



EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, FEBRUARY 18, 2014 - 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST

**Corrected:
2/14/14**

Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – January 21, 2014
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
6.
 - A. Bills/Encumbrances
 - B. Pre-Approved Encumbrance Amendments
7. Blackhawk Technical College – **Dr. Thomas Eckert**
8. Resolutions
 - A. Amending the Council on Aging Budget to Adjust Older Americans Act and Volunteer Driver Allocations
9. Approval of Council on Aging Title VI Documents
10. Committee Requests and Motions
 - A. Discussion on Future Meeting Site Visits
 - B. Ideas for Future Discussion
11. 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.

2013...

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
30-3903-0000-62119	OTHER SERVICES	P1304011	12/15/2013	MANPOWER INC	1,283.92
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	86,871.00	75,229.47	0.00	1,283.92	10,357.61
NUTRITION PROGRAM PROG TOTAL				1,283.92	
30-3904-0000-62105	FOOD SERVICES	P1304008	12/30/2013	BEST EVENTS	365.29
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	88,457.00	88,078.00	0.00	365.29	13.71
DELIVERED MEALS PROG TOTAL				365.29	
30-3905-0000-62100	CONTRACTED SERV	P1304011	12/15/2013	MANPOWER INC	5,043.42
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	243,204.00	253,079.29	0.00	5,043.42	(14,918.71)
30-3905-0000-64629	OTHER TRANSP.EXP	P1303970	12/31/2013	WISCONSIN DEPARTMENT OF JUSTIC	21.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	31,684.00	13,625.76	795.82	21.00	17,241.42
ELDERLY & HANDCAPPED TRANSP PROG TOTAL				5,064.42	
30-3915-0000-62624	III-B SD	P1303195	12/15/2013	MANPOWER INC	244.89
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	38,972.00	6,101.84	(5,157.83)	244.89	37,783.10
30-3915-0000-64615	CLIENT REL.COSTS	P1301030	12/31/2013	ALTERNATIVE HOMECARE INC	954.00
		P1303941	12/31/2013	JEWETT,CYNTHIA A	645.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,747.00	25,273.00	(5,583.99)	1,599.00	4,458.99
TITLE III-E FAM CAREGIVER SUPP PROG TOTAL				1,843.89	

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 **\$8,557.52**

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: **FEB 18 2014**

Dept Head _____

Committee Chair _____

2014 . . .

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
30-3900-0000-63100 ENC	OFC SUPP & EXP	R1401100	01/01/2014	SENTRY FOOD STORE	100.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,200.00	0.00	100.00	100.00	1,000.00
SENIOR CITIZEN PROGRAM PROG TOTAL					100.00
30-3901-0000-62614	PURCHASED SERV.	P1401061	01/27/2014	E AND D WATER WORKS INC	1,140.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,000.00	0.00	1,200.00	1,140.00	5,660.00
30-3901-0000-63200	PUBL/SUBCR/DUES	P1400988	01/01/2014	AGING AND DISABILITY PROFESSIO	50.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	400.00	0.00	100.00	50.00	250.00
30-3901-0000-64203 ENC	EDUC MAT & SUPPL	R1401100	01/01/2014	SENTRY FOOD STORE	150.00
		P1400756	01/08/2014	JAX CUSTOM PRINTING INC	175.00
		P1401130	02/05/2014	LATINO SERVICE PROVIDERS COALI	30.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,000.00	109.00	351.00	355.00	1,185.00
TITLE III-B PROG TOTAL					1,545.00
30-3903-0000-62625 ENC	OUTREACH SERVICE	R1401100	01/01/2014	SENTRY FOOD STORE	200.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	500.00	0.00	360.00	200.00	(60.00)
30-3903-0000-63200	PUBL/SUBCR/DUES	P1400959	01/17/2014	WAND	75.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	160.00	0.00	0.00	75.00	85.00
NUTRITION PROGRAM PROG TOTAL					275.00
30-3908-0000-62625 ENC	OUTREACH SERVICE	R1401100	01/01/2014	SENTRY FOOD STORE	1,000.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	7,462.00	4.73	1,500.00	1,000.00	4,957.27
TITLE III-D PROG TOTAL					1,000.00
30-3915-0000-62615	GROUP/REC HOMES				

2014 . . . ■

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1401105	01/30/2014	JEWETT,CYNTHIA A	340.00
	Budget		YTD Exp	YTD Enc	Pending
	0.00		0.00	339.99	340.00
					Closing Balance
					(679.99)
30-3915-0000-64200	TRAINING EXP				
ENC		R1401100	01/01/2014	SENTRY FOOD STORE	200.00
		P1401125	02/05/2014	AZURA MEMORY CARE	50.00
	Budget		YTD Exp	YTD Enc	Pending
	3,000.00		0.00	340.00	250.00
					Closing Balance
					2,410.00
30-3915-0000-64615	CLIENT REL.COSTS				
		P1401084	01/26/2014	BRIGHTSTAR	66.00
	Budget		YTD Exp	YTD Enc	Pending
	11,033.00		0.00	65.99	66.00
					Closing Balance
					10,901.01
TITLE III-E FAM CAREGIVER SUPP PROG TOTAL					656.00

I have examined the preceding bills and encumbrances in the total amount of **\$3,576.00**

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: **FEB 18 2014**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
38-3800-0000-63200	PUBL/SUBCR/DUES	P1400941	01/21/2014	NAVCSO	30.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	335.00	218.26	0.00	30.00	86.74
VETERANS SERVICE PROG TOTAL				30.00	

I have examined the preceding bills and encumbrances in the total amount of **\$30.00**

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: **FEB 18 2014**

Dept Head _____

Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Joyce Lubben
INITIATED BY



Joyce Lubben
DRAFTED BY

Education, Veterans & Aging
Services Committee
SUBMITTED BY

January 17, 2014
DATE DRAFTED

**Amending the Council on Aging Budget to Adjust Older Americans Act and
Volunteer Driver Allocations**

1 **WHEREAS**, The Council on Aging receives funds from Title III of the Older Americans Act and from
2 the State 85.21 Specialized Transportation Assistance Program for Counties that are estimated in the
3 budget preparation process; and,
4

5 **WHEREAS**, the adjusted 2014 Title III and s.85.21 allocations have been received from the Greater
6 Wisconsin Agency on Aging Resources and the Wisconsin Department of Transportation.
7

8 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
9 this _____ day of _____, 2014 does hereby amend the Adopted 2014 Rock County
10 Council on Aging budget as follows:

<u>Account/Description</u>	<u>Budget at 01/01/2014</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Title III-B (Supportive Services)</u>			
<u>Source of Funds</u>			
30-3901-0000-42100 Federal Aid	116,658	3,600	120,258
<u>Use of Funds</u>			
30-3901-0000-64203 Educational Materials & Supplies	2,000	3,600	5,600
<u>Title III-C1 (Nutrition Program)</u>			
<u>Source of Funds</u>			
30-3903-0000-42100 Federal Aid	261,770	1,483	263,253
30-3903-0000-42102 Federal Aid – NSIP	37,617	(1,486)	36,131
<u>Use of Funds</u>			
30-3903-0000-62105 Contracted Food Services	83,000	(3)	82,997
<u>Title III-C2 (Delivered Meals)</u>			
<u>Source of Funds</u>			
30-3904-0000-42100 Federal Aid	84,936	4,378	89,314
<u>Use of Funds</u>			
30-3904-0000-64124 Consumable Supplies	6,000	4,378	10,378
<u>Title III-D (Health Promotion)</u>			
<u>Source of Funds</u>			
30-3908-0000-42100 Federal Aid	7,262	583	7,845
<u>Use of Funds</u>			
30-3908-0000-62625 Outreach Service	7,462	583	8,045

Amending the Council on Aging Budget to Adjust Older Americans Act and Volunteer Driver Allocations.

Page 2

	<u>Account/Description</u>	<u>Budget at 01/01/2014</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
47	<u>Volunteer Driver Program</u>			
48	<u>Source of Funds</u>			
49	30-3913-0000-42200	10,180	(1,213)	8,967
50	State Aid			
51	<u>Use of Funds</u>			
52	30-3913-0000-63308	16,000	(1,213)	14,787
53	Volunteer Mileage			
54	<u>Title III-E (Family Caregiver Support)</u>			
55	<u>Source of Funds</u>			
56	30-3915-0000-42100	52,566	3,917	56,483
57	Federal Aid			
58	<u>Use of Funds</u>			
59	30-3915-0000-64615	11,033	3,917	14,950
60	Client Related Costs			
61				
62				
63				

Respectfully submitted,

Education, Veterans & Aging Services Committee

Finance Committee Endorsement

Terry Thomas, Chair

Reviewed and approved on a vote of

Wayne Gustina, Vice Chair

Mary Mawhinney, Chair

Steve Howland

Edwin Nash

Rick Richard

LEGAL NOTE:

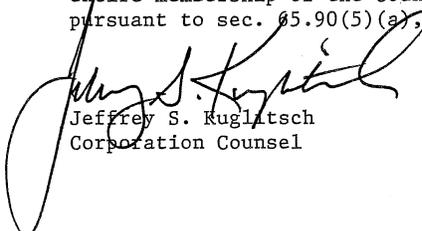
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

FISCAL NOTE:

This resolution amends the Council on Aging's 2014 grant budgets to match actual awards. No County matching funds are required.



Sherry Oja
Finance Director



Jeffrey S. Rughlitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

The Council on Aging budget is funded primarily with federal Older Americans Act and state revenues. During the budget preparation process, the amount of funding is estimated. Actual amounts are not available until the contract is received from the Greater Wisconsin Agency on Aging Resources, the area agency on aging, and the Wisconsin Department of Transportation.

This budget amendment provides increases for Titles III-B (Supportive Services), III-C-1 (Congregate Meals), III-C-2 (Home Delivered Meals), III-D (Health Promotion) and III-E (Family Caregiver Support Program). There is a small decrease in the state allocation for the Volunteer Driver Program.

No county funds are required.

Title VI Plan
Rock County Council on Aging

Adopted on: 2/18/14

Adopted by: Rock County Education, Veterans &
Aging Services Committee

Revised on: 2/3/2014

This policy is hereby adopted and signed by:

Rock County Council on Aging

Executive Name/Title: Joyce Lubben/Director

Executive Signature: /Joyce Lubben/

Title VI Plan Elements

1. Policy Statement, Authorities and Citations
2. Notice to the Public
3. Complaint Procedure
4. Complaint Form
5. List of transit related Title VI Investigations, Complaints and Lawsuits
6. Public Participation Plan
7. Language Assistance Plan
8. Minority Representation Table and Description

Note: Additional materials will be attached, if required.

Policy Statement, Authorities and Citations

The **Rock County Council on Aging** assures that it will comply with the following laws and regulations so that no person in the United States will be denied the benefits of, or otherwise be subjected to discrimination in any U.S. DOT or FTA funded program or activity particularly in the level and quality of transportation services and transportation-related benefits on the basis of race, color, national origin, religion, sex, disability, or age:

- ✓ Federal transit laws, specifically 49 U.S.C. 5332, as amended by MAP-21 (prohibiting discrimination on the basis of race, color, religion, national origin, sex, disability, or age, and in employment or business opportunity),
- ✓ Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d,
- ✓ The Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, *et seq.*,
- ✓ The Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 *et seq.*,
- ✓ U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964," 49 CFR part 21,
- ✓ U.S. DOT regulations, specifically 49 CFR parts 27, 37, 38, and 39, and

- ✓ Any other applicable Federal statutes that may be signed into law or Federal regulations that may be promulgated,

As required by 49 CFR 21.7, the **Rock County Council on Aging** will:

1. Comply with Federal guidance implementing Federal nondiscrimination laws and regulations, except to the extent FTA determines otherwise in writing,
2. Comply with 49 U.S.C. 5332, as amended by MAP-21, 42 U.S.C. 2000d, and 49 CFR Part 21 in the manner it conducts each Project, undertakes property acquisitions, and operates its Project facilities, including: its entire facilities and its facilities operated in connection with its Project.
3. Promptly take the necessary actions to carry out the laws and regulations, including: notifying the public that discrimination complaints about transportation-related services or benefits may be filed with U.S. DOT or FTA, and submitting information about its compliance with these provisions to U.S. DOT or FTA upon their request,
4. Ensure that if it transfers FTA funded real property, structures, or improvements to another party, any deeds and instruments recording that transfer will contain a covenant running with the land assuring nondiscrimination: (1) while the property is used for the purpose that the Federal funding is extended, and (2) while the property is used for another purpose involving the provision of similar services or benefits,
5. Make any changes in its Title VI implementing procedures as U.S. DOT or FTA may request to comply with Title VI of the Civil Rights Act, 42 U.S.C. 2000d, U.S. DOT regulations, 49 CFR part 21, and Federal transit laws, 49 U.S.C. 5332, as amended by MAP-21,
6. Comply with Federal guidance issued to implement Federal nondiscrimination requirements, except as FTA determines otherwise in writing,
7. Extend the requirements of 49 U.S.C. 5332, as amended by MAP-21, 42 U.S.C. 2000d, and 49 CFR part 21 to each Third Party Participant, including: (1) Any Subrecipient, (2) Any Transferee, (3) Any Third Party Contractor or Subcontractor at any tier, (4) Any Successor in Interest, (5) Any Lessee, or (6) Any other Third Party Participant in its Project,
8. Include adequate provisions to extend the requirements of 49 U.S.C. 5332, as amended by MAP-21, 42 U.S.C. 2000d, and 49 CFR part 21 to each third party agreement, including: (1) Each subagreement, (2) Each property transfer agreement, (3) Each third party contract or subcontract at any tier, (4) Each lease, or (5) Each participation agreement, and

As required by U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 CFR part 27, specifically 49 CFR 27.9, and consistent with 49 U.S.C. 5307(c)(1)(D)(iii), as amended by MAP-21, the **Rock County Council on Aging** assures that it will:

1. Comply with the following prohibitions against discrimination on the basis of disability, which are a condition of approval or extension of any FTA funding awarded to: (1) Construct any facility, (2) Obtain any rolling stock or other equipment, (3) Undertake studies, (4) Conduct research, or (5) Participate in or obtain any benefit from any FTA administered program, and
2. Ensure any program or activity receiving or benefiting from Federal funding that U.S. DOT administers, no otherwise qualified people with a disability will, because of their disability, be: (1) Excluded from participation, (2) Denied benefits, or (3) Otherwise subjected to discrimination.

The United States has a right to seek judicial enforcement of any matter arising under Title VI of the Civil Rights Act, 42 U.S.C. 2000d, U.S. DOT regulations, 49 CFR part 2.

The **Rock County Council on Aging's** Title VI plan will remain in effect as long as: (1) Federal funding is extended to its project and/or services, (2) Project property is used for a purpose for which the Federal funding is extended, (3) Project property is used for a purpose involving the provision of similar services or benefits, or (4) Ownership or possession is retained of its Project property.

ROCK COUNTY, WISCONSIN



COUNCIL ON AGING
51 South Main Street (mailing)
Janesville, WI 53545
3328 U.S. Highway 51 North (location)
608-757-5472
608-758-8472 (fax)
Lubben@co.rock.wi.us

Notification of Title VI Rights*

The Rock County Council on Aging operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Rock County Council on Aging.

For more information on the Rock County Council on Aging's civil rights program, and the procedures to file a complaint, contact 608-757-5072; email lubben@co.rock.wi.us; or visit our administrative office at 3328 U.S. Highway 51 North, Janesville, WI 53545.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Avenue, SE, Washington, DC, 20590

If information is needed in another language, contact 608-757-5472.

Si se necesita informacion en otro idioma de contacto 608-757-5472.

ROCK COUNTY, WISCONSIN



COUNCIL ON AGING
51 South Main Street (mailing)
Janesville, WI 53545
3328 U.S. Highway 51 North (location)

Rock County Council on Aging Title VI Complaint Procedure

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the Rock County Council on Aging may file a Title VI complaint by completing and submitting the agency's Title VI complaint form.

Rock County Council on Aging investigates complaints received no more than 180 days after the alleged incident. Rock County Council on Aging will process complaints that are complete.

Once the complaint is received, the Rock County Council on Aging will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

Rock County Council on Aging has 90 days to investigate the complaint. If more information is needed to resolve the case, the Rock County Council on Aging may contact the complainant.

The complainant has 15 business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 15 business days, the Rock County Council on Aging can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue, SE, Washington, DC 20590.

If information is needed in another language, then contact 608-757-5472.

Si se necesita informacion en otro idioma de contacto 608-757-5472.

Rock County Council on Aging Title VI Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "Yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are bringing the complaint:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experience was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
<p>Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witness(s). If more space is needed, please use an additional page.</p>				
				(over)

Section IV:		
Have you previously filed a Title VI complaint with this agency?	Yes	No
Section V:		
Have you filed this complaint with any other Federal, State, or local agency or with any Federal or State court? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, check all that apply: <input type="checkbox"/> Federal Agency <input type="checkbox"/> Federal Court <input type="checkbox"/> State Agency <input type="checkbox"/> State Court <input type="checkbox"/> Local Agency		
Please provide information contact information at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section VI:		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature (required)

Date (required)

Please submit this form in person at 3328 U.S. Highway 51 North, Janesville, Wisconsin or mail this form to:

Rock County Council on Aging
 Director
 51 South Main Street
 Janesville, Wisconsin 53545

Si se necesita informacion en otro idioma de contacto 608-757-5472.

List of Transit Related Title VI Investigations, Complaints and Lawsuits

Subrecipient:	Rock County Council on Aging		
Contact Person:	Joyce Lubben	Signature:	<i>/Joyce Lubben/</i>
		Date:	2/4/2014

Check One:

There have been no investigations, complaint and/or lawsuits filed against us during the report period.

There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

	Date (Month, Day, Year)	Complainant's Name/Address	Summary <small>(include basis of complaint, race, color, or national origin)</small>	Status	Action(s) Taken
Investigations					
1.					
2.					
Lawsuits					
1.					
2.					
Complaints					
1.					
2.					

Public Participation Plan

Subrecipient: Rock County Council on Aging		
Contact Person: Joyce Lubben	Signature: /Joyce Lubben/	Date: 2/4/2014

Strategies and Desired Outcomes

To promote inclusive public participation, the **Rock County Council on Aging** will use its resources available to employ the following strategies, as appropriate:

- ✓ Provide for early, frequent and continuous engagement by the public.
- ✓ Expand traditional outreach methods. Think outside the box: go to hair salons, barbershops, street fairs, faith-based institutions, libraries, etc.
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Provide food during meetings, if possible.
- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.

Documented Public Outreach

The direct public outreach and involvement activities conducted by the **Rock County Council on Aging** are summarized in the table below. Efforts include *meetings, surveys, focus groups, etc.*

Information pertinent to each event and/or activity will be provided to WisDOT upon request. Examples include copies of: meeting announcements, agendas, posters, attendee list, etc.

Event Date	Rock County Council on Aging Staffer(s)	Event	Date Publicized and Communication Method (Public Notice, Posters, Social Media)	Outreach Method (Meeting, Focus Group, Survey, etc)	Notes
6/10/2013	Justin Svingen	Pathways Center, Beloit	Posters	Focus Group	9 participants, posters were distributed to users of Community Action programs
6/10/2013	Justin Svingen	Pathways Center, Beloit	(Spanish) Posters	Focus Group	6 participants, posters were distributed to users of Community Action programs
6/18/2013	Justin Svingen	Rock County Job Center	Posters	Focus Group	5 participants, posters were displayed at the Job Center, Workforce Development Board recruited additional participants
6/21/2013	Justin Svingen	Edgerton Public Library	Posters	Focus Group	4 participants, posters were displayed at library,

					town hall, and grocery store. Riders of Edgerton Taxi were given information.
6/27/2013	Justin Svingen	New Horizon Church, Orfordville	Posters	Focus Group	6 participants, posters were displayed in town hall, post office; users of Rock County Transit were encouraged to attend.
6/28/2013	Justin Svingen	The Gathering Place, Milton	Posters	Focus Group	8 participants, posters were displayed at Gathering Place, director of Gathering Place made announcement to members; item was included on activity schedule.
7/11/2013	Joyce Lubben	Hedberg Library, Janesville	(Spanish) Posters	Focus Group	2 participants, posters displayed at library, dispersed to Spanish speaking populations through existing network.
7/17/2013	Justin Svingen	Clinton Senior Center	Posters	Focus Group	9 participants, posters were displayed at senior center, director of senior center made announcement
7/24/2013	Justin Svingen	Community Action Aware Program	Posters	Focus Group	3 Participants, information distributed through existing networks
June – December, 2013	Justin Svingen	Transportation Survey	Surveys were available in hard copy and electronically and in Spanish.	Distributed through e-mail, existing networks, website links and targeted outreach	320 surveys were returned.
September 25, 2013	Steve Skelly	Evansville Senior Health Fair	Publicity provided by the Evansville Senior Center	Provided information on transportation	Approximately 100 people attended.
October 1 & 25, 2013	Justin Svingen Steve Skelly	Beloit Senior Fair Rock County Senior Fair	Booth at both senior fairs. Publicity provided by senior fair committees.	Provided information on transportation, had on display a Rock County Transit vehicle for demonstration purposes	Approximately 1,200 attended each senior fair.
11/8/2013	Joyce Lubben	Rock County Healthcare Center	Public Notice Published Agenda on County website	Public Hearing on s.85.21 application	Held in conjunction with the TCC meeting, no members of the public were in attendance.

¹ Include additional information such as: the size, location, meeting format, number of attendees, etc. as well as the scope of the distribution method (i.e. posters were placed in all shopping centers in the affected area).

Language Assistance Plan

As a recipient of federal US DOT funding, the **Rock County Council on Aging** is required to take reasonable steps to ensure meaningful access to our programs and activities by LEP persons. This document includes the following elements:

1. The results of the Four Factor Analysis, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons
6. Additional information deemed necessary

Item #1 – Results of the Four Factor Analysis (including a description of the LEP population(s) served)

Factor 1 – Demography

The Rock County Council on Aging provides shared-ride transportation service to older adults and persons with disabilities throughout the County of Rock, Wisconsin. The Council on Aging also has a Mobility Manager on staff. Census 2010 reports a population of 160,418. The American Community Survey (ACS) reports a population estimate of 150,012 residents over the age of five. The Rock County Council on Aging is below the Safe Harbor threshold for all languages except Spanish. The largest LEP population is Spanish which represents 1.71% (2,563) of the population. Indo-European LEP speakers make up 0.09% (130) of the population and Asian/Pacific LEP speakers make up 0.11% (171) of the population.

Factor 2 – Frequency

The Rock County Council on Aging's transportation service provides rides to 1,305 persons per year. While formal data has not been collected, the contractor has indicated it provides rides to less than 6 (six) LEP persons each year. Rock County Transit has an open door policy and will provide rides to any person who requests a ride, as long as they are at least 55 years of age or have a disability. The general public is provided service providing space is available. If an individual has speech limitations, the dispatcher or driver will work with the Rock County Transit Supervisor and the Rock County Mobility Manager, if needed to ensure the individual receives access to the transit service.

Factor 3 – Importance

The Rock County Council on Aging understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education or access to employment. A public transit system is a key link to connecting LEP persons to these essential services. Along with Rock County Transit, the Mobility Manager is available to educate and facilitate access to transportation through public and private providers.

The Rock County Council on Aging has identified activities and services which would have serious consequences to individuals if language barriers prevented access to information or the

benefits of those programs. The activities and services include providing emergency evacuation instructions in our vehicles.

The Rock County Council on Aging's assessment of what programs, activities and services that are most critical was conducted through Focus groups when developing the updated Transportation Coordination Plan for Rock County. These Focus groups included contact with community organization(s) that serve LEP persons, as well as contact with LEP persons themselves to obtain information on the importance of the modes or the types of services that are provided to the LEP populations, e.g. two focus groups conducted in Spanish found that access to job opportunities, childcare, and drivers education resources were particularly challenging for this population.

Factor 4 – Resources and Costs

Even though the Rock County Council on Aging does not have a separate budget for LEP outreach, low cost methods of reaching LEP persons have been implemented. For example, the Rock County Council on Aging has resources for interpreter services and one driver is bilingual. This has ensured that riders may request materials printed and on-line in Spanish. In addition, the Rock County Council on Aging works with local advocacy groups to reach LEP populations.

Item # 2 – Description of how Language Assistance Services are Provided, by Language

The Rock County Council on Aging is in the process of translating all transportation-related literature in Spanish. Once available, we will work with community groups to ensure mechanisms are in place to reach LEP persons in the service area. For example, Spanish-language brochures will be available in each vehicle to assist LEP populations in understanding the transportation service. Churches, service groups and community groups will be provided with a supply of these materials.

Item # 3 - Description of how LEP Persons are Informed of the Availability of Language Assistance Service

The Rock County Council on Aging does the following to inform LEP persons of the availability of language assistance services: creating and posting multi-language announcements, posters and other information.

The Rock County Council on Aging staff attends functions in the area for the LEP population. The cost is relatively low but the ability to reach the LEP population is high. The Rock County Council on Aging will continue to reach out to LEP populations by visiting ethnic community centers and groups, local non-English speaking churches, and local stores or markets catering to immigrants/non-English speaking populations.

Item # 4 – Description of how the Language Assistance Plan is Monitored and Updated

The Rock County Council on Aging reviews, on an annual basis, the Title VI materials to ensure requirements are met.

Item # 5 - Description of how Employees are Trained to Provide Language Assistance to LEP Persons

As part of our annual review, the Rock County Council on Aging meets to discuss how to meet the needs of LEP populations. Access to transportation services is also in the Rock County Transportation Coordination Plan and is on agendas of sub-committee meetings dealing with that strategy. If a driver, dispatcher or employee of a community service program sees the need for further assistance related to LEP riders, her/she will work with the Rock County Transit Supervisor and the Rock County Mobility Manager to identifying strategies to meet the language needs of the riders/traveling public.

Minority Representation Information

A. Minority Representation Table

The table below depicts the **Rock County Council on Aging's** two committees and councils related to transit: the **Rock County Council on Aging Advisory Board** and the **Rock County Transportation Coordinating Committee**.

Body	Caucasian	Hispanic	African American	Asian American	Native American
Population	85.4%	7.9%	5.15	1.1%	.5%
Rock County Council on Aging	93.33%	0%	6.67%	0%	0%
Rock County Transportation Coordinating Committee	100%	0%	0%	0%	0%

A. Efforts to Encourage Minority Participation

The **Rock County Council on Aging** understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, the **Rock County Council on Aging** encourages participation of all its citizens. As vacancies on boards, committees and councils become available, the **Rock County Council on Aging** will make efforts to encourage and promote diversity. To encourage participation on its boards, committees and councils, the **Rock County Council on Aging** will continue to reach out to community, ethnic and faith-based organizations to connect with all populations. In addition, the **Rock County Council on Aging** will use ways to make participating realistic and reasonable, such as, scheduling meetings at times best suited to its members and providing transportation, if needed for its members. Rock County's Diversity Committee has been provided recruitment material for the Rock County Council on Aging Board. While not formally on the Transportation Coordinating Committee, there are minority members of the TCC's sub-committees.

Sample

Minority Representation Data Collection Form

Rock County Council on Aging

Date:

Dear Member,

As the **Rock County Council on Aging** is a recipient of federal funds, we are required under Title VI of the Civil Rights statute to ascertain the racial/ethnic make-up of any non-elected boards, commissions, councils, etc.

Data from this section is used for statistical and reporting purposes. The information may be subject to disclosure under federal or state law or rule.

Anti-Discrimination Notice

It is unlawful for the **Rock County Council on Aging** to fail or refuse to provide services, access to services or activities, or otherwise discriminate against an individual because of an individual's race, color, religion, sex, national origin, disability or veteran status.

As a council under the jurisdiction of the **Rock County Council on Aging**, we invite council members to voluntarily self-identify their race/ethnicity in order for us to comply with FTA Title VI regulations. This information will be used according to the provisions of applicable federal and state laws, executive orders and regulations, including those requiring the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Race/Ethnicity

If you choose to self-identify, please mark the **one box** describing the race/ethnicity category with which you primarily identify:

Asian or Pacific Islander: All persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

Black and/or African American (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Caucasian (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.