

**Aging/ADRC Advisory Committee Meeting Minutes
December 3, 2025**

The Aging/ADRC Advisory Committee met via Teams or in person in Conference rooms A/B of the Community Services Building, 221 W. Seminary St., Richland Center.

Members present: David Scribbins, Larry Engel, Kevin Koester, Deanna Louis, Diane Cox and Linda Symons
Members absent: None
HHS Staff present: Roxanne Klubertanz-Gerber, Linda Batten and Tanya Webster
Others present: None

- 1. Call Meeting to Order: Aging/ADRC Advisory Meeting** was called to order at 1:00 p.m. by David Scribbins.
- 2. Approval of Posting and Agenda:** Larry Engel made a motion to approve the agenda; Linda Symons seconded. Motion carried.
- 3. Approval of November 5, 2025, Aging/ADRC Advisory Committee Meeting Minutes:** Larry Engel made a motion to approve the November 5, 2025, Aging/ADRC Advisory Committee meeting minutes; Deanna Louis seconded. Motion Carried
- 4. Citizen Comments:**
 - None
- 5. New Committee member letter(s) of interest:**
 - Roxanne reported that she had one person interested in the position, Jay Mueller. She said that he is very connected to the community and is on several boards.
 - Larry Engel made a motion to have Jay Mueller elected to the committee; Deanna Louis seconded. Motion carried.
- 6. Nutrition Transfer:**
 - Roxanne discussed that it is the time of year when a transfer of funds request is required for 2026. The funds (20%) would be transferred from C1 to C2 and IIIB to C2.
 - Larry Engel made a motion to approve the transfer of funds; Deanna Louis seconded. Motion carried.
- 7. Program Updates: Nutrition**
 - Tanya reminded the committee that there was a grant for Congregate revitalization in the amount of \$5000.00 which has been used for Rise n Dine at the Phoenix.
 - Tanya reported that there have been 46 participants at Rise n Dine. The average contribution was \$5.04 for September. For November's Rise n Dine the contributions averaged \$5.42. There will be another Rise n Dine in December. The comment cards that have been returned, have had positive remarks.
 - Tanya reported Sara Koenig, Elder Nutrition Program Manager from the Bureau of Aging and Disability Resources from Wisconsin Department of Health Services visited during Rise n Dine.
 - Tanya reported that Kristi Cooley, Nutrition Program Specialist from GWAAR (Greater Wisconsin Agency on Aging Resources) visited her in November and reviewed program information.
 - Tanya discussed that on November 6th, Nutrition Program staff and volunteers went to Southwest Technical College for annual training.
 - Tanya reported there are currently 65 home delivered meal drivers. Thirty are from Schreiber. There is still a need for more volunteer drivers.
- 8. Advocacy: None**
- 9. ADRC Update:**
 - Roxanne reported that the Adult Protective Services person will be out for an extended period and arrangements are in progress to meet the needs in their absence.
 - Roxanne said that if we have reservations, the bus will take people to Rotary Lights in the Park.
 - Roxanne informed the committee that there will be a POA (Power of Attorney) session this afternoon.

- Roxanne reported she is working on a setting up a meeting about homelessness in Richland County. She will put together a list of people to invite this month. She hopes to hold this meeting by March. (She sees homelessness in Richland County growing. Currently, there are not many resources for the homeless.)

10. ADRC Budget Review:

- Roxanne handed out and showed on the screen the latest budget update. All programs are looking good. She predicts that ADRC, Transportation and Nutrition will have a surplus at the end of the year.

11. Reports from Aging and Disability Organizations:

- Diane Cox reported that the Richland Center Senior Citizen group will a meeting in December to do Christmas cards.

12. Items for next meeting:

- None

13. Schedule next Committee Meeting: January 7, 2026, at 1:00 pm in person or via Teams

14. Adjourn: Kevin Koester made a motion to adjourn; Deanna Louis seconded. Meeting Adjourned.

Respectfully submitted,

Linda Batten
ADRC of Eagle Country - Richland Center Office