Joint ADRC Advisory Board & Nutrition Advisory Council - Minutes

Monday, July 20th, 2020 at 9:00 a.m.

Government Center, Chamber's Room (1st Floor), 421 Nebraska St., Sturgeon Bay, WI

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 at 9:00 a.m.**

- The meeting was called to order at 9:08 a.m. by Megan Lundahl. Members from ADRC Advisory Board attending in person were: Erin Tauscher, Tami Leist, Vic Verni, Lucille Kirkegaard. ADRC Advisory Board attending virtually were: Melissa Wolfe, Roxanne Boren, and Carol Moellenberndt. Absent was Marie Massart (excused) and Mike Green.
- Members from the Nutrition Advisory Council (NAC) attending in person were: Megan Lundahl (Chairperson), Steve Hey, Paul Zenefski and Nancy Tong. NAC Council attending virtually were: Debbie Dahms and Roxanne Boren. Absent was: Winnie Jackson (excused).
- Others attending in person: Jake Erickson and Jenny Fitzgerald. Barb Snow took minutes.

2. **A quorum was established and the meeting continued.**

3. **Review and approve the agenda**

- A motion was made by Vic Verni and seconded by Erin Tauscher to adopt the agenda. The motion was carried unanimously.

4. **Review and approve the Minutes of the 3/16/2020 Nutritional Advisory Council Meeting**

- A motion was made by Megan Lundahl to approve the minutes and was seconded by Steve Hey. The motion was carried unanimously.

5. **Review and approve the Minutes of the 3/16/2020 ADRC Advisory Committee Meeting**

- A motion was made by Vic Verni to approve the minutes and was seconded by Erin Tauscher. The motion was carried unanimously.

6. **Public Comment – No Public**

7. **Council Response – No Response Necessary**

8. **Old Business**

- **New Committee Member Introductions.**
  - Introductions were made around the room for new committee members. New members include Erin Tauscher has taken over the County Board spot from Helen Bacon on the ADRC Advisory Board. Nancy Tong is taking over for Lynn Ballendux on the Nutrition Advisory Council. Paul Zenefski is taking over for Sue Clemens on the Nutrition Advisory Council. Not at the meeting was Marie Massart who is taking over for Tom Krueck on the ADRC Advisory Board.
- **Staffing Update**
  - Cathy Keller resigned as the Activities and Volunteer Coordinator late February. Nicole (Nicki) Scharrig started as the new Activities and Volunteer Coordinator June 10th. Nicki has started a Wednesday Walking Group and Facebook live, drive up musical performance events with Ken Pollock, George Sawyn and Ben Larsen.
  - We have a new Summer intern from UW Madison; Sara Pabich; who started in June and is with us until the end of August. Sara is working alongside Jenny and Nicki helping us with the implementation of the ADRC@Home Project (explained under New Business).
  - Our Disability Benefit Specialist (DBS), Lorraine Fahrenkrug, left us in the middle of April to move to Florida. We had a few rounds of interviews a couple weeks ago and we are hoping to make an official offer soon.
- **ADRC Questionnaire**
  - Jake explained that the 3 Year Aging Plan requires community feedback. Jake referred to the questionnaire handout and explained that Tom Krueck, who used to be on the ADRC Advisory Committee helped put it together and will continue to help and stay involved. Jake asked the committee members to consider ways we can involve our community and get feedback on what we can do for their population. Ideas from the committee include: adding space for them to put their contact information for follow-up; involve people living with disabilities; more calling if we can't do

face to face; what if they are answering about someone else? Can we add an area that asks if there is anything we can do for the respondent?; follow up with what individuals needs are; have someone at the newspaper interview someone at the ADRC about our services and put the questionnaire with the interview; put the questionnaire in Peninsula Pulse or other newspapers with address to send it back; Put the questionnaire on Facebook and the website; hand out questionnaires in Meals on Wheels and Carry out lunches; Melissa will follow up with People First of Door County to ask for the group's ideas. Roxanne was surprised when they released a survey on Washington Island that a lot of the Islanders didn't know what services were provided through WICHP. Jake asked Roxanne to share those results. Roxanne agreed to do so.

9. **New Business**

- **ADRC COVID-19 Response & Reopening**
  - Jake referred to the handout in the packet. The Memo "Plans to Reopen the ADRC" was submitted to the Health and Human Services (HHS) Board in July. It is a quick overview of what we are thinking about moving forward in our reopening. The ADRC started the reopening process after the July 4th weekend. We have had many conversations and this is not an easy process. Once we think we have a decision made something else changes and we start over making a different decision. Lucille liked the idea of the open air, parking lot concerts. Jenny replied that there were about a dozen people attending and most stay in their car and a couple sat in chairs under the trees. The music was also on Facebook Live and added to our website. Some consumers would pick up their meals and park to listen to the music. There is the Wednesday Walking Group that is new and the ADRC@Home Project. Information on current happenings can be found on the website, Facebook and in the newsletter. Jake mentioned that this is a most unusual time happening now. Consumers are asking when we are reopening. They miss being able to use the building. We have had to think "outside the box". Right now we are meeting by appointment only. With appointments for the fitness room and one public computer workstation. We discontinued our Meals on Wheels volunteers for awhile and have just started having them back to deliver meals. We have also just started distributing our newsletters again. Some information may change from the time the newsletter gets published since we have to submit the newsletter early the month before.
- **ADRC@Home Project**
  - The ADRC@Home Project originally started when we were trying to find a way to engage and include our Meals on Wheels participants. COVID-19 stopped everything in the building so we refocused our attention to reaching those at home. We have been working alongside TWEAK Marketing on other things as well to help provide opportunities to those that are socially isolated to stay engaged. Paul pointed out that the question 7 on the questionnaire, which addresses technology, is important. Some have technology and know how to use it others have it and needs guidance. This allows us to connect with a group that we only have connected with on a limited basis, for example, the Meals on Wheels participants or caregiver support groups as well as Washington Island, Northern Door and Southern Door.
- **Caregiver Support Program Update**
  - Jenny said that we started the Caregiver Facebook page. This is for Door County Family Caregivers. So far there is about 18 members. It does ask some questions that have to be answered to be accepted to the group. We are trying to connect to at home caregivers.
  - TruAlta is a digital platform with about 500 spots for caregivers in Wisconsin. The site is interactive and has videos, articles and different music. There is no time limit to be on the site, so caregivers can go on the site whenever they have time. If anyone was interested they can send their name and email to Jenny and she will send a link to TruAlta.
- **Appointment of New Chair and Vice Chair**
  - The boards agreed to table this until September's individual meetings.
- **Unmet Needs**
  - Jake explained unmet needs to the board and asked if they knew of any unmet needs they wanted to discuss and that they could bring this to the board meetings.
- **Meeting Code** 612

10. **Items to be placed on a future agenda**
11. **Confirm Next Meeting Date and Time**
    - The next Nutrition Advisory Council meeting is tentatively scheduled on September 21st, 2020 at 9:00 am.
    - The next ADRC Advisory Board meeting is tentatively scheduled on September 21st, 2020 at 2:30 pm.
12. **Adjourn.**

- A motion was made by Vic Verni and seconded by Megan Lundahl to adjourn.
- Meeting was adjourned at 10:43 a.m.

The minutes for this meeting were recorded by Barb Snow.

DOOR COUNTY AGING AND DISABILITY RESOURCE CENTER (ADRC) & AGING UNIT ADVISORY COMMITTEE BYLAWS
(Effective April 2018)

Article I: Advisory Committee Name

The name of this Committee shall be called the Door County Aging and Disability Resource Center (ADRC) Advisory Committee. The Door County ADRC Advisory Committee shall represent and advocate for older adults (persons over 60 years of age), adults living with a physical or developmental disability and their families.

Article II: Committee Purpose

1. To improve the quality of life for older adults, adults living with a physical or developmental disability and their families by helping them remain independent and engaged within their own community.
2. To represent, empower and advocate on behalf of older adults, adults living with a physical or developmental disability and their families.
3. To identify and promote Aging and Disability Resource Center (ADRC) of Door County programs and services that will help older adults and adults living with a physical or developmental disability to maintain dignity, independence and active lifestyles.
4. To guide Aging and Disability Resource Center (ADRC) of Door County staff to serve, advocate and respond to the needs of Door County older adults, adults living with a physical or developmental disability and their families.
5. To counsel and support Aging and Disability Resource Center (ADRC) of Door County staff on program and service design, development and oversight.
6. To advise Aging and Disability Resource Center (ADRC) of Door County staff on the composition, implementation and administration of the Door County Three Year Aging Plan and ADRC Annual Plan.

ARTICLE III: COMMITTEE POWERS AND DUTIES

The powers and duties of the Door County Aging and Disability Resource Center Advisory Committee shall be exercised and performed in conformity with the laws, ordinances and resolutions of Door County.

ARTICLE IV: COMMITTEE MEMBERSHIP

Section I - Committee Appointing Authority
The members of the Door County ADRC Advisory Committee shall be appointed by the Door County Administrator and approved by the Door County Board of Supervisors.

Section II - Committee Membership
The Door County ADRC Advisory Committee membership shall consist of nine (9) members who represent and advocate for older adults, adults living with a physical or developmental disability and their families. Fifty-one percent of members must be 60 years and older. At least one-fourth (1/4) of the membership of the board will consist of individuals who belong to an ADRC target group or their family members, guardians, or other advocates. Members shall be chosen on the basis of recognized ability and

demonstrate an interest in services for older adults, adults with physical or developmental disabilities, or adults with mental health or substance abuse issues. No person shall be appointed who has a conflict of interest as determined by state law or regulations or by county ordinance.

The board shall be composed of:

- Five (5) citizens representing older adults
- One (1) citizen representing physically disabled persons
- Two (2) citizens representing developmentally disabled persons
- One (1) member of the County Board, who also sits on the Human Services Board

The Door County ADRC Advisory Committee membership represents all income levels and minority backgrounds of the population in Door County. All Door County ADRC Advisory Committee members must reside within Door County and act according to county, state and federal Older Americans Act guidelines.

Door County ADRC Advisory Committee membership does not include members with a real or potential conflict of interest. All members shall abide by the Door County ADRC conflict-of-interest policy and any member of an agency or organization that receives funds from the Aging and Disability Resource Center (ADRC) of Door County may not be a member of the ADRC Advisory Committee.

Section III - Committee Membership Tenures
Membership terms are three (3) years. No member may serve more than (2) consecutive full terms. If a member vacancy occurs mid-term, a replacement member may fulfill the remaining term of the departing member and begin their tenure following mid-term placement. Term limits will be so arranged that the terms of one-third (1/3) of the membership shall expire each year.

Section IV - Committee Membership Absences
Any member who has more than three (3) unexcused absences, in a twelve (12) month period, from regular Door County ADRC Advisory Committee meetings will resign their position on the Committee. An unexcused absence means that the absentee did not notify Aging and Disability Resource Center (ADRC) of Door County staff that they would be unable to attend the meeting.

ARTICLE V – COMMITTEE OFFICERS

Section I - Elected Officers
Elected officers shall consist of a Chairman and Vice Chairman.

Section II - Election of Officers
The officers shall be elected yearly at the first ADRC Advisory Committee Meeting of the calendar year by a majority vote of the members present. If the election of officers is not held at the first meeting, the election shall be held as soon thereafter as possible. Each officer shall hold their office until their successor has been duly elected.

Section III Term of Officers
The officers shall be elected for a one (1) year term. Officers shall assume duties at the next Door County ADRC Advisory Committee meeting following their election at the first meeting of the calendar year.

Section IV - Officer Vacancies
A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled for the unexpired portion of the term by Chair appointment. Appointment to temporarily fill an officer position does not constitute automatic succession to the officer position.

Section V - Chair
The Chair shall be the principal executive officer of the Door County ADRC Advisory Committee and shall in general supervise and control all ADRC Advisory Committee business. The Chair shall appoint all sub-committees. The Chair shall preside at regular and special meetings of the ADRC Advisory Board and be prepared to report to the Door County Board of Supervisors and/or its committees.

Section VI – Vice Chair
In the absence of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform other duties that may be assigned to them by the Chair of the ADRC Advisory Board. If both the Chair and Vice Chair are absent, the members present will decide who will chair the Door County ADRC Advisory Board meeting.

ARTICLE VI – OTHER COMMITTEES

Section I - Other Committees
The Chairman shall appoint other committees as necessary for the transaction of Door County ADRC Advisory Committee business.

ARTICLE VII – COMMITTEE MEETINGS

Section I - Committee Meeting Location
The Door County ADRC Advisory Committee official meeting location shall be within the geographical boundaries of Door County.

Section II - Committee Annual Meeting
The Door County ADRC Advisory Committee Annual Meeting shall be held yearly for the purpose of electing officers and transacting other business as may come before the ADRC Advisory Committee. The Annual Meeting will be held during the first meeting of the new calendar year.

Section III - Committee Regular Meetings
Door County ADRC Advisory Committee regular meetings shall be held bi-monthly, on the third Monday of each month, unless otherwise designated by the Chair, ADRC Advisory Committee and/or Aging and Disability Resource Center (ADRC) of Door County staff. A written meeting agenda shall be sent to ADRC Advisory Committee members one (1) week prior to before said ADRC Advisory Committee meetings.

Section IV - Special Committee Meetings
Door County ADRC Advisory Committee special meetings may be called by, or at the request of, the Chair or at the request of any ADRC Advisory Committee member. Door County ADRC Advisory Committee special meeting notices shall be given at least three (3) days previously thereto by written notice sent by mail or oral notice to each ADRC Advisory Committee member.

Section V - Closed Meetings
Closed meetings or closed special meetings may be called by the ADRC Advisory Committee Chair and Aging and Disability Resource Center (ADRC) of Door County staff. Attendance at closed meetings or during closed special meetings will be limited to those requested by the ADRC Advisory Committee Chair and Aging and Disability Resource Center (ADRC) of Door County staff.

Section VI - Quorum and Voting Rights

- A minimum of one-half (50%) of the elected membership or seven (5) members shall constitute a quorum for the transaction of business.
- An ADRC Advisory Committee member shall not be qualified to vote upon any issue directly affecting the interest of an organization or agency of which they are an employee or officer.
- A majority (51%) of Door County ADRC Advisory Committee members present who are qualified to vote shall constitute a quorum sufficient to approve any motion.

Section VII - Meeting Manner of Acting
The majority act of Door County ADRC Advisory Committee members present at a meeting, which a quorum is present, shall be the act of the ADRC Advisory Committee unless the act of a greater number is required by law or by these Bylaws. All ADRC Advisory Committee meetings will be governed by Roberts Rule of Order.

Section VIII - Meeting Compliance with the Wisconsin Open Meetings Law
It is the responsibility of each Door County ADRC Advisory Committee member to comply with the Wisconsin Open Meetings Law.

ARTICLE VIII - AMENDMENTS TO BYLAWS

These Bylaws may be altered, amended or repealed and new Bylaws adopted by a two-thirds (2/3) majority of the Door County ADRC Advisory Committee if at least ten (10) days written notice has been given to each ADRC Advisory Committee member as to the proposed intention to alter, amend or repeal or to adopt new Bylaws at any regular or special meeting.

The Door County ADRC Advisory Committee approved and amended the Door County ADRC Advisory Committee Bylaws on September 11, 2017

County of Door
Information and Assistance Specialist

Job Title	Information and Assistance Specialist	Last Revision	10/26/2015
Department	Health & Human Services	HR Reviewed	01/01/2017
Division	ADRC	Employee Group	General Municipal Employee
Report To	ADRC Director	FLSA Status	Non-Exempt
Pay Range	F	EEO Code	02 – Professionals

General Summary

This position is responsible for providing the general public, but particularly older adults and adults living with some form or type of physical, developmental, intellectual disability, mental health and/or substance abuse disorder, with information, referral support and assistance on a wide range of community resources; informing and educating people about their options; and assisting in connecting them to programs and services, including public and privately funded options. The Information and Assistance Specialist also provides intake, functional eligibility determination, enrollment into and disenrollment from the State of Wisconsin's publicly funded long term care programs. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Provides consumer driven information and assistance on a wide variety of topics that is accurate, objective and relevant to the individual's expressed need and presented in language and formats that are easy for consumers to understand.
2. Gathers sufficient information to accurately identify and clarify inquirer's issues and needs.
3. Provides information about public and/or private programs, services and benefits capable of meeting the consumer's need and actively assists the consumer in accessing resources or making referrals.
4. Offers follow-up to determine outcomes and whether additional information or assistance is needed, consistent with the ADRC's Follow-Up Policy.
5. Advocates on behalf of individual consumers when there are issues with access to services.
6. Responds to initial inquiries and requests for information and assistance within 24 hours or by the end of the next business day and schedule appointments within 10 business days following consumer's request.
7. Provides options counseling to consumers, their families and caregivers about the options available to meet long-term care needs and factors to consider in making long-term care decisions.
8. Delivers preadmission consultation and assistance with relocations for individuals who have been referred to the ADRC by a nursing home or assisted living facility (CBRF, AFH and RCAC).
9. Offers short-term service coordination for a period not to exceed 90 days.
10. Administers Long-Term Care Functional Screen to determine an individual's functional eligibility for managed long-term care and IRIS.
11. Assists consumers with the Medicaid application process by providing an overview of the financial eligibility requirements, information about the application process, gathering information to support the application and working alongside the Economic Support Unit and the income maintenance consortium.
12. Provides information and counseling to assist consumers in the process of enrollment and disenrollment from managed care or IRIS.

13. During regular business hours, connects individuals to emergency service providers, adults-at-risk and adult protective services and to mental health crises services.
14. Provides assistance to students and youth who are age 17 years and 6 months or older, their families and/or guardians with the transition from children's to adult services.
15. Participates in program development, marketing, and outreach activities, including representing the ADRC at public information fairs.
16. Problem solves with internal and external agencies and community partners on any concerns with consumers as they relate to the independence, safety and needs of the individual, and/or their family, caregiver.
17. Completes all required recordkeeping, client tracking and 100% time reporting in an accurate and timely manner in accordance with the ADRC Scope of Services and the Department of Health and Human Services policies.
18. Maintains accurate, timely and complete documentation including client tracking notes in the SAMS-IR database that contains accurate information without judgment.

General Job Functions

1. Participates in prevention activities, support groups, health promotion classes, Quality Assurance / Quality Improvement projects, and other initiatives.
2. Adjusts regular work schedule as necessary or directed to meet the ADRC and/or the consumer's service needs.
3. Represents the ADRC of Door County to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups as requested.
4. Adheres to the AIRS national standards; also secures AIRS certification within the first two years of employment.
5. Completes all mandatory training and posttests (i.e. ADRC Orientation Module and Options Counseling in LMS), maintaining current knowledge to ensure compliance with federal and state regulations.
6. Maintains the confidentiality of client information as required by State and Federal laws and regulations and professional practice standards.
7. Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
8. Performs home visits.
9. Provide truthful and accurate written and verbal communications.

Requirements

Training and Experience

1. Graduate of an accredited college or university with a Bachelor's degree in a health or human services related field or Registered Nursing degree.
2. Must have at least one year of experience working with individuals, such as older adults (aged 60 years and older) and/or individuals living with developmental/intellectual disabilities, physical disabilities, mental health or substance abuse disorders, who constitute one of the target populations of the Aging and Disability Resource Center.
3. Must become memory screen certified within 2 years of hire.
4. Must obtain the on-line State Functional Screen Training Course within 30 days of hire.
5. Must obtain the Alliance of Information & Referral Systems (AIRS) certification test for Information and Referral Specialists within 2 years of hire.
6. Current valid Wisconsin driver's license and unlimited access to reliable transportation required.

County of Door
Information and Assistance Specialist

Knowledge, Skills, and Abilities Required

1. Knowledge of standards and principles of Information and Assistance including a willingness to become certified as an I & A Specialist through AIRS, Long Term Care Functional Screener and Options Counselor.
2. Knowledge of community resources and referral procedures.
3. Knowledge of assessment and care coordination techniques.
4. Knowledge of options counseling process and procedure.
5. Knowledge of planning, organizing, and problem solving strategies.
6. Ability to read, comprehend, and communicate, both verbally and in writing.
7. Ability to maintain strict confidentiality.
8. Ability to proficiently use a computer and related office equipment; demonstrating familiarity with required software and database programs as they relate to the essential functions of this position.
9. Ability to be decisive and make sound decisions under pressure, in a crisis or emergency situations.
10. Ability to participate in a work setting as a team player.
11. Ability to prepare and to maintain a variety of documents, including client service plans and recommendations, program evaluations, client assessments, treatment plans and therapy notes.
12. Ability to share technical material in a manner easily comprehended by the population being served.
13. Ability to comprehend and interpret a variety of documents.
14. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical and Working Conditions

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

Potential for physical harm exists during contacts with angry or irate members of the public. Occasionally necessary to defuse situation with disgruntled clients. Limited office space may cause some distraction.

This position will have frequent contact with members of the public in their homes and at various locations in the community. Adverse living conditions with many hazards may be encountered during home visits.

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.

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.

County of Door
Information and Assistance Specialist

Approvals:

Joseph A. Krebsbach, Human Services Director Date

Kelly A. Hendee, Human Resources Director Date

Every three years, the Aging and Disability Resource Center of Door County is required by the State of Wisconsin to complete a strategic plan that serves as a platform to create, improve and expand services we provide our community. It is required to receive federal funding through the Older Americans Act. The working document is known as our "Three Year Aging Plan" and will cover years 2019-2021. Our staff and advisory committee members all participate in the development of this plan, but most important is input from you. Please fill this questionnaire out and return it to us.

Commented [BS1]: Tom said he would rewrite this paragraph

1. What part of Door County do you live?

   ☐ Northern Door ☐ Washington Island ☐ Southern Door ☐ Sturgeon Bay

2. What is your gender? _____

   ☐ Male ☐ Female ☐ Other:_____

3. How old are you?

   ☐ Under 30 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60-69 ☐ 70-79 ☐ 80+

4. Where do you receive or look for information on the news around Door County? (Check all that apply)

   ☐ WDOR Radio Station ☐ WBDK Radio Station ☐ 106.9 Lodge Radio Station

   ☐ Peninsula Pulse Newspaper ☐ Advocate Newspaper ☐ Facebook

   ☐ Other: _____

Commented [BS2]: Open for debate unless we get a much larger response

5. Are you aware of the Aging and Disability Resource Center of Door County?

   ☐ Yes ☐ No

6. What do you feel are the main challenges for the Senior Citizens in your life? (Check all that apply)

   ☐ Healthcare ☐ Housing ☐ Education ☐ Employment ☐ Volunteer Opportunities

   ☐ Other: _____

7. What do you feel are the main challenges for the disabled in your life? (Check all that apply)

   ☐ Healthcare ☐ Housing ☐ Education ☐ Employment ☐ Volunteer Opportunities

   ☐ Other: _____

8. Are you providing or do you receive assistance or support for a family member or friend?

   ☐ Yes ☐ No

9. Are you receiving assistance or support from a family member or friend?

   ☐ Yes ☐ No

10. Do you know someone who is having difficulty or is struggling with daily living skills?

    ☐ Yes ☐ No

11. In an effort to improve the services provided to the older adult population of Door County, we would be interested in knowing if there are any issues that you are aware of that aren't being met? Please write your comment on the back of this questionnaire.

Commented [BS3]: Tom will reword to fit audience

Please Return To: Aging and Disability Resource Center of Door County
916 N. 14th Avenue, Sturgeon Bay, WI 54235
(920)746-2372

ADRC Test Kitchen

The nutrition program at the ADRC of Door County is looking to freshen things up and we need your help. Have you ever dreamt of being a taste tester, now is your chance!

We are looking for some of our meal site participants to enjoy sampling some new food items that we are going to whip up in our Sturgeon Bay kitchen! You may be asked to try a range of food such as a side dish, entrée or desert.

If you have any family recipes or even just your favorite one and would like to see it added to our menu, please share it with us. Our amazing kitchen team will then go over what is submitted and narrow it down.

If you would like to be a taste tester, please call the ADRC at 920- 746-2372.

Along with testing the new food items, tasters will be asked to complete a short questioner about what you sampled.

Please send recipes to Jenny Fitzgerald, Assistant ADRC Director either by email at jfitzgerald@co.door.wi.us

Or mail to: Jenny Fitzgerald
916 N. 14th Ave.
Sturgeon Bay, Wi 54235

Thank you and we look forward to hearing from you!

NSIP-Eligible Home Delivered Meals, Federal Fiscal Year 2020

Date Printed : 9/14/2020

GWAAR - DODGE CO COMMISSION ON AGING

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
HD Meals, FFY 2019 :	2557	2252	1944	2269	2249	2596	2667	2858	2483	2643	2712	2444
HD Meals, FFY 2020 :	2846	2225	2127	2594	2459	2675	2789	2517	2492	2506	2233	0
% Diff vs Prior Year :	11%	-1%	9%	14%	9%	3%	5%	-12%	0%	-5%	-18%	-100%
% Diff vs Prior Month :	16%	-22%	-4%	22%	-5%	9%	4%	-10%	-1%	1%	-11%	-100%

2019 Total : 29,674 **2020 Total :** 27,463 **% Diff :** -7%

GWAAR - DOOR CO SENIOR RESOURCE CENTER

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
HD Meals, FFY 2019 :	1460	1386	1283	1272	1141	1378	1540	1404	1359	1461	1486	1335
HD Meals, FFY 2020 :	1511	1162	1287	1380	1246	1931	3063	2952	2981	2936	2940	650
% Diff vs Prior Year :	3%	-16%	0%	8%	9%	40%	99%	110%	119%	101%	98%	-51%
% Diff vs Prior Month :	13%	-23%	11%	7%	-10%	55%	59%	-4%	1%	-2%	0%	-78%

2019 Total : 16,505 **2020 Total :** 24,039 **% Diff :** 46%

GWAAR - DUNN CO OFFICE ON AGING

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
HD Meals, FFY 2019 :	1253	1140	1082	963	814	1115	1180	1280	1296	1490	1443	1458
HD Meals, FFY 2020 :	1630	1169	1288	1388	1396	1593	2998	2409	2753	2952	2605	0
% Diff vs Prior Year :	30%	3%	19%	44%	71%	43%	154%	88%	112%	98%	81%	-100%
% Diff vs Prior Month :	12%	-28%	10%	8%	1%	14%	88%	-20%	14%	7%	-12%	-100%

2019 Total : 14,514 **2020 Total :** 22,181 **% Diff :** 53%

GWAAR - EAU CLAIRE ADRC

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
HD Meals, FFY 2019 :	5067	4813	4705	3970	2949	4465	4213	4559	4067	4315	4601	4475
HD Meals, FFY 2020 :	5065	4385	4405	4985	4631	5273	5924	5701	6045	6334	0	0
% Diff vs Prior Year :	0%	-9%	-6%	26%	57%	18%	41%	25%	49%	47%	-100%	-100%
% Diff vs Prior Month :	13%	-13%	0%	13%	-7%	14%	12%	-4%	6%	5%	-100%	0%

2019 Total : 52,199 **2020 Total :** 52,748 **% Diff :** 1%

GWAAR - FLORENCE CO AGING UNIT

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
HD Meals, FFY 2019 :	310	246	215	314	252	356	345	362	341	379	354	389
HD Meals, FFY 2020 :	415	338	317	462	417	580	1044	1055	1094	0	0	0
% Diff vs Prior Year :	34%	37%	47%	47%	65%	63%	203%	191%	221%	-100%	-100%	-100%
% Diff vs Prior Month :	7%	-19%	-6%	46%	-10%	39%	80%	1%	4%	-100%	0%	0%

2019 Total : 3,863 **2020 Total :** 5,722 **% Diff :** 48%

Note: Meal counts on this report do not include any data recorded for SAMS Consumer Groups.

NSIP-Eligible Congregate Meals, Federal Fiscal Year 2020

Date Printed : 9/14/2020

GWAAR - DODGE CO COMMISSION ON AGING

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Cong Meals, FFY 2019 :	1035	934	843	599	657	818	797	848	765	783	782	645
Cong Meals, FFY 2020 :	797	664	587	750	682	450	0	0	0	0	0	0
% Diff vs Prior Year :	-23%	-29%	-30%	25%	4%	-45%	-100%	-100%	-100%	-100%	-100%	-100%
% Diff vs Prior Month :	24%	-17%	-12%	28%	-9%	-34%	-100%	0%	0%	0%	0%	0%

2019 Total : 9,506 **2020 Total :** 3,930 **% Diff :** -59%

GWAAR - DOOR CO SENIOR RESOURCE CENTER

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Cong Meals, FFY 2019 :	2062	1620	1691	1431	1298	1876	1715	1920	1804	1869	1937	2041
Cong Meals, FFY 2020 :	2194	1723	1764	1846	1823	1088	0	0	0	0	0	0
% Diff vs Prior Year :	6%	6%	4%	29%	40%	-42%	-100%	-100%	-100%	-100%	-100%	-100%
% Diff vs Prior Month :	7%	-21%	2%	5%	-1%	-40%	-100%	0%	0%	0%	0%	0%

2019 Total : 21,264 **2020 Total :** 10,438 **% Diff :** -51%

GWAAR - DUNN CO OFFICE ON AGING

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Cong Meals, FFY 2019 :	1460	1410	1283	1301	1049	1404	1563	1641	1427	1581	1492	1309
Cong Meals, FFY 2020 :	1514	1273	1249	1065	1191	1082	0	0	0	0	0	0
% Diff vs Prior Year :	4%	-10%	-3%	-18%	14%	-23%	-100%	-100%	-100%	-100%	-100%	-100%
% Diff vs Prior Month :	16%	-16%	-2%	-15%	12%	-9%	-100%	0%	0%	0%	0%	0%

2019 Total : 16,920 **2020 Total :** 7,374 **% Diff :** -56%

GWAAR - EAU CLAIRE ADRC

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Cong Meals, FFY 2019 :	813	736	640	507	416	702	700	723	599	665	700	633
Cong Meals, FFY 2020 :	724	675	602	637	693	359	0	0	0	0	0	0
% Diff vs Prior Year :	-11%	-8%	-6%	26%	67%	-49%	-100%	-100%	-100%	-100%	-100%	-100%
% Diff vs Prior Month :	14%	-7%	-11%	6%	9%	-48%	-100%	0%	0%	0%	0%	0%

2019 Total : 7,834 **2020 Total :** 3,690 **% Diff :** -53%

GWAAR - FLORENCE CO AGING UNIT

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Cong Meals, FFY 2019 :	636	453	436	443	254	294	381	387	394	459	431	481
Cong Meals, FFY 2020 :	517	412	370	517	477	277	0	0	0	0	0	0
% Diff vs Prior Year :	-19%	-9%	-15%	17%	88%	-6%	-100%	-100%	-100%	-100%	-100%	-100%
% Diff vs Prior Month :	7%	-20%	-10%	40%	-8%	-42%	-100%	0%	0%	0%	0%	0%

2019 Total : 5,049 **2020 Total :** 2,570 **% Diff :** -49%

Note: Meal counts on this report do not include any data recorded for SAMS Consumer Groups.

OCTOBER GREETINGS

This is the time of year that Door County turns into a kaleidoscope of colors. Our trees take the brilliant hues of yellow, scarlet, orange with a soft chestnut brown background. You don't have to go far to see this glorious display, just take a short drive around the peninsula to capture the beauty of it all. In times such as these the magnificent beauty of Door County reminds us all that we have so much to be grateful for.

Don't forget to stop at the many farm stands for the wonderful apples or visit one of the orchards and pick some right off a tree. My favorite type of apple is the McIntosh. It's aromatic, juicy, sweet and tangy. Remember what they say, "An apple a day keeps the doctor away."

From everyone over here at the ADRC, we hope you and your loved ones are healthy and staying safe. These are still unusual times and we are here to help you. Please do not hesitate to reach out for assistance or support. **You are not alone!**

As you all are well aware, the current situation surrounding the coronavirus situation here in Door County is ever-evolving. And our plans or decisions are always subject to change. However, we truly appreciate everyone's understanding and patience as we continue to hold many discussions on how to keep our doors open and you, our staff, volunteers and the community at-large safe and healthy.

Group or In-Person Dining Sites

There will be no in-person meals served at any ADRC meal sites throughout the month of October. Instead we will continue to offer carryout meals on a carryout basis. If you or someone you know is interested in reserving a carryout meal please call (920)746-2372, by 1:00 p.m. the day before. Pick up time for your carryout meal is between 11:30 a.m. and Noon.

Reminder, we also have frozen meals that are available to you upon request. Participants can pick up 7 meals at a time on a weekly basis. Please call (920)746-2372 to learn more about our frozen meal options.

ADRC @ Home

Please check out our new project on our website that we are calling, **"ADRC @ Home"**. The purpose of this new initiative is to provide opportunities for you and others to participate in more activities and programs from the comfort of your own home and to stay connected to others during this abnormal time.

Activities & Programs

Please see our calendar of events, we are starting to allow some small group programs into the building. The groups will be limited in size to allow for proper social distancing. If you are interested, please call to sign up since space is limited. We will continue to work on scheduling more virtual events, activities and programs as well. Please watch out for new activity, event or program announcements on our Facebook page (ADRC of Door County – Door County Community Center) and/or website (www.adrcdoorcounty.org).

If you have any ideas about a virtual program or presentation you'd like to see us work on, please do not hesitate to call us and share your thoughts. We will get through this together!

--Jake Erickson, Director

TIME TO REVIEW YOUR MEDICARE PLAN

Prepare Early This Year!
Due to the Pandemic Open Enrollment will look a little different!
Assistance will be provided by mail, phone or e-mail!

Do you have a Medicare Prescription Drug (Part D) plan? Every year Medicare Part D plans can change the list of prescription medications they will cover. That means even if you are taking the same medications, the amount you pay for your medications may change in 2021! The plans' premiums, deductibles, and co-pays can also change each year.

What can people do about this? All Medicare beneficiaries should check their Part D coverage each year during Medicare's annual open enrollment period which runs **October 15 through December 7th**. This is the time of year to find out if your current plan will cost you more, or less than other Part D plans in 2021. If it is no longer the best plan for your medications, this is the time to make a switch to a Part D plan that will suit you better.

Make sure you will have appropriate prescription drug coverage in the new year. You can compare plans on the official Medicare website at Medicare.gov. Medicare beneficiaries in Door County can also receive free, unbiased assistance with plan comparisons from the our Benefit Specialists at the ADRC of Door County.

Start preparing early this year. The ADRC has a form with instructions to help you get organized. See reverse side of this letter. Don't let this opportunity pass you by! Go to Medicare.gov to compare plans online or for local assistance MAIL THE COMPLETED FORM TO:

ADRC OF DOOR COUNTY – OPEN ENROLLMENT
916 N 14TH Ave
Sturgeon Bay WI 54235

OR Email the info to:

For anyone 60 years of age and over: Mary Bink at Mbink@co.door.wi.us
For anyone 59 years of age and under: Katie Laviolette at klaviolette@co.door.wi.us

Assistance is also available through the following resources:

- 1-800-MEDICARE or www.medicare.gov
- Medigap helpline 1-800-242-1060
- Disability Drug Helpline 1-800-926-4862 (if under age 60)
- Wisconsin Medigap Prescription Drug Helpline 1-855-677-2783

TOGETHER WE WILL MAKE THIS WORK!
Mary Bink, EBS of Door County, 920-746-2546
Katherine Laviolette, DBS of Door County, 920-746-7154

MEDICARE PART D PRESCRIPTION DRUG COVERAGE CONFIDENTIAL PERSONAL INFORMATION WORKSHEET

DO YOU HAVE A CARE MANAGER WITH THE FAMILYCARE PROGRAM: ☐ -YES ☐-NO

IF YES, PLEASE SEE YOUR FAMILYCARE CARE MANAGER FOR ASSISTANCE WITH YOUR MEDICARE PART D PRESCRIPTION DRUG PLANS. YOU DO NOT NEED TO PROCEED WITH THIS FORM.

FOR COVERAGE EFFECTIVE JANUARY 1, 2021, THE LAST DAY TO ENROLL/ DIS-ENROLL/CHANGE YOUR PART D PLAN IS DECEMBER 7, 2020.

You may find it helpful to gather all of your prescription drug bottles, or get a computer printout from your pharmacist, your red, white, and blue Medicare card and any other health insurance cards before you fill out this worksheet. ***Please note: information from your Medicare card, your name and your birth date are needed to provide you with personalized information on your prescription drug coverage.***

INFORMATION FROM YOUR MEDICARE CARD:

Medicare Claim Number: ☐☐☐☐ ☐☐☐ ☐☐☐☐

Medicare Part A effective date: ***AND*** Medicare Part B effective date:

____ / ____ / ____ Month Day Year

____ / ____ / ____ Month Day Year

GENERAL INFORMATION (PLEASE PRINT):

Name: _____ **Date of birth:** _____

Mailing Address: _____
(Street) (City/Town) (Zip Code)

County: _____ **Phone #:** _____ **Gender:** ☐ -Male ☐ -Female

List all your prescription information or send along a current computer printout from your pharmacist.
PLEASE MAKE SURE TO USE THE FULL NAME OF THE PRESCRIPTION & PRINT CLEARLY.

PRESCRIPTION NAME	DOSAGE	HOW OFTEN

NEW! Caregiver Facebook Page

If you are caregiving and need some extra support or resources, please join our new private Facebook group:

Door County Caregiver Connection

https://www.facebook.com/groups/DCcaregivers/

This group will provide caregivers with information, resources, and tools to help support them at home as well as connect them with other caregivers who may be facing the same challenges. Please note: this group is not intended to be in place of the support groups we hold.

Advertisements below are provided for information only, endorsements are not implied or assumed.

	MONDAY		TUESDAY		WEDNESDAY
5	10:00 Walk with Ease (Evidence Based Walking Program) 11:00 Zumba Gold (virtual) 2:00 Social Connection Pumpkin Decorating Contest – Oct. 5th-8th	6	10:00 DVD Fitness 10:00 Crafts	7	10:00 Walk with Ease 11:00 Zumba Gold (virtual) 11:30 Brain Health Handouts 1:00 Windows Technology Series (virtual) 1:00 D.C.L.I.R. "Coast Guard before the Rescue" (virtual)
12	10:00 Walk with Ease 11:00 Zumba Gold (virtual) 2:00 Social Connection 3:00 Write On, Door County "Grand Opening tour of new Writing Center and surrounding grounds" in Fish Creek	13	10:00 DVD Fitness 10:00 Crafts 11:30 Oktoberfest Celebration-Music with Katie Dahl 1:00 D.C.L.I.R. "Medicare for All" (virtual)	14	10:00 Walk with Ease 11:00 Zumba Gold (virtual) 11:30 Brain Health Handouts
19	10:00 Walk with Ease 11:00 Zumba Gold (virtual) 2:00 Social Connection	20	10:00 DVD Fitness 10:00 Crafts 11:00 Fireside Musical Performance-Ken Pollock (virtual)	21	10:00 Walk with Ease 11:00 Zumba Gold (virtual) 11:30 Brain Health Handouts
26	10:00 Walk with Ease 11:00 Zumba Gold (virtual) 2:00 Social Connection	27	10:00 DVD Fitness 10:00 Crafts	28	10:00 Walk with Ease 11:00 Zumba Gold (virtual) 11:30 Brain Health Handouts 2:00 Windows Technology Series (virtual)

OCTOBER 2020

	THURSDAY		FRIDAY
1	10:00 DVD Fitness 10:00 D.C.L.I.R. "Is that really true" 12:30 Woodcarving	2	10:00 Ask the Exercise Physiologist-DCMC's Adam Peronto
8	10:00 DVD Fitness 11:00 Zumba Gold (virtual) 11:30 Drive-in Musical Performance-Helen Cordon on Accordion 12:30 Woodcarving	9	10:00 Walk with Ease 11:00 Zumba Gold (virtual) 2:00 Social Connection
15	10:00 Walk with Ease 11:00 Zumba Gold (virtual) 12:30 Woodcarving 1:30 Ridges Sanctuary "Rustic Trails & Spectacular Color" Nature Hike In Baileys Harbor	16	10:00 Walk with Ease 10:00 Ask the Exercise Physiologist-DCMC's Adam Peronto 11:00 Zumba Gold (virtual) 2:00 Social Connection
22	10:00 DVD Fitness 11:00 Zumba Gold (virtual) 12:30 Woodcarving	23	10:00 Walk with Ease 11:00 Zumba Gold (virtual) 2:00 Social Connection
29	10:00 DVD Fitness 11:00 Zumba Gold (virtual) 12:30 Woodcarving	30	10:00 Walk with Ease 11:00 Zumba Gold (virtual 12:00 Halloween Party-Costume Contest 2:30-3:30 Drive-thru Trick or Treat Time (All Ages Welcome)

Daily Activities:
Call to pre-register in advance for all events and classes. Limited to 5 people.

Special Tours:
Call to pre-register 1 week prior. Limited to 5 people.

Virtual Events:
Call to pre-register and share your e-mail address to receive a link to join.

Please call 920-746-2372 to pre-register and if you have any questions about new programs, tours or virtual opportunities.

ADRC OPEN TOURNAMENT

1st Annual

ADRC Open

Mini Golf Tourney

November 18th-20th

Compete for a chance to win the highly acclaimed
"ADRC Green Jacket"

Registration:
Call 920-746-2372 to pre-register and sign up for a tee time. Limited to (15) two-person teams. Pick a creative team name and tell us when registering. Indoor 9-hole course at the ADRC with straight play & challenge holes. Teams will need to qualify to compete in tournament.

Awards will be given to the following:

- Best Team Spirit (regardless of score)
- Most Creative Team Name
- Craziest Golf Outfit
- Most Holes in One

Course Rules:

- Every time the putter touches the ball it counts as a stroke regardless if it barely rolled or if you meant to bump it . . . it is still a stroke.

- We use the honor system when counting strokes. One person per team will be the designated scorekeeper.

- If you hit your ball too hard and it bounces off the putting green you must start again from the tee. The errant shot counts as a stroke.

- Play fair. If you are caught cheating you will be disqualified from the tournament. Remember this is not the Masters, it is the **ADRC Open** we are all here just to have fun!

Bonus: The course will be open for practice rounds from November 2nd-13th. Turn in your scorecard from your practice round to qualify. Call 920-746-2372 to reserve a practice tee time. Proper social distancing protocol will be in place throughout the

ADRC @ HOME - Pumpkin Decorating Contest

October 19th - 22nd

Decorate your pumpkin @ Home & drop it off in the front corridor of the ADRC by 1:00 p.m. on October 22nd. A panel of judges will vote on the best decorated pumpkins. Winners will be announced on Friday, October 23rd. Prizes will be awarded for all categories.

Judging Categories:

Door County Pride Pumpkin: Best Clipper, Pioneer, Eagle, Viking, Buck and/or Town Theme
Jovial Jack O' Lantern: Silliest Pumpkin
Pick of the Patch: Best of Show
Spooky Gourd: Scariest Design

The Rules:

Pumpkin may not be heavier than 35 lbs.
All entries must be real. No artificial pumpkins.
No carving please. Decorate with any material of your choice. Drawing & painting is allowed.
Write your name & phone # on the bottom of your pumpkin with a sharpie. We will not look at the bottom until judging is complete.
Pick up your pumpkin by October 26th, or kindly donate it towards the ADRC's autumn outdoor display for others to enjoy.

Advertisements below are provided for information only, endorsements are not implied or assumed.

Computer Workstations & Fitness Room Access

Public Computer Workstations

There will only be one public computer workstation available at any given time and preregistration for use is required. Time limits for computer use will be 45 minutes at a time, leaving at least 15 minutes to clean and disinfect. Individuals will have the option to extend their time if there are no appointments immediately following. All public computer appointments will begin no earlier than 9:00a.m. and no later than 3:00p.m. so there is time to clean the station before the end of the day. Appointments will not occur during the time we provide our carry out meals between 11a.m. – 12:30p.m. to ensure the proper screening can be completed. Individuals are required to wear a mask while using the computer workstations. The computer and workstation will be disinfected after each use, by ADRC staff.

Fitness Room

The ADRC fitness room is also open to the public but on a very limited basis. There will only be two people allowed in the fitness room at any given time and preregistration for use is required. Appointments for fitness room use will be 45 minutes, allowing at least 15 minutes to clean/disinfect in between each use. All fitness room appointments will begin no earlier than 9:00a.m. and no later than 3:00p.m. to allow enough time for cleaning. Appointments will not occur during the time we provide our carry out meals between 11a.m. – 12:30p.m. to ensure the proper screening can be completed. Individuals signed up for a fitness room
appointment are required to wear a mask anytime they are in the building besides the fitness room. Equipment in the fitness room will be arranged in such a way allowing at least 6 feet of distancing. The fitness room will be disinfected after each use, by ADRC staff. Individuals will also be expected to use the disinfecting wipes after each use of fitness room equipment. All hand weights, kettle bells and exercise bands have been removed at this time.

Advertisements below are provided for information only, endorsements are not implied or assumed.

Join in the fun for a classic Autumn celebration! Tuesday, October 13th 11:30 a.m.

Sign up for the ADRC's carryout lunch which will consist of delicious German Cuisine. Musician Katie Dahl will be performing on the patio, drive up, roll down your windows and enjoy her original folk tunes. Take part in an old-fashioned cake walk in the ADRC parking lot at 12:15.

Celebrate Halloween @ the ADRC

Friday, October 30th

Costume Contest in the ADRC Parking Lot @ 2:00 p.m.
Drive-thru Trick or Treat 2:30-3:30 (All Ages Welcome)
Enjoy Beatles tunes and other hits from the era.

2020 Theme: "The 60's" . . .60 years later
Dress up in 60's threads,
or any costume of your choice.
Relish the decade of the Smiley Face!