, Wisconsin, United States of America

Apply



Share

Job Description

Posted Monday, March 2, 2026 at 1:00 AM | Expires Monday, March 16, 2026 at 1:59 AM

Thank you for your interest in joining Door County Government!

Door County is proud to be a **premier place to live, work, and visit**. We serve nearly 30,000 year-round residents and a vibrant seasonal population by providing essential services that support and protect the people, economy, and environment of the beautiful Door Peninsula.

Within the County organization, the **Aging & Disability Resource Center (ADRC) of Door County** provides a central, reliable point of access for information, assistance, and community resources. The ADRC serves adults age 60 and older, adults age 18 and older with physical

Skip to Content abilities, individuals with mental health or substance use needs, and the





Our mission is to offer timely, accurate information and support that helps individuals remain active, engaged, and in control of their well-being. We are committed to consumer-driven services, empowerment, respect, inclusion, quality, collaboration, and responsible stewardship of public resources.

To support this work, we are seeking a candidate who will fulfill the responsibilities outlined in the job summary and contribute to delivering accessible, high-quality services to the residents of Door County.

Job Summary

This part-time Administrative Assistant I – ADRC position supports the Aging & Disability Resource Center’s delivery of public services by performing front-line administrative and customer service functions. This position serves as the initial point of contact for the public and ensures accurate scheduling, financial processing, data entry, and program support. The role contributes to efficient operations, regulatory compliance, and timely access to services for older adults and individuals with disabilities.

Essential Duties & Responsibilities

1. Serves as the primary front desk contact by answering telephone calls, responding to emails, and assisting walk-in customers; provide accurate information and route inquires to appropriate staff.
2. Coordinates scheduling and registration for ADRC and Aging programs and meals by utilizing schedules plus digital platform to ensure engagement and accurate tracking.
3. Collects and accounts for meal program donations, processes activity payments, and manages gift certificate transactions in accordance with county procedures.
4. Administers Senior Farmer’s Market Nutrition Program by determining participant eligibility and issuing vouchers.
5. Provide backup support for the Home Delivered Meals program, including coordinating meal counts and assisting with service logistics as assigned.
6. Participates in special projects and administrative assignments as directed, including data entry, and content formatting.
7. Back up for mail and deposit.

Key Competencies & Skills

- **Communication:** Clearly and professionally interacts with the public, especially older adults and individuals with disabilities, to provide accurate information and courteous service.
- **Data Management:** Accurately enters, manages, and reports on data across multiple systems, with attention to detail and confidentiality.
- **Problem Solving:** Manages concurrent tasks efficiently, resolving routine issues independently and escalating complex concerns appropriately.
- **Technical Proficiency:** Demonstrates working knowledge in Microsoft Office applications and proprietary databases such as Schedules Plus and Peerplace.
- **Team Collaboration:** Supports internal operations and public engagement through relationships with colleagues, volunteers, and external partners.
- **Organizational Skills:** Prioritizes administrative workflows to meet deadlines and support program operations.

Skip to Content





- High school diploma or equivalent.
- Ability to type at least 35 words per minute.

Preferred Education & Experience

- Associate's degree in an administrative or clerical field.
- Previous experience in customer service, front desk operations, or public sector services.
- Familiarity with ADRC systems, including Schedules Plus and PeerPlace.

Physical & Work Environment Requirements

Work is primarily performed in a professional office setting with frequent interaction via phone and in person. The position involves prolonged periods of sitting, typing, and using a computer and telephone. Occasional standing, walking, and lifting of materials up to 10 pounds are required. The environment is generally quiet, and interactions are primarily with the public, staff, and program participants.

Emergency Response Statement

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

Equal Opportunity Statement

Door County is an equal opportunity employer. We welcome and encourage applications from all qualified individuals, regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, or veteran status.

Disclaimer

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Position 1 schedule:

Monday and Tuesday 7:30am-4:30pm

Wednesday 8:00am-11:00am

Total: 20 hours

Position 2 schedule:

Wednesday 11:00am-4:30pm

Thursday 7:30am-4:30pm

Friday 7:30am-1:30pm





Additional questions about the position or hiring process:

Contact Door County Human Resources at hr@co.door.wi.gov
(Mon–Thurs 7:00 a.m.–4:30 p.m.; Fri 7:00 a.m.–11:00 a.m.)

In compliance with federal and state laws, if you require reasonable accommodation during any part of the application or selection process due to a disability, please notify Human Resources. Door County is an Equal Opportunity Employer.

What to Expect:

Application Timeline

- Position is open until filled — apply today.
- Application materials may be reviewed as they are received.

Selection Process

Applicants may be evaluated through one or more of the following:

- Review of application materials
- Structured interview(s)
- Skills tests, assessments, or work samples
- Other job-related evaluation methods as applicable to the position

Pre-Employment Requirements

Final candidate(s) may be subject to:

- Reference check(s)
- Background check
- Job-related pre-employment screening, license and credential verification

Door County is committed to a fair, consistent, and job-related hiring process.

Thank you for your interest in employment with Door County. We look forward to reviewing your application.

Job Details

Job Function

Other

Pay Type

Hourly

Education Level

High School

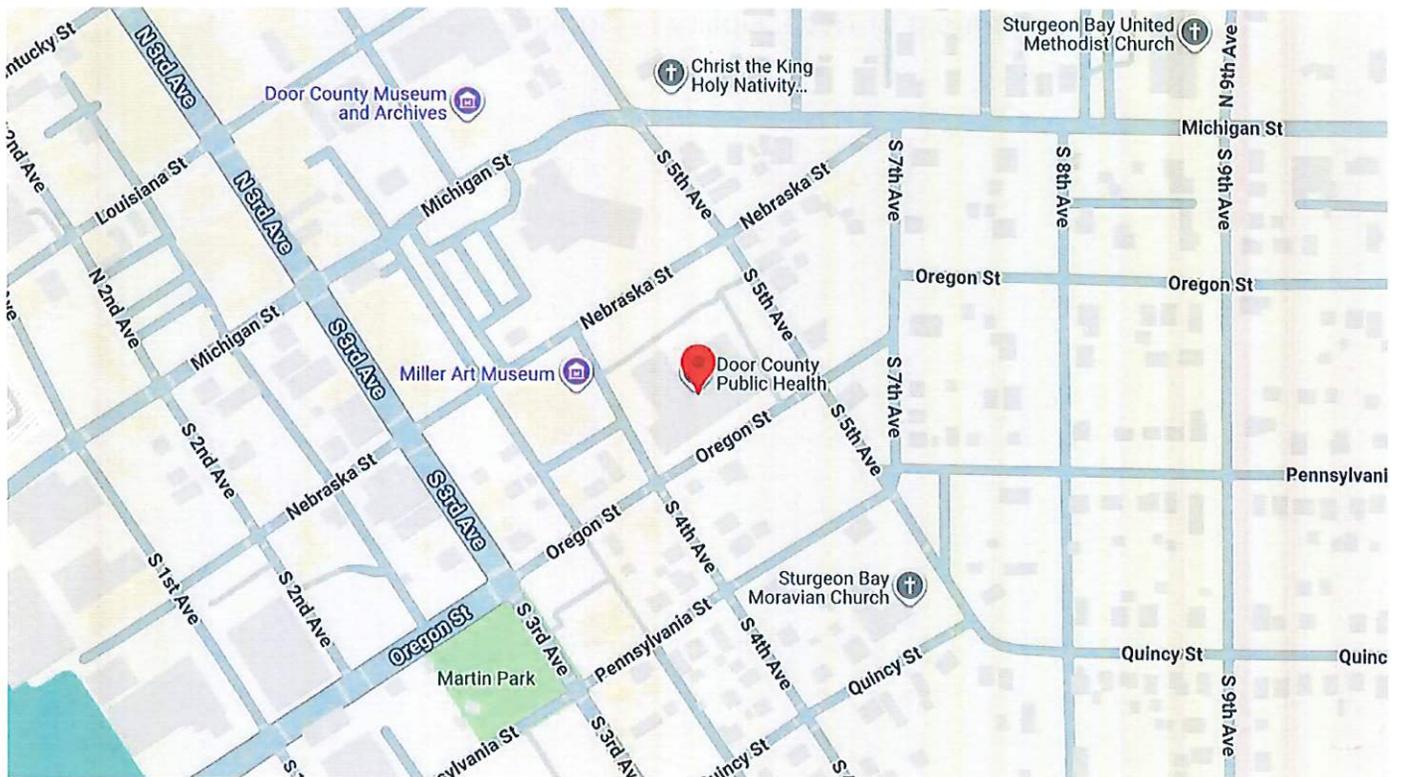




[Sign In](#)



[Download](#)



 Aging and Disability Resource Center, 421 Nebraska Street, Sturgeon Bay, Wisconsin, United States of America

[Skip to Content](#)





[Sign In](#)

[County of Door Website](#)

[LinkedIn](#)

[Facebook](#)

©2009-2026 Dayforce HCM, Inc. All Rights Reserved. [Privacy Policy](#)
[Statement of Accessibility](#) [Cookie Preferences](#)



Power of Attorney: Plan ahead. Stay in control

Join ADRC staff for a free informational session to learn the basics of Power of Attorney and why it's an important part of planning ahead.

Have you ever wondered:

- What a Power of Attorney (POA) is?
- When you might need one?
- How it helps protect your wishes and your future?

Who Should Attend:

- Adults of all ages
- Caregivers and family members
- Anyone interested in planning for the future

Participants who are interested will have the opportunity to fill out Power of Attorney paperwork following the presentation but ADRC staff are unable to be witnesses for the completed document.

JOIN US

STURGEON BAY MEAL SITE
ADRC OF DOOR COUNTY
914 N. 14TH AVE.

Wednesday, March 11th at 11:45am

BAILEYS HARBOR MEAL SITE
BAILEYS HARBOR FIRE HOUSE
2402 PARK ROAD

Wednesday, March 18th at 11:45am

LIBERTY GROVE MEAL SITE
LIBERTY GROVE TOWN HALL
11161 OLD STAGE ROAD

Tuesday, March 24th at 11:45am

Goal #2:

The ADRC Team will increase community awareness of the benefits of Power of Attorney–Health Care (POA-HC) and Power of Attorney of Finance documents by hosting an educational event at the ADRC and incorporating POA-HC questions into initial consumer contacts. Increased awareness and completion of POA-HC, POA -FIN documents will support informed decision-making and may reduce the future need for guardianship.

Activities to Achieve Goal:	Measurement	Target Date	Responsible Party	Progress/Outcome
Plan and host a POA-HC & POA- FIN informational event at the ADRC to educate community members on the purpose and benefits of POA-HC and POA -FIN documents.	At least 10 attendees at the event.	11/15/2026	APS/ADRC Specialist	
Include a standardized POA-HC and POA -FIN question during initial ADRC consumer contacts to assess awareness and provide education as needed.	POA-HC & FIN discussed with at least 75 consumers.	12/31/2026	ADRC Staff	