



**Amended:  
11/12/12**

**EDUCATION, VETERANS & AGING SERVICES COMMITTEE  
THURSDAY, NOVEMBER 15, 2012 - 5:30 P.M.  
COMMITTEE CHAIRS' CONFERENCE ROOM - FOURTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

Agenda

**Note: Date  
Location & Time**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – October 16, 2012
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
6.
  - A. Bills/Encumbrances
  - B. Pre-Approved Encumbrance Amendments
7. Resolution
  - A. Amending the 2012 Council on Aging Budget to Adjust for Nutrition Services Incentive Program Allocation
  - B. Approval of Revised Rock County Council on Aging Drug and Alcohol Testing Policy**
8. Authorize Contract for Gas Cards for Sheriff's Office, Council on Aging and General Services
9. Approval of the 2013-2015 County Plan for Older People
10. Discussion and Possible Action for Signage on New Vehicles
11. Committee Requests and Motions
  - A. Discussion on Future Meeting Site Visits
  - B. Ideas for Future Discussion
12. Adjournment

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.



Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
383800000-63200	PUBL/SUBCR/DUES	335.00	88.0%	215.00	80.00	40.00	
	P1203284-PO#	11/08/12	-VN#047190	SEACVSO		10.00	
				CLOSING BALANCE	30.00		10.00
				VETERANS SERVICE		10.00	
				PROG-TOTAL-PO			

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$10.00 INCURRED BY VETERANS SERVICE. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

NOV 15 2012

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039010000-63200	PUBL/SUBCR/DUES	355.00 114.0%	405.00	0.00	-50.00		
	P1203238-PO#	11/08/12 -VN#049163		CREEKSIDE PLACE		40.00	
*** OVERDRAFT ***			CLOSING BALANCE		-90.00		40.00
	TITLE III-B		PROG-TOTAL-PO			40.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$40.00 INCURRED BY TITLE III-B. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL

DEPT-HEAD

NOV 15 2012

DATE

CHAIR

Account Number	Name	Yearly Pront Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039020000-62119	OTHER SERVICES	11,335.00	93.9%	10,882.00	-227.99	680.99	
	P1200735-PO# 11/08/12 -VN#046565			HARDIE, ROBERT		38.85	
				CLOSING BALANCE	642.14		38.85
	COMMUNITY SERV.		PROG-TOTAL-PO			38.85	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$38.85 INCURRED BY COMMUNITY SERVICES. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD, EDUCATION & TRAINING

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

NOV 15 2012

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039030000-62625	OUTREACH SERVICE	500.00 33.6%	168.09	0.00	331.91		
	P1203237-PO# 11/08/12 -VN#050079			JURGEN JONES, MARY		103.37	
			CLOSING BALANCE		228.54		103.37
3039030000-64124	CONSUMABLE SUPPL	7,843.00 78.8%	5,582.61	604.52	1,655.87		
	P1200718-PO# 11/08/12 -VN#013780			KMART CORP #4255		129.08	
			CLOSING BALANCE		1,526.79		129.08
3039030000-64200	TRAINING EXP	530.00 28.3%	150.00	0.00	380.00		
	P1203234-PO# 11/08/12 -VN#042469			LIEB, CAROL		66.60	
	P1203235-PO# 11/08/12 -VN#050079			JURGEN JONES, MARY		57.72	
			CLOSING BALANCE		255.68		124.32
	NUTRITION PROGRAM		PROG-TOTAL-PO			356.77	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$356.77 INCURRED BY NUTRITION PROGRAM. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD  
**NOV 15 2012** DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039040000-63308	VOLUNTEERS	36,081.00 66.5%	23,997.48	0.00	12,083.62		
	P1203129-PO# 11/08/12 -VN#052296		KELLY, TANYA			76.48	
			CLOSING BALANCE		12,007.04		76.48
3039040000-64907	VOL RELATED EXP	2,325.00 62.6%	1,456.67	0.00	868.33		
	P1202848-PO# 11/08/12 -VN#030188		BEST EVENTS			371.25	
	P1203224-PO# 11/08/12 -VN#017412		WISCONSIN DEPARTMENT OF JUSTIC			7.00	
			CLOSING BALANCE		490.08		378.25
	DELIVERED MEALS		PROG-TOTAL-PO			454.73	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$454.73 INCURRED BY DELIVERED MEALS. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

NOV 15 2012

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039050000-62410	R & M-VEHICLES	41,916.00 125.1%	21,502.09	30,953.97	-10,540.06		
	P1200709-PO# 11/08/12 -VN#010231			GORDIE BOUCHER FORD LINCOLN ME		31.68	
*** OVERDRAFT ***				CLOSING BALANCE	-10,571.74		31.68
3039050000-64629	OTHER TRANSP.EXP	20,375.00 29.4%	5,403.15	594.10	14,377.75		
	P1201050-PO# 11/08/12 -VN#042177			JANESVILLE FAMILY HEALTH CENTE		145.00	
	P1203224-PO# 11/08/12 -VN#017412			WISCONSIN DEPARTMENT OF JUSTIC		7.00	
				CLOSING BALANCE	14,225.75		152.00
E & H TRANSPORT.				PROG-TOTAL-PO		183.68	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$183.68 INCURRED BY ELDERLY & HANDICAPPED TRANSPOR. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL

DEPT-HEAD

NOV 15 2012

DATE

CHAIR



Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039080000-62625	OUTREACH SERVICE	8,434.00 36.7%	2,934.78	163.43	5,335.79		
	P1203116-PO#	11/08/12 -VN#013625		JANESVILLE PRINTING COMPANY		220.00	
	P1203118-PO#	11/08/12 -VN#052292		ELDER EYE DESIGN		110.95	
	P1203281-PO#	11/08/12 -VN#031019		GANDER MOUNTAIN		84.95	
				CLOSING BALANCE		4,919.89	415.90
	TITLE III-D		PROG-TOTAL-PO			415.90	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$415.90 INCURRED BY TITLE III-D. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

NOV 15 2012

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039150000-64615	CLIENT REL.COSTS	24,504.00 16.3%	9,035.26	-5,040.70	20,509.44		
	P1203232-PO# 11/08/12 -VN#051584			WYSE,ANGELA		165.00	
	P1203233-PO# 11/08/12 -VN#052080			QUINN,DENISE		499.55	
	P1203271-PO# 11/08/12 -VN#052331			BOSS,CINDY		240.00	
			CLOSING BALANCE		19,604.89		904.55
	TITLE III-E		PROG-TOTAL-PO			904.55	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$904.55 INCURRED BY TITLE III-E FAM CAREGIVER SUPP. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

NOV 15 2012

DATE \_\_\_\_\_ CHAIR

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging Services  
Committee  
INITIATED BY \_\_\_\_\_



Joyce Lubben  
DRAFTED BY \_\_\_\_\_

Education, Veterans & Aging Services  
Committee  
SUBMITTED BY \_\_\_\_\_

October 19, 2012  
DRAFTED BY \_\_\_\_\_

**AMENDING THE 2012 COUNCIL ON AGING BUDGET TO ADJUST FOR  
NUTRITION SERVICES INCENTIVE PROGRAM ALLOCATION**

1 **WHEREAS**, the Council on Aging receives Nutrition Services Incentive Program (NSIP) funds that are  
2 estimated in the budget preparation process; and,  
3  
4 **WHEREAS**, the NSIP grant provides funding for the Congregate Nutrition Program; and,  
5  
6 **WHEREAS**, the NSIP contract period is October 1, 2011 through September 30, 2012; and,  
7  
8 **WHEREAS**, the final 2011-2012 allocation for the NSIP grant has been received.  
9  
10 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
11 assembled this day of \_\_\_\_\_ day of \_\_\_\_\_, 2012 does hereby amend the Adopted 2012 Rock  
12 County Council on Aging budget as follows:  
13

<u>Account/Description</u>	<u>Budget at 10/01/2012</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<b><u>Nutrition Program</u></b>			
<b><u>Source of Funds</u></b>			
30-3903-0000-42102 Federal Aid	37,175	9,265	46,440
<b><u>Use of Funds</u></b>			
30-3903-0000-62119 Other Contracted Services	97,206	9,265	106,471

Respectfully submitted,

**Education, Veterans & Aging Services**

**Finance Committee Endorsement**

\_\_\_\_\_  
Terry Thomas, Chair

Reviewed and approved on a vote of \_\_\_\_\_

\_\_\_\_\_  
Dave Brown

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Wayne Gustina

\_\_\_\_\_  
Steve Howland

\_\_\_\_\_  
Edwin Nash

AMENDING THE 2012 COUNCIL ON AGING BUDGET TO ADJUST FOR NUTRITION SERVICES  
INCENTIVE PROGRAM ALLOCATION

Page 2

FISCAL NOTE:

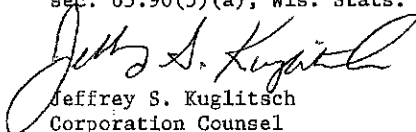
This resolution amends the Council on Aging's 2012 budget to accept an additional \$9,265 in Federal Aid for the Nutrition Program. No County matching funds are required.



Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2012 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## **EXECUTIVE SUMMARY**

The Council on Aging receives a "Nutrition Services Incentive Program" grant from the U.S. Department of Agriculture. The grant rewards Older Americans Act-funded nutrition programs that efficiently deliver nutritious meals to older adults. The State determines each county's allocation based on the percentage of meals the County provides compared to the State as a whole. The Council on Aging uses its allocation to support the congregate nutrition program.

No county tax levy is required.

**GRANT AGREEMENT  
AAA OLDER AMERICANS PROGRAMS  
NSIP CONTRACT**

This amends the original grant agreement for the below mentioned periods for the listed contracts by and between the Greater Wisconsin Area Agency on Aging Resources, Inc. whose principal address is 1414 MacArthur Road, Suite A, Madison, Wisconsin 53714 hereafter referred to as GRANTOR and Rock County Council on Aging, whose principal business address is 51 South Main Street, Janesville, Wisconsin 53545, hereinafter referred to as GRANTEE.

**III: COST OF SERVICES**

This will serve as notification that the Department is unilaterally increasing the amount of the grant by \$9,265 making the total payment to the GRANTEE an amount not to exceed \$46,440. A detailed description of the services to be provided and the Grantee's means of delivering is part of this Agreement as listed in Exhibit 1 and which is attached to and/or incorporated in this Agreement by reference.

Grant	Original Contract Total	Contract Change Amount	New Contract Amount	Contract Period
NSIP - Nutrition Services Incentive Program	\$37,175	\$ 9,265	\$46,440	10/01/2011 through 09/30/2012

All other terms and conditions of the original agreement remain unchanged.



\_\_\_\_\_  
Grantor's Authorized Representative  
Robert Kellerman  
Executive Director  
Greater Wisconsin Agency on Aging Resources, Inc.

October 17, 2012

\_\_\_\_\_  
Date

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging  
Services Committee  
INITIATED BY



Joyce Lubben  
DRAFTED BY

Education, Veterans & Aging  
Services Committee  
SUBMITTED BY

November 12, 2012  
DATE DRAFTED

**APPROVAL OF REVISED ROCK COUNTY COUNCIL ON AGING DRUG AND ALCOHOL  
TESTING POLICY**

- 1 **WHEREAS**, the Council on Aging contracts with the municipalities of Beloit and Janesville to provide
- 2 complementary transit services through the Rock County Specialized Transit Program for persons who
- 3 are elderly and/or disabled; and
- 4
- 5 **WHEREAS**, the Council on Aging's Specialized Transit Program, as a sub-contractor of the
- 6 municipality transit programs receiving federal funds, is subject to the Federal Transit Administration's
- 7 mandated drug and alcohol testing program for safety sensitive positions; and
- 8
- 9 **WHEREAS**, findings of a recent audit by the Federal Transit Administration requires additional
- 10 language in the Council on Aging's Drug and Alcohol Testing Policy to comply with federal regulations.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 13 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012 does approve the revised Rock County
- 14 Council on Aging's Drug and Alcohol Testing Policy.

Respectfully submitted,

**Education, Veterans & Aging Services Committee**

\_\_\_\_\_  
Terry Thomas, Chair

\_\_\_\_\_  
Dave Brown

\_\_\_\_\_  
Wayne Gustina

\_\_\_\_\_  
Steve Howland

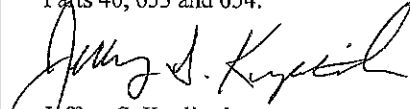
\_\_\_\_\_  
Edwin Nash

APPROVAL OF REVISED ROCK COUNTY COUNCIL ON AGING  
DRUG AND ALCOHOL TESTING POLICY

Page 2

LEGAL NOTE:


The County Board is required to take this action pursuant to 49 Code of Federal Regulations (CFR)  
Parts 40, 653 and 654.



Jeffrey S. Kuglitsch  
Corporation Counsel

FISCAL NOTE:


No fiscal impact.



Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator



## EXECUTIVE SUMMARY

The transit systems of Beloit and Janesville contract with the Council on Aging to provide complementary paratransit services for persons who are elderly and/or disabled. As a sub-recipient of Federal Transit Administration funding, those persons engaged in safety sensitive positions with the Rock County Specialized Transit Program are subject to federal drug and alcohol testing policies. A recent audit by the Federal Transit Administration showed a few minor updates are needed in the policy to reflect changes in federal language.

It is required that the County Board of Supervisors approved the updated policy. The deadline for that approval is November 19, 2012. The added language is as follows:

1. A covered employee who has not performed a safety-sensitive function for 90 consecutive days or more and has not been in the Council on Aging random selection pool shall take a pre-employment drug test with a verified negative result before returning to safety-sensitive duties.
2. Substance Abuse Management, Inc. (SAMI), using a scientifically valid method shall administer the selection of employees for random testing. This method will be a computer software-based random selection program that is matched with employee social security numbers or payroll identification numbers. Under this selection process, each employee will have an equal chance of being tested each time selections are made. As a result, some employees may be tested more than once each year, while other employees may not be tested at all.

The following behaviors constitute refusals to submit to a test:

3. Failure to remain at the testing site until the testing process is complete.
4. Failure to undergo a medical examination or evaluation as directed by the MRO as part of the verification process, or as directed by the DER.
5. Failure to cooperate with any part of the testing process.
6. In a case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of the provision of a specimen.
7. For an observed collection, failure to follow the observers instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if there is any type of prosthetic or other device that could be used to interfere with the collection process.
8. Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
9. Admitting the adulteration or substitution of a specimen to the collector or MRO.
10. Reporting by the MRO of a verified adulterated or substituted test result.
11. Refusal to sign the test form(s) will be regarded as a refusal to take the test.

No county tax levy is required.

**ROCK COUNTY COUNCIL ON AGING  
DRUG & ALCOHOL TESTING POLICY**



Adopted November 2012

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## **I. Statement of Policy**

Rock County and the contracted provider of Specialized Transit services agree that the work place should be free from the hazards posed by the use of alcohol and controlled substances in order to protect the safety of county employees, contractor's employees and the public. The County and the contractor for drivers recognize that the abuse of alcohol and controlled substances is a treatable illness. This policy applies to the Rock County Council on Aging Specialized Transit Program and the transportation service provider contracted to operate the county owned vehicles under the program. The Director of the Rock County Council on Aging will serve as the Designated Employer Representative (DER), contact person and administrator of this policy. This policy was approved by the Rock County Board of Supervisors on the  
day of \_\_\_\_\_, 2012.

## **II. Purpose**

The Department of Transportation (DOT) and the Federal Transit Administration (FTA) have issued Federal Regulations (49 CFR Parts 40 and 655) implementing the provisions of the Federal Omnibus Transportation Employee Testing Act of 1991, which requires alcohol and controlled substance testing of safety-sensitive employees in positions, specifically identified as including those who operate or dispatch revenue service vehicles. These Regulations include procedures for urine drug testing and breath alcohol testing of contractor's employees in safety-sensitive positions. The purpose of this Policy is to establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of these substances by drivers of commercial motor vehicles. Consequently, Rock County has established the following alcohol misuse prevention program and anti-drug program as well as the subsequent enforcement of violations for the county employees and contractor's employees conducting safety-sensitive job functions.

## **III. Effects of Alcohol**

Use of alcohol can produce an initial relaxed and/or sociable feeling which may be replaced with depression, anger, loss of control, and drowsiness.

Alcohol lowers the ability of the brain to control behavior and impairs one's ability to perform motor skills such as driving. It lessens the ability to move or speak effectively.

The chronic consumption of alcohol (average of 3 or more servings per day) over time may result in the following health hazards: dependency (alcoholism), fatal liver diseases, increased cancers, kidney disease, pancreatitis, decreased sexual functioning, spontaneous abortion, ulcers, and birth defects.

## **IV. Coverage**

For purposes of this policy, Rock County and the Department of Transportation strictly prohibit the use of alcohol and/or controlled substances by its employees and the contractor's employees

who are performing, ready to perform, or ceasing to perform the following safety-sensitive job functions:

- A. Operating a revenue service vehicle.
- B. Controlling dispatch or movement of a revenue service vehicle.

Supervisors are included in the definition of safety-sensitive employees as long as they actually perform the duties outlined above, or if the performances of the duties are listed in their job description. The following county employee job classification and contractor job classification perform safety-sensitive functions with respect to the Rock County Council on Aging Drug & Alcohol Testing Policy:

- A. Specialized Transit Program Supervisor
- B. Specialized Transit Scheduler/Clerk
- C. Council on Aging Clerk Typist III
- D. Council on Aging Mobility Manager
- E. Contracted Specialized Transit Driver Driver.

For the purposes of this policy, unless otherwise specified, the term “employer” and “employee” means both Rock County and the private firm contracting (the “contractor”) with the County to provide specialized transit service, and their employees or agents performing safety-sensitive functions as identified in this policy. The contractor understands that by providing services to the County that it accepts the policies and procedures described in the Rock County Council on Aging Drug and Alcohol Testing Policy and commits to implementing the standards herein.

**V. Prohibited Conduct**

- A. Federal Regulations prohibit employees who work in safety-sensitive functions from engaging in the following conduct.
  - 1. Using or possessing alcohol while on duty. Note: Federal Regulations include prescription as well as non-prescription medications containing alcohol in substances banned from use or possession in the work place. Therefore, per county regulation, the employer will not assign employees to safety-sensitive job functions while they are using or possessing prescription or non-prescription medication if such medications contain any measurable amount of alcohol. It is the responsibility of the employee to notify his/her supervisor of such medication;
  - 2. Using alcohol within eight (8) hours following an accident, unless an earlier test results in a reading of less than 0.02;
  - 3. Reporting for duty or remaining on duty while having an alcohol concentration of .02 or greater;

4. Consuming any amount of alcohol within four (4) hours before reporting for duty;
5. Using controlled substances while on duty unless the use is pursuant to the instructions of a physician who has advised driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle;
6. Reporting for duty or remaining on duty if the employee tests positive for controlled substances; or
7. Refusing to submit to any alcohol or drug testing required by this Policy.

B. In addition, Rock County Council on Aging prohibits employees in safety-sensitive functions from engaging in the following conduct:

1. Dispensing, distributing, or receiving alcohol and controlled substances while on duty;
2. Possession of controlled substances while on duty unless the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle;
3. Reporting for duty or remaining on duty in a safety-sensitive function while having an alcohol concentration of 0.02;
4. Reporting for duty or remaining on duty while under the influence of alcohol or a controlled substance;
5. Deliberately misusing this policy in regard to subordinates; (per county regulation) and
6. Providing false information in connection with a test or falsifying test results through tampering, contamination, adulteration, or substitution.

## VI. Required Tests

Refusal to take a required test will result in removal of the employee from the safety-sensitive assignment(s). Testing must be conducted in the following situations:

- A. **Pre-employment Testing.** Any individual not currently employed by the Rock County Council on Aging who is applying for a safety-sensitive position shall be required to undergo drug testing after a conditional offer of employment has been made.

Prior to the first time an employee performs any safety-sensitive function for the Council on Aging under the scope of services outlined in the contract for transportation services, the driver shall be required to undergo testing for controlled substances. A positive test will result in disqualification for further consideration for duty in that safety-sensitive position until the employee or prospective employee presents evidence of successful completion of a substance abuse treatment program.

Any applicant or existing employee who refuses to undergo such drug testing will be disqualified from further consideration for duty in that safety-sensitive position.

A covered employee who has not performed a safety-sensitive function for 90 consecutive days or more and has not been in the Council on Aging random selection pool shall take a pre-employment drug test with a verified negative result before returning to safety-sensitive duties.

- B. Reasonable Suspicion Testing.** The employer is responsible for monitoring his or her employees to include reasonable suspicion testing. Reasonable suspicion means suspicion based on a specific contemporaneous, articulable observation by a trained supervisor or the Council on Aging Director concerning the appearance, behavior, speech, or body odors of an employee, including indications of the chronic and withdrawal effects of controlled substances. Reasonable suspicion drug or alcohol testing will only occur under these rules if the supervisor's or the Council on Aging Director's observations are made during, just before, or just after the time the employee is performing work in a safety-sensitive position.
1. In a situation where an employee is either acting in an impaired manner and/or the employer has reasonable suspicion to believe the employee is using, in possession of, or is under the influence of alcohol or drugs, the supervisor who has received recognition training may order the employee to undergo a drug or alcohol test.
  2. In a situation where the Council on Aging Director has reasonable suspicion to believe the employee is using, in possession of, or is under the influence of alcohol or drugs, the Council on Aging Director will "ground" the vehicle and contact the contractor to request assistance. It is the responsibility of the contractor to remove his or her employee from the job and take the employee for drug or alcohol testing. If the employee under reasonable suspicion is a County employee, the Council on Aging Director takes that individual for drug or alcohol testing.
  3. The employer is to then transport the employee to the collection site for drug and/or alcohol testing immediately, or no later than eight (8) hours for an alcohol test or 32 hours for a drug test, after having determined that there is a reasonable suspicion to believe that the employee is using or is

under the influence of alcohol or drugs. If the alcohol test is conducted more than two (2) hours, but less than eight (8) hours after the contractor makes such reasonable suspicion determination, the employer will complete a report explaining the reason for the delay in conducting the drug or alcohol test. The employer is to wait at the collection site with the employee until the breath test has been completed or the urine sample has been taken. If the alcohol test is not conducted within eight (8) hours after the employer makes such reasonable suspicion determination; the employer will complete a report explaining the reasons why the test was not conducted.

4. Per county regulation, once the alcohol testing has been completed and a positive confirmatory test result has been received (0.02 percent or above) the employee is to be advised not to report for work as he/she will be placed on administrative leave without pay. If a blood alcohol or urine test has been administered, the County will contact the employee once the test results are known (this normally takes 24 - 48 hours) and a decision has been made as to the employee's status.
5. The results of the drug and alcohol testing will be sent directly to the MRO for review and the results of the alcohol testing will be sent directly to the Rock County Council on Aging Director. Per county regulation, when the results are obtained, the employee's supervisor will meet with the Council on Aging Director to determine the appropriate course of action to be taken. This is a confidential process. Test results will be held strictly confidential and are not to be discussed or shared with anyone who does not need to know. Likewise, the contractor must not discuss the suspected reasons for a referral or termination with anyone who does not need to know.
6. Once the test has been completed and the employee has been sent home, the supervisor who invoked the reasonable suspicion test will write a report outlining, in detail, the event and the behavior that was observed that led the supervisor to believe the employee was under the influence of alcohol and/or drugs. This report is to be done within twenty-four (24) hours of testing.

- C. **Random Testing.** Random alcohol and drug testing will be conducted just before, during, or just after an employee's performance of safety-sensitive duties. The employee will be randomly selected for testing from the "pool" of employees subject to testing. The testing dates and times are unannounced and are with unpredictable frequency throughout the year.

The minimum annual percentage rate for random drug testing shall be 50 percent of the average number of safety-sensitive positions. Random alcohol tests will be conducted at a rate of ten percent. Rock County reserves the right to either



increase or decrease the minimum annual percentage rate for random alcohol and drug testing based upon the reported violation rate for the entire industry as determined by the Federal Transit Administration and the Federal Regulations implementing drug and alcohol testing in the transportation industry.

Substance Abuse Management, Inc. (SAMI), using a scientifically valid method shall administer the selection of employees for random testing. This method will be a computer software-based random selection program that is matched with employee social security numbers or payroll identification numbers. Under this selection process, each employee will have an equal chance of being tested each time selections are made. As a result, some employees may be tested more than once each year, while other employees may not be tested at all.

D. **Post-Accident Testing.** As soon as practicable following an accident involving a transit vehicle, the County shall test the vehicle driver for alcohol and controlled substances in the following situations:

1. An individual dies;
2. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident;
3. With respect to an occurrence in which the mass transit vehicle involved is a bus, electric bus, van, or automobile; one or more vehicles incurs disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, "disabling damage" means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

The alcohol breath test is required to be administered as soon as possible, but no later than eight (8) hours following the accident, and the drug test must be administered within thirty-two (32) hours of the accident. If the alcohol test is not administered within (2) hours of the accident, the contractor will complete a report explaining the reasons for the delay in conducting the test. If the alcohol test is not administered within eight (8) hours of the accident or if the drug test is not administered within thirty-two (32) hours of the accident, the contractor will complete a report explaining why the test was not conducted. An employee who is subject to post-accident testing shall remain readily available for such testing or

may be deemed by the County to have refused to submit to testing. A covered employee who leaves the scene of the accident may continue to be considered readily available for testing if:

- a. the employee notifies his supervisor, or if unavailable, another supervisor of his or her location;
- b. the employee left the scene to obtain necessary medical care for himself, herself, or others);
- c. the employee left the scene to obtain assistance in responding to the accident.

- E. **Return-to-Duty/Follow-Up Testing.** Rock County will ensure that before an employee returns to duty requiring the performance of a safety-sensitive job function after having engaged in conduct prohibited by Federal Regulations in Part V above, the employee shall undergo a return-to-duty and/or controlled substance test with a result indicating an alcohol concentration of less than 0.02 percent and a verified negative result for controlled substance use. In addition, an employee will not be allowed to return to duty without first having been evaluated by the Rock County Employee Assistance Program (EAP) provider in order to determine the employee's fitness for duty.

Following a determination that an employee is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the County will ensure that the employee is subject to unannounced follow-up alcohol and/or controlled substance testing in consultation with a substance abuse professional. Consequently, the employee will be given at least six (6) unannounced tests during the twelve-month period after returning to duty, with the possibility of follow-up testing for up to sixty (60) months.

## VII. Refusal to Submit to Tests

The following behaviors constitute refusals to submit to a test:

- A. Refusal to take a required drug or alcohol test;
- B. Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation;
- C. Tampering with or attempting to adulterate the specimen or collection procedure;
- D. Refusal to sign required certification paperwork at Step 2 of the alcohol testing form or otherwise failing to cooperate with the testing process;
- E. Not reporting to the collection site within the time allotted;

- F. Leaving the scene of an accident without a valid reason before tests have been conducted.
- G. Failure to remain at the testing site until the testing process is complete.
- H. Failure to undergo a medical examination or evaluation as directed by the MRO as part of the verification process, or as directed by the DER.
- I. Failure to cooperate with any part of the testing process.
- J. In a case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of the provision of a specimen.
- K. For an observed collection, failure to follow the observers instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if there is any type of prosthetic or other device that could be used to interfere with the collection process.
- L. Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
- M. Admitting the adulteration or substitution of a specimen to the collector or MRO.
- N. Reporting by the MRO of a verified adulterated or substituted test result.

### VIII. Testing Procedures

The County has entered into an alcohol and drug testing agreement with Substance Abuse Management, Inc. Testing will be done on both urine and breath (blood alcohol may be required when necessary). Janesville Family Health Center will handle taking the sample (in standard collection kits) during normal working hours. Beloit Occupational Health and Wellness Center will handle after-hours collections. SAMI will interpret the results.

- A. **Alcohol Testing.** Employees will be required to submit to breath testing using an approved evidential breath testing (EBT) device. A state-certified Breath Alcohol Technician (BAT) will administer an initial screening test. If the employee tests positive for alcohol, then the BAT will conduct a confirmation test. The County will take action based only upon the positive results of the confirmation test, 0.02 percent or greater. All procedures and steps used in conducting both the initial and confirmation tests will be performed in conformance with the Federal Law and Federal Regulations.
  - 1. **Preparation for Breath/Blood Alcohol Testing with an EBT.** The following procedures summarize the procedures established by the Federal Transit Administration regulations implementing drug and alcohol testing

under the Federal Law. These procedures are not binding and are subject to change in the event the Federal Transit Administration or other government agency changes the regulations on drug and alcohol testing of employees in safety-sensitive positions.

- a. When the employee enters the collection site, the BAT will require him or her to provide positive identification (i.e. photo I.D. or employer identification).
- b. The BAT will explain the test procedure.
- c. Employees will be required to complete and sign various forms used to document the testing process. Refusal to sign the test form(s) will be regarded as a refusal to take the test.
- d. Employees will be instructed to blow forcefully into the mouthpiece for at least six (6) seconds or until the EBT indicates that an adequate amount of breath has been obtained.
- e. If an employee tests positive during the screening test, he/she shall not eat, drink, put any object or substance in his/her mouth and, to the extent possible, not belch during the 20-minute waiting period before the confirmation test is conducted.
- f. Refusal by an employee to complete and sign the test form, to provide breath, to provide an adequate amount of breath, or otherwise failure to cooperate with the testing process in a way that prevents the completion of the test will be considered an offense subject to discipline up to and including termination.
- g. In the event of conflicting results between the initial test and the confirmation test, the confirmation test results will determine the outcome of the test.

2. **Blood Alcohol Testing with Drawn Blood Sample.** Blood alcohol testing of drawn blood is authorized only in the following circumstances:

- a. When this Policy or Federal rules requires a post-accident or reasonable suspicion test, and an EBT is not readily available for either a screening or confirmation test, or if there is an EBT available only for a screening test.
- b. When an employee attempts and fails to provide an adequate amount of breath, blood alcohol testing may be used for both screening and confirmation test purposes.

Upon the conclusive finding of a positive (0.02 or greater) blood alcohol test result, the employee has seventy-two (72) hours in which to request a test of the split specimen (For explanation of 'split-specimen', refer to the **Testing for Controlled Substances page 9**). An employee who fails to notify the MRO within seventy-two (72) hours of receiving the results of the positive test, of the employee's desire to have the split specimen tested, shall be deemed to have waived the employee's right to seek testing of the split specimen.

Pending receipt of the result of the analysis of the split specimen, the employee shall not perform safety-sensitive functions, unless the employee has met conditions set forth in this Policy for a return to safety-sensitive functions following a test result of 0.02 or greater.

All blood alcohol testing will be conducted in conformance with the procedures established by the Federal Regulations.

- B. Results of Positive Test.** If a confirmation alcohol test measures 0.02 or greater, the County is required to:
1. Remove the employee from the safety-sensitive position;
  2. Before returning the employee to duty, take the following steps:
    - a. Refer the employee to Rock County's Employee Assistance Program for assessment and a determination of whether participation in a treatment program is necessary;
    - b. Obtain verification from a substance abuse professional that the employee has complied with any required rehabilitation or treatment program; and,
    - c. Re-test to verify the employee's alcohol concentration is below 0.02.
  3. The employee will subsequently be given at least six (6) unannounced tests during the next year with the possibility of follow-up testing for up to sixty (60) months.
  4. If the confirmation test level is between 0.02 and 0.039 employees shall be removed from duty for a minimum of eight (8) hours following the administration of the test.
  5. In the event that an employee is required to comply with breath testing as a result of a law enforcement investigation, the employee must submit to the examination. The test will be considered enforceable for purposes of

this Policy if the testing officer is a qualified BAT and the State of Wisconsin or a local law enforcement agency has certified the EBT that was used for the test.

- C. **Testing for Controlled Substances.** The County has established its anti-drug program through its Drug-free Workplace Policy, which strictly prohibits the unlawful manufacture, distribution, dispensing, possession, or unauthorized use of a controlled substance in the workplace. The contractor is required to adhere to this policy. Furthermore, any abnormal conduct that may indicate that an employee is under the influence of a controlled substance is addressed in the "Reasonable Suspicion" section described previously in this Policy.

For purposes of this Policy and the Federal Regulations, the County will utilize a five-panel drug screen consisting of the following drugs pursuant to the Federal Regulations:

- (1) Tetrahydrocannabinol (Marijuana drug);
- (2) Cocaine;
- (3) Amphetamines;
- (4) Opiates (including heroin); and,
- (5) Phencyclidine (PCP).

In instances where there is reason to believe an employee is abusing a substance other than the five drugs listed above, the County reserves the right to test for additional drugs under the County's own authority using standard laboratory testing protocols.

Drug testing is conducted by analyzing an employee's urine specimen (through a certified testing lab). This procedure will include use of a split specimen testing procedure. Each urine specimen is subdivided into two bottles labeled as a "primary" and "split" specimen. Both bottles will be sent to a certified lab. Only the "primary" is opened and used for the urinalysis. The split specimen bottle remains sealed and is stored at the lab. If the analysis of the primary specimen confirms the presence of illegal, controlled substances, the employee has seventy-two (72) hours to request the split specimen be sent to another certified laboratory for analysis at the employee's expense. An employee who fails to notify the MRO within seventy-two (72) hours of receiving the results of the positive test of the employee's desire to have the split specimen tested shall be deemed to have waived his or her right to seek testing of the split specimen.

In some cases the employee may be unable to provide a urine specimen. After a reasonable waiting period (not less than 2 hours) the collection site person may terminate the testing procedure. The County will then proceed with laboratory testing based upon blood specimen alone.

1. **Preparation for Drug Testing.** The following procedures summarize the procedures established by the Federal Transit Administration regulations implementing drug testing under the Federal law. These procedures are subject to change in the event the Federal Transit Administration or other government agency changes the regulations on drug and alcohol testing of employees in safety-sensitive positions:
  - a. When the employee enters the collection site, the employee will be required to provide positive identification; (i.e. photo I.D. or employer identification).
  - b. The employee will be instructed to provide at least 45 ml. of urine under the split sample method of collection. This will be done in a specifically designated "donor" bathroom.
  - c. The urine sample shall be divided into a primary specimen (30 ml) and a split specimen (15ml).
  - d. If the test result of the primary specimen is positive, the employee may request, within seventy-two (72) hours of receiving the positive test result, that the MRO direct that the split specimen be tested in the same or a different Department of Health and Human Services (DHHS) certified laboratory for presence of the drug(s) for which a positive result was obtained in the test of the primary specimen.
  - e. The employee will be removed from the safety-sensitive position pending the result of the test of the split specimen.
  - f. If the result of the test of the split specimen fails to confirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the MRO shall cancel the test.
  - g. Employees will be required to complete and sign various forms used to document the testing and chain of custody process. Refusal to sign the test form(s) will be regarded as a refusal to take the test.
  - h. Refusal by an employee to complete and sign the test and chain of custody forms, to provide urine, to provide an adequate amount of urine (to be decided on a case-by-case basis), or other failure to cooperate with the testing process in a way that prevents the completion of the test will be considered grounds for disciplinary action, up to and including termination.

- i. In the event of conflicting results between the initial test and the confirmation test, the confirmation test results will determine the outcome of the test.
2. **Results of a Positive Test.** As with an alcohol misuse violation, the County is required to act upon a positive drug test result in the following manner:
- a. Remove the employee from the safety-sensitive position. This removal will only take place after the employee has been allowed to meet or speak with a MRO to determine that the positive drug test did not result from the authorized use of a controlled substance;
  - b. Refer the employee to Rock County's Employee Assistance Program (EAP) for assessment and subsequent compliance with recommended rehabilitation after a determination of a drug problem has been made;
  - c. The employee must be evaluated by a substance abuse professional or MRO and determined to be fit for return to work prior to their release of the employee; and
  - d. The employee must have a negative result on a return-to-duty drug test. Follow-up testing to monitor the employee's continued abstinence from drug use will be required.

## **IX. Prescription and Non-Prescription Drugs**

Before performing work-related duties, employees must notify their employer if they are taking any legally prescribed medication, therapeutic drug, or any non-prescription drug which contains any measurable amount of alcohol or which carries a warning label that indicates the employee's mental functioning, motor skills, or judgement may be adversely affected by the use of this medication. A written notice is to be filed by the employee with the Council on Aging. It is the responsibility of the employee to inform his/her physician of the type of safety-sensitive function that the employee performs in order that the physician may determine if the prescribed substance could interfere with the safe and effective performance of the employee's duties or operation of County equipment. However, as required by the Federal Regulations, any employee who uses or possesses medication containing alcohol while on duty or who tests positive for alcohol will be removed from his/her position, and subject to the provisions of this Policy, even though the reason for the positive test is the fact that the employee's prescription medication contains alcohol.

A legally prescribed drug is one where the employee has a prescription or other written approval from a physician for the use of the drug in the course of medical treatment. The prescription must include the patient's name, the name of the substance, quantity/amount to be taken, and the



period of authorization. Employees do not need to disclose the purpose of the medication being taken. The misuse or abuse of legal drugs while performing County business is prohibited by County policy.

## **X. Confidentiality of Records**

Rock County respects the confidentiality and privacy rights of all of employees, whether they are the contractor's employees or Rock County employees. Accordingly, Rock County will not reveal the results of any test administered under this Policy to anyone except as required by law. Rock County will release an employee's records as directed by the express written consent of the employee authorizing release to an identified person. In addition, Rock County will ensure that any lab or agency used to conduct testing under this Policy will maintain the confidentiality of employee test records. However, the lab or testing agency will disclose information related to a positive drug or alcohol test of an individual to the Rock County Council on Aging Director. The Rock County Council on Aging Director may disclose this information to the employee or to the decision-maker in a lawsuit, or other proceeding by or on behalf of the individual which arises from any action taken in response to a positive drug or alcohol test; or as required by law, including court orders or subpoenas.

The MRO will not reveal individual test results to anyone except the Rock County Council on Aging Director, unless the MRO has been presented with a written authorization from the tested employee. The MRO may reveal to the Rock County Council on Aging Director relevant information as to whether the employee is qualified to perform safety-sensitive functions or whether the employee has tested positive for alcohol or a controlled substance. The Rock County Council on Aging Director may disclose this information to the employee or to the decision-maker in a lawsuit, or other proceeding on behalf of the individual, which arises from any action taken in response to a positive drug or alcohol test; or as required by law, including court orders or subpoenas; or upon the tested employee's written authorization and consent.

All records related to drug and alcohol tests of individual employees will be maintained in individual files. These records will be stored in a locked cabinet and access will only be allowed to those individuals who have a legitimate need to review the records of a particular employee.

## **XI. Costs**

The employer shall pay all costs associated with the initial administration of alcohol and controlled substances tests. The cost of testing a "split specimen" at a federally certified laboratory, if so requested by the employee, shall be paid by the employee. If the result is negative, the employer shall reimburse the employee for said test. The employee must bear the cost of the alcohol test outlined in Park XIII, A, 3 and Part XIII, B, 3.

## **XII. Pay Status**

Per County regulation, all time spent undergoing required alcohol or controlled substance testing, including travel time, shall be paid in accordance with applicable sections of the service contract

or the normal rules applicable to any County employee involved, except that an alcohol test as described in Part XIII, A, 3 and Part XIII, B below must be done on an employee's own time prior to the start of his/her regular shift.

### **XIII. Discipline**

- A. **County Employees.** Consistent with County Policy, the County may take disciplinary action based upon non-compliance with this Policy by a County employee; specifically for actions as follows:
1. If a MRO reports that a urine test is positive, the employee shall be subject to discharge.
  2. If a BAT reports that a breath test is equal to or exceeds 0.02, that employee shall be subject to discharge.
  3. If a BAT reports a breath test is recorded at 0.02, the employee may be subject to discipline pursuant to "just cause". Employees will be permitted to return to work at the start of their next regularly scheduled shift provided they present proof of a retest resulting in a reading less than 0.02. This retest must be conducted at the Janesville Occupational Health and Wellness Center and the employee must make his/her own arrangements and pay for the retest.
  4. Any employee who refuses to submit to a urine drug and/or breath alcohol test shall be treated as if the employee tested positive, and shall be subject to discharge.

QUESTIONS: Any employee having questions with respect to the scope of this policy and its contents, may contact the Rock County Council on Aging Director at 757-5472.

- B. **Contractor's Employees.** The same discipline provisions apply to contractor's employees as are listed above for County employees but the determinations to be made by the County shall be limited to whether an employee shall be allowed to drive vehicles for the Specialized Transit Program. The contractor shall make all determinations regarding the employment status of its employees.

QUESTIONS: Any contractor's employee having questions with respect to the scope of this policy and its contents, may contact the Rock County Council on Aging Director at 757-5472.

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Chair, Rock County Board of Supervisors

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Date

## EMPLOYEE ACKNOWLEDGEMENT FORM

*Detach and return this page to the Rock County Council on Aging Department after you have read and understood this Policy.*

I acknowledge that I have received and read Rock County Council on Aging's Drug and Alcohol Testing Policy on the date indicated below. I understand that the terms described in this Policy may be altered, amended, or changed by Rock County to comply with the Federal Omnibus Transportation Employee Testing Act of 1991 and its implementing regulations, with or without prior notice. Should this policy be altered, amended, or changed, said changes will be communicated to employees in a timely fashion. I understand that any violation of Rock County's Drug and Alcohol Testing Policy may subject me to discipline.

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_



**PROPOSAL SUMMARY FORM**

PROPOSAL NUMBER 2013-03  
 PROPOSAL NAME GAS CARDS  
 PROPOSAL DUE DATE OCTOBER 1, 2012 – 12:00 NOON  
 DEPARTMENT SHERIFF, COUNCIL ON AGING, GENERAL SERVICES

	WRIGHT EXPRESS EXXON MOBIL	KWIK TRIP	WRIGHT EXPRESS UNIVERSAL
RATER 1	95	83	50
RATER 2	100	80	45
RATER 3	60	100	60
RATER 4	97	76	82
RATER 5	93	82	88
RATER 6	58	80	88
RATER 7	90	80	95
<b>TOTAL SCORE</b>	<b>593</b>	<b>581</b>	<b>508</b>
<b>DISCOUNT</b>	<b>.05 / GALLON BASED ON CURRENT USAGE</b>	<b>.05 / GALLON BASED ON CURRENT USAGE</b>	<b>1% OF COST – .03 / GALLON BASED ON CURRENT COST PER GALLON OF GAS</b>


Proposals were evaluated based on the following criteria:

- Understanding of services to be provided. **Maximum 10 points**
- Number and locations of stations. **Maximum 25 points**
- Experience of firm & personnel. **Maximum 15 points**
- Cost Proposal. **Maximum 50 points**

Request for Proposal advertised in the Janesville Gazette and on the Internet. Five additional agencies were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: WRIGHT EXPRESS-EXXON MOBIL

 10/31/12  
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL: \_\_\_\_\_  
CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT: \_\_\_\_\_  
CHAIR VOTE DATE

# **County Plan for Older People 2013-2015**

## **Rock County**



**Rock County Council on Aging  
51 South Main Street (mailing address)  
3328 U.S. Highway 51 North (office location)  
Janesville, WI 53545  
608-757-5472  
[www.co.rock.wi.us/aging](http://www.co.rock.wi.us/aging)**

## **Table of Contents**

- **Signature Page**
- **Executive Summary**
- **Section 1 - Organization and Structure of the Aging Unit**
- **Section 2 - Context**
- **Section 3 - Planning Process**
- **Section 4 - Statewide Focus Areas**
- **Section 5 - Local Focus Areas**
- **Section 6 - Coordination Between Titles III and VI**
- **Section 7 - Budgets**
- **Compliance with Federal and State Laws and Regulations**
- **Assurances**

<b>Approval of the County Plan for Older People 2013-2015</b>
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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 2013-2015.

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.

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Signature, and Title of the Chairperson of the Commission on Aging	Date
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Signature, and Title of the Authorized County Board Representative	Date
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# EDUCATION, VETERANS AND AGING SERVICES COMMITTEE

Minutes – September 18, 2012

**Call to Order.** Chair Thomas called the meeting of the Education, Veterans and Aging Services Committee to order at 4:30 P.M. on Tuesday, September 18, 2012, in Conference Room N-1, fifth floor, Courthouse East.

**Committee Members Present:** Supervisors Thomas, Brown and Howland.

**Committee Members Absent:** Supervisors Gustina and Nash.

**Staff Members Present:** Joyce Lubben, Council on Aging Director; John Solis, Veterans Services Officer.

**Others Present:** Robert Harlow, R.S.V.P.

**Approval of Agenda.** Supervisor Howland moved approval of the agenda as presented, second by Supervisor Brown. ADOPTED.

**Approval of Minutes.** Supervisor Howland moved approval of the minutes August 21, 2012 as presented, second by Supervisor Brown. ADOPTED.

**Citizen Participation, Communications, Announcements, Information.** Mr. Harlow distributed two Senior Fair flyers for the Committee, one for the Beloit Senior Fair to be held Tuesday, October 2, 2012 at the Central Christian Church in Beloit and the other flyer for the Rock County Senior Fair & Expo to be held Friday, October 26, 2012 at the Holiday Inn Express in Janesville.

## **Transfers & Appropriations.**

### **Council on Aging**

Supervisor Howland moved approval of the Transfers for the Education, Veterans & Aging Services Committee, second by Supervisor Brown. ADOPTED.

### **Bills/Encumbrances.**

Senior Citizen Program	\$	7.98
Veterans Service		1,656.00
Title III-B		532.00
Nutrition Program		3.30
E&H Transportation		220.00
Title III-D		108.17
New Freedom Program		218.04
Title III-E		882.50



Supervisor Howland moved approval of the above Bills and Encumbrances for the Education, Veterans and Aging Services Committee, second by Supervisor Brown. ADOPTED.

Pre-Approved Encumbrance Amendment.

Council on Aging

**Wright Express** \$ 12,000.00

Supervisor Brown moved approval of the above Pre-Approved Encumbrance Amendment for the Education, Veterans and Aging Services Committee, second by Supervisor Howland. ADOPTED.

### **Department Reports.**

**RSVP – Seniors Volunteering for Seniors** Mr. Harlow stated that since their funding has been cut, they are over budget and as a slight cost savings, they have lowered the mileage reimbursement rate from 55 ½ cents per mile to 40 cents per mile. Mr. Harlow stated that he hasn't had any volunteers leave, some have cut back on their driving and others have turned their money back to the program. There is a waiting list of six people. Mr. Harlow stated that they have 83 volunteers serving 460 people. Mr. Harlow stated the need for more funding in this program.

**Council on Aging – 2012 Caregiver Conference** Ms. Lubben distributed a brochure to the Committee members for the upcoming conference on Friday, November 9, 2012 at the Holiday Inn Express in Janesville. Ms. Lubben mentioned the nationally known keynote speaker, Elaine Sanchez, would present at both sessions.

**Council on Aging –2013-15 County Aging Plan** Ms. Lubben stated that the County Aging Plan gets updated every three years. Ms. Lubben distributed the draft for the Committee members and asked them to review the draft and give her feedback regarding the document. Ms. Lubben stated that December 1, 2012 is the due date.

**Veterans Services – County Veterans Service Officer of Wisconsin** Mr. Solis mentioned that he would be in Eau Claire next week for a training conference. He mentioned that he is anticipating that he will be elected President of the County Veterans Service Officers Association of Wisconsin (CVSOAW). Mr. Solis mentioned that the 2013 fall conference for the CVSOAW would be held in Janesville, if elected. The Committee congratulated Mr. Solis.

### **Committee Requests and Motions.**

**Discussion on Future Meeting Site Visits** Chair Thomas mentioned that he has not heard anything from Dean Wilson regarding a site visit at UW-Rock County.

**Ideas for Future Discussion** None.

**Adjournment.** Supervisor Howland moved adjournment at 4:58 P.M., second by Supervisor Brown. ADOPTED.

Respectfully submitted,

Sue Zastoupil  
Human Resources Secretary

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**

## **Council on Aging Board Minutes**

Wednesday, August 15, 2012

**Call to Order:** Chair Janet Kopp called the meeting to order at 9:00 a.m.

**Approval of Agenda:** A motion to approve the agenda was made by Ellen Trewartha, seconded by Marti Everts. Motion carried.

### **Roll Call:**

Present: Terry Burrington, Marti Everts, Nancy Flood, Janet Kopp, Hjordis Olson, Daryl Porter, Mary Roehl, Mike Santucci, Diane Tester, Ronnie Thomas, Supervisor Terry Thomas, Nancy Toubl, Ellen Trewartha, Joan Wilson

Excused: Doris Thom

Staff Present: Joyce Lubben

**Introduction of Visitors:** Mercy Berner-Reedy was present.

**Citizen Participation, Communications, and Announcements:** Ronnie Thomas stated that LaborFest needs volunteers. The local 95 conducted a blood drive on July 31, 2012. On October 10, 2012, Mercy Health System will host a senior fair at the UAW Hall.

Terry Burrington stated that the Rock County Senior Expo flyer is now available. The event is scheduled for October 26, 2012 at the Holiday Inn Express. The Beloit Senior Fair is scheduled for October 2, 2012.

**Approval of July 18, 2012 CoA Board Minutes:** A motion was made by Hjordis Olson, seconded by Joan Wilson, to approve the minutes of the July 18, 2012 meeting. Motion carried.

### **Staff Report:**

1. Change Leader Academy: Joyce Lubben described the training received by GWAAR regarding the Change Leader Academy. This is a process whereby an organization improves a process already in place. The Council on Aging will likely implement a change process sometime in 2013.
2. CAARN Project: Joyce Lubben reported that the CAARN grant was not funded. Other funding sources will be identified in hopes that it will still be funded at some future date.
3. County Budget Status: Joyce Lubben reported that some cuts had to be made in her proposed 2013 budget, particularly in the congregate

nutrition program. Federal Older Americans Act funding cuts are expected around July 1, 2013 due to census changes.

**Old Business:**

Draft County Aging Plan Approval: A draft of the focus areas (goals) for the 2013-2015 county aging plan were distributed and discussed. A complete draft will be brought to the September meeting for approval.

**Reports:**

County Board of Supervisors – Supervisor Terry Thomas: Supervisor Thomas stated that ADRC planning is moving forward. He also discussed that in southern Wisconsin, 55,000 rail cars went through. Each rail car is equivalent to four truckloads.

Long Term Support Committee: Mike Santucci stated his report had already been covered.

**Items for Future Discussion:** None.

**Adjournment:** Terry Burrington made a motion to adjourn the meeting, seconded by Hjordis Olson. Motion carried. Meeting adjourned at 10:05 a.m.

*Minutes not official until approved by the Council on Aging Advisory Board.*

## Executive Summary

The plan contained in this document reflects input from Rock County Council on Aging Advisory Board members, public input, Rock County Council on Aging staff, and the Council on Aging's County Board policy committee. It provides detail on how the Council on Aging will serve, with Older Americans Act funding, people age 60 and over and their caregivers.

One change that is anticipated in 2013 is the opening of an Aging and Disability Resource Center in March. The Council on Aging and the new ADRC will work together to determine the role of the county aging unit as a separate entity from the ADRC and to develop cooperative/collaborative agreements between the two agencies. The Information and Assistance function will move to the ADRC. All other programming currently administered through the Rock County Council on Aging will be retained in that county department.

As for the services offered by the Council on Aging, it is anticipated that no major changes will be made over the next several years in the way those services will be delivered to the older population of Rock County. The most significant challenge will be to determine how to implement service cuts in some programs (nutrition services) while maintaining current service levels in other services with no additional funding. There are still challenges in Rock County as a result of the 2008 economic downturn. The decreases in federal funding are not being off-set with county tax levy,

As a result, this plan describes a "maintenance of effort" for services the Rock County Council on Aging currently provides, i.e. information and assistance, elderly benefit specialist counseling, nutrition services, preventative health programming, and transportation, and family caregiver services.

**Section 1 - Organization and Structure of the Aging Unit**  
**Section I-A Overview of the Aging Unit**

Mission of the Aging Unit

The mission of the Rock County aging unit shall be to help preserve the independence, self-worth, and dignity of older residents of Rock County by assisting to meet varied health, nutrition, and social needs.

Address of the Aging Unit

Rock County Council on Aging  
51 South Main Street (mailing address)  
Janesville, WI 53545  
3328 U.S. Highway 51 North (office location)

Hours of Operation

8:00 a.m. – 5:00 p.m., Monday through Friday

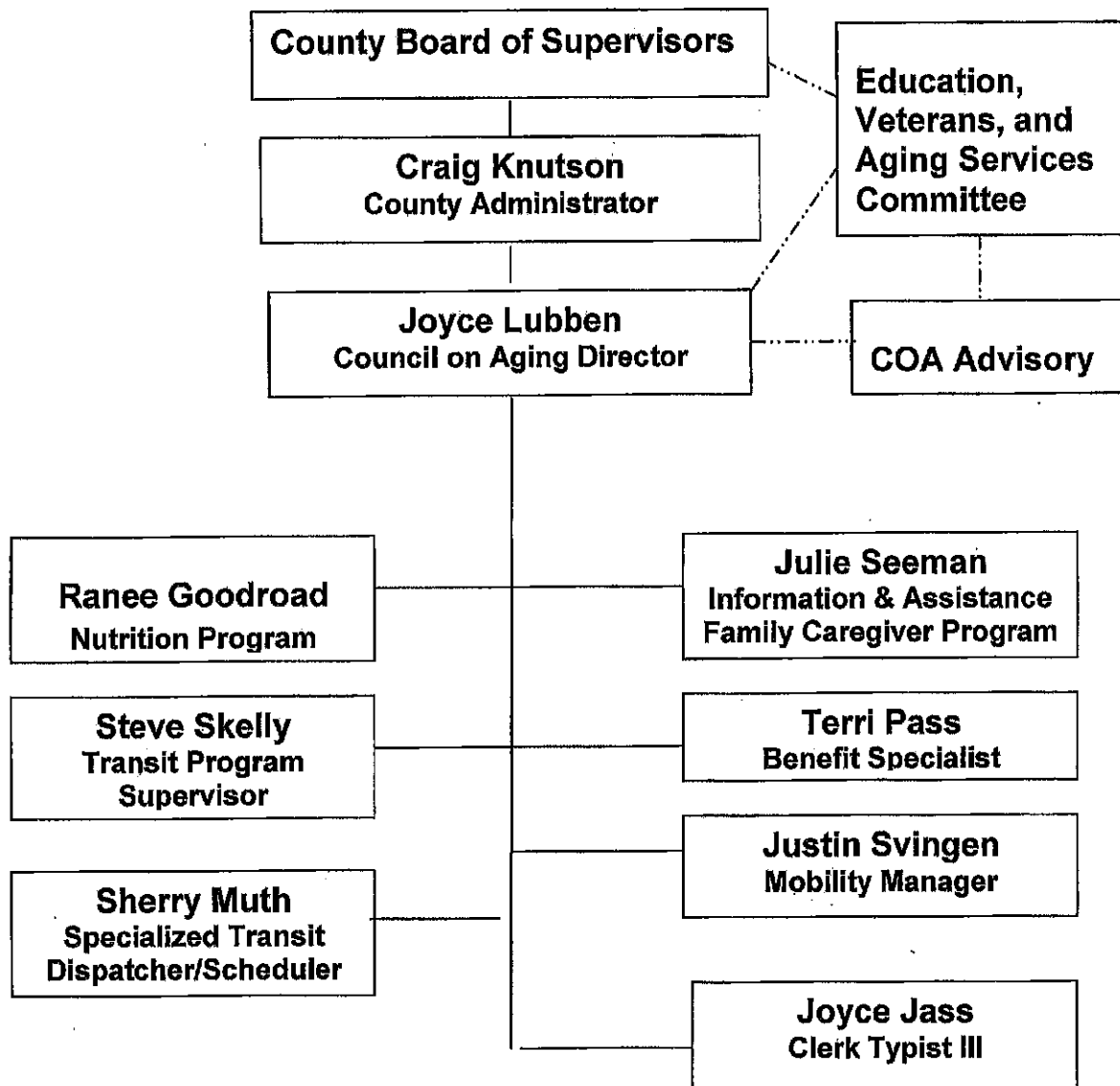
Helpful Telephone Numbers and Email Addresses

Main office number: 608-757-5472  
Joyce Lubben, Director: 608-757-5416, [Lubben@co.rock.wi.us](mailto:Lubben@co.rock.wi.us)  
Information & Assistance: 608-758-8455, [seeman@co.rock.wi.us](mailto:seeman@co.rock.wi.us)

Website: [www.co.rock.wi.us](http://www.co.rock.wi.us)

**Section 1 - Organization and Structure of the Aging Unit  
Section 1-B Organizational Chart of the Aging Unit**

# **Council on Aging Organizational Chart**



**Section 1 - Organization and Structure of the Aging Unit  
Section 1-C Statutory Requirements for Aging Units**

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

<b>Organization</b> -The law permits one of three options. Which of the following permissible options has the county chosen?	<b>Check One</b>
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.	
3. A private nonprofit corporation, as defined in s. 181.0103 (17).	
<b>Organization of the Commission on Aging</b> -The law permits one of three options. Which of the following permissible options has the county chosen?	<b>Check One</b>
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.	✓
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.	
<b>Full-Time Aging Director</b> -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?	<b>Yes</b>



**Section 1 - Organization and Structure of the Aging Unit  
Section 1-D 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: Education, Veterans and Aging Services Committee (EVAS)**

Name	Age 60 and Older	Elected Official	Year First Term Began
Dave Brown	✓	✓	2012
Wayne Gustina	✓	✓	2009
Steve Howland	✓	✓	2012
Ed Nash	✓	✓	2012
Terry Thomas, Chair		✓	2009

**Section 1 - Organization and Structure of the Aging Unit  
Section 1-E 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.

<b>Official Name of the Aging Unit's Advisory Committee</b>			
<b>Rock County Council on Aging Advisory Board</b>			
<b>Name</b>	<b>Age 60 and Older</b>	<b>Elected Official</b>	<b>Year First Term Began</b>
Terry Burrington	✓		2011
Marti Everts	✓		2010
Nancy Flood	✓		2008
Janet Kopp	✓		2008
Hjordis Olson	✓		2008
Daryl Porter	✓		2012
Mary Roehl	✓		2012
Mike Santucci	✓		2009
Diane Tester	✓		2012
Doris Thom	✓		2010
Ronnie Thomas	✓		2011
Terry Thomas		✓	2008
Nancy Trouble			2012
Ellen Trewartha	✓		2007
Joan Wilson	✓		2007

**Section 1 - Organization and Structure of the Aging Unit  
Section 1-F Staff of the Aging Unit**

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

<p><b>Name: Joyce Lubben</b>  <b>Job Title: Director</b>  <b>Telephone Number/email Address: 608-757-5416/Lubben@co.rock.wi.us</b></p>
<p>Brief Description of Duties: Responsible for planning, developing, organizing, directing and implementing all phases of programs for older adults and their families that are administered through the Council on Aging.</p>
<p><b>Name: Rane Goodroad</b>  <b>Job Title: Nutrition Program Supervisor</b>  <b>Telephone Number/email Address: 608-757-5474/Goodroad@co.rock.wi.us</b></p>
<p>Brief Description of Duties: Responsible for planning, coordinating and maintaining all activities of the nutrition program and assuring the senior meal program is administered according to state and federal regulations.</p>
<p><b>Name: Julie Seeman</b>  <b>Job Title: Information &amp; Assistance Specialist/NFCSP Coordinator</b>  <b>Telephone Number/email Address: 608-758-8455/seeman@co.rock.wi.us</b></p>
<p>Brief Description of Duties: Performs client service delivery functions of information giving, referral giving, follow-up and advocacy/intervention to older people/ their families, caregivers, friends and professionals of all disciplines. Also manages cases of families eligible for NFCSP.</p>
<p><b>Name: Terri Pass</b>  <b>Job Title: Elder Benefit Specialist</b>  <b>Telephone Number/email Address: 608-757-5414/terrip@co.rock.wi.us</b></p>
<p>Brief Description of Duties: Performs a variety of duties relating to public benefits for the elderly through coordination with other county, community, and governmental agencies.</p>
<p><b>Name: Steve Skelly</b>  <b>Job Title: Transportation Program Supervisor</b>  <b>Telephone Number/email Address: 608-757-5413/skelly@co.rock.wi.us</b></p>
<p>Brief Description of Duties: Responsible for daily activities of operating a transportation service, including supervision of work done by contracted bus drivers, overseeing vehicle maintenance, maintaining program data and contract monitoring.</p>
<p><b>Name: Justin Svingen</b>  <b>Job Title: Mobility Manager</b>  <b>Telephone Number/email Address: 608-757-5408Svingen@co.rock.wi.us</b></p>
<p>Brief Description of Duties: Coordinates transportation resources for transportation disadvantaged Rock County residents. The Mobility Manager leads the countywide</p>

Transportation Coordination Committee, a group of transportation providers; human services agencies, employers and concerned citizens who work together to improve transportation for elderly, disabled and low-income individuals.

**Name: Joyce Jass**

**Job Title: Clerk Typist III**

**Telephone Number/email Address: 608-757-5472/joyce@co.rock.wi.us**

**Brief Description of Duties:** Provides administrative support for department, inputs SAMS data, submits client billing, prepares vouchers for payment to vendors, performs general clerical work.

**Name: Sherry Muth**

**Job Title: Specialized Transit Scheduler/Dispatcher**

**Telephone Number/email Address: 608-757-5054/muth@co.rock.wi.us**

**Brief Description of Duties:** Responsible for taking transportation reservations, scheduling daily runs of Specialized Transit buses, data entry into RouteMatch, and dispatching information to drivers.

## Section 2 - Context

According to the 2010 Census, Rock County has a population of 160,331. Of those, 30,279 (18.9%) are age 60 and over. According to the Wisconsin DOA Demographic Services, Population Projections, the counties surrounding Rock will age at a faster rate than this county. A significant increase in the percentage of people age 65+ will not occur until 2020.

There are 20,815 households with a member age 60+. The number of households with a member age 75+ is 7,766. Of those persons age 65+, 21,759 are living alone. A majority of those are women.

Of the 65+ age population in Rock County, 95.1% is White/non-Hispanic, 2.8% is African American, .1% is Native American, and .5% is Asian.

In Rock County, the aging unit is a separate department within county government. The Long Term Support division is a part of the Human Services Department and operates the waiver programs. Long Term Support is responsible for coordination of the Elder Abuse Interdisciplinary Team. The Director of the Council on Aging is a member of that team. An Aging and Disability Resources Center is planned to open early in 2013. This ADRC will be a part of the Human Services Department. The Council on Aging will remain a separate agency.

One of the critical issues facing elderly persons in Rock County is their financial well-being. Much of this is still due to the closing of the General Motors plant in Janesville. Jobs were lost, small businesses closed, families moved from the area or moved in to live with elderly parents, elder abuse increased, etc. Most of the community contributions to local agencies designed to meet community needs came from General Motors employees. As a result, agencies like food banks, Rock Responds, etc. are finding it difficult to meet those needs. Along with this, healthcare costs were identified as an issue, especially when dealing with chronic conditions.

Transportation options continue to pose difficulties in connecting people to services. There is a lack of transportation for weekend activities, affordable handicapped transportation for out-of-county service, and transportation for smaller, rural communities. Services managed through LogistiCare need improvement.

Also, identified were needs for better benefits options counseling, mental health counseling, personal aging plans, wellness and prevention and lack of options for caring for families dealing with dementia issues.

Challenges facing older adults in Rock County include:

- Financial insecurity, both personal and agency
- Diversity of population, e.g. living longer, rural vs. urban populations, language barriers
- Homelessness
- Affordable housing
- Inability to sell property
- Lack of long-term care housing
- Relocation of family support systems
- Mental health issues
- Increasing financial abuse
- 

Another challenge for 2013 will be the development of the Aging and Disability Resource Center and coordinating resources between it and the county aging unit.

The Council on Aging was listed as a valuable county resource. The county has a strong "Partnerships for Older Adults Committee" that meets monthly to provide updates on the aging population and available services.

There are good services (two memory care clinics and memory care units in nursing homes) for families dealing with dementia issues. However, dollars are in demand for those services.

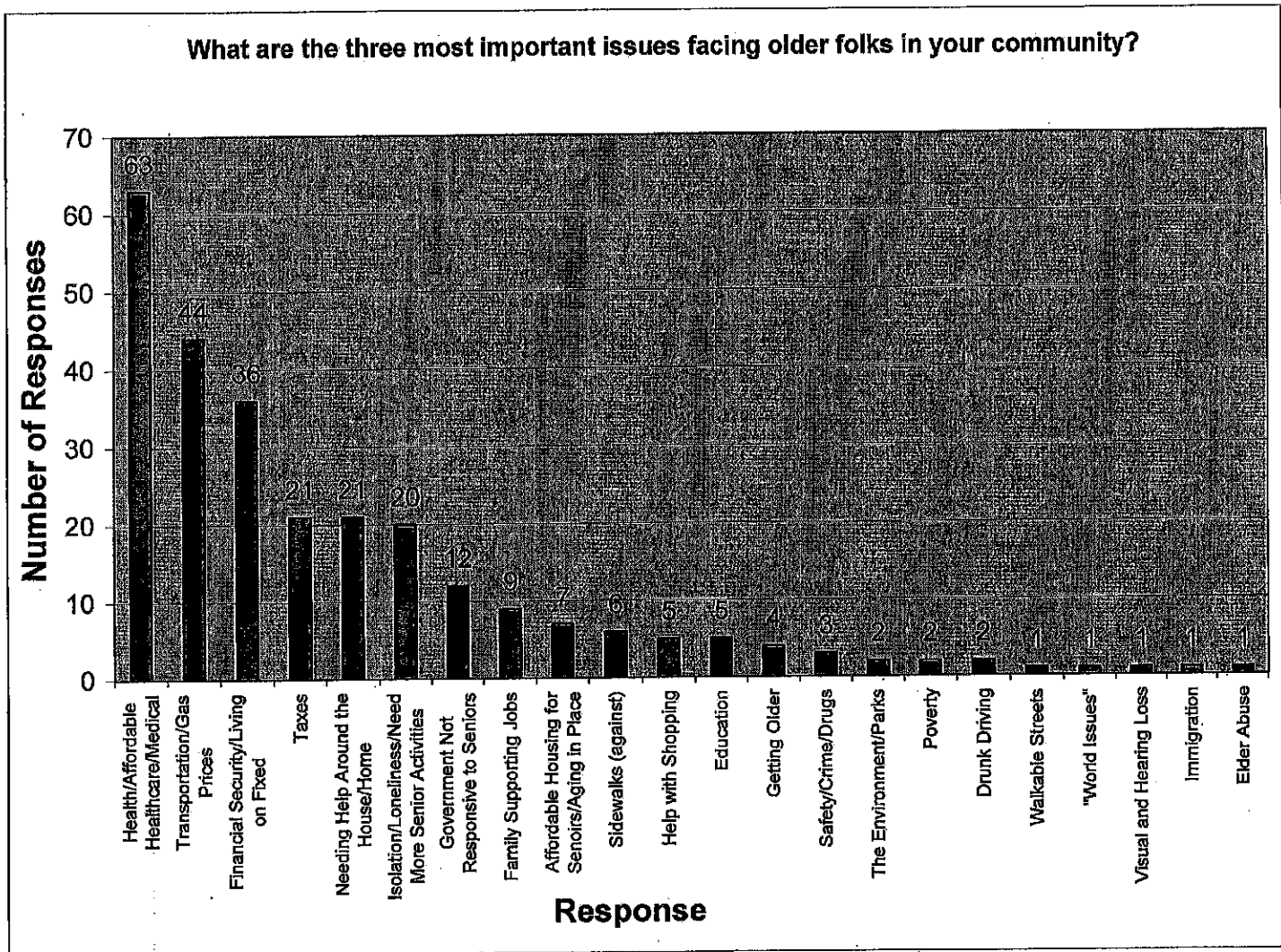
Respite care and hospice care is provided at a high level of professionalism and quality.

The networking within community agencies is strong.

**Section 3 - Planning Process**  
**Section 3-A Planning Process Used in the Development of this Plan**

Members of the 15-member advisory council took the question, "What are the three most important issues facing you today" to the communities where they live. There were 96 responders. Results are shown below.

These responses closely mirrored the comments received by the Rock County Older Adults Committee. The Director of the Council on Aging attended one of their monthly meetings and brainstormed the same questions, along with the question of "What's good in Rock County?" Their responses are shown in the "Context" section of this document.



**Section 3 - Planning Process**  
**Section 3-B Public Hearings, Comments, Changes**

Press releases were sent to the two major newspapers in Rock County; the Beloit Daily News and the Janesville Gazette. Notices of the public hearing date were posted at all five senior centers in the County as well as the remaining two congregate dining center locations. A notice was posted at the Merrill Center, a community center that serves a minority population. The Arrowhead Library System distributed the notices through their system of twelve libraries in the county. The notice was posted in the Council on Aging's newspaper, the Senior Review. The notice also was e-mailed to all fifty organizations that are part of the Rock County Partnerships for Older Adults Committee. The notice and plan were posted on the Council on Aging's website.

The public hearing was held at 9:00 a.m. on November 1, 2012 at the Rock County Council on Aging. Five people attended – four of which are members of the Rock County Council on Aging Advisory Board.

There was one question regarding whether there was any hope of the CAARN "Sit Less" grant being funded in the future.

Two other questions were regarding the budget, 1) where in the budget the Mobility Manager was funded and 2) what costs the nutrition budget covered and whether any of the locations housing congregate dining sites charged rent.

Neither question resulted in any changes being made to the three-year plan.



**Rock County Council on Aging  
Public Hearing Minutes**  
Thursday, November 1, 2012 - 9:00 a.m.  
Council on Aging Office  
3328 U.S. Highway 51 North, Janesville, WI

**Call to Order:** Janet Kopp called the public hearing meeting to order at 9:05 a.m.

**Present:** Board members present: Chair Janet Kopp, Supervisor Terry Thomas, Ellen Trewartha, and Terry Burrington.

Staff Present: Joyce Lubben, Director

Others Present: Patricia Hansbury, RSVP

Chair Kopp welcomed everyone to the public hearing for the 2013-2015 Rock County Plan for Older People. She asked Joyce Lubben to provide an overview of the plan. She then asked for comments or questions from those present.

Ellen Trewartha asked if there was any hope of the CAARN "Sit Less" grant being funded. Joyce Lubben responded that CAARN is looking for alternative funding sources as well as refining the application.

Terry Burrington asked about the nutrition funding and what all it covers. He also asked if the Council on Aging is paying rent at any of the congregate dining sites. He wonders, since the budget is so tight and the advisory council has had to approve the closure of congregate dining sites, what would happen if those two locations were to be told there was no funding for rent.

Terry Burrington asked where in the budget the Mobility Manager is funded.

**Adjournment:** Chair Janet Kopp closed the public hearing at 9:28 a.m.

**Section 4 - Statewide Focus Areas**  
**Section 4-A Development of a System of Home and Community-Based Services**

1. Memorandums of Understanding addressing such issues as elder benefit specialist referrals, elder abuse referrals, information and assistance for family caregivers and the provision of health promotion programs will be developed with the Aging & Disability Resource Center of Rock County by March 2013 and reviewed in January of 2014 and 2015, or as needed.
2. The Council on Aging staff will be represented on the Elder Abuse Inter-disciplinary Team and attend meetings that are held bi-monthly through 2013, 2014 and 2015.
3. Council on Aging staff will take the leadership role in planning and executing the annual fall senior fairs for Rock County and Beloit in 2013, 2014 and 2015 to showcase agencies and services for over 3,000 older adults and their families who attend.
4. The Council on Aging will work with civic groups and the Rock County Sheriff's Department to provide seasonal services (yard work, snow shoveling, etc.) for older homeowners during the spring and fall seasons of 2013, 2014, and 2015.
5. The Council on Aging staff will provide a seminar that discusses issues around long-term health insurance for older Rock County residents in May 2013.

**Section 4 - Statewide Focus Areas**  
**Section 4-B Older Americans Act Programs**

1. The Rock County Council on Aging will continue to develop material for and distribute the agency's "Senior Review" each month during 2013, 2014, and 2015. This newspaper provides information on issues affecting the older population and information on activities available through the Rock County Council on Aging as well as other service providers.
2. Continue to provide partial funding to support the cost of a contracted elder benefit specialist during 2013, 2014, and 2015.
3. A quality improvement project will be conducted for the nutrition program to test a method of collecting donations that will increase that revenue source by 10%, beginning January 1, 2013.
4. Maintain and update the Council on Aging website each month during 2013, 2014 and 2015 to provide information on activities supported by Older Americans Act funds.

**Section 4 - Statewide Focus Areas**  
**Section 4-C Alzheimer's Disease**

1. Collaborate with the Rock County Sheriff's Department to refer those families dealing with memory loss for Project Lifesaver, as well as provide funding for at least one Project Lifesaver component per year in 2013, 2014, and 2015 to provide assurance to caregivers that if their loved one is lost, they can be tracked by the Lifesaver unit.
2. Include at least one article every six months in the agency's monthly newspaper about Alzheimer's disease and related dementias in 2013, 2014, and 2015 to provide information on available services, new research, and caregiver tips.

**Section 4 - Statewide Focus Areas**  
**Section 4-D Emergency Preparedness**

1. Work with Rock County's new emergency management coordinator to introduce the Council on Aging and services provided to older adults by March 1, 2013.
2. In coordination with the emergency management coordinator, develop at least one 24-hour cooling center for older adults by June 1, 2013 and a second cooling center by June 1, 2014.
3. In coordination with the emergency management coordinator, conduct one educational workshop in 2013, 2014, and 2015 on personal emergency preparedness.
4. In collaboration with the emergency management coordinator, establish partnerships with local businesses to put together emergency kits and distribute them to vulnerable older adults in Rock County, by October 2013.
5. Contract with Voluntary Action Center to provide and install air conditioners for vulnerable older adults. Contracts will be in effect in January of 2013, 2014, and 2015.

**Section 4 - Statewide Focus Areas**  
**Section 4-E Evidence-Based Prevention Programming**

1. Provide at least three "Stepping On" falls prevention workshops each year during 2013, 2014, and 2015 to prevent falls.
2. Provide at least one Living Well with Chronic Conditions workshop during 2013, 2014, and 2015 to provide tools for living well regardless of having a chronic condition.
3. Provide at least one Healthy Eating for Successful Living in Older Adults workshop each year during 2013, 2014, and 2015 to encourage healthy eating in older adults.
4. Provide at least two StrongWomen – Healthy Hearts workshop each year during 2013, 2014, and 2015 to encourage exercise and heart healthy eating.

**Section 4 - Statewide Focus Areas**  
**Section 4-F Family Caregiver Support**

Information to caregivers about available services:

1. By March 2013, develop a flyer and promotional materials for the Family Caregiver Support Program that highlights the "Grandparents Raising Grandchildren" component. Distribute 100 copies of the flyers and promotional materials to area programs that serve grandparents raising grandchildren.
2. By June 2013, develop a specific page on the Council on Aging's webpage specifically for the "Grandparents Raising Grandchildren" component.
3. Promote "Share the Care" by moving the promotional poster to four different sites in 2013.

Assistance to caregivers in gaining access to services:

1. By June 2013, set meetings with the Kinship Care Coordinator, Child Protective Services staff and the Janesville School District social workers to provide them information on the NFCSP.
2. By June 2013, make a presentation to the Partners for Older Adults Committee about the "Grandparents Raising Grandchildren" effort to begin networking with professionals in the community to raise awareness of older grandparents who are raising grandchildren.

Individual counseling, organization of support groups, and training to caregivers to assist in making decisions and solving problems relating to their caregiving roles:

1. Facilitate a support group that meets each month at The Gathering Place during 2013, 2014, and 2015 for the purpose of providing a place where caregivers can share and learn from each other.
2. Provide an annual caregiver conference during 2013, 2014, and 2015 to provide information to caregivers on their role and to provide a forum for sharing and learning from each other.

Respite care to enable caregivers to be temporarily relieved from their caregiving responsibilities:

1. Provide funding in the form of \$1,000 grants for respite care to 17 family caregivers in 2013, 2014, and 2015 in accordance with the policies of the National Family Caregiver Support Program.

Supplemental services, on a limited basis, to complement the care provided by caregivers:

1. Provide funding to the Rock County Sheriff's Department for one Project Lifesaver unit each year for 2013, 2014, and 2015.
2. Provide funding for five individual emergency response systems for caregivers in 2013, 2014, and 2015.



## Section 5 - Local Focus Areas

1. Provide a County Senior Statesmanship Program each spring in 2013, 2014 and 2015 in order to provide information on county government and how it affects the lives of older adults.
2. Submit an application each year (2013, 2014, and 2015) to fund a Mobility Manager position in order to manage transportation coordination between providers and to provide transportation counseling for individuals.
3. Provide leadership for Rock County's Transportation Coordinating Committee and hold bi-monthly meetings during 2013, 2014, and 2015 to ensure coordination among transportation providers and advocacy for public transportation users.
4. Provide at least 22,000 one-way trips each year through the Rock County Specialized Transit Program for persons who are elderly and/or disabled so they can access medical facilities, conduct personal affairs, access employment, etc..
5. Rock County Specialized Transit will initiate handicapped transportation service, using lift-equipped vehicles, for out-of-county transportation beginning January 1, 2013 to enable passengers requiring lift-equipped transportation an affordable means to access medical services outside of Rock County.
6. Continue to partner with the "Sit Less" CAARN project during 2013 to ensure progression of the project, as requested, to assist in research.
7. With assistance from the advisory council, develop and implement one project improvement project each year, starting in January of 2013, 2014, and 2015 to improve the way services are delivered and resources are used.

**Section 6 - Coordination Between Titles III and VI**

Not applicable to Rock County.

County/Tribal Aging Unit Budget - 2013

Rock  
Budget  
\$ 124,327

Name of County/Tribe:

Report for:

Title III-B Budget Amount:

Section 6-B Title III-B Supportive Services

Expenditure Category	Title III-B Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration	17,932		1,500						19,432
2. Personal Care									
3. Homemaking	8,703								8,703
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.	60,907		12,315						73,222
13. Nutrition Education							500		37,285
14. Info. & Assistance	36,785								
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
19. Med.Mgt/Ser./Edu.									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
<b>Total</b>	<b>124,327</b>		<b>13,815</b>				<b>500</b>		<b>138,642</b>

Remaining Budget Balance \$ -  
 Percent of Access to Services 30% Ok - You provide at least 6% of your allocation to Services Associated with Access to Services.  
 Percent of Legal/Ben. Assist. 49% Ok - You provide at least 5% of your allocation to Legal/Benefit Assistance Services.  
 Percent of In-Home Services 7% Ok - You provide at least 7% of your allocation to In-Home Services.  
 Total Non-Federal Match \$ 13,815 Ok - Minimum Match Met  
 Match Amount Needed \$ 13,814

County/Tribal Aging Unit Budget - 2013

Name of County/Tribe:  
Report for:

Rock  
Budget  
\$ 271,722

Title III-C1 Budget Amount:

Section 6-C1 Title III-C1 Congregate Meals

Expenditure Category	Title III-C1 Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals	33,484								33,484
6. Adult Day Care									
7. Case Management									
8. Congregate Meals	238,238		30,192				51,600		320,030
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
19. Med.Mgt/Scr/Edu.									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
<b>Total</b>	<b>271,722</b>		<b>30,192</b>				<b>51,600</b>		<b>353,514</b>

Remaining Budget Balance \$ -  
Percentage of HDM 12% Ok - You provide no more than 45% of your allocation to Home Delivered Meals.

Total Non-Federal Match \$ 30,192 Ok - Minimum Match Met  
Match Amount Needed \$ 30,191

County/Tribal Aging Unit Budget - 2013

Name of County/Tribe:

Rock

Report for:

Budget

Title III-C2 Budget Amount:

\$ 93,515

Section 6-C2 Title III-C2 Home Delivered Meals

Expenditure Category	Title III-C2 Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaking									
4. Chore									
5. Home Del Meals	93,515		10,392	33,484			47,250		184,641
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
19. Med.Mgt/Scr./Edu.									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
<b>Total</b>	<b>93,515</b>	<b>-</b>	<b>10,392</b>	<b>33,484</b>	<b>-</b>	<b>-</b>	<b>47,250</b>	<b>-</b>	<b>184,641</b>

Remaining Budget Balance \$ -  
 Total Non-Federal Match \$ 10,392 Ok - Minimum Match Met  
 Match Amount Needed \$ 10,391

County/Tribal Aging Unit Budget - 2013

Name of County/Tribe:

Rock  
Budget

Report for:

Title III-D Budget Amount:

\$ 8,362

NOTE: All spending under III-D MUST be Evidence Based

Section 6-D Title III-D Disease Prevention and Health Promotion Services

Expenditure Category	Title III-D Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
19. Med.Mgt/Ser/Edu.									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion - EB	8,362			930			-500		9,792
<b>Total</b>	<b>8,362</b>	<b>-</b>	<b>-</b>	<b>930</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>9,792</b>

Remaining Budget Balance \$ -

Total Non-Federal Match \$ 930 Ok - Minimum Match Met  
 Match Amount Needed \$ 929

County/Tribal Aging Unit Budget - 2013

Name of County/Tribe:

Rock  
Budget

Report for:

\$ 60,653

Title III-E Budget Amount:

Section 6-E Title III-E Family Caregiver Support Program

Expenditure Category	Title III-E Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaking									
4. Chores									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ber. Assist.									
13. Nutrition Education									
14. Info. & Assistance	38,972								38,972
15. Outreach									
16. Public Information	704								704
17. Counsel. & Training	1,500						1,500		3,000
18. Temporary Respite	19,477		20,719						40,196
19. Med.Mgt/Scr/Edu.									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
<b>Total</b>	<b>60,653</b>		<b>20,719</b>				<b>1,500</b>		<b>82,872</b>

Check (X) the corresponding box if the following services are being provided by other Title III funding or another agency/organization within the county in which you are not providing any Title III funding towards.

Information and Assistance	
Public Information	
Counseling and Training	
Temporary Respite	

Remaining Budget Balance \$

County/Tribal Aging Unit Budget - 2013

Name of County/Tribe:

Rock  
Budget

Report for:

\$ 33,438

State Elderly Benefit Services Budget Amount:

Section 6-BS State Elderly Benefit Services

Expenditure Category	State Elderly Benefit Services Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaking									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist	33,438		3,716						37,154
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
19. Med.Mgt/Scr./Edu.									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
<b>Total</b>	<b>33,438</b>	<b>-</b>	<b>3,716</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37,154</b>

Remaining Budget Balance \$ -

Total Non-Federal Match \$ 3,716  
Match Amount Needed \$ 3,715

Ok - Minimum Match Met



County/Tribal Aging Unit Budget - 2013

Rock  
Budget  
\$ 11,335

Name of County/Tribe:

Report for:

State Senior Community Services Budget Amount:

Section 6-SCS State Senior Community Services

Expenditure Category	State SCS Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									12,595
10. Assisted Transpo.	11,335			1,260					
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
19. Med.Mgt/Ser./Edu.									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
<b>Total</b>	<b>11,335</b>			<b>1,260</b>					<b>12,595</b>

Remaining Budget Balance

Total Non-Federal Match \$ 1,260  
Match Amount Needed \$ 1,259

OK - Minimum Match Met

County/Tribal Aging Unit Budget - 2013

Rock  
Budget

Name of County/Tribe:  
Report for:

Section 6-Other  
Other Budget

Expenditure Category	Federal/State Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration						56,629	400		57,029
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals				37,175					37,175
9. Nutrition Counsel				12,475					12,475
10. Assisted Transpo.				79,298					79,298
11. Transportation									
12. Legal/Ben. Assist				5,000					5,000
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
19. Med.Mgt/Scr/Edu.									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
<b>Total</b>				<b>133,948</b>	<b>426,667</b>	<b>138,194</b>	<b>172,393</b>	<b>16,537</b>	<b>888,139</b>

County/Tribal Aging Unit Budget - 2013

Name of County/Tribe:

Rock

Report for:

Budget

Total Budget Amount:

\$ 653,752

Summary Budget

Expenditure Category	Federal/State Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration	17,932	-	1,500	-	-	56,629	400	-	76,461
2. Personal Care	-	-	-	-	-	-	-	-	-
3. Homemaker	-	-	-	-	-	-	-	-	-
4. Chore	8,703	-	-	-	-	-	-	-	8,703
5. Home Del Meals	126,999	-	10,392	33,484	-	-	47,250	-	218,125
6. Adult Day Care	-	-	-	-	-	-	-	-	-
7. Case Management	-	-	-	-	-	-	-	-	-
8. Congregate Meals	238,238	-	30,192	37,175	-	-	51,600	-	357,205
9. Nutrition Counsel.	-	-	-	12,475	-	-	-	-	12,475
10. Assisted Transpo.	11,335	-	1,260	79,298	8,875	-	-	-	100,768
11. Transportation	-	-	16,031	5,000	407,825	-	172,393	16,537	678,320
12. Legal/Ben. Assist.	94,345	-	-	-	9,967	-	-	-	125,312
13. Nutrition Education	-	-	-	-	-	-	-	-	-
14. Info. & Assistance	75,757	-	-	-	-	-	500	-	76,257
15. Outreach	-	-	-	-	-	-	-	-	-
16. Public Information	704	-	-	-	-	-	-	-	704
17. Counsel. & Training	1,500	-	-	-	-	-	1,500	-	3,000
18. Temporary Respite	19,477	-	20,719	-	-	-	-	-	40,196
19. Med.Mgt/Scr/Edu.	-	-	-	-	-	-	-	-	-
20. Advoc./Lead.Devel.	-	-	-	-	-	-	-	-	-
21. Other	-	-	-	-	-	-	-	-	-
23. Health Promotion	8,362	-	930	-	-	-	500	-	9,792
AFCSP Adjustment	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>603,352</b>	<b>-</b>	<b>81,024</b>	<b>167,432</b>	<b>426,667</b>	<b>138,194</b>	<b>274,143</b>	<b>16,537</b>	<b>1,707,349</b>

Remaining Budget Balance 50,400

**Compliance with Federal and State Laws and Regulations**

On behalf of the county, we certify

**Rock County Council on Aging**

(Give the full name of the aging unit)

has reviewed the appendix to the county plan entitled Assurances of Compliance with Federal and State Laws and Regulations for 2013-2015. We assure that the activities identified in this plan will be carried out to the best of the ability of the county in compliance with the federal and state laws and regulations listed in the Assurances of Compliance with Federal and State Laws and Regulations for 2013-2015.

\_\_\_\_\_  
Signature, and Title of the Chairperson of the Commission on Aging      Date

\_\_\_\_\_  
Signature, and Title of the Authorized County Board Representative      Date

## 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 subd. 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.