



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE  
TUESDAY, OCTOBER 20, 2015 - 4:00 P.M.  
CONFERENCE ROOM N-1 – FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – September 15, 2015
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
  - A. Council on Aging
6.
  - A. Bills/Encumbrances
  - B. Pre-Approved Encumbrance Amendments
7. Budget Review
  - A. Council on Aging
  - B. Heritage Rock County
  - C. Retired Senior Volunteer Program
  - D. UW-Rock County
  - E. Veterans Service Office
8. Approval of the 2016 – 2018 County Aging Plan
9. Committee Requests and Motions
  - A. Discussion on Future Meeting Site Visits
  - B. Ideas for Future Discussion
10. 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.

# Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR      Date 9/23/15  
 Requested By Council on Aging  
Department

Transfer No. 15-68  
Joyce Lubben  
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 30-3901-0000-61100 Description: Wages Current Balance: \$26,974	\$5,000	Account #: 30-3901-0000-62614 Description: Purchased Services	\$5,000
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

Funds in "Wages" are available as a portion of the NFCSP/Outreach Coordinator's salary and fringe benefits were paid this year from the Mobility Management grant when she temporarily took over some of those duties.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

Costs for supportive services to older adults have exceeded the budgeted amount. Also, a transfer is necessary to meet the requirement that 7% of funding be used for supportive services.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *9-23-15*

**ADMINISTRATIVE NOTE:**

Recommended *[Signature] 9-24-15*

**REQUIRED APPROVAL**

DATE

COMMITTEE CHAIR

Governing Committee

\_\_\_\_\_

\_\_\_\_\_

Finance Committee

\_\_\_\_\_

\_\_\_\_\_

Distribution: **EMAIL** Sherry Oja and Susan Balog

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
30-3901-0000-62614	PURCHASED SERV.	P1503006	09/11/2015	CITY OF BELOIT TREASURER	300.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,000.00	7,407.84	485.48	300.00	(193.32)
30-3901-0000-64203	EDUC MAT & SUPPL	P1502777	09/08/2015	JAX CUSTOM PRINTING INC	125.00
		P1502863	10/02/2015	POSITIVE PROMOTIONS	492.30
		P1502962	09/01/2015	CREEKSIDE PLACE	70.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	2,370.47	1,803.27	687.30	138.96
30-3901-0000-64614	ALZHEIMERS	P1500398	09/27/2015	BRIGHTSTAR	132.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	0.00	132.00	(132.00)
				<b>TITLE III-B PROG TOTAL</b>	<b>1,119.30</b>
30-3903-0000-64124	CONSUMABLE SUPPL	P1503181	09/19/2015	CALHOUN,LYNETTE	540.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,000.00	5,142.02	1,968.53	540.00	(1,650.55)
				<b>NUTRITION PROGRAM PROG TOTAL</b>	<b>540.00</b>
30-3904-0000-64907	VOL RELATED EXP	P1503034	09/30/2015	MMPR	349.75
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,855.00	1,400.61	707.25	349.75	397.39
				<b>DELIVERED MEALS PROG TOTAL</b>	<b>349.75</b>
30-3905-0000-62221	COMMUNICATIONS C	P1502672	08/31/2015	BANDT COMMUNICATIONS INC	340.25
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	7,000.00	7,992.30	1,376.00	340.25	(2,708.55)
				<b>ELDERLY &amp; HANDICAPPED TRANSP PROG TOTAL</b>	<b>340.25</b>
30-3908-0000-62625	OUTREACH SERVICE	P1502906	09/02/2015	JAX CUSTOM PRINTING INC	250.00
		P1503142	08/31/2015	EDGERTON REPORTER CORP, THE	75.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,244.00	7,486.52	1,867.35	325.00	(1,434.87)

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
<b>TITLE III-D PROG TOTAL</b>					<b>325.00</b>	
30-3915-0000-64615	CLIENT REL.COSTS					
		P1500396	09/21/2015	ALTERNATIVE HOMECARE INC	108.00	
		P1500398	08/23/2015	BRIGHTSTAR	267.00	
		P1500399	09/15/2015	HOME INSTEAD SENIOR CARE	569.25	
		P1501338	09/18/2015	WALSH,JEANNE	163.07	
		P1501623	07/29/2015	BELOIT HEALTH SYSTEM ALERT LIN	300.00	
		P1501934	09/24/2015	WARD,DIANNE	10.00	
		P1502474	08/30/2015	SMITH,BONNIE	120.00	
		P1502477	09/30/2015	WARD,WINNIE M	140.00	
		P1502599	09/15/2015	HOMETOWN HELPERS INC	115.50	
		P1502938	08/07/2015	ZENKE,DEBRA	50.00	
		P1502939	08/26/2015	MAVES,BRADLEY L	140.00	
		P1502961	08/26/2015	TABER,PHILIP H	162.00	
		P1503050	08/29/2015	BROWNING,SUZETTE	92.00	
		P1503182	09/19/2015	WARD,DIANNE	250.00	
		P1503229	09/25/2015	TABER,PHILIP H	279.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	19,041.00		12,985.24	0.00	2,765.82	3,289.94
<b>TITLE III-E FAM CAREGIVER SUPP PROG TOTAL</b>					<b>2,765.82</b>	
30-3916-0000-62625	OUTREACH SERVICE					
		P1503052	08/10/2015	LATINO SERVICE PROVIDERS COALI	30.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	2,000.00		535.46	100.00	30.00	1,334.54
<b>MOBILITY MANAGER GRANT PROG TOTAL</b>					<b>30.00</b>	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$5,470.12**

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 Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **OCT 20 2015**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**COMMITTEE APPROVAL REPORT**

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
38-3800-0000-63100	OFC SUPP & EXP	P1502625	08/31/2015	HENRICKSEN	360.36	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	800.00	276.92	0.00	360.36	162.72	
38-3800-0000-64607	VET BURIAL BENEF	P1502960	08/31/2015	PLYMOUTH CEMETERY ASSOCIATION	298.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	5,214.00	3,076.00	0.00	298.00	1,840.00	
				<b>VETERANS SERVICE PROG TOTAL</b>	<b>658.36</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$658.36**

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 Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **OCT 20 2015**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

# Rock County Plan on Aging 2016-2018



Rock County Council on Aging  
51 South Main Street (mailing address)  
3328 US 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**

- 1. Verification of Intent**
- 2. Executive Summary**
- 3. Organization and Structure of the Aging Unit**
- 4. Context**
- 5. Public Involvement in the Development of the County Aging Plan**
- 6. Goals for the Plan Period**
- 7. Coordination Between Titles III and VI**
- 8. Budget**
- 9. Compliance With Federal and State Laws and Regulations**
- 10. Assurances**
- 11. Appendices**



**1. Verification of Intent**

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

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

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

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

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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

## 2. Executive Summary

The plan contained in this document reflects input from Rock County Council on Aging Advisory Board members, the public, 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 and other federal, state, and local funding, people age 60 and over and their caregivers.

It is anticipated that no major changes will be made over the next several years in services delivered to the older population of Rock County, rather continuation and expansion of what is already being offered. The Council on Aging staff and Advisory Board will continue to identify and implement innovative ways to provide services, market those services to the public and seek out new programs and services that would be of benefit to older adults in Rock County when funding is available.

For some programs there is concern that demand is exceeding revenue sources, most specifically in regards to the Home Delivered Meal program. A challenge will be to maintain current service levels with no additional funding.

As a result, this plan describes a "maintenance of effort" for most services the Rock County Council on Aging currently provides, i.e. community information and education, elderly benefit specialist counseling, nutrition services, preventative health programming, transportation, mobility management, and family caregiver services. However, when there are opportunities for low-cost or no-cost programs or available grant funds the Council on Aging will take advantage of those opportunities.

The Rock County Council on Aging has incorporated into this plan advocacy efforts to strengthen existing relationships with elected officials and their staffs in order to advocate for older people, their families, and their needs. Education on important issues affecting the older population is a strong effort of the Council on Aging for not only the recipients of services, but also their families and decision makers. The mission statement has been updated to reflect this focus.

### **3. Organization and Structure of the County Aging Unit 3-A Mission Statement and Description of the Aging Unit**

The Rock County Council on Aging, as the county's aging unit, is accountable for the administration of Older Americans Act funded programs for Rock County's older adults and their families. In addition, the Council on Aging provides services to persons with disabilities through a variety of funding sources. The main goal of the aging unit is to keep older adults and persons with disabilities living as independently as possible and actively engaged in their communities.

The Rock County Council on Aging's mission shall be to advocate for the independence, self-worth and dignity of qualified residents of Rock County by assisting them to meet their varied health, nutrition, economic and social needs.

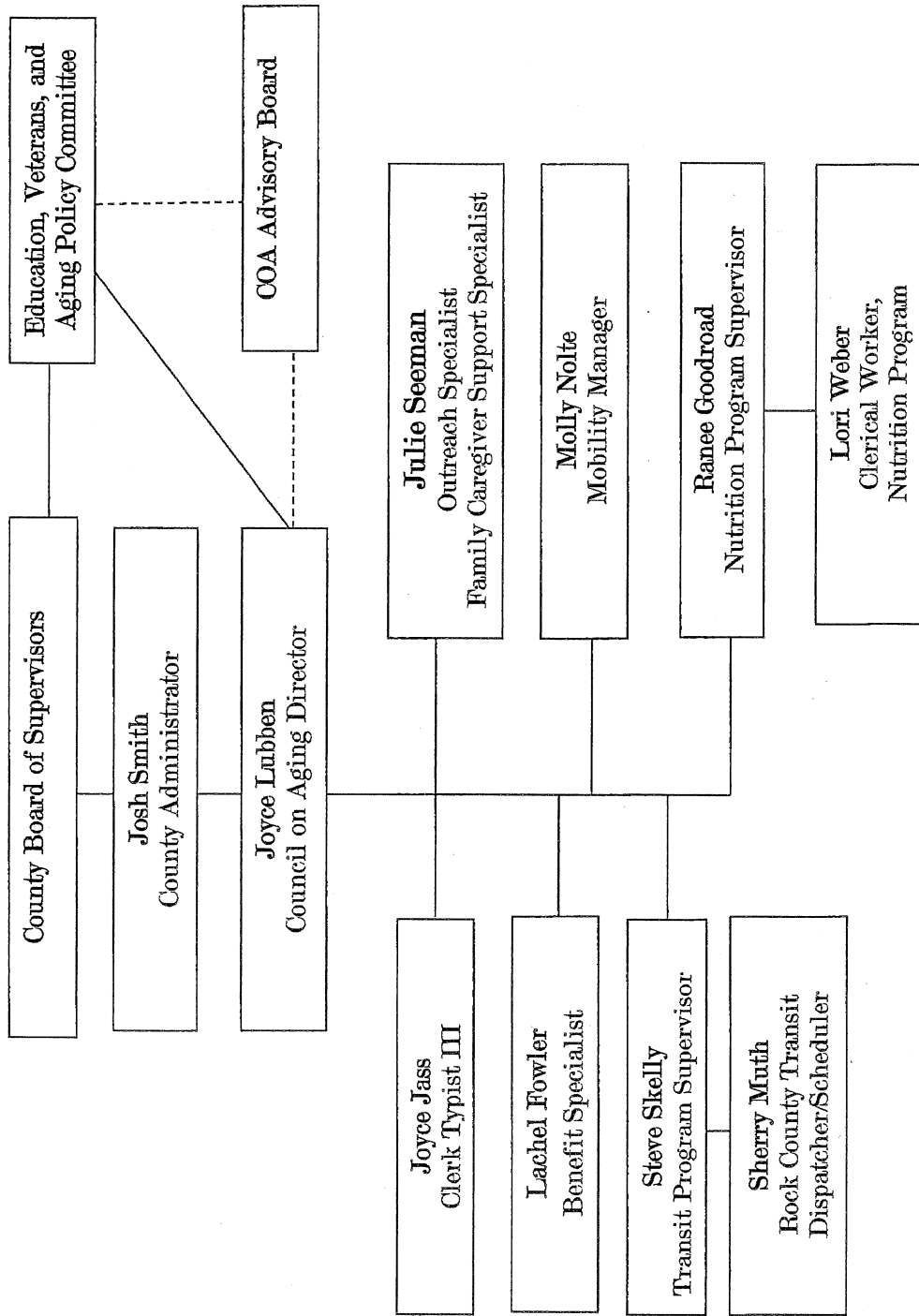
The Council on Aging is a separate department within county government. The Director reports to the County Administrator and to a policy committee comprised of five county board supervisors. The office is centrally located in Janesville.

Services are carried out by a staff of nine individuals. Most have held their positions for over ten years, the longest being 19 years. The Rock County Council on Aging provides programs and services in the areas of transit for elderly and persons with disabilities, elder benefit specialist, caregiver support, congregate dining, home delivered meals, mobility management and evidenced-based health promotion workshops. In addition, educational workshops are provided to the public on issues affecting the older population and issues requiring advocacy. Examples of these workshops include long term support, emergency preparedness, health literacy, and dementia-friendly communities.

This work is done through many collaborations with community, public, and private organizations and agencies. These include municipalities, church groups, healthcare organizations, other county departments, volunteer organizations, law enforcement agencies, various coalitions, etc.

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

**Rock County Council on Aging Organizational Chart**



### **3. Organization and Structure of the County Aging Unit 3-C Aging Unit Coordination With ADRCs**

The Rock County Council on Aging is a separate department within county government. Governance is provided by the County Administrator, a five-member governing committee comprised of county board supervisors, and a 15-member advisory council. The office building is shared with Rock County Public Health.

The Aging and Disability Resource Center of Rock County is located within the Rock County Job Center. Organizationally, it is part of the Division of Long Term Support/Aging & Disability Resource Center within the Human Services Department. Along with being governed by the Human Services Board it reports to a nine-member advisory board.

The Council on Aging and the ADRC have established a good working relationship. Referrals flow freely between the organizations. The ADRC markets the health promotion workshops provided by the Council on Aging. An Information and Assistance Specialist has been trained as a Living Well with Chronic Conditions workshop leader. Another Information & Assistance Specialist is a member of the Council on Aging's Advisory Board. Council on Aging staff attend the ADRC staff meetings to share information. Several Council on Aging staff members have been trained as trainers for the Dementia Friendly Communities initiative of the ADRC's Dementia Care Specialist. The Council on Aging Director and the ADRC Manager meet at least quarterly to exchange information and address any concerns there may be.

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

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.	X
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.	X
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>

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

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

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

Official Name of the County Aging Unit's Policy-Making Body (list below)			
Name	Age 60 and Older	Elected Official	Year First Term Began
<b>Chairperson:</b> Rick Richard		X	2013
Edwin Nash	X	X	2012
Norvain Pleasant	X	X	2014
Kathy Schulz	X	X	2014
Jeremy Zajac		X	2014

**3. Organization and Structure of the County Aging Unit  
3-F Membership 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 County Aging Unit's Advisory Committee (list below)</b>			
<b>Name</b>	<b>Age 60 and Older</b>	<b>Elected Official</b>	<b>Year First Term Began</b>
<b>Chairperson: Sonja Heiser</b>	X		2013
Nancy Arnold	X		2012
Jean Boyle	X		2015
Marti Everts	X		2010
Dawn Fossum			2012
Wayne Gustina, Supervisor	X	X	2013
Jan Kinnaman	X		2014
Jo Ann Koltyk	X		2014
Char Lezow	X		2013
Suzanne Rasmussen	X		2015
Peg Slaback	X		2013
Pam Strom	X		2014
Chuck Wilson	X		2014
Vacant			
Vacant			



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

Listed below are the people employed by the County Aging Unit. Include additional pages as needed.

<p><b>Name: Joyce Lubben</b>            Job Title: Council on Aging Director            Telephone Number/email Address: 608-757-5416/lubben@co.rock.wi.us</p>
<p>Brief Description of Duties: Responsible for planning, developing, organizing, directing and implementing all phases of programs for older adults and other qualified individuals that are administered through the Council on Aging.</p>
<p><b>Name: Steve Skelly</b>            Job Title: Transportation Program Supervisor            Telephone Number/email Address: 608-757-5413/skelly@co.rock.wi.us</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: Sherry Muth</b>            Job Title: Transportation Program Scheduler/Dispatcher            Telephone Number/email Address: 608-757-5054/muth@co.rock.wi.us</p>
<p>Brief Description of Duties: Responsible for taking transit reservations, scheduling daily runs of Transit buses, data entry into RouteMatch and dispatching information to drivers.</p>
<p><b>Name: Molly Nolte</b>            Job Title: Mobility Manager            Telephone Number/email Address: 608-757-5408/nolte@co.rock.wi.us</p>
<p>Brief Description of Duties: Coordinates transportation resources for transportation disadvantaged Rock County residents, leads the countywide Transportation Coordinating Committee, provides travel training, advocates on behalf of transportation disadvantaged populations.</p>
<p><b>Name: Julie Seeman</b>            Job Title: NFCSP and Outreach Specialist            Telephone Number/email Address: 608-758-8455/seeman@co.rock.wi.us</p>
<p>Brief Description of Duties: Administers the National Family Caregiver Support Program. Coordinates health promotion workshops and activities. Coordinates public information/marketing efforts for the Council on Aging.</p>

**Name: Ranee Goodroad**

Job Title: Nutrition Program Supervisor

Telephone Number/email Address: 608-757-5474/goodroad@co.rock.wi.us

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.

**Name: Lachel Fowler**

Job Title: Elder Benefit Specialist

Telephone Number/email Address: 608-757-5414/fowler@co.rock.wi.us

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.

**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: Lori Weber**

Job Title: Clerical Worker

Telephone Number/email Address: 608-757-5474/weberl@co.rock.wi.us

Brief Description of Duties: Provides part-time clerical support for the Nutrition Program.

## 4. Context

### Demographic Information:

According to the 2014 estimates, Rock County has a population of 161,188 with 14.7% being over age 65. This is similar to Wisconsin as a whole. Of those, 30,376 (18.85%) are age 60 and over (American Community Survey 2008-2012). There are 20,537 households with one or more people 60 years of age and over. There are 6,310 persons age 65+ who are living alone. The County has experienced a slight loss of total residents over the past several years.

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.

According to 2014 estimates, there are 2,684 grandparents living with grandchildren, with 1,135 of those being responsible for those grandchildren. There are 7,189 persons age 65+ living with a disability.

### Race and Ethnicity of Rock County's Older Population:

Of the 65+ age population in Rock County:

83.9% is White/non-Hispanic

8.0% is Hispanic or Latino

5.1% is African American

.5% is Native American

1.1% is Asian

2.1 % is two or more races

### Poverty Status of Rock County's Older Population:

The median household income for persons age 65 years and over living in Rock County is \$34,557, almost identical to Wisconsin as a whole. There are 546 (5.9%) males age 65+ living in poverty and 1045 (8.8%) females who are living below the poverty level. Estimates are that 2,820 persons age 65+ are employed. The poverty level for one person living alone is \$981 per month. For a two-person household the poverty level is \$1328 per month.

### Challenges of Rock County's Older Population:

From survey results the main issues affecting older adults in Rock County and their family members include:

- Dealing with aging parents
- Health concerns, i.e. accessing health care, understanding insurance, mental health concerns
- Financial security, e.g. housing, energy costs, food
- Living in safe neighborhoods
- Affordable assisted living facilities in rural areas

In general, people seemed to be more optimistic than they were during the 2013-15 aging plan development process when the General Motors Company had recently closed its Janesville plant, resulting in a sharp decline in the county's economy and significant changes in living arrangements for a large number of people.

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 MTM need improvement. The Council on Aging has been very proactive in advocating for those individuals eligible for non-emergency medical transportation in order to receive appropriate and timely service.

### Rock County Partnerships:

The Rock County Council on Aging has numerous partnerships with other organizations and agencies. Some of those include:

- Senior centers
- Aging & Disability Resource Center of Rock County
- Dementia Care Specialist
- Rock County Caregiver Alliance
- Partnerships for Older Adults Committee
- Municipal transit systems
- Voluntary Action Center
- Retired & Senior Volunteer Program
- Beloit Meals on Wheels
- Mercy Health System
- St. Mary's Health System
- Rock County Sheriff's Department
- Rock County Public Health
- Nutrition & Health Associates
- Beloit Memorial Hospital
- Senior fair committees
- Rock County Transportation Coordinating Committee
- AARP
- Senior housing units
- Metropolitan planning organizations
- Janesville Police Department

## 5. Public Involvement in the Development of the County Aging Plan

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 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.

A public hearing was held at 9:00 a.m. on September 9, 2015 at the Council on Aging office. Six members of the public attended. There were no substantial changes in the draft plan after the public hearing as no one spoke to the plan.

The public was given the opportunity to respond to three questions:

- What are the three most important issues facing you today?
- What new activities or opportunities would you like to see in Rock County?
- What activities or services would you like to see continued?

A few written comments were received. The most important issues facing Rock County's older adults include:

- Caregiving for spouses and older parents
- Transportation
- Affordable chore service for small jobs around the house, including background checks on handymen
- Affordable assisted housing
- Safe neighborhoods
- More handicapped accessible parking spots outside businesses

The new activities/opportunities that were identified included:

- Educational programs
- More entertainment
- More group walks and day trips out of town
- More health promotion activities, including affordable group exercise opportunities that are age appropriate

The activities and services they would like to see continued include the Elder Benefit Specialist Program, the Council on Aging's monthly publication (Senior Review), the health promotion workshops, and the nutrition program.

## 6. Goals for the Plan Period

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

1. In order to educate older adults on advocacy strategies regarding issues that affect them, the Council on Aging will host a seminar, conducted by advocacy staff of Greater Wisconsin Agency on Aging Resources by December 2016.
2. In order to reach older adults and their families, develop an e-mail list for the purpose of providing relevant and timely information on services, current issues affecting older adults, events, and other opportunities by June 2016.
3. In order to develop another resource for older adults and their families to access information about the Rock County Council on Aging, develop a Facebook account by July 2016.
4. Host a County Senior Statesmanship Program for older adults by December of 2017 in order to educate older residents about county government and issues that affect them.
5. In order to educate older adults on an issue that is currently affecting that population, the Council on Aging will host a seminar regarding that issue by December 2017.
6. In order to educate older adults on an issue that is currently affecting that population, the Council on Aging will host a seminar regarding that issue by December 2018.

### **6-B. The Elder Nutrition Program**

1. By December 2016 have established a once-a-month brunch program at one of the congregate sites to coincide with the Memory Café in order to include those participants in Council on Aging programming.
2. By December 2016 expand the "Why I Don't Eat at a Dining Center" survey to 100% of all senior centers in Rock County that are willing to participate in order to identify and overcome the barriers to participation.
3. Conduct one focus group session at each of the dining centers in 2016 for the purpose of generating ideas for increasing participation.
4. Implement at least one goal, for each site, generated from the focus group in order to increase participation in 2017.
5. By December 2017 implement one strategy at each congregate dining site that addresses one barrier identified in the "Why I Don't Eat at a Dining Center" survey in order to increase participation by 5%.
6. By December 2018 implement a second strategy at each congregate dining site that addresses one barrier identified in the "Why I Don't Eat at a Dining Center" survey in order to increase participation by 5%.

### **6-C. Services in Support of Caregivers**

1. In collaboration with the Family Caregiver Resource Network, plan and facilitate a Caregiver event by the end December 2016 in order to provide respite, education and resources to family caregivers in Rock County.
2. In collaboration with the Family Caregiver Resource Network, plan and facilitate a Caregiver event by the end December 2017 in order to provide respite, education and resources to family caregivers in Rock County. Increase family caregiver attendance by 10 percent over 2016 attendance numbers.
3. Offer one caregiver educational series (five workshops per series) by the end of December 2018 in order to provide education and resources for Rock County caregivers.



#### **6-D. Services to People With Dementia**

1. Collaborate with the Dementia Care Specialist to provide training to Council on Aging staff in order to certify the agency as part of the "Dementia Friendly Communities" initiative by June 2016.
2. Provide "Dementia Friendly Community" training to nutrition site managers at a managers' meeting by December 2016 in order to make congregate dining centers dementia friendly.
3. Staff certified as Dementia Friendly Community Trainers will provide "Dementia Friendly Communities" training to four businesses and organizations by December 2016 in order to better serve Rock County residents living with dementia.
4. Staff certified as Dementia Friendly Community Trainers will provide "Dementia Friendly Communities" training to four new businesses and organizations by December 2017 in order to better serve Rock County residents living with dementia.
5. Staff certified as Dementia Friendly Community Trainers will provide "Dementia Friendly Communities" training to four new businesses and organizations by December 2018 in order to better serve Rock County residents living with dementia.

### **6-E. Healthy Aging**

1. Partner with Kenosha County and UW-Madison on the *Lighten Up!* workshop by offering 4 workshops by December 2016 in order to continue the research process of making this workshop evidence-based.
2. Partner with Kenosha County and UW-Madison on the *Lighten Up!* workshop by offering 4 new workshops by December 2017 in order to continue the research process of making this workshop evidence-based.
3. Partner with Kenosha County and UW-Madison on the *Lighten Up!* workshop by offering 4 new workshops by December 2018 in order to continue the research process of making this workshop evidence-based.
4. Partner with Community-Academic Aging Research Network and the Wisconsin Institute on Healthy Aging on the "Stand More, Move More" workshop by offering at least 2 workshops by December 2016 in order to continue the research process of making this workshop evidence-based.
5. Partner with Community-Academic Aging Research Network and the Wisconsin Institute on Healthy Aging on the "Stand More, Move More" workshop by offering at least 2 new workshops by December 2017 in order to continue the research process of making this workshop evidence-based.
6. Partner with Community-Academic Aging Research Network and the Wisconsin Institute on Healthy Aging on the "Stand More, Move More" workshop by offering at least 2 new workshops by December 2018 in order to continue the research process of making this workshop evidence-based.

### **6-F. Local Priorities**

1. Explore the use of JATV to tape presentations by December 2016 in order to educate older adults in Rock County on programs, services, advocacy opportunities, and community events.
2. The Elder Benefit Specialist will facilitate a workshop in the Janesville area by December 2016 on Wills and Estate Planning in coordination with the Elder Law Attorneys from the Greater Wisconsin Agency on Aging Resources in order to educate older adults who meet the income guidelines on preparing wills and power of attorney documents.
3. The Elder Benefit Specialist will facilitate a workshop in a rural area by December 2017 on Wills and Estate Planning in coordination with the Elder Law Attorneys from the Greater Wisconsin Agency on Aging Resources in order to educate older adults who meet the income guidelines on preparing wills and power of attorney documents.
4. The Elder Benefit Specialist will facilitate a workshop in Beloit by December 2018 on Wills and Estate Planning in coordination with the Elder Law Attorneys from the Greater Wisconsin Agency on Aging Resources in order to educate older adults who meet the income guidelines on preparing wills and power of attorney documents.

## 7. Coordination Between Titles III and VI

Rock County does not serve any tribes.

## 8. Budget

County/Tribal Aging Unit Budget - 2016

Rock  
Budget  
\$ 126,005

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	13,050		7,000						20,050
2. Personal Care									
3. Homemaker									
4. Chore	8,850								8,850
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.	61,594		7,001						68,595
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach	7,600								7,600
16. Public Information	34,911								34,911
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
24. Self-Directed Care									
<b>Total</b>	<b>126,005</b>		<b>14,001</b>						<b>140,006</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.

Access to Services	
Legal/Ben. Assist.	In Home Services

Remaining Budget Balance \$ -  
 Percent of Access to Services 6%  
 Percent of Legal/Ben. Assist. 49%  
 Percent of In-Home Services 7%  
 Total Non-Federal Match \$ 14,001  
 Match Amount Needed \$ 14,001.00

C-1 To III B:  
 Lines 10, 11, 14, 15, 16 & 21  
 C-2 To III B:  
 Lines 10, 11, 14, 15, 16 & 21

County/Tribal Aging Unit Budget - 2016

Rock  
Budget  
\$ 265,375

Name of County/Tribe:

Report for:

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	51,001								51,001
6. Adult Day Care									
7. Case Management									
8. Congregate Meals	214,374		29,487				36,000	23,503	303,364
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									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
24. Self-Directed Care									
<b>Total</b>	<b>265,375</b>	<b>-</b>	<b>29,487</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>36,000</b>	<b>23,503</b>	<b>354,365</b>

Remaining Budget Balance \$ -

Percentage of HDM

Total Non-Federal Match \$ 29,487  
Match Amount Needed \$ 29,487

19% Ok - You provide no more than 20% of your allocation to Home Delivered Meals.

C-1 To III B:  
Lines 10, 11, 14, 15, 16 & 21

C-1 to C-2:  
Line 5 51,001

C-2 to C-1:  
Line 8 -

Additional Transfer Request Above 20% FALSE

Agencies may request additional transfers above 20% to Home Delivered Meals; all additional requests will be considered within the statewide limits under the Older Americans Act.

County/Tribal Aging Unit Budget - 2016

Name of County/Tribe: **Rock**  
 Report for: **Budget**  
 Title III-C2 Budget Amount: \$ **98,495**

**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. Homemaker									
4. Chore									
5. Home Del Meals	98,495		10,944				50,000		159,439
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									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
24. Self-Directed Care									
<b>Total</b>	<b>98,495</b>		<b>10,944</b>				<b>50,000</b>		<b>159,439</b>

Remaining Budget Balance \$ -

Percentage of HDM 0% OK -You provide no more than 20% of your allocation to Congregate Meals.

Total Non-Federal Match \$ 10,944  
 Match Amount Needed \$ 10,944 Ok - Minimum Match Met

C-2 To III B:

Lines 10, 11, 14, 15, 16 & 21

C-1 To C-2:

Line 5 51,001

C-2 to C-1:

Line 8 -

**Additional Transfer Request Above 20%**

**FALSE**

Agencies may request additional transfers above 20% to Congregate Meals; all additional requests will be considered within the statewide limits under the Older Americans Act.



County/Tribal Aging Unit Budget - 2016

Name of County/Tribe:

Rock

Report for:

Budget

Title III-D Budget Amount:

\$ 7,843

\*NOTE: All spending under IIID MUST be Evidenced 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									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion	7,843		872				500		9,215
24. Self-Directed Care									
<b>Total</b>	<b>7,843</b>	<b>-</b>	<b>872</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>9,215</b>

Remaining Budget Balance \$ -

Total Non-Federal Match \$ 872 OK - Minimum Match Met

Match Amount Needed \$ 872

County/Tribal Aging Unit Budget - 2016

Rock  
Budget  
\$ 58,683

Name of County/Tribe:  
Report for:  
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. 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	38,437								38,437
15. Outreach									
16. Public Information	500								500
17. Counsel. & Training	2,000								2,000
18. Temporary Respite	17,746		19,561						37,307
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
24. Self-Directed Care									
<b>Total</b>	<b>58,683</b>	<b>-</b>	<b>19,561</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>78,244</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 \$ -  
 Percent of Suppl. Services \$ 0%  
 Total Supplemental Services \$ 19,561  
 Total Non-Federal Match \$ 19,561  
 Match Amount Needed \$ 19,561

0% Ok - You provide no more than 20% of your allocation to Supplemental Services.

County/Tribal Aging Unit Budget - 2016

Name of County/Tribe:  
Report for:

Rock  
Budget  
\$ 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. 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.	33,438		3,716						37,154
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
24. Self-Directed Care									
<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 \$ 3,716  
 Ok - Minimum Match Met

County/Tribal Aging Unit Budget - 2016

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	5,668								5,668
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.	5,667		1,260						6,927
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
24. Self-Directed Care									
<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 \$ 1,260

Ok - Minimum Match Met

County/Tribal Aging Unit Budget - 2016

Name of County/Tribe:  
Report for:

Rock  
Budget

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						53,205			53,205
2. Personal Care									
3. Homemaking									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals				35,313					35,313
9. Nutrition Counsel.									
10. Assisted Transpo.				75,304	18,826				
11. Transportation					384,046		180,000	48,793	94,130
12. Legal/Ben. Assist.				6,000		80,574			693,413
13. Nutrition Education				12,400	9,967				15,967
14. Info. & Assistance									12,400
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
24. Self-Directed Care									
<b>Total</b>				129,017	412,839	133,779	180,000	48,793	904,428

You may use this page to record NSIP, DOT or other sources of funding outside of the Title III funding.

County/Tribal Aging Unit Budget - 2016

**YOU HAVE NO ERRORS. PLEASE SUBMIT**

Name of County/Tribe:  
Report for:

Rock  
Budget

\$ 651,574

Total Budget Amount:

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	13,050	-	7,000	-	-	53,205	-	-	73,255
2. Personal Care	-	-	-	-	-	-	-	-	-
3. Homemaker	-	-	-	-	-	-	-	-	-
4. Chore	8,850	-	-	-	-	-	-	-	8,850
5. Home Del Meals	149,496	-	10,944	-	-	-	50,000	-	210,440
6. Adult Day Care	-	-	-	-	-	-	-	-	-
7. Case Management	-	-	-	-	-	-	-	-	-
8. Congregate Meals	220,042	-	29,487	35,313	-	-	36,000	23,503	344,345
9. Nutrition Counsel.	-	-	-	-	-	-	-	-	-
10. Assisted Transpo.	5,667	-	1,260	75,304	18,826	-	-	-	101,057
11. Transportation	-	-	-	-	384,046	80,574	180,000	48,793	693,413
12. Legal/Ben. Assist.	95,032	-	10,717	6,000	9,967	-	-	-	121,716
13. Nutrition Education	-	-	-	12,400	-	-	-	-	12,400
14. Info. & Assistance	38,437	-	-	-	-	-	-	-	38,437
15. Outreach	7,600	-	-	-	-	-	-	-	7,600
16. Public Information	35,411	-	-	-	-	-	-	-	35,411
17. Counsel. & Training	2,000	-	-	-	-	-	-	-	2,000
18. Temporary Respite	17,746	-	19,561	-	-	-	-	-	37,307
20. Advoc./Lead.Devel.	-	-	-	-	-	-	-	-	-
21. Other	-	-	-	-	-	-	-	-	-
23. Health Promotion	7,843	-	872	-	-	-	500	-	9,215
24. Self-Directed Care	-	-	-	-	-	-	-	-	-
AFCSP Adjustment	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>601,174</b>	<b>-</b>	<b>79,841</b>	<b>129,017</b>	<b>412,839</b>	<b>133,779</b>	<b>266,500</b>	<b>72,296</b>	<b>1,695,446</b>

Remaining Budget Balance 50,400

Address Line 7 -  
Case Management Address Line 10 - Address Line 11 - Address Line 14 - Address Line 21 -  
B Requirements to Meet Assist Transpo. Transportation Info. & Assistance Other

In Home Services Minimum III Address Line 2 - Address Line 3 -  
B Requirements to Meet Personal Care Homemaker

**9. 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 county aging unit)

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

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Signature and Title of the Chairperson of the Commission on Aging

Date

---

Signature and Title of the Authorized County Board Representative

Date

## 10. Assurances

The applicant certifies compliance with the following regulations:

### 1. Legal Authority of the Applicant

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

### 2. Outreach, Training, Coordination, & Public Information

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

### 3. Preference for Older People With Greatest Social and Economic Need

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

### 4. Advisory Role to Service Providers of Older Persons

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



## 5. Contributions for Services

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

## 6. Confidentiality

- The applicant shall ensure that no information about, or obtained from an individual and in possession of an agency providing services to such individual under the county/tribal or area plan, shall be disclosed in a form identifiable with the individual, unless the individual provides his/her written informed consent to such disclosure.
- Lists of older adults compiled in establishing and maintaining information and referral sources shall be used solely for the purpose of providing social services and only with the informed consent of each person on the list.
- In order that the privacy of each participant in aging programs is in no way abridged, the confidentiality of all participant data gathered and maintained by the State Agency, the Area Agency, the county or tribal aging agency, and any other agency, organization, or individual providing services under the State, area, county, or tribal plan, shall be safeguarded by specific policies.
- Each participant from whom personal information is obtained shall be made aware of his or her rights to:
  - (a) Have full access to any information about one's self which is being kept on file;

(b) Be informed about the uses made of the information about him or her, including the identity of all persons and agencies involved and any known consequences for providing such data; and,

(c) Be able to contest the accuracy, completeness, pertinence, and necessity of information being retained about one's self and be assured that such information, when incorrect, will be corrected or amended on request.

- All information gathered and maintained on participants under the area, county or tribal plan shall be accurate, complete, and timely and shall be legitimately necessary for determining an individual's need and/or eligibility for services and other benefits.
- No information about, or obtained from, an individual participant shall be disclosed in any form identifiable with the individual to any person outside the agency or program involved without the informed consent of the participant or his/her legal representative, except:

(a) By court order; or,

(b) When securing client-requested services, benefits, or rights.

- The lists of older persons receiving services under any programs funded through the State Agency shall be used solely for the purpose of providing said services, and can only be released with the informed consent of each individual on the list.
- All paid and volunteer staff members providing services or conducting other activities under the area plan shall be informed of and agree to:

(a) Their responsibility to maintain the confidentiality of any client-related information learned through the execution of their duties. Such information shall not be discussed except in a professional setting as required for the delivery of service or the conduct of other essential activities under the area plan; and,

(b) All policies and procedures adopted by the State and Area Agency to safeguard confidentiality of participant information, including those delineated in these rules.

- Appropriate precautions shall be taken to protect the safety of all files, microfiche, computer tapes and records in any location which contain sensitive information on individuals receiving services under the State or area plan. This includes but is not limited to assuring registration forms containing personal information are stored in a secure, locked drawer when not in use.

## **7. Records and Reports**

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

## **8. Licensure and Standards Requirements**

- The applicant shall assure that where state or local public jurisdiction requires licensure for the provision of services, agencies providing services under the county/tribal or area plan shall be licensed or shall meet the requirements for licensure.
- 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 and services for older individuals of the county
- (4) A private corporation that is organized under ch. 181 and
- (5) that is a nonprofit corporation, as defined in s. 181.0103 (17).

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

administer the programs for older individuals, the department shall direct the area agency on aging that serves the relevant area to contract with a private, nonprofit corporation to provide for the county, tribe or counties the services required under this section.

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

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

1. Work to ensure that all older individuals, regardless of income, have access to information, services and opportunities available through the county or tribal aging unit and have the opportunity to contribute to the cost of services and that the services and resources of the county or tribal aging unit are designed to reach those in greatest social and economic need.
2. Plan for, receive and administer federal, state and county, city, town or village funds allocated under the state and area plan on aging to the county or tribal aging unit and any gifts, grants or payments received by the county or tribal aging unit, for the purposes for which allocated or made.
3. Provide a visible and accessible point of contact for individuals to obtain accurate and comprehensive information about public and private resources available in the community which can meet the needs of older individuals.
4. As specified under s. 46.81, provide older individuals with services of benefit specialists or appropriate referrals for assistance.
5. Organize and administer congregate programs, which shall include a nutrition program and may include one or more senior centers or adult day care or respite care programs, that enable older individuals and their families to secure a variety of services, including nutrition, daytime care, educational or volunteer opportunities, job skills preparation and information on health promotion, consumer affairs and civic participation.
6. Work to secure a countywide or tribal transportation system that makes community programs and opportunities accessible to, and meets the basic needs of, older individuals.
7. Work to ensure that programs and services for older individuals are available to homebound, disabled and non-English speaking persons, and to racial, ethnic and religious minorities.
8. Identify and publicize gaps in services needed by older individuals and provide leadership in developing services and programs, including recruitment and training of volunteers that address those needs.
9. Work cooperatively with other organizations to enable their services to function effectively for older individuals.
10. Actively incorporate and promote the participation of older individuals in the preparation of a county or tribal comprehensive plan for aging resources that identifies needs, goals, activities and county or tribal resources for older individuals.

11. Provide information to the public about the aging experience and about resources for and within the aging population.
12. Assist in representing needs, views and concerns of older individuals in local decision making and assist older individuals in expressing their views to elected officials and providers of services.
13. If designated under s. 46.27 (3) (b) 6., administer the long-term support community options program.
14. If the department is so requested by the county board of supervisors, administer the pilot projects for home and community-based long-term support services under s. 46.271.
15. If designated under s. 46.90 (2), administer the elder abuse reporting system under s. 46.90.
16. If designated under s. 46.87 (3) (c), administer the Alzheimer's disease family and caregiver support program under s. 46.87.
17. If designated by the county or in accordance with a contract with the department, operate the specialized transportation assistance program for a county under s. 85.21.
18. Advocate on behalf of older individuals to assist in enabling them to meet their basic needs.
19. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.283 (1) (a) 1., apply to the department to operate a resource center under s. 46.283 and, if the department contracts with the county under s. 46.283 (2), operate the resource center.
20. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.284 (1) (a) 1., apply to the department to operate a care management organization under s. 46.284 and, if the department contracts with the county under s. 46.284 (2), operate the care management organization and, if appropriate, place funds in a risk reserve.

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

#### (4) Commission On Aging.

##### (a) Appointment.

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

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

(b) Composition.

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

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

(c) Terms.

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

(c) Powers and duties.

A county or tribal commission on aging appointed under sub. (4) (a) shall, in addition to any other powers or duties established by state law, plan and develop administrative and program policies, in accordance with state law and within limits established by the department of health and family services, if any, for programs in the county or for the tribe or band that are funded by the federal or state government for administration by the aging unit. Policy decisions not reserved by statute for the department of health and family services may be delegated by the secretary to the county or tribal commission on aging. The county or tribal commission on aging shall direct the aging unit with respect to the powers and duties of the aging unit under sub. (3).

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



- (a) 1. For an aging unit that is described in sub. (1) (a) 1., except as provided in subd. 2., a county or tribal commission on aging shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors or the tribal governing body that participated in the appointment of the county or tribal commission on aging.
2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors that participated in the appointment of the county commission on aging.
- (b) For an aging unit that is described in sub. (1) (a) 2., the director of the county department under s. 46.215, 46.22 or 46.23 of which the aging unit is a part shall make the appointment, subject to the personnel policies and procedures established by the county board of supervisors.
- (d) For an aging unit that is described in sub. (1) (a) 3., the commission on aging under sub. (4) (b) 3. shall make the appointment, subject to ch. 181.

## 11. Appendices

**COUNCIL ON AGING ADVISORY BOARD MINUTES**  
**Wednesday, September 9, 2015**

**Call to Order:** Chair Sonja Heiser called the meeting to order at 9:00 a.m. A moment of silence was held in memory of Daryl Porter.

**Approval of Agenda:** A motion was made by Supervisor Wayne Gustina, seconded by Pam Strom, to approve the agenda. Motion carried.

**Roll Call:**

**Present:** Nancy Arnold, Jean Boyle, Supervisor Wayne Gustina, Sonja Heiser, Jo Ann Koltyk, Char Lezvow, Suzanne Rasmussen, Peg Slaback, Pam Strom, Chuck Wilson

**Excused:** Marti Everts, Dawn Fossum, Jan Kinnaman

**Staff Present:** Joyce Lubben, Ranee Goodroad, Lachel Fowler, Molly Nolte

**Introduction of Visitors:** Also present were Patty Hansberry, Bob Harlow, Larry Rogers, Lorraine Gibson, Julie Smith, Teresa Van Zandt

**Citizen Participation, Communications and Announcements:** Jo Ann Koltyk reported that some of the participants of the Powerful Tools for Caregivers workshop attended the Art & Relaxation caregiving event and spoke very highly of their experience. She also spoke on the new trend of adult coloring books. She will write an article on these new books.

Ranee Goodroad passed out a volunteer sign-up sheet for the volunteer appreciation event to be held on September 30, 2015.

Nancy Arnold reported that the Living Well with Chronic Conditions workshop in Edgerton is going well with seven people participating.

**Approval of August 19, 2015 Advisory Board Minutes:** A motion was made by Nancy Arnold, seconded by Jean Boyle, to approve the August 19, 2015 minutes. Motion carried.

**Staff Report:**

Mobility Manager Report: Molly Nolte provided a summary of activities she was involved with. Those include Wednesday Walks, travel training, Dementia-Friendly Communities, advocacy on the non-emergency medical transportation issue, and AARP's driving programs. There was discussion on the misuse of handicapped parking spaces.

Long Term Care Workshop: Joyce Lubben distributed flyers on the upcoming Long Term Care workshop. She requested assistance from advisory board members with marketing the event.

S.A.F.E. Training with Janesville Police Department: Joyce Lubben reported that she has arranged with the Janesville Police Department to hold the S.A.F.E training at the Council on Aging office on November 12, 2015 from 1:00 – 3:00 P.M.

Fall Senior Fairs Volunteer Sign-up: Lachel Fowler passed around a volunteer sign-up sheet for the Rock County Senior Fair. Anyone interested in volunteering for this event may contact her.

**Public Hearing: 2016-18 Rock County Plan for Older Adults:** A public hearing was held on the 2016-18 County Plan for Older Adults. Larry Rogers asked where the plan could be obtained. Lorraine Gibson had concerns about those individuals living in the downtown area and where they obtain food. Also, many of the stores are getting so big and parking is far from the entrance. She also has concerns regarding obtaining assistance for small jobs in the home.

**Old Business:**

Discussion/Review of County Aging Plan: Joyce Lubben and the Advisory Board members reviewed the draft plan. The final plan will be brought to the October meeting for final approval.

**Reports:**

County Board of Supervisors: No report.

ADRC of Rock County: No report.

Long Term Support Committee: Nancy Arnold obtained a report from Jennifer Thompson stating that 10-15 people are taken off the Community Options Program waiting list every month. There is no COP funding left this year for assisting living. They are anticipating significant COP cuts in 2016.

Items for Future Agendas: None

**Adjournment:** A motion was made by Supervisor Wayne Gustina, seconded by Peg Slaback, to adjourn the meeting. Motion carried. Meeting adjourned at 11:07 a.m.

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