

June 11, 2025

David Crowley
Milwaukee County Executive
901 N 9th St Ste 306
Milwaukee, WI 53233

To Whom it May Concern;

I am writing to express my interest in serving on the Aging and Disability Resource Center board. With a deep passion for supporting individuals with disabilities and aging populations. I have respect for your mission, and I am eager to contribute my time, perspective, and skills to enhance those services of the ADRC. My interest in serving on the board stems from both personal and professional experiences. I was born with Cerebral Palsy, and I've been part of various Wisconsin disability programs since birth. Through my own challenges with the systems, I have learned how to advocate for myself. I have never let anyone tell me I can't do something if it is what I want. My life experience has given me a clear understanding of the challenges that our community faces. It is important to me that every vulnerable population has a voice. This is especially important for both aging and people with disabilities. The ADRC plays a critical role in connecting people with resources and enhancing their independence, dignity, and quality of life.

Throughout my lifetime I have helped people find that voice. This is even evident in my chosen career path. I am a Certified Advanced Practice Social Worker, who has always chosen jobs that help the disabled community. I currently work as an independent living skills coordinator at Independence First. Within that role, I coordinate and facilitate peer support groups, as well as individual skill training. I also conduct outreach to school districts and community partners, and participate in advocacy efforts at the local, state, and federal level for marginalized populations. These are all transferable skills that I can bring to the board.

As a board member I would be dedicated to upholding the values of the ADRC. Most importantly, I would listen to community members to help shape decisions that best serve our community's diverse needs. Thank you for considering my application.

Sincerely,

Andi Minster

Andi Minster Independent Living Skills Coordinator
Independence First
414-226-8197

Andrea (Andi) Minster, MSW CAPSW
Franklin, WI 53132

Professional Experience:

- **Independent Living Skills Coordinator, Independence First** *Milwaukee, WI 08/2024-current*
 - Lead youth programs on disability awareness, relationships, and leadership for individuals up to age 30.
 - Build partnerships with schools and agencies; organized events like Disability Mentoring Day and Youth Leadership Summit.
 - Track program data and provided support across departments including assistive tech and transition services.
- **School Social Work Intern, Franklin Middle and High School and Hales Corners Elementary** *12/2023-05/2024*
 - Collaborated with administration, faculty, and support staff to support students' academic success and social-emotional development through individualized interventions and school-wide initiatives.
 - Assessed student behavior and co-developed behavior support plans; contributed to special education evaluations by creating social-emotional histories.
 - Engaged students, teachers, and families using targeted strategies—such as incentive programs and relationship-building—to foster positive behavior and academic outcomes. Co-led social-emotional learning (SEL) groups focused on impulse control, peer relationships, and relational aggression;
 - promoted a positive school climate through planning and implementation of wellness initiatives.
- **Disability Support Specialist, Creative Solutions of Wisconsin** *Wales, WI 12/2020 –09/2023*
 - Managed a caseload of 30+ clients, with disabilities, and diligently advocated for their individual needs
 - Provided comprehensive support and self-advocacy training to help clients and their families navigate essential programs such as Social Security, Department of Vocational Rehabilitation, Foodshare, Medicaid, IRIS, and other long-term care resources, ensuring they receive the necessary assistance to living independently
 - Facilitated interdisciplinary team meetings, employing person-centered planning techniques to ensure a collaborative and holistic approach to addressing clients' social and emotional goals and well-being
 - Assisted clients in crafting resumes, identifying their interests, and determining the support needed to explore potential employment opportunities
- **Behavioral Health Intern, St. Coletta's** *Janesville WI 09/2019-04/2020*
 - Facilitated individual support and behavior plans for adults with disabilities to build independent living skills
 - Created and monitored a mindfulness program to enhance clients' employability.
- **Social Work Intern, School for the Blind and Visually Impaired** *Janesville, WI 09/2018-12/2018*
 - Developed and executed educational lesson plans tailored to students aged 5 to 21, focusing on enhancing their social and emotional well-being, fostering a positive learning environment
 - Established strong rapport with students and collaborated with staff, to identify resources for student's swift adaptation to social, physical, and emotional changes and stressors.
 - Delivered individualized therapeutic sessions that aligned with student's social and emotional skill goals outlined in their Individualized Education Plans (IEPs), using evidence-based practices
 - Participated in education, outreach, and advocacy efforts centered around disability - IDEA, ADA, etc

Licenses and Certifications:

Certified Advanced Practice Social Worker
School Social Work Certification

State of Wisconsin 09/2021
Wisconsin Department of Instruction 06/2024

Education:

Master of Social Work: Advanced Generalist Practice; Emphasis in Disability Studies- Clinical | University Wisconsin-Whitewater

Bachelor of Social Science: Emphasis in Social Work, Minor in Special Education | University Wisconsin-Whitewater
School Social Work Certification | University of Wisconsin-Madison



the resource for people with disabilities

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Milwaukee, WI 53233

To Whom it May Concern;

I am writing to highly recommend Andi Minster for a seat on the Milwaukee County Aging and Disability Resource Center (ADRC) Governing Board. I have worked with Andi as her department director for the last ten months and she has proven herself to be an exceptional member of our staff.

Andi has tremendous lived experience advocating for persons with disabilities and has been instrumental in bringing our services to underserved members of the community in addition to being highly influential in personally developing innovative strategies and programs for individuals with disabilities. She works well both independently, and as a member of team and has shown her ability to communicate professionally with community members and external partners to achieve the highest order of success. Andi is conscientious, compassionate and thoughtful and has demonstrated a natural aptitude for building meaningful rapport with the consumers she serves and with members of the wider community.

I have a deep professional respect for Andi and her commitment to our community and strongly believe that she would be an asset to the ADRC Governing Board. If you have any questions or if there is any additional information that I can provide please feel free to contact me at any time.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Gerald Hay', with a stylized flourish at the end.

Gerald Hay

Director of Independent Living Services
Independence First
414-226-8135