

**Trempealeau
County Aging Plan
2016-2018**

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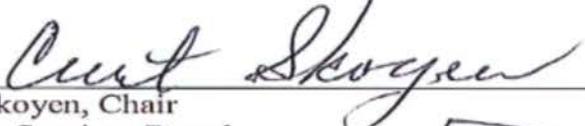
1. Verification of Intent

This plan represents the intent of the county to assure that older people have the opportunity to realize their full potential and to participate in all areas of community life.

On behalf of county, we certify that these organizations have reviewed the plan, and have authorized us to submit this plan which outlines activities to be undertaken on behalf of older people during 2016-2018.

We assure that the activities identified in this plan will be carried out to the best of the ability of the county.

We verify that all information contained in this plan is correct.

 Curt Skoyen, Chair Human Services Board	 Dick Miller, Chair Trempealeau County Board of Supervisors	11-2-15 Date	11-3-15 Date
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1. Executive Summary

The Trempealeau County 2016 – 2018 Plan on Aging was developed through survey input from the following sources:

1. ADRC Advisory Council members, of which the majority are age 60 and older and some with disabilities, and peers
2. Trempealeau County home-delivered meal recipients
3. Senior meal site attendees
4. Outreach and prevention presentation attendees
5. Businesses and medical centers
6. ADRC clients
7. Churches
8. Senior transportation clients
9. Family members and caregivers
10. Others

Their input assisted in the development of six critical issues to people age 60+ and goals for this Trempealeau County Aging Plan. We have identified and prepared a strategic implementation process for the next three years to inform, educate, assist and promote these and other programs and services available to this population.

<p>2. Organization and Structure of the County Aging Unit 3-A Overview of the Aging Unit</p>
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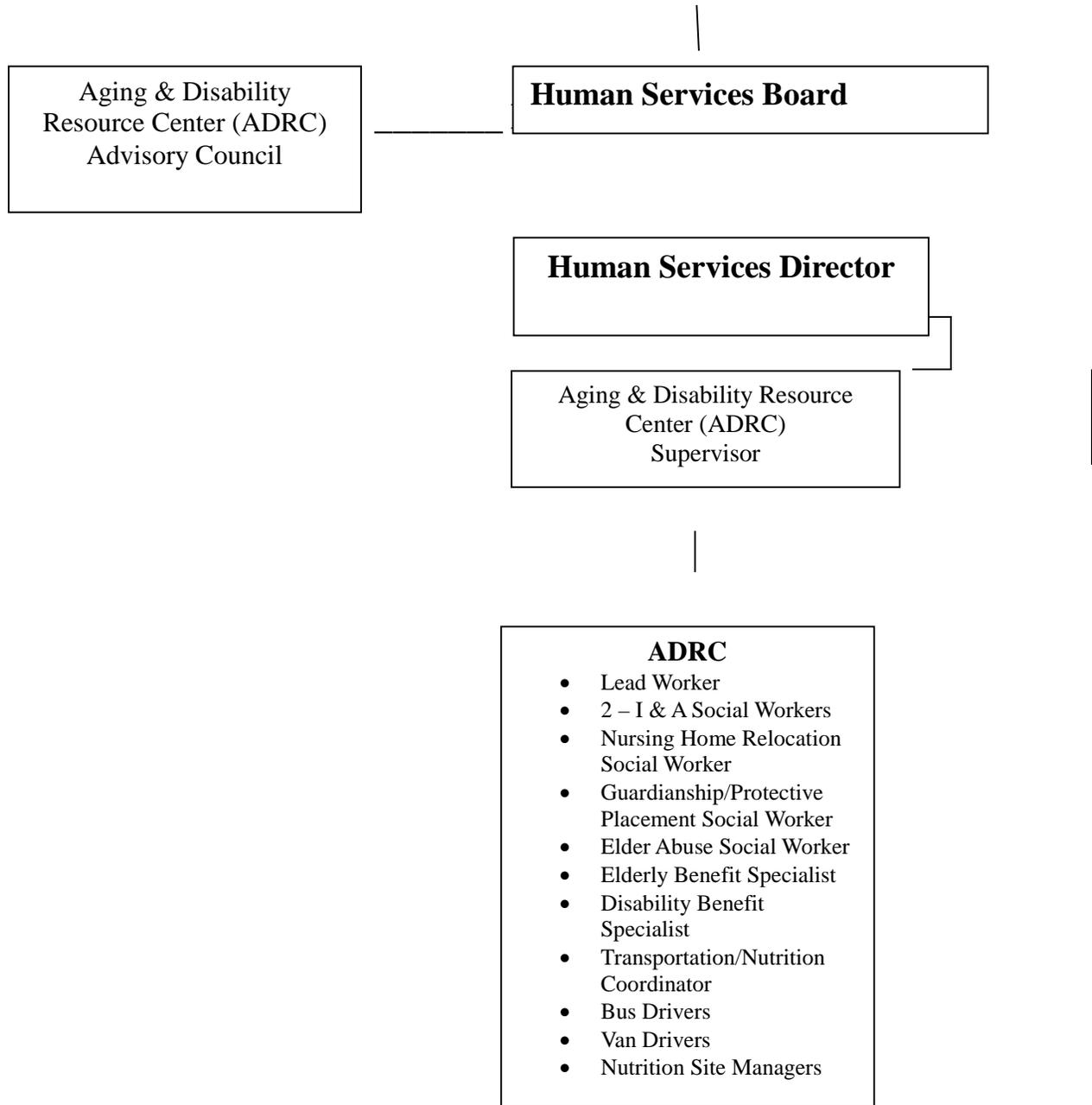
By County resolution on January 1, 2014, the ADRC of Trempealeau County and Senior Services merged to become one unit within Human Services, governed by the Human Services Board which is advised by the ADRC Advisory Council. The Advisory Council is made up of more than 50% of adults 60 years or older. The new entity is known as the ADRC of Trempealeau County. The ADRC is located on the first floor of the Trempealeau County Government Center. The ADRC's role is to advocate for the rights, interests and intellectual and physical well-being of all adults 60 years and older as well as all adults who are disabled.

Mission Statement: The mission of the Aging and Disability Resource Center of Trempealeau County is to provide quality, efficient and effective services and information to people 60 years and older or disabled adults, while advocating for the rights, dignity and preferences of the individual.

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3. Organization and Structure of the County Aging Unit
3-B Organizational Chart of the Aging Unit

Trempealeau County Board of Supervisors



3. Organization and Structure of the County Aging Unit

3-C Aging Unit Coordination with ADRCs (if applicable)

As is written in 3-A, by County resolution on January 1, 2014, the ADRC of Trempealeau County and Senior Services merged to become one unit within Human Services, governed by the Human Services Board which is advised by the ADRC Advisory Council.

**3. Organization and Structure of the County Aging Unit
3-D Statutory Requirements for Aging Units**

Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

Organization -The law permits one of three options. Which of the following permissible options has the county chosen?	Check One
1. An agency of county/tribal government with the primary purpose of administering programs for older individuals of the county/tribe.	
2. A unit, within a county/tribal department with the primary purpose of administering programs for older individuals of the county/tribe.	X
3. A private nonprofit corporation, as defined in s. 181.0103 (17).	
Organization of the Commission on Aging -The law permits one of three options. Which of the following permissible options has the county chosen?	Check One
1. For an aging unit that is described in (1) or (2) above, organized as a committee of the county board of supervisors/tribal council, composed of supervisors and, advised by an advisory committee, appointed by the county board/tribal council. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.	X
2. For an aging unit that is described in (1) or (2) above, composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
3. For an aging unit that is described in (3) above, the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
Full-Time Aging Director -The law requires that the aging unit have a full-time director as described below. Does the county have a full-time aging director as required by law?	Yes

**3. Organization and Structure of the County Aging Unit
Section 3-E Membership of the Policy-Making Body**

Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

“Members of a county/tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and no member may serve more than 2 consecutive 3-year terms. “In the case of county board/tribal council members the requirement is 3 consecutive 2-year terms.

Official Name of the Aging Unit’s Policy-Making Body (list below)			
Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Curt Skoyen	X	X	2012
Rob Reichwein		X	2010
Jeanne Nutter	X	X	2014
Richard Frey	X	X	2014
Wade Britzius	X	X	2014
Dora Jean Blaha	X		2010
Diane Schroeder	X		2013
Karen Sepich			2013

**3. Organization and Structure of the County Aging Unit
3-F Membership of the Advisory Committee**

If the aging unit has an advisory committee, listed below are the members of the advisory committee.

Chapter 46.82 of the Wisconsin Statutes requires that the membership of the aging advisory committee (where applicable) must consist of at least 50% older people, and individuals who are elected to office may not constitute 50% or more of the membership.

Official Name of the Aging Unit's Advisory Committee (list below)			
Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Jacque Hogan	X		2014 Ends12/31/16
Dora Jean Blaha	X		2015
Shirley Dahl	X		2015
Olin Fimreite	X		2015
Virginia Cisewski	X		2015
Judy Haukiness	X		2014 Ends12/31/2015
Alberta Kulas	X		2014 Ends12/31/2015
Greg Slabik			2014 Ends12/31/2015
Richard Staff	X		2014 Ends12/31/2016
Linda Schaefer	X		2014 Ends12/31/2016
William Suttie	X		2014 Ends12/31/2016
Jeanne Nutter	X	X	
Michelle Haines		X	

3. Organization and Structure of the County Aging Unit
3-G Staff of the Aging Unit

Listed below are the people employed by the county aging unit. Attach additional pages as needed.

<p>Name: Kathy Gauger Job Title: ADRC Supervisor Telephone Number/email Address: 715-538-1873, gaugerk@tremplocounty.com</p>
<p>Brief Description of Duties: Advocate on behalf of elderly. Supervise, plan, coordinate and evaluate all ADRC and Aging programs. Monitor and prepare contracts, grants and budgets. Supervise all ADRC staff.</p>
<p>Name: Carol Anderson Job Title: Transportation/Nutrition Coordinator Telephone Number/email Address: 715-538-2001, canderson@tremplocounty.com</p>
<p>Brief Description of Duties: Coordinates all transportation services. Provides sanitation safety for nutrition programs. Provides nutrition counseling, meal over-site and education.</p>
<p>Name: Rita Skroch Job Title: Elder Benefit Specialist Telephone Number/email Address: 715-538-2001, skrochr@tremplocounty.com</p>
<p>Brief Description of Duties: Assist people 60 years and older to access benefits. Provide legal rights counseling. Perform outreach and advocacy.</p>
<p>Name: Chuck Arneson Job Title: Bus Driver/Vehicle Coordinator Telephone Number/email Address/email Address: 715-538-2001, chucka@tremplocounty.com</p>
<p>Brief Description of Duties: Drives Senior Bus on Scheduled routes to LaCrosse and Eau Claire. Responsible for all maintenance and upkeep of Aging and Human Services vehicles.</p>

<p>Name: Michelle Olcott Job Title: Secretary/Receptionist Telephone Number/email Address: 715-538-2001, MichelleO@tremplounty.com</p>
<p>Brief Description of Duties: Perform receptionist duties, prepare reports, monitor all nutrition supplies, assist Supervisor and Transportation/Nutrition Coordinator as needed.</p>

<p>Name: Five Nutrition Site Managers Job Title: Telephone Number/email Address:</p>
<p>Brief Description of Duties: Prepare and/or Serve meals to meal site participants. Monitor supplies, complete required paperwork. Greet participants.</p>

<p>Name: Five Nutrition Drivers Job Title: Telephone Number/email Address:</p>
<p>Brief Description of Duties: Deliver meals to Home Delivered Meal participants.</p>

<p>Name: Job Title: Telephone Number/email Address/email Address:</p>
<p>Brief Description of Duties:</p>

<p>Name: Job Title: Telephone Number/email Address:</p>
<p>Brief Description of Duties:</p>

4. Context

Who are the current and future older persons?

Trempealeau County's aging population (age 60+) is above the state average at 21.8%. The median age is 40.8 which is also older than the state average of 38.5. Census information from **2010** indicates that more than 21 percent of people in Trempealeau County are above the **age of 60**, while the state average is 19.3 percent. Nearly 30 percent of people age 65 and older live alone while 36 percent of all households in the County have a family member over the age of 60. Sixty-three percent of households in Trempealeau County have an income below \$35,000*. (*US Bureau of the Census, Census 2010, SF1)

However, these numbers are expected to increase*. 2013 Census estimates indicate that 16.2 percent of people **age 65+** live in Trempealeau County while the state estimate is 14.8 percent.

Therefore, Trempealeau County ranks higher than the state average for current and future older persons. (*US Department of Commerce, U.S. Census population estimates 2013; factfinder.census.gov)

What needs have been identified?

(Based on survey results attached – surveys sent to meal sites, committee members, businesses/organizations, discussions with a variety of age groups, home-delivered meal recipients, churches, etc.)

- ⤴ Health Care Costs/Insurance – Ranked #1
- ⤴ Need for Senior Apartments – Ranked #2
- ⤴ Prescription costs and Need for in-home services – Tied for #3
- ⤴ Need for more Assisted Living facilities – Ranked #4
- ⤴ Financial Help for Housing – Ranked #5

How is the aging network and long-term care system organized to support older persons in the county?

The aging network and long-term care system merged January 1, 2014. All staff are located in one large office area except for the supervisor. The receptionist directs all calls to the appropriate staff member – (nutrition/home-delivered meal services; transportation; elder benefit specialist; disability benefit specialist, etc.) Staff meetings are held on a regular basis with excellent communication between employees. There is one local phone number and one local toll-free phone number, rather than prior to the merge where callers had several numbers to call for information and services. The agency has an advisory committee – the ADRC Advisory Committee – that meets monthly.

What is the role of the aging unit in long-term care?

We are a provider of nutrition and transportation services to Family Care, IRIS and other long-term care programs. We are the provider of services to people age 60 and older and adults with disabilities. We provide advocacy through the Elderly and Disability

Benefit Specialists programs, provide education through the advisory council members of federal and state issues concerning and affecting this population. We provide/participate in many Outreach activities and events in our communities on long-term care issues and educate our clients on MIPPA, health/wellness and prevention programs, monthly caregiver meetings, and more.

What is the role of the aging unit in the ADRC (if applicable)?

N/A – The ADRC and Senior Services combined as one unit, under one advisory board and commission effective January 1, 2014.

What are the critical issues/trends? What are the future implications?

The critical issues have been identified from the surveys. They include Health Care costs/Insurance/Prescription costs; Need for Senior apartments and Assisted Living Facilities; Need for in-home services; and Financial help for housing. As the baby boomers age, these needs will continue to grow. More information in the “Context”.

What are the challenges?

Many of these needs will be dependent on state/federal and private funding sources in order to expand housing options. It will be imperative to expand healthy aging and prevention programs and in-home care and volunteer services so people will be able to stay in their homes safely as they age. Affordability for those on fixed incomes to pay for and receive quality health care and medications/dental/vision/hearing needs will be a challenge to many.

What are the resources and partnerships?

Senior housing and assisted living facilities are available but in the future will be in short supply in Trempealeau County. The Housing Authority of Trempealeau County and Western Dairyland, along with the Trempealeau County Health Care Center all work together with the Trempealeau County ADRC to provide information and financial assistance to those seeking senior and disabled housing services. One person who filled out the survey responded with an excellent idea...*“We need boarding houses for people who can take care of themselves. They would pay for board/room for one price so people don’t have to surrender all of their money”.*

The ADRC sponsors and promotes several prevention programs each year to encourage seniors to stay healthy, prevent falls, remain active and enjoy healthy aging. These are evidence-based programs and include Stepping On and Living Well with Chronic Conditions. We also help sponsor a monthly Caregiver Support program for those caring for a loved one at home and the Family Caregiver Support Program in collaboration with U.W. Extension Office. All of these programs provide support for people to remain in their homes.

Through grant money for the MIPPA program, the ADRC Elderly Benefit Specialist is able for two years to expand programs/outreach events in communities to help seniors understand all the Medicare Savings Programs, Senior Care and Medicaid services available. The Disability Benefit Specialist also provides options and information for

adults with disabilities and both are strong advocates to help cut through the 'red tape' that sometimes occurs for housing and adaptive equipment needs.

In Conclusion:

Trempealeau County's aging population is above the state average and projections/demographics indicate the aging population will increase. There are many services available to assist people with nutritional programs (meal sites/home-delivered meals); transportation to doctors' appointments, shopping, socialization, etc. These were critical issues that were addressed and successful goals met from the 2013-2015 Aging Plan.

Our survey results for the 2016-2018 Aging Plan now address other issues explained in this context plan. The ADRC received nearly 1,500 in 2014 and continues to increase. For this aging plan, the critical issues will be focused on care so people can remain in their homes safely as they age through healthy living, exercise and prevention programs, caregiver support; encouraging the building/expansion of senior apartments and assisted living facilities and expanding our MIPPA resources for more people to enroll in Medicare Savings Plans and other medical health care programs to offset the high cost of prescriptions and insurance programs.

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5. Public Involvement in County Aging Plan

From the beginning of 2015, the ADRC Advisory Council as well as the Human Services Board (Aging Commission) has been kept apprised of the 3 Year Aging Plan process and progress. In March, the ADRC Advisory Council (AAC) was given a list of talking points. Members were encouraged to talk to as many people as possible to discuss the talking points. They were asked to come back to the April meeting with information gathered from the talking points.

Questions for ADRC Council Members To Use When Gathering Information for 2016-2018 Aging Plan

What are some of the most challenging problems for older people?

What services, living arrangements or other supports for older people are either not available or in short supply?

Are you familiar with aging services with the Aging and Disability Resource Center?

Are you familiar with the Senior Dining sites, home delivered meals, volunteer drivers program or bus service offered by the ADRC?

If so, how do you feel people have benefited by these programs?

Do you have any ideas about how to “stretch” the public dollar to help more people?

A discussion was held at the April AAC meeting. Members shared all the information that they gathered the month before. They met with people at meal sites, church, social organizations. They spoke to friends and relatives. All of the issues that were gathered were recorded on a whiteboard at the meeting. The issues were used to develop a survey that would help identify critical areas of concern. Surveys were developed. Surveys were distributed to meal sites, home delivered meal participants, clinics, hospitals, grocery stores and other areas Seniors frequented. The survey is as follows with the results:

Trempealeau County Plan on Aging Survey/Needs Assessment For Citizens Age 60 & Older

Please complete this survey and return to your meal delivery driver. Your survey is very important to us. It will help guide the ADRC in developing its 3 year Aging Plan.

Please rate on a scale of 1-5 (**5 being most important**) areas you feel are challenging and most important **to the needs of people age 60 & older** in Trempealeau County

<u>TRANSPORTATION</u> (for seniors & people with disabilities)	
Lack of handicapped accessible transportation	321
Lack of transportation available night/weekends	275
Parking issues, difficulty shopping	286
Other/Comments _____	
<hr/>	
<u>NUTRITION</u>	
Lack of proper nutrition	277
Lack of monetary resources to buy groceries	301
Meal site locations	273
Other/Comments _____	
<hr/>	
<u>SOCIALIZATION</u>	
Lack of Community Senior Centers/activities	316
Feeling isolated, loneliness	307
Other/Comments _____	
<hr/>	
<u>HEALTH ISSUES</u>	
Dementia Care	320
Health Care Costs/Insurance	395#1
Prescription Costs	339#3
Mobility/Stairways	295
Eyesight/Hearing	280
Other/Comments _____	
<hr/>	
<u>HOUSING</u>	
Need for Senior Apts.	346#2
Financial Help for Housing	326#5
Need for more Assisted Living	337#4
Other/Comments _____	
<hr/>	
<u>SERVICES</u>	
Need for in home services	339#3
Need for Adult Day Care	307
Need for Caregiver Support	298
Other/Comments _____	
<hr/>	

Some comments:

Transportation:

"Some seniors can't drive so they need transportation for Dr. appts."

Nutrition:

"Meal sites help for the seniors who don't make a big meal"

"Some two days – Tues, Thurs"

"Stores should give a break on store prices to seniors. Groceries awfully high, never dropped when when fuel dropped"

Socialization:

"Senior Centers help seniors to get over loneliness"

"We make our own fun"

"Enjoy meals & especially playing dice with friends after for 1 hr."

Health Issues:

"Having macular degenerative eye disease – dry eye I'll need a plan if or when I go blind. Any ideas?"

Housing:

"Need for boarding houses for people who can take care of themselves.

Board/room for a price so people don't have to surrender all their money"

"Very good area"

Services:

"I think a call chain is good in each town to check on people to make sure everyone is up and ready for the day."

"Some of these home care workers that come to houses do not do much work while there. Maybe need a supervisor checking on them more."

After the results were tallied Goals in each of the target areas were developed.

Minutes of all pertinent Council, Board Meetings (Aging Plan information highlighted in yellow) and Public Hearing follows.

Trempealeau County
Aging and Disability Resource Center Advisory Council
Meeting Minutes

1. Meeting called to order by Virginia Cisewski at 10:10 a.m., in the Tremplo Room at the Government Center on March 10, 2015. _____

2. Notice was posted according to open meeting law requirements.

3. **MOTION:** Adopt March 10, 2015, agenda as (printed).
(Jeanne Nutter / Dora Jean Blaha): **PASSED.**

4. Brief review of the December 2, 2014, meeting.

5. **MOTION:** Adopt minutes of the December 2, 2014, meeting as (printed).
(Jeanne Nutter / Olin Fimreite): **PASSED.**

6. **Satisfaction Surveys**

Satisfaction Surveys are sent out monthly to those contacting the ADRC for assistance. Shelly Rue reported on the 2014 Satisfaction Surveys results; copies were handed out to the council members. (See attached.) Kathy Gauger noted that for 2014, ADRC was very short-staffed for at least 3 months; during that time, intake was staffed by a temporary employee. Follow-up with clients as necessary is one of the areas where ADRC could improve. Quality Project might include additional follow-ups.

Jeanne Nutter suggested sending a copy of the 2014 Satisfaction Survey comments to both Kathleen Vinehout State Senator, and Chris Danou State Representative.

7. **2016-2018 Aging Plan – Talking Points - Questionnaire**

Kathy Gauger told the committee that it is time to prepare the 2016-2018, three-year plan. Committee members were given a list of talking points to help them initiate discussion when meeting with seniors throughout the community. They were to keep notes and bring back ideas to the next Advisory Council meeting. These talking points will help us develop a survey that we sent out to the public 60 years and older that will assist the ADRC in setting priorities and goals;

8. **Marketing Report – Patty Hopkins**

Patty spoke of the 2014 Marketing Accomplishments; she handed out a copy of these accomplishments to the council. (See attached.) An area ADRC can focus on in the future is outreach.

ADRC television ads showing in the Eau Claire/La Crosse viewing areas have been paid for by the State.

Patty has been involved with marketing/advertising for the ADRC since 2000.

9. **ADRC Supervisor Report – No Action Will Be Taken**

Kathy handed out the 2014 ADRC by the Numbers report. (See attached.)

Kathy also explained the proposed 2015-2017 Governor's Budget and the proposed changes related to ADRC. (See attached.)

10. **Community Forum – Share concerns, information and announcements. No Action Will Be Taken**

Rita Skroch, Elder Benefit Specialist, has been giving Medicare presentations at the county congregate meal sites. Other presentations are planned for the month of May at the Galesville, Osseo and Trempealeau libraries.

11. **Set Next Meeting Date**

The next meeting will be held April 7, 2015, at 10:00 a.m. in the Tremple Room, at the Trempealeau County Government Center.

Adjourn

Respectfully submitted,

Michelle Olcott
ADRC/Senior Services Secretary

Trempealeau County
Aging and Disability Resource Center Advisory Council
Meeting Minutes

1. Meeting called to order by Jacque Hogan at 10:05 a.m., in the Tremple Room at the Government Center on April 7, 2015. _____

3. Notice was posted according to open meeting law requirements.

3. **MOTION:** Adopt April 7, 2015, agenda as (printed).
(Linda Schaefer / Richard Staff): **PASSED.**

4. Brief review of the March 10, 2015, meeting.

5. **MOTION:** Adopt minutes of the March 10, 2015, meeting as (printed).
(Bill Suttie / Olin Fimreite): **PASSED.**

6. Shelly Rue – I & A Numbers

No report given.

7. Review Aging Plan Talking Points Results-

Following are results that were obtained when council members spoke with other Seniors:

A. What are some of the most challenging problems for older people?

1. Insurance
2. Loneliness – isolation
3. Transportation
4. Mobility, walking (remove throw rugs)
5. Parking & stairways
6. Eyesight
7. Hearing
8. Shopping, able to get there
9. Income
10. Computer savvy, technology
11. Health care costs

B. What services, living arrangements or other supports for older people are either not available or in short supply?

1. Senior apartments – buildings are aging
2. Laundry facilities in each apartment
3. Assisted living
4. In-home care, Gemini Cares is closing
5. Taxi
6. Caregiver support
7. Adult daycare

C. Are you familiar with aging services with the Aging and Disability Resource Center?

1. The State had funding available for publicity, generic ads on television.
- D. Are you familiar with the Senior Dining sites, home delivered meals, volunteer drivers program or bus service offered by the ADRC?
 1. Transportation marketing
 2. Congregate meal sites
 3. Local van service for shopping
 4. Senior bus to Eau Claire needs more ridership; perhaps a press release or planning an event to Eau Claire might raise awareness of the bus service.
- E. If so, how do you feel people have benefited by these programs?
 1. Better nutrition
 2. Socialization
 3. Being able to get to medical appointments
- F. Do you have any ideas about how to “stretch” the public collar to help more people?
 1. Recruit more volunteers, marketing is needed
 2. Utilize RSVP, Retired Senior Volunteer Program

8. ADRC Supervisor Report – No Action Will Be Taken

Kathy reiterated information about the Governor’s proposed budget plan.

A listening session with State Senator Kathleen Vinehout and State Representative Chris Danou will be held in Whitehall, Thursday, April 9th; Kathy plans to attend.

Patty Hopkins noted that May is ‘Older Americans Month’. 30-second PSAs will be aired on WHTL. Patty would like to have volunteers from the advisory council record these PSAs.

Rita Skroch, Elder Benefit Specialist, will be conducting meetings at the Galesville Library on May 11th; the Osseo Library on May 20th; and the Trempealeau Library on May 21st. At these meetings she will help community members learn ways to reduce their Medicare costs.

9. Community Forum – Share concerns, information and announcements. No Action Will Be Taken

10. Set Next Meeting Date

The next meeting will be held May 5th, 2015, at 10:00 a.m. in the Tremple Room, at the Trempealeau County Government Center.

Adjourn.

Respectfully submitted,

Michelle Olcott
ADRC Secretary

Trempealeau County
Aging and Disability Resource Center Advisory Council
Meeting Minutes

1. Meeting called to order by Jacque Hogan at 10:04 a.m., in the Trempleo Room at the Government Center on May 5, 2015. _____

4. Notice was posted according to open meeting law requirements.

3. **MOTION:** Adopt May 5, 2015, agenda as (printed).
(Jeanne Nutter / Richard Staff): **PASSED.**

4. Brief review of the April 7, 2015, meeting.

5. **MOTION:** Adopt minutes of the April 7, 2015, meeting as (printed).
(Judy Haukeness / Shirley Dahl): **PASSED.**

6. Nutrition Assessment – Kathy Gauger

Kathy introduced new employee Erin Hillesheim, Behavioral Health Services Supervisor. Erin spoke of her past employment in Monroe County Human Services, and explained her new duties here in Trempealeau County.

The Nutrition Assessment which was scheduled for the month of April was cancelled and has been rescheduled for June 30, 2015. Reports on this meeting will be shared with this council at the August meeting.

7. I & A Report – Shelly Rue

Shelly handed out and explained the I & A report for 2014 to the council. (see attached)

8. **3-Year Plan – Kathy Gauger**

Survey was developed from the talking points that were discussed at the last meeting.

Kathy handed out a survey to the council to give to members of the community 60 years of age and older. This survey will be used to determine the priorities that will help develop the 3-year plan.

Surveys will also be available at the congregate meal sites, and distributed to our home delivered meal participants. Volunteer drivers may also be asked to hand these surveys out to their clients, and surveys may also be sent to Western Wisconsin Cares and Care Wisconsin.

Goals for the 3 year aging plan will address the following six areas:

- a. Involve older people in the planning process
- b. Nutrition
- c. Support services for caregivers, burnout of caregivers may lead to more nursing home admissions
- d. Services for dementia
- e. Prevention programs
- f. Local priorities

Next year's budget will be a challenge. The Blair congregate meal site has been very well received; but the program may need extra county dollars to cover the meal costs above the suggestion donation amount.

9. ADRC Supervisor Report – No Action Will Be Taken

May is ADRC and Older Americans Month. ADRC will hold an open house at the Government Center on May 27th from 2:30 – 4:30. Kathleen Vinehout will attend and be available to talk to the public. This event will be publicized in the local paper, shoppers, and on WHTL radio. Special invitations will also be sent out to individuals and agencies.

ADRC will have various tables set up for the open house in the hallway on the first floor as well as other displays from the Trempealeau Co. Health Care Center – building plans; UW- Extension; Trempealeau Co. Housing Authority; Trempealeau Co. Veteran's Office; Human Services Programs; Church Street Community Club; and Trempealeau Co. Health Department.

Kathy handed out ADRC by the numbers comparing January/March 2015 with the same time period last year (see attached).

Stephanie Paulson, Disability Benefit Specialist, will be leaving to move to Texas with her family. Stephanie's last day will be May 21st, 2015.

10. Community Forum – Share concerns, information and announcements. No Action Will Be Taken

Rochester-based International Quality Homecare will be replacing Gemini in our area and should be retaining the current Gemini employees. These employees include our SET/Reach drivers and our volunteer driver program scheduler.

Two of the four buses we are receiving this year have been delivered. The other two buses should be here sometime this fall.

11. Set Next Meeting Date

The next meeting will be held June 2, 2015, at 10:00 a.m. in the Trempealeau Room, at the Trempealeau County Government Center.

Adjourn

Respectfully submitted,

Michelle Olcott
ADRC/Senior Services Secretary

Trempealeau County
Aging and Disability Resource Center Advisory Council
June 2, 2015, Meeting Minutes

1. Meeting called to order by Jacque Hogan at 10:03 a.m., in the Trempleo Room at the Government Center on June 2, 2015. _____

5. Notice was posted according to open meeting law requirements.

3. **MOTION:** Adopt June 2, 2015, agenda as (printed).
(Jeanne Nutter / Judy Haukeness): **PASSED.**

4. Brief review of the May 5, 2015, meeting.

5. **MOTION:** Adopt minutes of the May 5, 2015, meeting as (printed).
(Richard Staff / Shirley Dahl): **PASSED.**

6. Elder Benefit Specialist Presentation – Rita Skroch

Rita Skroch handed out Medicare information from GWAAR (see attached) to the Council members. Her explanation of some of these services was very informative and helpful. Rita also explained some other services she can help seniors with including help with Homestead Tax Credit, applying for Medicare Part D, and help with filling out other applications and forms.

7. Aging 3-year Plan – Kathy Gauger

Kathy spoke about the next 3-year plan; 121 surveys have been returned so far. The goals will be written to reflect the critical areas that are identified in these surveys. The advisory council will need to approve the plan draft prior to submittal. The approved draft will then go to the Human Services board for approval. The 3-year plan draft to GWAAR is due by September 1, 2015. Once the draft has been received, GWAAR has one month to review it; the final copy is due November 16, 2015. All should attend this meeting, a public hearing will need to be held also.

Kathy handed out 3-year plan goals target areas (see attached); she will share these goals at the ADRC Advisory Council's August meeting.

8. Report on the ADRC Open House

The ADRC held its Open House in May, 2015; 70-75 people attended. Kathy would like to thank the ADRC staff and the many other agencies involved with setting up displays, etc. Kathleen Vinehout attended and was available to listen to and discuss issues with the public.

9. Request Assistance with Nutrition Site Evaluation

Each year the congregate meal sites should be assessed; Kathy asked for volunteers from this council to attend and evaluate a site. Three volunteers are needed to evaluate Rainbow Restaurant in Blair, Brookside in Whitehall, and Sacred Heart in Pine Creek / Dodge.

The Trempealeau County Housing Authority ran an ad promoting our congregate meal sites.

10. ADRC Supervisor Report – No Action Will Be Taken

Kathy informed the Council that Stephanie Paulson, Disability Benefit Specialist, will be leaving her position, to move to Texas with her husband who will be employed there. Interviews will be held soon to fill this vacant position; it is hoped the new person can start before Stephanie leaves. DBS works with those 18 years of age through 59. The Elder Benefit Specialist helps those 60 and older.

The 53.10 grant is also due. Two more vehicles will be delivered to ADRC this fall, and we will still need two additional smaller vehicles.

Patty Hopkins was thanked for all of her hard work these past 15 years; she will be moving soon to Florida. Patty said that there are several templates in place for various programs and schedules.

11. Community Forum – Share concerns, information and announcements. No Action Will Be Taken

No new concerns.

12. Set Next Meeting Date

The next meeting will be held August 4, 2015, at 10:00 a.m. in the Trempleo Room, at the Trempealeau County Government Center.

Adjourn

Respectfully submitted,

Michelle Olcott
ADRC Secretary

Notice of the Public Hearing was published in two county publications – The Trempealeau County Times (designated county newspaper) and the Arrow Shopper, as shopper that reaches all of Trempealeau County during the weeks of July 6, 2015 and July 13, 2015. It was also run on our local county cable station beginning on July 10, 2015 – July 29, 2015 which has a very high viewership of people over 60.. Notices were posted throughout Trempealeau County including all nutrition sites.

NOTICE OF PUBLIC HEARING

There will be a Public Hearing to review the plans and objectives of the Trempealeau County Plan on Aging for 2016-2018 (Title III, Older Americans Act) for Trempealeau County on Thursday, July 30, 10 a.m., in the Packer Room at the Trempealeau County Government Center, 36245 Main Street, Whitehall, Wisconsin.

The county plan application may be obtained at the Aging and Disability Resource Center of Trempealeau County, 36245 Main Street, Whitehall, Wisconsin.

Persons unable to attend the hearing and wishing to submit comments in advance may do so by mailing their comments prior to the hearing to:

ADRC of Trempealeau County

P.O. Box 67
Whitehall, WI 54773

The application will be available for public inspection prior to the hearing at the above address.

Persons with disabilities, which require special accommodations, wishing to attend the hearing should contact the above agency prior to July 30, 2015. The location of the hearing is accessible to persons with disabilities.

For more information, call Kathy Gauger, ADRC supervisor, at 715-538-2001.

WNAXLP

The Public Hearing was held at 10:00 am on July 30, 2015 in the Packer Room of the Trempealeau County Government Center. There were five people in attendance. A review of the plan was presented. There was one correction noted and that was made to the plan.

Trempealeau County

Aging and Disability Resource Center Advisory Council
August 4, 2015, Meeting Minutes

1. Meeting called to order by Jacque Hogan at 10:01 a.m. in the Tremple Room at the Government Center on August 4, 2015. _____
6. Notice was posted according to open meeting law requirements.
3. **MOTION:** Adopt August 4, 2015, agenda as (printed).
(Judy Haukeness/Shirley Dahl): **PASSED.**
4. Brief review of the June 2, 2015, meeting.
5. **MOTION:** Adopt minutes of the June 2, 2015, meeting as (printed).
(Linda Schaefer/Richard Staff): **PASSED.**
6. Introduce Carie Prudlick, new Disability Benefit Specialist

Carie, Disability Benefit Specialist was introduced to this Council. Carie receives training for this position out of Madison; her County Supervisor is Kathy Gauger. The position of Disability Benefit Specialist is funded through ADRC.
7. State Report on DBS Monetary Impact

Kathy handed out the Disability Benefit Specialist Program 2014 Summary Report (see attached) to this Council. DBS makes a positive economic impact helping people access insurance and other programs they are eligible for.
8. Budget Issues

Budget issues are always a concern. Kathy handed out Survival Coalition of Wisconsin Disability Organizations report (see attached) explaining the upcoming changes with Family Care and IRIS.
9. Review and Approval of 3-Year Aging Plan

Kathy thanked the Council for all of the surveys that were returned. The biggest concern of seniors was health care and insurance costs. Also mentioned was the need of senior housing and in-home services for seniors. Kathy distributed summaries of the 2016-2018 Aging Plan. She reviewed the plan with the council and asked for any questions or concerns.

MOTION: To approve the 3-Year Aging Plan
(Jacque Hogan/Jeanne Nutter): **PASSED.**

10. ADRC Supervisor Report – No Action Will Be Taken

Kathy spoke highly of the Arcadia Food Pantry and discussed the possibility of using the Senior Bus occasionally to transport people there.

A new Senior Center is being built where the old City Center was. It is hoped construction of the Senior Center will be completed next year. The Center will have a Community Room and Exercise Center.

Kathy mentioned the next *'Stepping On - Learn to Prevent Falls'* workshop will be held beginning at 9:30 a.m., on Tuesdays, beginning September 29th, through November 10th, at the Independence State Bank.

Trempealeau County Health Department will be hosting *'Living Well with Chronic Conditions'* September 9th – Oct 14th, 1-3:30 p.m., at Gundersen Tri-County Senior Living Conference Room in Whitehall.

53.10 Transportation Grant application for two mini-vans is due August 31, 2015. This grant will be used to purchase vehicles used for home delivered meals, local shopping transportation and for the Reach Route in Eau Claire.

11. Community Forum – Share concerns, information and announcements. No Action Will Be Taken

Linda Schaefer spoke of transporting a local woman who mentioned that she was very lonely. It was suggested that perhaps this woman might consider attending the congregate meal at Brookside for fellowship.

Richard Staff noted that there is more assisted living housing in Osseo. A new facility is located close to the implement dealer.

12. Set Next Meeting Date

The next meeting will be held September 1st, 2015, at 10:00 a.m. in the Tremplon Room, at the Trempealeau County Government Center.

Adjourn

Respectfully submitted,

Michelle Olcott
ADRC Secretary

Trempealeau County Human Services Board Meeting

Meeting called to order by Curtis Skoyen at 4:05 p.m. in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Tuesday, August 11, 2015.

Board Members Present: Diane Schroeder, Jeanne Nutter, Wade Britzius, Curtis Skoyen,
Dora Jean Blaha, Karen Sepich, Richard Frey

Staff Present: Deb Suchla, Melissa Jenneman, Judy Fredrickson, Erin Hilleshiem, Mary Manka

Notice was posted according to open meeting law requirements.

Adoption of Agenda – Motion by Mr. Britzius to adopt the presented agenda; **seconded** by Ms. Blaha. **Motion carried.**

Minutes of Prior Human Services Board Meeting – Motion by Ms. Nutter to accept the minutes from the July 6, 2015 meeting; **seconded** by Ms. Schroeder. **Motion carried.**

Public Comments – None

6. 2016 Budget Presentation and Approval

Human Services and Human Services-Aging budget summary sheets were handed out. Ms. Suchla touched on the following:

- Wage adjustments for ongoing staff based on 2014 wage study as well as Aging of the pay plan
- Home Delivered Nutrition Program has seen a lot of growth and needs \$73,356 more for 2016. Staff provided list of options with a recommendation to use Reserves for half of the overage and request additional levy for the other half. In addition a work group would be convened to work on sustainability for the future
- Children's placement costs are up
- Behavioral Health placement costs are down – partially in anticipation of the CCS services
- A separate project request asks for two CCS Social Worker positions
- There are no 2016 changes with the State Budget. However, changes in Family Care will likely have a negative effect on the 2017 county budget

Motion by Mr. Frey to approve the budget as presented, including the two new positions (CCS Program); **seconded** by Ms. Nutter. **Motion carried.**

7. Approve 3 Year Aging Plan

Ms. Suchla presented the 3 Year Aging Plan in Ms. Gauger's absence. Surveys had been mailed to consumers; a committee prioritized the responses and drafted goals. Meal sites were visited and evaluated. Discussion followed. **Motion** by Ms. Nutter to approve the 3 Year Aging Plan; **seconded** by Ms. Blaha. **Motion carried.**

8. Approve 53.10 Application

Ms. Suchla also presented the 53.10 Application in Ms. Gauger's absence. Human Services is requesting two vans: one van for the REACH route and one to replace the nutrition/in-town travel van. Discussion followed. **Motion** by Mr. Frey to approve the 53.10 Application; **seconded** by Ms. Nutter. **Motion carried.**

9. Approve Mobile Crisis Grant Application

Need approval from the Human Services Board to apply for start-up funds to do a mobile crisis program. After some discussion **Mr. Frey** made a **motion** to approve the Mobile Crisis Grant Application; **seconded** by Ms. Nutter. **Motion carried.**

10. Approve Non-MA Services Policy (CCS & CSP)

Ms. Suchla distributed a copy of an Enrollment of Non-MA Consumers into CSP and/or CCS policy. We currently do not have a policy in place. Ms. Suchla explained the process. CSP and clients that are not on Medical Assistance are costing us money. Insurance does not pay for these services. After more discussion, a **motion** was made by Mr. Britzius to refine the policy and bring it back to this Board; **seconded** by Ms. Nutter. **Motion carried.**

11. Request to Replace Department Cars

A Project Initiation Form was handed out requesting approval from the Board to sell the Crown Vic and replace the three Ford Fusions with new vehicles. We are asking for monies from the General Fund to purchase these four new vehicles. **Motion** by Mr. Frey to purchase four new vehicles; **seconded** by Ms. Blaha. **Motion carried.**

12. Audit Update

A summary of the audit was distributed and discussed. It went remarkably well.

13. Financial Reports

Handouts were distributed with projections through June 2015. We are doing well and continuing to find ways to save money.

14. Meeting adjourned at 5:43 p.m. The next meeting will be Tuesday, September 8 at 4:00 p.m.

Respectfully Submitted,

Rob Reichwein
Secretary

6. Goals for the Plan Period

6-A. Involvement of Older People in Aging-Related Program Development and Planning

2016 – The ADRC will collaborate the University Extension Office to host one afternoon seminar by May 31 during Older Americans Month on the methods of operation and various systems of county government in an effort to enhance involvement, address aging issues, and answer specific questions of older people. This seminar will also be taped by the local community TV cable station and aired throughout the remainder of the year when available.

2017 – The ADRC will hold one Senior Awareness Day by May 31 during Older Americans Month that will include motivational speakers, films and personal presentations to inspire and help direct self-advocacy by seniors in an effort to encourage seniors to become more proactive with issues that pertain to long-term care.

2018 – Collaborate with the local Technical College and/or Internet Cooperative to offer one basics of computer class for seniors by May 31 during Older Americans Month to help them understand and perform online programs and applications for Medicare, Insurance and other areas of interest.

6-B. Elder Nutrition Program

2016 – Form one committee of seniors to develop a revitalization project for the congregate meal program by March 31 during National Nutrition Month to provide input on how to increase participation at the Whitehall Brookside Dining site.

2017 – Record one 30 minute television program by March 31 during National Nutrition Month and aired throughout the year on the local cable community channel, which has a high viewership of older adults, featuring our dietitian that will offer information, nutrition education programs, and recipes for seniors to encourage healthy eating.

2018 – By November 30, develop one monthly activity at two nutrition sites that will encourage socialization among participants and encourage healthy eating. At this time there is only bingo offered at Brookside.

6-C. Services in Support of Caregivers

2016 – Assist the Church Street Community Club monthly Caregiver Support Group with newspaper and radio advertising by April 30 and November 30 (National Family Caregiver Month), and promotional information to churches/pastors and clinics in order to increase attendance by 50% and bring awareness to the program and needs of caregivers.

2017 – Provide three speaking venues for the Alzheimer's Association to present information, education, and support to caregivers, family members and friends. People would be encouraged to become involved with online support and message boards provided by the Association. These presentations will also be taped on the local cable TV channel and aired/promoted throughout the year for people who would be unable to attend due to caregiving responsibilities.

2018 – Develop one brochure by January 31 that features ideas on how friends and family members can assist caregivers. This brochure will also be downloaded on the ADRC website with links to a variety of caregiver resources and online support groups.

6-D. - Services to People with Dementia

2016 – Increase community awareness by developing one resource guide by November 30th, for family, friends and caregivers on services and resources available in Trempealeau/surrounding counties and national associations. This guide will also be available to clinics/physicians. We will educate social workers at the clinics so that they are able to educate the providers as to the usability of the brochures.

2017 – Develop one dedicated area on the ADRC website by January 31 that would address issues facing people with dementia and their families as well as resources available. Will provide one link to open the resource guide developed in 2016 on the ADRC website. Marketing such as advertising and press releases will publicize the website.

2018 – Provide three training programs including speakers from the Alzheimer's Association, physicians, and caregiver support organizations by February 28, May 31 and October 31 for all Trempealeau County employees and volunteers on how to recognize the signs of dementia, how to communicate effectively with people with dementia and caregivers and how/when to locate resources for assistance.

6-E. Healthy Aging – Prevention

2016 – 2018 –

The ADRC will sponsor one “Stepping On” evidence-based Fall Prevention series of workshops in collaboration with Trempealeau County Health Care Center and/or Mayo Clinic by December 31st of each year.

2016 – 2018 –The ADRC will sponsor one “Living Well with Chronic Conditions” evidence-based series of workshops in collaboration with the Trempealeau County Public Health department by December 31st of each year.

2016 – By November 30, one committee of older adults will be formed as an ad hoc committee of the ADRC Advisory Board that will research areas of additional prevention programs that directly apply to the needs of Trempealeau County seniors to promote healthy aging.

6-F. - Local Priorities

2016 – As described in Section 4 Context, and survey results indicating the need for more housing options, the ADRC will develop one Housing Guide by July 30th, that provides housing resources for seniors in Trempealeau County so those seniors needing affordable housing will have a resource available to them.

2017 – As critical issues and survey results indicated a lack of monetary resources available for seniors to purchase groceries, the ADRC will initiate monthly bus service to the Arcadia Food Pantry by June 30th.

2018 – By December 31st, the ADRC will meet with representatives from the new (available 2018 upon completion) Senior Center in the Whitehall Life Center to collaborate on how the ADRC can assist seniors who attend and participate in the many activities planned.

8. Budget

9. Compliance with Federal and State Laws and Regulations

On behalf of the county, we certify

Aging and Disability Resource Center of Trempealeau County

has reviewed the appendix to the county plan entitled Assurances of Compliance with Federal and State Laws and Regulations for 2016-2018. We assure that the activities identified in this plan will be carried out to the best of the ability of the tribe in compliance with the federal and state laws and regulations listed in the Assurances of Compliance with Federal and State Laws and Regulations for 2016-2018.

Curt Skoyen, Chair
Human Services Board

Date

Dick Miller, Chair
Trempealeau County Board of Supervisors

Date

10. Assurances

The applicant certifies compliance with the following regulations:

1. Legal Authority of the Applicant

- The applicant must possess legal authority to apply for the grant.
- A resolution, motion or similar action must be duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein.
- This resolution, motion or similar action must direct and authorize the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. Outreach, Training, Coordination & Public Information

- The applicant must assure that outreach activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that each service provider trains and uses elderly persons and other volunteers and paid personnel as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that each service provider coordinates with other service providers, including senior centers and the nutrition program, in the planning and service area as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that public information activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources designated area agency on aging.

3. Preference for Older People with Greatest Social and Economic Need

The applicant must assure that all service providers follow priorities set by the Bureau of Aging and Disability Resources designated area agency on aging for serving older people with greatest social and economic need.

4. Advisory Role to Service Providers of Older Persons

The applicant must assure that each service provider utilizes procedures for obtaining the views of participants about the services they receive.

5. Contributions for Services

- The applicant shall assure that agencies providing services supported with Older Americans Act and state aging funds shall give older adults a free and voluntary

opportunity to contribute to the costs of services consistent with the Older Americans Act regulations.

- Each older recipient shall determine what he/she is able to contribute toward the cost of the service. No older adult shall be denied a service because he/she will not or cannot contribute to the cost of such service.
- The applicant shall provide that the methods of receiving contributions from individuals by the agencies providing services under the county/tribal plan shall be handled in a manner that assures the confidentiality of the individual's contributions.
- The applicant must assure that each service provider establishes appropriate procedures to safeguard and account for all contributions.
- The applicant must assure that each service provider considers and reports the contributions made by older people as program income. All program income must be used to expand the size or scope of the funded program that generated the income. Nutrition service providers must use all contributions to expand the nutrition services. Program income must be spent within the contract period that it is generated.

6. Confidentiality

- The applicant shall ensure that no information about, or obtained from an individual and in possession of an agency providing services to such individual under the county/tribal or area plan, shall be disclosed in a form identifiable with the individual, unless the individual provides his/her written informed consent to such disclosure.
- Lists of older adults compiled in establishing and maintaining information and referral sources shall be used solely for the purpose of providing social services and only with the informed consent of each person on the list.
- In order that the privacy of each participant in aging programs is in no way abridged, the confidentiality of all participant data gathered and maintained by the State Agency, the Area Agency, the county or tribal aging agency, and any other agency, organization, or individual providing services under the State, area, county, or tribal plan, shall be safeguarded by specific policies.
- Each participant from whom personal information is obtained shall be made aware of his or her rights to:
 - (a) Have full access to any information about one's self which is being kept on file;
 - (b) Be informed about the uses made of the information about him or her, including the identity of all persons and agencies involved and any known consequences for providing such data; and,
 - (c) Be able to contest the accuracy, completeness, pertinence, and necessity of information being retained about one's self and be assured that such information, when incorrect, will be corrected or amended on request.
- All information gathered and maintained on participants under the area, county or tribal plan shall be accurate, complete, and timely and shall be legitimately

necessary for determining an individual's need and/or eligibility for services and other benefits.

- No information about, or obtained from, an individual participant shall be disclosed in any form identifiable with the individual to any person outside the agency or program involved without the informed consent of the participant or his/her legal representative, except:
 - (a) By court order; or,
 - (b) When securing client-requested services, benefits, or rights.
- The lists of older persons receiving services under any programs funded through the State Agency shall be used solely for the purpose of providing said services, and can only be released with the informed consent of each individual on the list.
- All paid and volunteer staff members providing services or conducting other activities under the area plan shall be informed of and agree to:
 - (a) Their responsibility to maintain the confidentiality of any client-related information learned through the execution of their duties. Such information shall not be discussed except in a professional setting as required for the delivery of service or the conduct of other essential activities under the area plan; and,
 - (b) All policies and procedures adopted by the State and Area Agency to safeguard confidentiality of participant information, including those delineated in these rules.
- Appropriate precautions shall be taken to protect the safety of all files, microfiche, computer tapes and records in any location which contain sensitive information on individuals receiving services under the State or area plan. This includes but is not limited to assuring registration forms containing personal information are stored in a secure, locked drawer when not in use.

7. Records and Reports

- The applicant shall keep records and make reports in such form and requiring such information as may be required by the Bureau of Aging and Disability Resources and in accordance with guidelines issued solely by the Bureau of Aging and Disability Resources and the Administration on Aging.
- The applicant shall maintain accounts and documents which will enable an accurate review to be made at any time of the status of all funds which it has been granted by the Bureau of Aging and Disability Resources through its designated area agency on aging. This includes both the disposition of all monies received and the nature of all charges claimed against such funds.

8. Licensure and Standards Requirements

- The applicant shall assure that where state or local public jurisdiction requires licensure for the provision of services, agencies providing services under the county/tribal or area plan shall be licensed or shall meet the requirements for licensure. and apply for licensure.

- The applicant is cognizant of and must agree to operate the program fully in conformance with all applicable state and local standards, including the fire, health, safety and sanitation standards, prescribed in law or regulation.

9. Civil Rights

- The applicant shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with that act, no person shall on the basis of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity under this plan.
- All grants, sub-grants, contracts or other agents receiving funds under this plan are subject to compliance with the regulation stated in 9 above.
- The applicant shall develop and continue to maintain written procedures which specify how the agency will conduct the activities under its plan to assure compliance with Title VI of the Civil Rights Act.
- The applicant shall comply with Title VI of the Civil Rights Act (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the service funded by the grant.
- All recipients of funds through the county/tribal or area plan shall operate each program or activity so that, when viewed in its entirety, the program or activity is accessible to and usable by handicapped adults as required in the Architectural Barriers Act of 1968.

10. Uniform Relocation Assistance and Real Property Acquisition Act of 1970

The applicant shall comply with requirements of the provisions of the Uniform Relocation and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of federal and federally assisted programs.

11. Political Activity of Employees

The applicant shall comply with the provisions of the Hatch Act (5 U.S.C. Sections 7321-7326), which limit the political activity of employees who work in federally funded programs. [Information about the Hatch Act is available from the U.S. Office of Special Counsel at <http://www.osc.gov/>]

12. Fair Labor Standards Act

The applicant shall comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (Title 29, United States Code, Section 201-219), as they apply to hospital and educational institution employees of state and local governments.

13. Private Gain

The applicant shall establish safeguards to prohibit employees from using their positions for a purpose that is or appears to be motivated by a desire for private gain for themselves or others (particularly those with whom they have family, business or other ties).

14. Assessment and Examination of Records

- The applicant shall give the Federal agencies, State agencies and the Bureau of Aging and Disability Resources authorized Area Agencies on Aging access to and the right to examine all records, books, papers or documents related to the grant.
- The applicant must agree to cooperate and assist in any efforts undertaken by the grantor agency, or the Administration on aging, to evaluate the effectiveness, feasibility, and costs of the project.
- The applicant must agree to conduct regular on-site assessments of each service provider receiving funds through a contract with the applicant under the county or tribal plan.

15. Maintenance of Non-Federal Funding

- The applicant assures that the aging unit, and each service provider, shall not use Older Americans Act or state aging funds to supplant other federal, state or local funds.
- The applicant must assure that each service provider must continue or initiate efforts to obtain funds from private sources and other public organizations for each service funded under the county or tribal plan.

16. Regulations of Grantor Agency

The applicant shall comply with all requirements imposed by the Department of Health and Family Services, Division of Supportive Living, Bureau of Aging and Disability Resources concerning special requirements of federal and state law, program and fiscal requirements, and other administrative requirements.

17. Older Americans Act

The applicant shall comply with all requirements of the Older Americans Act (PL 89-73).

18. Federal Regulations

The applicant shall comply with all federal regulations (45 CFR 1321) governing Older Americans Act funds and programs.

19. Wisconsin Elders Act

The aging unit must comply with the provisions of the Wisconsin Elders Act.

Wisconsin Statutes Chapter 46.82 Aging unit.

“Aging unit” means an aging unit director and necessary personnel, directed by a county or tribal commission on aging and organized as one of the following:

- (1) An agency of county or tribal government with the primary purpose of administering programs of services for older individuals of the county or tribe.
- (2) A unit, within a county department under s. 46.215, 46.22
- (3) or 46.23, with the primary purpose of administering programs of
- (4) services for older individuals of the county.
- (5) A private corporation that is organized under ch. 181 and
- (6) that is a nonprofit corporation, as defined in s. 181.0103 (17).

Aging Unit; Creation. A county board of supervisors of a county, the county boards of supervisors of 2 or more contiguous counties or an elected tribal governing body of a federally recognized American Indian tribe or band in this state may choose to administer, at the county or tribal level, programs for older individuals that are funded under 42 USC 3001 to 3057n, 42 USC 5001 and 42 USC 5011 (b). If this is done, the county board or boards of supervisors or tribal governing body shall establish by resolution a county or tribal aging unit to provide the services required under this section. If a county board of supervisors or a tribal governing body chooses, or the county boards of supervisors of 2 or more contiguous counties choose, not to administer the programs for older individuals, the department shall direct the area agency on aging that serves the relevant area to contract with a private, nonprofit corporation to provide for the county, tribe or counties the services required under this section.

Aging Unit; Powers and Duties. In accordance with state statutes, rules promulgated by the department and relevant provisions of 42 USC 3001 to 3057n and as directed by the county or tribal commission on aging, an aging unit:

(a) **Duties.** Shall do all of the following:

1. Work to ensure that all older individuals, regardless of income, have access to information, services and opportunities available through the county or tribal aging unit and have the opportunity to contribute to the cost of services and that the services and resources of the county or tribal aging unit are designed to reach those in greatest social and economic need.
2. Plan for, receive and administer federal, state and county, city, town or village funds allocated under the state and area plan on aging to the county or tribal aging unit and any gifts, grants or payments received by the county or tribal aging unit, for the purposes for which allocated or made.
3. Provide a visible and accessible point of contact for individuals to obtain accurate and comprehensive information about public and private resources available in the community which can meet the needs of older individuals.
4. As specified under s. 46.81, provide older individuals with services of benefit specialists or appropriate referrals for assistance.
5. Organize and administer congregate programs, which shall include a nutrition program and may include one or more senior centers or adult day care or respite care programs, that enable

older individuals and their families to secure a variety of services, including nutrition, daytime care, educational or volunteer opportunities, job skills preparation and information on health promotion, consumer affairs and civic participation.

6. Work to secure a countywide or tribal transportation system that makes community programs and opportunities accessible to, and meets the basic needs of, older individuals.

7. Work to ensure that programs and services for older individuals are available to homebound, disabled and non-English speaking persons, and to racial, ethnic and religious minorities.

8. Identify and publicize gaps in services needed by older individuals and provide leadership in developing services and programs, including recruitment and training of volunteers, that address those needs.

9. Work cooperatively with other organizations to enable their services to function effectively for older individuals.

10. Actively incorporate and promote the participation of older individuals in the preparation of a county or tribal comprehensive plan for aging resources that identifies needs, goals, activities and county or tribal resources for older individuals.

11. Provide information to the public about the aging experience and about resources for and within the aging population.

12. Assist in representing needs, views and concerns of older individuals in local decision making and assist older individuals in expressing their views to elected officials and providers of services.

13. If designated under s. 46.27 (3) (b) 6., administer the long-term support community options program.

14. If the department is so requested by the county board of supervisors, administer the pilot projects for home and community-based long-term support services under s. 46.271.

15. If designated under s. 46.90 (2), administer the elder abuse reporting system under s. 46.90.

16. If designated under s. 46.87 (3) (c), administer the Alzheimer's disease family and caregiver support program under s.

46.87.

17. If designated by the county or in accordance with a contract with the department, operate the specialized transportation assistance program for a county under s. 85.21.

18. Advocate on behalf of older individuals to assist in enabling them to meet their basic needs.

19. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.283 (1) (a) 1., apply to the department to operate a resource center under s. 46.283 and, if the department contracts with the county under s. 46.283 (2), operate the resource center.

20. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.284 (1) (a) 1., apply to the department to operate a care management organization under s. 46.284 and, if the department contracts with the county under s. 46.284 (2), operate the care management organization and, if appropriate, place funds in a risk reserve.

(b) Powers. May perform any other general functions necessary to administer services for older individuals.

(4) Commission On Aging.

(a) Appointment.

1. Except as provided under sub. 2., the county board of supervisors in a county that has established a single-county aging unit, the county boards of supervisors in counties that have established a multicounty aging unit or the elected tribal governing body of a federally recognized American Indian tribe or band that has established a tribal aging unit shall, before qualification under this section, appoint a governing and policy-making body to be known as the commission on aging.

2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall appoint, subject to confirmation by the county board of supervisors, the commission on aging. A member of a commission on aging appointed under this subdivision may be removed by the county executive or county administrator for cause.

(b) Composition.

A commission on aging, appointed under par. (a) shall be one of the following:

1. For an aging unit that is described in sub. (1) (a) 1. or 2., organized as a committee of the county board of supervisors, composed of supervisors and, beginning January 1, 1993, advised by an advisory committee, appointed by the county board. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.
2. For an aging unit that is described in sub. (1) (a) 1. or 2., composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.
3. For an aging unit that is described in sub. (1) (a) 3., the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.

(c) Terms.

Members of a county or tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and no member may serve more than 2 consecutive 3-year terms. Vacancies shall be filled in the same manner as the original appointments. A county or tribal commission on aging member appointed under par. (a) 1. may be removed from office for cause by a two-thirds vote of each county board of supervisors or tribal governing body participating in the appointment, on due notice in writing and hearing of the charges against the member.

(c) Powers and duties.

A county or tribal commission on aging appointed under sub. (4) (a) shall, in addition to any other powers or duties established by state law, plan and develop administrative and program policies, in accordance with state law and within limits established by the department of health and family services, if any, for programs in the county or for the tribe or band that are funded by the federal or state government for administration by the aging unit. Policy decisions not reserved by statute for the department of health and family services may be delegated by the

secretary to the county or tribal commission on aging. The county or tribal commission on aging shall direct the aging unit with respect to the powers and duties of the aging unit under sub. (3).

(5) Aging Unit Director; Appointment. A full-time aging unit director shall be appointed on the basis of recognized and demonstrated interest in and knowledge of problems of older individuals, with due regard to training, experience, executive and administrative ability and general qualification and fitness for the performance of his or her duties, by one of the following:

(a) 1. For an aging unit that is described in sub. (1) (a) 1., except as provided in subd. 2., a county or tribal commission on aging shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors or the tribal governing body that participated in the appointment of the county or tribal commission on aging. 2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors that participated in the appointment of the county commission on aging.

(b) For an aging unit that is described in sub. (1) (a) 2., the director of the county department under s. 46.215, 46.22 or 46.23 of which the aging unit is a part shall make the appointment, subject to the personnel policies and procedures established by the county board of supervisors.

(d) For an aging unit that is described in sub. (1) (a) 3., the commission on aging under sub. (4) (b) 3. shall make the appointment, subject to ch. 181.

11. Appendices