

ROCK COUNTY, WISCONSIN



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, MARCH 17, 2020 - 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 – January 21, 2020
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
6. Review of Payments
7. Updates and Possible Action
 - A. Status of 1717 Center Avenue Project
 - B. ADRC-COA Integration
 - C. Update on Transportation Issues
 - D. Update on Nutrition Program
 - E. Amendments to COA Advisory Board By-Laws
 - F. 2020 Title VI Transportation Plan
8. Committee Requests and Motions
9. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

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.



EDUCATION, VETERANS AND AGING SERVICES COMMITTEE
Minutes – January 21, 2020

Call to Order. Chair Richard called the meeting of the Education, Veterans and Aging Services Committee to order at 4:00 P.M. on Tuesday, January 21, 2020, in Conference Room, N-1, fifth floor, Courthouse East.

Committee Members Present: Supervisors Richard, Brien, and Gramke.

Committee Members Absent: Supervisor Owens and Leavy.

Staff Members Present: Josh Smith, County Administrator; Paula Schutt, Director of Council on Aging; Jennifer McIlhone, Mobility Manager; John Solis, Veteran Service Officer; Randy Terronez, Assistant to County Administrator.

Others Present: William Anderson Jr., Executive Director, RSVP; Patty Hansberry, Transportation Coordinating Committee Chair; Janet Smith, Jean Boyle and Janice Turner, Council on Aging Advisory Board; Jerry Braatz, Facilitator, UW Madison Extension Waukesha County.

Approval of Agenda. Supervisor Brien moved approval of the agenda as presented, second by Supervisor Gramke. ADOPTED.

Approval of Minutes – November 19, 2019. Supervisor Gramke moved approval of the minutes from November 19, 2019 as presented, second by Supervisor Brien. ADOPTED.

Citizen Participation, Communications, Announcements, Information. None.

Transfers. None.

Review of Payments. The committee accepted the report.

Public Hearing – 2020 DOT Funds. Chair Richard opened the Public Hearing for 2020 DOT funds at 4:02 P.M. Chair Richard asked for comments. Seeing none, he closed the public hearing at 4:03 P.M.

Resolutions.

Increasing the Number of Rock County Transportation Coordinating Committee Members to Include a Healthcare, Medical or Related Professional Representative.

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2019 does hereby add a representative from a health care, medical or medically related field to the Transportation

Coordinating Committee. This will increase the membership of the committee to 16 members.”

Supervisor Brien moved approval of the above resolution, second by Supervisor Gramke.

ADOPTED.

Creating Five 0.4 FTE and One 0.15 FTE Positions and Amending the Council on Aging Budget.

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2020, does hereby approve creating five part-time positions in the County Budget to replace current Manpower positions, altering the 2020 Budget under the terms set forth below.

.....”

Supervisor Brien moved approval of the above resolution, second by Supervisor Gramke.

ADOPTED.

Amending the 2020 Council on Aging Budget to Adjust Title III-B, C1, C2, NSIP, Title III D, NFCSP, AFCSP, MIPPA and SHIP Allocations.

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2020 does hereby amend the 2020 Rock County Council on Aging budget as follows:

.....”

Supervisor Gramke moved approval of the above resolution, second by Supervisor Brien.

ADOPTED.

Amending the 2019 Council on Aging Budget to Adjust Title C1, C2, Allocations.

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2020, does hereby amend the Adopted 2019 Rock County Council on Aging budget as follows:

.....”

Supervisor Brien moved approval of the above resolution, second by Supervisor Gramke.

ADOPTED.

Updates and Possible Action.

Status of 1717 Center Avenue Project. Mr. Smith said they are a little behind schedule on the drawings but will have them available at the next General Services meeting. Bids will go out in March and construction expected to start this year. Everything still on track to move in to the building in early 2021.

Recommendations from the Aging Services Integration Review Advisory Committee. Mr. Braatz introduced himself to the committee. He reviewed the study process with the committee. He talked with eight benchmark counties. Fond du Lac County is the only county of the eight that was not integrated. The Aging Services Integration Review Advisory Committee recommended integration with a vote of 6-4 in favor.

Ms. Janet Smith said she was on the Advisory Committee. She shared her concerns with the committee if integration happens. The benefits of integration are not compelling enough. She believes that co-location will address a lot of the current concerns.

Ms. Jean Boyle said she also was on the Advisory Committee. She thanked the County for the time and effort put into this study. She voted against integration. She supports co-location. She asked why we could not start working on the seven recommendations in the study before it is decided to integrate.

Ms. Janice Turner said she has been a geriatric nurse for 47 years and has used the services of both COA and ADRC. Each agency serves a very different population with different needs. She supports co-location without integration.

Mr. Smith said this report will be presented to the Human Services Board tomorrow. The Advisory Committee did not make a recommendation on what the organizational structure would look like with integration. Mr. Smith said the next step would be for the governing committee to decide to move forward with the recommendation and go to County Board with a resolution.

Ms. Jean Boyle reminded the committee that the integration recommendation was not an overwhelming vote. There is still much hesitation.

Chair Richard thanked everyone for their input.

Semi-annual Reports. The committee accepted the reports.

Committee Requests and Motions. None.

Adjournment. Supervisor Gramke moved adjournment at 4:52 P.M., second by Supervisor Brien. ADOPTED.

Respectfully submitted,

Tracey VanZandt,
Human Resources Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

ROCK COUNTY

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
 FOR THE MONTH OF DECEMBER 2019

01/31/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
30-3900-0000-63100	Office&Misc Exp	P1900605	01/16/2020	US BANK	2019 SUPPLIES	4.46
Senior Citizen Program PROG TOTAL						4.46
30-3903-0000-62105	Food Services	P1900994	01/23/2020	GREEN COUNTY HUMAN SERVICES	MILES FOR HDM MEALS	282.08
		P1901204	01/30/2020	BEST EVENTS	2ND HALF DEC CONG MEALS	21,912.78
30-3903-0000-62119	Other Services	P1900879	01/16/2020	MANPOWER GROUP US INC	SITE MANAGERS W/E 12/29	3,111.83
		P1900993	01/23/2020	NUTRITION AND HEALTH ASSOCIATE	DIETITIAN FOR DEC 2019	2,344.02
30-3903-0000-64124	Consumables	P1901204	01/30/2020	BEST EVENTS	DEC CONG SUPPLIES	1,229.05
30-3903-0000-65390	Other Rent/Lease	P1902769	01/09/2020	GATHERING PLACE OF MILTON INC	2019 SITE RENTAL	2,400.00
Nutrition Program PROG TOTAL						31,279.76
30-3904-0000-62105	Food Services	P1901204	01/30/2020	BEST EVENTS	2ND HALF DEC HDM MEALS	41,113.73
		P1902703	01/16/2020	JA FOOD SERVICE	SHIPPING	369.04
30-3904-0000-62119	Other Services	P1901133	01/02/2020	BELOIT MEALS ON WHEELS INC	BEL MEALS ON WHEELS NOV 2019	2,717.50
30-3904-0000-64124	Consumables	P1900605	01/16/2020	US BANK	2019 CLASS SUPPLIES	1,855.28
		P1901204	01/30/2020	BEST EVENTS	1ST HALF DECC HDM SUPPLIES	750.17
30-3904-0000-64904	Sundry Expense	P1902758	01/02/2020	NUTRISYSTEMS CORPORATION	ELECTRIC BAG HEATERS, CONVERTE	972.85
30-3904-0000-64907	Volunteer Exp	P1902771	01/09/2020	BEST EVENTS	VOLUNTEER AFTERNOON BUFFET	637.50
Delivered Meals PROG TOTAL						48,416.07
30-3905-0000-62100	Cont Personnel	P1900879	01/16/2020	MANPOWER GROUP US INC	TRANSIT DRIVERS W/E 12/29	22,697.35
		P1900947	01/02/2020	FIRST ADVANTAGE OCCUPATIONAL H	DRUG TEST	37.43
30-3905-0000-62410	R&M-Vehicles					

COMMITTEE: ET - SENIOR CITIZEN PROGRAMS

ROCK COUNTY

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
 FOR THE MONTH OF DECEMBER 2019

01/31/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
		P1900099	01/16/2020	BUDGET TRUCK AND AUTO BODY INC	VG ?	1,637.24
		P1900671	01/16/2020	GORDIE BOUCHER FORD LINCOLN ME	FORD 2015 REAR AIR RIDE	1,976.08
		P1900926	01/16/2020	VAN GALDER BUS COMPANY	BUS 15 WASH NOV	15.00
30-3905-0000-63501	Gas/Other Fuels					
		P1900925	01/16/2020	KWIK TRIP EXTENDED NETWORK	TRANSIT FUEL FOR DEC 2017	6,217.28
30-3905-0000-64629	Other Transport					
		P1900605	01/16/2020	US BANK	2019 DOJ RECORDS	40.00
		P1900774	01/23/2020	OCCUPATIONAL HEALTH AND WELLNE	DRUG SCREEN-P SCHUTT	123.00
Elderly/Handicapped Transport PROG TOTAL						32,743.38
30-3908-0000-62634	Prevention					
		P1900605	01/16/2020	US BANK	2019 CLASS SUPPLIES	2,064.18
Title III-D PROG TOTAL						2,064.18
30-3915-0000-64200	Training					
		P1902701	01/16/2020	BIG RADIO	AD FOR CAREGIVERS WORKSHOP	266.00
		P1902723	01/09/2020	GLEN ERIN GOLF CLUB	FINAL PAYMENT FOR	977.99
30-3915-0000-64615	Client Costs					
		P1900605	01/16/2020	US BANK	2019 SUPPLIES	19.88
Title III-E Fam Caregiver Supp PROG TOTAL						1,263.87
30-3915-1401-64615	Client Costs					
		P1900094	01/23/2020	ALTERNATIVE HOME CARE INC	RESPIRE CARE FOR C WAGGNER	540.00
		P1900100	01/16/2020	BRIGHTSTAR	RESPIRE FOR J POSTSCH	243.00
		P1900820	01/16/2020	OCHSMAN INC	RESPIRE CARE FOR P WINKELMAN	1,054.00
		P1901151	01/16/2020	RICHARDSON,KATHY	RESPIRE REIMBURSEMENT TO CLIEN	80.50
		P1902319	01/23/2020	SCOTT,LAUREN	REIMBURSEMENT FOR RESPIRE	132.00
		P1902410	01/16/2020	STONE,PATRICIA	REIMB FOR RESPIRE	324.00
		P1902411	01/16/2020	ALBRECHT,JOCELYN	REIMBURSEMENT FOR RESPIRE	453.63
		P1902433	01/09/2020	BROEGE,LOIS	REIMBURSEMENT FOR RESPIRE	123.44
		P1902637	01/16/2020	MAGEE,KATHRYN	REIMB FOR RESPIRE	120.00
		P1902646	01/30/2020	ROMACK,CAROL	REIMBURSEMENT FOR ACTIVITY	151.15
		P1902722	01/09/2020	SMITH,MARVIN	REIMB FOR RESPIRE	690.00

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF DECEMBER 2019

01/31/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
		P1902756	01/02/2020	PROKOP,PATRICIA	REIMBURSEMENT FOR RESPITE	100.51
		P1902757	01/02/2020	BOYCE,JOSEPHINE	REIMBURSEMENT FOR RESPITE	625.00
		P1902759	01/02/2020	FEULING,LARRY	REIMBURSEMENT FOR RESPITE	492.00
		P1902766	01/09/2020	MYERS,EUGENE	REIMBURSEMENT FO RESPITE	120.00
		P1902768	01/09/2020	MORTIMER,RUTH	REIMBURSEMENT FOR SUPPLIES	293.87
		P1902770	01/23/2020	HOME AT EASE	IN-HOME CARE ON FOR FRED NAVA	120.00
		P1902772	01/16/2020	PECHNIK,LINDA	REIMBURSEMENT FOR RESPITE	500.00
		P1902778	01/09/2020	NAVA,FEDERICO M	REIMBURSEMENT FOR RESPITE	240.00
		P1902781	01/09/2020	MARTIN,NICCI	REIMBURSEMENT FOR SUPPLIES	113.03
		P1902782	01/23/2020	HOME AT EASE	RESPITE CARE FOR F NAVA	60.00
		P1902783	01/09/2020	MARTIN,AMANDA	REIMBURSEMENT FOR SUPPLIES	309.06
		P1902784	01/23/2020	HOME AT EASE	RESPITE CARE FOR F NAVA	760.00
		P1902785	01/16/2020	MILWAUKEE CENTER FOR INDEPENDENCE	RESPITE FOR NICCI MARTIN	92.00
		P1902786	01/09/2020	PUTSCH,MARY JANE	REIMBURSEMENT FOR SUPPLIES	336.24
		P1902799	01/23/2020	PUTSCH,MARY JANE	REIMBURSEMENT FOR SUPPLIES	92.76
		P1902800	01/16/2020	O BRIEN,JEAN M	REIMBURSEMENT FOR SUPPLIES	316.46
		P1902805	01/16/2020	GIES,MARY	REIMBURSEMENT FOR SUPPLIES ON	64.31
		P1902827	01/16/2020	MYERS,EUGENE	REIMBURSEMENT FOR SUPPLIES	215.10
		P1902829	01/16/2020	HENNING,ROBERT	REIMBURSEMENT FOR RESPITE	150.00
		P1902831	01/16/2020	EDMONDS,DONNA	REIMBURSEMENT FOR SUPPLIES	28.14
		P1902832	01/30/2020	HOME AT EASE	RESPITE CARE FOR NAVA	220.00
III-E Caregiver Counseling PROG TOTAL						9,160.20
30-3915-1405-64615	Client Costs					
		P1900820	01/16/2020	OCHSMAN INC	RESPITE FOR M LARSEN	87.75
		P1902808	01/16/2020	BAILEY,STEVE	REIMBURSEMENT FOR RESPITE	500.00
III-E In-Home Respite PROG TOTAL						587.75
30-3915-1408-64615	Client Costs					
		P1902646	01/30/2020	ROMACK,CAROL	REIMBURSEMENT FOR SERVICES	78.65
		P1902787	01/09/2020	GIES,MARY	REIMBURSEMENT FOR SUPPLIES	371.31
		P1902809	01/16/2020	PUTSCH,MARY JANE	REIMBURSEMENT FOR SUPPLIES	173.97

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF DECEMBER 2019**

01/31/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
III-E Supplemental Services PROG TOTAL						623.93
30-3916-0000-63104	Print/Duplicate	P1902715	01/16/2020	JAX CUSTOM PRINTING INC	2020 DECEMBER 2019 TRAVEL	5,100.00
30-3916-0000-64200	Training	P1900605	01/16/2020	US BANK	2019 TRAINING	902.80
Mobility Manager Grant PROG TOTAL						6,002.80
30-3920-1401-62615	Group/Rec Homes	P1901736	01/16/2020	VISITING ANGELS LIVING ASSISTA	RESPITE FOR L LARSON	75.00
30-3920-1401-64615	Client Costs	P1900094	01/23/2020	ALTERNATIVE HOME CARE INC	RESPITE FOR LAVEEN	370.00
		P1900100	01/16/2020	BRIGHTSTAR	RESPITE FOR C MESLER	256.50
		P1901150	01/23/2020	DOLL,BOB	REIMBURSEMENT FOR RESPITE PROV	793.00
		P1901151	01/16/2020	RICHARDSON,KATHY	REIMBURSEMENT FOR RESPITE	49.82
		P1901348	01/16/2020	SEVERANCE,LINDA	REIMB FOR RESPITE	80.00
		P1901478	01/30/2020	ALL HEART HOME CARE	RESPITE FOR R REDDEL	165.00
		P1901678	01/30/2020	KANDU INDUSTRIES INC	RESPITE FOR J LUEDTKE	310.00
		P1902254	01/23/2020	LAMIA,RANDY	REIMBURSEMENT FOR RESPITE	350.00
		P1902631	01/09/2020	MERCY HEALTH SYSTEM LIFELINE	CORRINE WAKEFIELD	420.00
		P1902636	01/02/2020	LAMIA,DIANE	REIMB FOR SUPPLIES	201.39
		P1902755	01/02/2020	RANGE,MANAL	REIMBURSEMENT FOR RESPITE	525.49
		P1902767	01/30/2020	LAMIA,RANDY	SNOW REMOVAL	155.00
		P1902779	01/16/2020	LARSON,LOYAL	REIMBURSEMENT FOR RESPITE	200.00
		P1902830	01/16/2020	REDDEL,LYNN	REIMBURSEMENT FOR SUPPLIES	1,169.65
AFSCP Caregiver Counseling PROG TOTAL						5,120.85

ROCK COUNTY

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF DECEMBER 2019

01/31/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
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I have reviewed the preceding payments in the total amount of **\$137,267.25**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF DECEMBER 2019

01/31/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
38-3800-0000-63100	Office&Misc Exp	P1900148	01/02/2020	OFFICE PRO INC	COPY PAPER	96.00
Veterans Services PROG TOTAL						96.00

I have reviewed the preceding payments in the total amount of **\$96.00**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF JANUARY 2020**

01/31/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
30-3900-0000-64200	Training	P2000713	01/23/2020	US BANK	SKILLPATH TRAINING-SCHUTT	269.00
Senior Citizen Program PROG TOTAL						269.00
30-3903-0000-62119	Other Services	P2000500	01/30/2020	DE VERE COMPANY INC	DISHWASHER LEASE FEB-CLINTON	218.00
30-3903-0000-64124	Consumables	P2000739	01/30/2020	MENARDS	NUTR-CLEANING MOP	14.98
Nutrition Program PROG TOTAL						232.98
30-3905-0000-62410	R&M-Vehicles	P2000671	01/30/2020	GORDIE BOUCHER FORD LINCOLN ME	14-REPLACED SENSOR	1,755.44
30-3905-0000-64200	Training	P2000713	01/23/2020	US BANK	FREDPRYLOR BOOTH	298.00
Elderly/Handicapped Transport PROG TOTAL						2,053.44

I have reviewed the preceding payments in the total amount of **\$2,555.42**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF JANUARY 2020

01/31/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
38-3800-0000-63200	Pubs/Subs/Dues					
		P2000679	01/16/2020	VETERANS INFORMATION SERVICE	2020 WHAT EVERY VETERAN SHOULD	56.00
		P2000680	01/16/2020	NACVSO	2020 ANNUAL DUES-NACVSO	60.00
38-3800-0000-67120	Capital Assets					
		P2000042	01/16/2020	RHYME BUSINESS PRODUCTS	MX-FX15 FAX OPTION	4,178.89
Veterans Services PROG TOTAL						4,294.89

I have reviewed the preceding payments in the total amount of **\$4,294.89**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF DECEMBER 2019**

02/27/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
30-3903-0000-61100	Regular Wages					
		P1900879	02/27/2020	MANPOWER GROUP US INC	SITE MANAGERS W/E 12/15	1,165.09
30-3903-0000-62119	Other Services					
		P1900101	02/06/2020	DE VERE COMPANY INC	SEPTEMBER LEASE-CLINTON	155.59
		P1900879	02/06/2020	MANPOWER GROUP US INC	SITE MANGERS W/E 01/05/20	434.51
Nutrition Program PROG TOTAL						1,755.19
30-3904-0000-62119	Other Services					
		P1901133	02/27/2020	BELOIT MEALS ON WHEELS INC	BEL MEALS ON WHEELS OCT 19	3,114.85
Delivered Meals PROG TOTAL						3,114.85
30-3905-0000-62100	Cont Personnel					
		P1900879	02/27/2020	MANPOWER GROUP US INC	TRANSIT DRIVERS W/E 12-15	12,590.25
		P1900947	02/13/2020	FIRST ADVANTAGE OCCUPATIONAL H	DRUG TEST DEC 2019	85.55
30-3905-0000-62410	R&M-Vehicles					
		P1900099	02/13/2020	BUDGET TRUCK AND AUTO BODY INC	20-DOOR LINKAGE-PENDANT	1,635.30
		P1900671	02/27/2020	GORDIE BOUCHER FORD LINCOLN ME	23 HEADLIGHT BULB	7,292.96
Elderly/Handicapped Transport PROG TOTAL						21,604.06
30-3915-1401-64615	Client Costs					
		P1900094	02/13/2020	ALTERNATIVE HOME CARE INC	RESPIRE FOR M WILSON	130.00
		P1900100	02/06/2020	BRIGHTSTAR	RESPIRE FOR PUTSCH J	54.00
		P1902861	02/06/2020	RAYCHEL,AMY	REIMBURSEMENT TO AMY RAYCHEL	412.46
		P1902881	02/20/2020	STONE,PATRICIA	REIMBURSE RESPIRE TO CLIENT	156.00
III-E Caregiver Counseling PROG TOTAL						752.46
30-3915-1405-64615	Client Costs					
		P1902848	02/06/2020	HENNING,ROBERT	REIMBURSEMENT FOR RESPIRE	150.00
III-E In-Home Respite PROG TOTAL						150.00
30-3920-1401-64615	Client Costs					
		P1902636	02/06/2020	LAMIA,DIANE	REIMBURSEMENT FOR SUPPLIES	234.61

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF DECEMBER 2019**

02/27/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
AFSCP Caregiver Counseling PROG TOTAL						234.61

I have reviewed the preceding payments in the total amount of **\$27,611.17**

Date:

Dept Head

Committee Chair

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF FEBRUARY 2020**

02/27/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
30-3900-0000-63100	Office&Misc Exp	P2000713	02/20/2020	US BANK	GENERAL SUPPLIES	183.46
Senior Citizen Program PROG TOTAL						183.46
30-3901-0000-63200	Pubs/Subs/Dues	P2000738	02/06/2020	AGING AND DISABILITY PROFESSIO	2020 MEMBERSHIP TO	75.00
30-3901-0000-64200	Training	P2000837	02/13/2020	GWAAR	REGISTRATION: JULIE SEEMAN	40.00
Title III-B PROG TOTAL						115.00
30-3903-0000-62105	Food Services	P2000664	02/20/2020	BEST EVENTS	CONG MEALS 1ST HALF JAN	3,536.81
30-3903-0000-62119	Other Services	P2000500	02/20/2020	DE VERE COMPANY INC	2020 DISHWASHER LEASE	218.00
		P2000754	02/20/2020	MANPOWER GROUP US INC	SITE MANAGERS W/E 02/09	7,024.34
30-3903-0000-63100	Office&Misc Exp	P2000713	02/20/2020	US BANK	CONG SUPPLIES	86.56
30-3903-0000-63200	Pubs/Subs/Dues	P2000965	02/27/2020	WAND	2020 MEMBERSHIP-LINDA HARDIE	75.00
30-3903-0000-64124	Consumables	P2000664	02/20/2020	BEST EVENTS	CONG SUPPLIES	549.70
Nutrition Program PROG TOTAL						11,490.41
30-3904-0000-62105	Food Services	P2000664	02/20/2020	BEST EVENTS	HDM 1ST HALF JAN	6,805.90
30-3904-0000-62119	Other Services	P2000916	02/20/2020	BELOIT MEALS ON WHEELS INC	JAN BEL MEALS ON WHEELS 2641	5,282.00
30-3904-0000-64124	Consumables	P2000664	02/20/2020	BEST EVENTS	HDM SUPPLIES	185.07
30-3904-0000-64907	Volunteer Exp	P2000713	02/20/2020	US BANK	VOLUNTEER	100.00
Delivered Meals PROG TOTAL						12,372.97

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF FEBRUARY 2020**

02/27/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
30-3905-0000-62100	Cont Personnel					
		P2000754	02/20/2020	MANPOWER GROUP US INC	TRANSIT DRIVERS W/E 02/09	46,369.09
30-3905-0000-62410	R&M-Vehicles					
		P2000671	02/27/2020	GORDIE BOUCHER FORD LINCOLN ME	13-REPAIR FENDERS	12,869.39
30-3905-0000-63100	Office&Misc Exp					
		P2000713	02/20/2020	US BANK	TRANS SUPPLIES	3.87
30-3905-0000-63501	Gas/Other Fuels					
		P2000830	02/13/2020	KWIK TRIP EXTENDED NETWORK	FUEL FOR TRANSIT JAN 20	6,805.19
30-3905-0000-64629	Other Transport					
		P2000739	02/27/2020	MENARDS	SUPPLIES FOR VANS	174.88
		P2000753	02/06/2020	OCCUPATIONAL HEALTH CENTER	DRUG TEST-KNECHT	62.00
		P2000911	02/20/2020	ADAMS PUBLISHING GROUP OF SOUT	PUBLICATION OF NOTICE FOR	58.24
Elderly/Handicapped Transport PROG TOTAL						66,342.66
30-3915-0000-64629	Other Transport					
		P2000909	02/20/2020	VAN GALDER BUS COMPANY	BUS 16 AND 24 WASHED	30.00
		P2000929	02/20/2020	FIRST ADVANTAGE OCCUPATIONAL H	DRUG TEST BLAUVELT-KNECHT	74.86
Title III-E Fam Caregiver Supp PROG TOTAL						104.86
30-3915-1405-64615	Client Costs					
		P2000844	02/13/2020	PATENAUDE,KATHY	REIMBURSE RESPITE TO CLIENT	120.00
		P2000846	02/27/2020	OCHSMAN INC	RESPITE SERVICE-LARSEN M	351.00
		P2000908	02/20/2020	BRIGHTSTAR CARE	RESPITE SERVICES-PERKINS	81.00
		P2000928	02/27/2020	HOME AT EASE	RESPITE SERVICES-NAVA FRED AND	360.00
		P2000973	02/27/2020	ALBRECHT,JOCELYN	REIMBURSE RESPITE TO CLIENT	109.50
III-E In-Home Respite PROG TOTAL						1,021.50
30-3915-1408-64615	Client Costs					
		P2000843	02/13/2020	MERCY HEALTH SAFE CONNECT	2020 SAFE CONNECTION	445.00
		P2000973	02/27/2020	ALBRECHT,JOCELYN	REIMB- FOR SUPPLIES TO CLIENT	75.28
III-E Supplemental Services PROG TOTAL						520.28
30-3916-0000-63100	Office&Misc Exp					

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF FEBRUARY 2020**

02/27/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
30-3916-0000-63104	Print/Duplicate	P2000713	02/20/2020	US BANK	MOBILITY MGN SUPPLIES	44.74
			02/27/2020	JAX CUSTOM PRINTING INC	TYPESET CHANGES	20.00
		P2000856	02/27/2020	JAX CUSTOM PRINTING INC	PRINTING OF SPANISH RESOURCE	190.00
30-3916-0000-64200	Training	P2000713	02/20/2020	US BANK	MCIHONE REGISTRATION-DISABILIT	20.00
		Mobility Manager Grant PROG TOTAL				
30-3920-1405-64615	Client Costs	P2000974	02/27/2020	SEVERANCE,LINDA	REIMBURSE RESPITE TO CLIENT	126.00
		AFCSP In Home Respite PROG TOTAL				
30-3920-1408-64615	Client Costs	P2000975	02/27/2020	LAMIA,DIANE	REIMBURSE SERVICES TO CLIENT	19.99
		AFCSP Supplemental Services PROG TOTAL				
30-3920-1411-64615	Client Costs	P2000910	02/27/2020	VISITING ANGELS LIVING ASSISTA	RESPITE SERVICES-LARSON	300.00
		P2000976	02/27/2020	LAMIA,RANDY	REIMBURSE SERVICES TO CLIENT	255.00
		AFCSP Homemaker/Chores PROG TOTAL				
30-3920-1412-64615	Client Costs	P2000908	02/27/2020	BRIGHTSTAR CARE	IN-HOME GENERAL CARE-MESLER	108.00
		P2000978	02/27/2020	WAKEFIELD,CORRINE	REIMBURSE RESPITE TO CLIENT	345.00
		AFCSP In-Home General Care PROG TOTAL				
30-3921-0000-63200	Pubs/Subs/Dues	P2000849	02/13/2020	WISCONSIN ASSOCIATION OF BENEF	2020 MEMBERSHIP FOR LACHEL FOW	35.00
		Benefit Specialist Grant PROG TOTAL				

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF FEBRUARY 2020

02/27/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
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I have reviewed the preceding payments in the total amount of **\$93,614.87**

Date:

Dept Head _____

Committee Chair _____

ROCK COUNTY

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF FEBRUARY 2020

02/27/2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
38-3800-0000-63100	Office&Misc Exp	P2000022	02/13/2020	US BANK	2020 OFFICE SUPPLIES	83.18
Veterans Services PROG TOTAL						83.18

I have reviewed the preceding payments in the total amount of **\$83.18**

Date:

Dept Head _____

Committee Chair _____

BYLAWS - ROCK COUNTY COUNCIL ON AGING ADVISORY BOARD

ARTICLE I

Name, Jurisdiction and Structure

Section 1 - Name:

The name of the citizen's group in the County Aging Unit shall be the Rock County Council on Aging Advisory Board.

Section 2 - Jurisdiction:

The geographic area included in the jurisdiction shall be the County of Rock in the State of Wisconsin.

Section 3 - Structure:

The Rock County Council on Aging Advisory Board shall be an advisory body to the County Aging Unit Director and the Education, Veterans and Aging Services Committee. In accordance with the personnel policies and procedures of the Rock County Board of Supervisors, "a full-time County 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/her duties." The County Aging Unit Director is directly responsible to the Rock County Administrator. The Education, Veterans and Aging Services Committee, a standing committee of the Rock County Board of Supervisors, has policy supervision over the Council on Aging.

The Rock County Council on Aging Advisory Board shall act as the nutrition advisory council and advise the County Aging Unit Director and nutrition staff on all matters relating to the delivery of nutrition and nutrition supportive services within the program area. All recommendations and suggestions of the advisory board must be in accord with federal and state policies and take into consideration the nutrition budget.

ARTICLE II

Purpose and Duties

1. Work to ensure that all older individuals, regardless of income, have access to information, services and opportunities available through the County Aging Unit; have the opportunity to contribute to the cost of services and have the services and resources of the County Aging Unit designed to reach those in greatest social and economic need.

2. Assist and advise the County Aging Unit Director to plan for, receive and administer federal, state, county, or local funds granted through the State and Area Agency on Aging to the County Aging Unit, as well as any gifts, grants or payments received by the County Aging Unit.
3. Advocate on behalf of older individuals to assist in enabling them in meeting their basic needs.
4. 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.
5. 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.
6. Identify and publicize gaps in services for older individuals and provide leadership in developing services and programs, including recruitment and training of volunteers, which address those needs.
7. Work cooperatively with other organizations to enable their services to function effectively for older individuals.
8. Actively incorporate and promote the participation of older individuals in the preparation of a comprehensive county plan for aging resources that identifies needs, goals, activities and county resources for older individuals.
9. Provide information to the public about the aging experience and about resources for, and within, the aging population.
10. 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.
11. Make recommendations to the County Aging Unit regarding the food preference of participants.
12. Make recommendations to the County Aging Unit regarding days and hours of dining center operations and locations.
13. Make recommendations to the County Aging Unit regarding dining center furnishings with regard to disabled or handicapped participants.
14. Strive for each member to participate at one dining center each month.

15. Advise and make recommendations to the County Aging Unit regarding supportive social services to be conducted at dining centers.
16. As an organized group, give support and assistance to the ongoing development of the nutrition program.
17. Represent and speak on behalf of nutrition participants and program.
18. As a liaison group act as a communications clearinghouse between the nutrition program and the general public.

ARTICLE III

Composition

Section 1:

There shall be no more than 15 members of the Rock County Council on Aging Advisory Board, at least one of which will be a member of the Rock County Board of Supervisors.

Section 2:

Members of the Rock County Council on Aging Advisory Board shall be appointed by the Chair of the Rock County Board of Supervisors and confirmed by the County Board. The membership shall be representative of the county.

Section 3:

Appointments shall be for a term of three years, with a limit of two consecutive three-year terms. The terms of one third of the members shall expire in December each year.

ARTICLE IV

Meetings of Members

Provisions of the Wisconsin Open Meetings Law shall be followed.

Section 1 - Regular Meetings:

Regular meetings of the Rock County Council on Aging Advisory Board shall be held at 9:00 a.m. on the third Wednesday of each month. The Chair may make a change in the time and place of a specific meeting.

Section 2 - Special Meetings:

Special meetings of the Rock County Council on Aging Advisory Board may be called by the Chair or by 25% of the membership. The person(s) calling the meeting shall determine time and place of the meetings. All members shall be informed by mail and/or telephone at least five (5) days before the meeting.

Section 3 - Quorum:

A simple majority of the Rock County Council on Aging Advisory Board membership shall constitute a quorum for transaction of business at any meeting.

Section 4 - Attendance of Meetings:

Members should attend all meetings of the Rock County Council on Aging Advisory Board. If a member fails to attend three (3) consecutive meetings without a valid excuse, the Advisory Board shall recommend to the Chair of the Rock County Board of Supervisors that this person be removed from membership.

Section 5 - Nutrition Advisory Meetings:

Meetings of the nutrition advisory board shall be held on the third Wednesday of the month at 10:00 a.m., immediately following the meeting of the Rock County Council on Aging Advisory Board. The nutrition advisory meeting shall have a separate agenda.

ARTICLE V

Officers and Delegates

Section 1 - Election of Officers:

The Rock County Council on Aging Advisory Board shall elect a Chair and Vice-Chair. Elections to these positions shall occur during the regular monthly meeting of the Rock County Council on Aging Advisory Board in November. Nominations shall be made from the floor. Each officer shall hold office until his/her successor shall have been duly elected. The Rock County Council on Aging Advisory Board may use the County Aging Unit secretary as secretary for the Advisory Board, when available.

Section 2 - Term of Office:

Officers shall serve for a term of one (1) year, beginning in January. Officer vacancies may be filled at any time by a vote of the Rock County Council on Aging Advisory Board. An officer may not serve in one office for more than two (2) consecutive years.

Section 3 - Duties of Officers:

Chair - The duties of the Chair shall be:

1. To preside at all meetings of the Rock County Council on Aging Advisory Board.
2. To work with the County Aging Unit Director in preparing an agenda for each regular meeting and ensuring notification of meeting date and time.
3. To assure that the Council on Aging follows through on motions made at meetings.
4. To carry out responsibilities as assigned to her/him.

Vice-Chair - The duties of the Vice-Chair shall be:

1. To assume the responsibilities of the chair when he/she is absent.
2. To carry out responsibilities assigned to her/him by the Chair of the Rock County Council on Aging Advisory Board.

Secretary - The duties of the Secretary shall be:

1. To distribute minutes of all Rock County Council on Aging Advisory Board meetings to members, the County Aging Unit, Greater Wisconsin Agency on Aging Resources, and to others interested in the Advisory Board's activities.
2. To prepare correspondence as requested by the Rock County Council on Aging Advisory Board.

ARTICLE VI

Task Forces, Standing Committees and Ad Hoc Committees

Section 1 - Establishment:

Task forces, standing committees or ad hoc committees may be established for particular purposes as necessary. The Rock County Council on Aging Advisory Board shall determine their title, power and duties by a majority vote.

Section 2 - Chair and Members:

The Chair and members of the task forces and committees shall be appointed by the Chair of the Rock County Council on Aging Advisory Board and approved by the membership.

ARTICLE VII

Amendments to These Bylaws

These bylaws may be amended as deemed necessary by a majority vote of Rock County Council on Aging Advisory Board members. Notice of the proposed bylaw changes shall be made to the membership at least one week prior to their first consideration. Voting on the amendments shall take place at the next regular meeting.

Rock County Corporation Counsel shall receive a copy of the proposed changes to the bylaws.

REVISED 2/16/11

The Board reviewed the By Laws and suggested the following changes:

1. In Section 3, Structure, it was suggested that on the second line, after Education, Veterans and Aging Services Committee that (here after referred to EVAS) be added.
2. In Article III, Section 3, it was requested we change the terms allowed for the COA Board. The suggested change should read *"Following two terms of three years each, a board member must step down for one year. After a period of one year, they may again apply for board appointment."*

Title VI Plan

Rock County Council on Aging

Revised on: 3/17/2020

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

Adopted on: 2/18/14

This policy is hereby adopted and signed by:

Rock County Council on Aging

Executive Name/Title: Paula Schutt / Director

Executive Signature: *Paula Schutt*

Policy Statement

The **Rock County Council on Aging** as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Wisconsin Department of Transportation (WisDOT) will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

Title VI Plan Elements

The **Rock County Council on Aging's** Title VI plan includes the following elements:

1. Evidence of Policy Approval
2. Log of Policy Updates
3. Contact Information/Program Administration
4. Notice to the Public
5. Complaint Procedure
6. Complaint Form
7. List of transit related Title VI Investigations, Complaints and Lawsuits
8. Public Participation Plan
9. Language Assistance Plan
10. Minority Representation Table and Description

The **Rock County Council on Aging** will review its policy on an annual basis to determine if modifications are necessary.

The **Rock County Council on Aging** will use the table below to record reviews/revisions made to the plan.

Policy Updates – Activity Log

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Person Responsible	Remarks
2/21/2020	Update Title VI Plan – 2020, per WisDOT requirement	Paula Schutt	
2/18/2014	Develop Transit Title VI Plan	Joyce Lubben	

Contact Information/Program Administration

Chief Executive

The **Rock County Council on Aging's** Chief Executive will ensure compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

Name:	Paula Schutt
Email:	Paula.schutt@co.rock.wi.us
Phone:	608-757-5416

Transportation Manager

The **Rock County Council on Aging's** Transportation Manager will ensure implementation of the **Rock County Council on Aging's** federally funded transportation program. The Transportation Manager has other duties and responsibilities in addition to Title VI. This position has a direct reporting relationship and access to **Rock County Council on Aging's** Chief Executive.

Name:	Ryan Booth
Email:	Ryan.booth@co.rock.wi.us
Phone:	608-757-5413

Civil Rights Coordinator

The **Rock County Council on Aging's** Civil Rights Coordinator ensures Title VI compliance in accordance with the **Rock County Council on Aging's** federally funded transportation program. The Civil Rights Coordinator has other duties and responsibilities in addition to Title VI. This position has a direct reporting relationship and access to the **Rock County Council on Aging's** Chief Executive.

Name:	Paula Schutt
Email:	Paula.schutt@co.rock.wi.us
Phone:	608-757-5416

The Civil Rights Coordinator is responsible for initiating, monitoring, and ensuring compliance of the **Rock County Council on Aging's** Title VI requirements, including the following activities:

- ✓ Program Administration
 - Ensure compliance with federal Title VI requirements
 - Develop and implement the **Rock County Council on Aging's** Title VI Plan
 - Update and maintain Title VI program policies and procedures
- ✓ Complaints
 - Review, track, investigate and close Title VI complaints
- ✓ Employee Training
 - Educate staff on Title VI issues and regulations
- ✓ Reporting
 - Prepare and submit Title reports per state and federal regulations
- ✓ Public Dissemination
 - Notify the public of the **Rock County Council on Aging's** Title VI program requirements via the **Rock County Council on Aging's** public area, on its website, in vehicles, etc.
- ✓ Oversight
 - Ensure contractors and lessees adhere to Title VI requirements

Title VI Notice to the Public¹

The **Rock County Council on Aging's** Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

ROCK COUNTY COUNCIL ON AGING

- ✓ 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 **Rock County's** civil rights program, and the procedures to file a complaint, contact 608-757-5472; email paula.schutt@co.rock.wi.us; or visit our Administrative Office at 3328 US Hwy 51 North, Janesville, WI 53545. For more information, visit www.co.rock.wi.us/aging
- ✓ 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 Ave., 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.
Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 608-757-5472.

The **Rock County Council on Aging's** Notice to the Public is posted in the following locations:

- ✓ Agency website www.co.rock.wi.us/aging
- ✓ Public areas of the agency office (common area, public meeting rooms, etc.)
- ✓ Inside vehicles

¹ Title VI regulations require the **Rock County Council on Aging** to inform customers and the public of their rights under Title VI regulations by posting a Title VI public notice. The Title VI notice must include:

- ✓ A statement that the agency operates programs without regard to race, color or national origin.
- ✓ Information on how to request additional information about the agency's Title VI obligations, including information on how to file a complaint, the location of the complaint form, etc.
- ✓ Information on how to request Title VI information in another language, if required

The Public Notice should be posted in the following locations: website, public areas of the agencies office, inside vehicles, rider guides/schedules and transit shelters/facilities

Complaint Procedure

The **Rock County Council on Aging's** Complaint Procedure is made available in the following locations:

- ✓ Agency website, either as a reference in the Notice to Public or in its entirety
 - ✓ Public areas of the agency office (common area, public meeting rooms, etc.)
-

Any person who believes they've been discriminated against on the basis of race, color, or national origin, religion, gender, disability or age by the **Rock County Council on Aging** may file a complaint by completing and submitting the agency's Complaint Form.

The Complaint Form may also be used to submit general complaints to the **Rock County Council on Aging**.

The **Rock County Council on Aging** investigates complaints received no more than 180 business days after the alleged incident. The **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 it has jurisdiction. The complainant will receive an acknowledgement letter stating whether the complaint will be investigated by the **Rock County Council on Aging**.

The **Rock County Council on Aging** has 45 business 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, one of two (2) letters will be issued 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.
- ✓ A letter of finding (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, the complainant has 30 business 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.

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 608-757-5472.

Procedimiento de queja title VI

Any persona que cree que él o ella ha sido discriminado en base a raza, color o nacionalidad de origen por **Rock County Council on Aging** puede presentar una queja de título VI rellenando y enviando el formulario de denuncia de la Agencia título VI. **Rock County Council on Aging** investiga denuncias recibidas a más tardar 180 días después del supuesto incidente. The **Rock County Council on Aging** procesará las quejas que están completas.

Once que se recibe la denuncia, **Rock County Council on Aging** revisaremos para determinar si nuestra oficina tiene jurisdicción. El querellante recibirán una carta de reconocimiento le informa si la queja será investigada por nuestra compañía.

Rock County Council on Aging tiene 45 días para investigar la denuncia. Si necesita más información para resolver el caso, la empresa puede comunicarse con el demandante.

El querellante tiene 15 días hábiles desde la fecha de la carta para enviar la información solicitada al investigador asignado al caso.

Si el investigador no es contactado por el querellante o no recibir la información adicional dentro de 15 días hábiles, la empresa administrativamente puede cerrar el caso. Un caso puede ser cerrado administrativamente también si el demandante ya no desea seguir su caso.

Después de que el investigador comentarios sobre la queja, él/ella emitirá una de 2 dos cartas al demandante: una carta de cierre o una carta de encontrar (LOF).

- ✓ Una cierre carta resume las acusaciones y afirma que no hubo una violación del título VI y que se cerrará el caso.
- ✓ Una carta de encontrar (LOF) resume las denuncias y las entrevistas sobre el presunto incidente y explica si cualquier acción disciplinaria, entrenamiento adicional de la funcionaria, u otra acción ocurrirá.

If que el demandante desea apelar la decisión, él/ella tiene 30 días después de la fecha de la carta o el LOF para hacerlo.

A persona también puede presentar una queja directamente ante la Administración Federal de tránsito, en FTA oficina de derechos civiles, 1200 New Jersey Avenue SE, Washington, DC 20590.

Se necesita if información en otro idioma, comuníquese con **Rock Council on Aging**: 608-757-5472 para organizar servicios de interpretación.

Rock County Council on Aging - Complaint/Comment Form

Rock County Council on Aging is committed to providing you with safe and reliable transportation services and we want your feedback. Please use this form for suggestions, compliments, and complaints.

Please submit this form electronically at paula.schutt@co.rock.wi.us or in person at the address below.

Rock County Council on Aging

3328 US Hwy 51 North

Janesville, WI 53545

Paula.schutt@co.rock.wi.us

You may also call us at 608-757-5472. Please make sure to provide your contact information in order to receive a response.

SECTION I: TYPE OF COMMENT (Choose One) – provide detail in 'Comment Details' below					
Compliment	Suggestion	Complaint	Other		
		<div style="display: flex; justify-content: space-between;"> <div> Title VI: ADA/(Disability): Service: Other: </div> <div> <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Gender <input type="checkbox"/> Religion <input type="checkbox"/> Age <input type="checkbox"/> Limited English Proficient LEP </div> </div>			
SECTION II: CONTACT INFORMATION					
Name:					
Rider ID (if applicable):					
Street Address:					
City, State, Zip code:					
Phone:					
Email:					
Accessible Format Requirements: (choose preferred format(s))		Large Print	TDD/Relay	Audio Recording	Other
Are you filing this complaint on your own behalf? If you answered "yes" to this question, go to Section IV. If not, please provide the name and relationship of the person for whom you are complaining. 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	
		Yes		No	
SECTION III: COMMENT DETAILS					
Transit Service (Choose one, as applicable) Bus/Paratransit/Shared-Ride Taxi					
Date of Occurrence:					
Time of Occurrence:					

Name/ID of Employee(s) or Others Involved:		
Vehicle ID/Route Name or Number:		
Direction of Travel:		
Location of Incident:		
Mobility Aid Used (if any):		
If above information is unknown, please provide other descriptive information to help identify the employee:		
Description of Incident: As applicable, explain as clearly as possible what happened and why you believe you were discriminated against. If more space is needed, please add additional pages.		
SECTION IV: FOLLOW-UP		
May we contact you if we need more details or information?	Yes	No
What is the best way to reach you? (choose one) If a phone call is preferred, what is the best day and time to reach you?	Phone	
	Email	
	Mail	
SECTION V: DESIRED OUTCOME		
What steps have you have taken to address the conflict or problem?		
What type of corrective actions took place?		
What remedy are you seeking?		
SECTION VI: ADDITIONAL INFORMATION		
Have you previously filed a complaint with this agency?	Yes	No
Have you filed this complaint with any other Federal, State or Local agency, or with any Federal or State Court?	Yes	No
If yes, to the question above, list all agencies contacted:		
Please provide information about a contact person at the agency/court where each complaint was filed. Name, Agency, Address, Phone, Email		

Please attach any documents you have which support the allegation. Then date and sign this form and send it to the **Rock County Council on Aging:**

_____ **Complainant Signature** _____ **Date**

_____ **Print Your Name**

List of Investigations, Complaints and Lawsuits²

The **Rock County Council on Aging** maintains a list or log of all investigations, complaints and lawsuits, pertaining to its transit-related activities.

Check One:

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

 x 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	Basis of Complaint³	Summary Complaint Description	Status	Action(s) Taken
Investigations						
1.						
2.						
Complaints						
1.		Sherry L. Muth 1211 Sherman Ave Janesville, WI	Discrimination on basis of disability		dismissed	Private settlement reached
2.						
Lawsuits						
1.						
2.						

² **Lawsuit:** The protected classes under Title VI are Race, Color and Nation Origin.

³ **Basis of Complaint:** Specify Race, Color, National Origin, Religion, Gender, Disability, Age, Other

Public Participation Plan

Strategies and Desired Outcomes

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

- ✓ Provide for early, frequent and continuous engagement by the public.
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Provide childcare and food during meetings, if possible.
- ✓ Use social media in addition to other resources as a way to gain public involvement
- ✓ 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.
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

Public Outreach Activities

The **Rock County Council on Aging** maintains a log/record of the various types of outreach activities it uses to promote inclusive public participation. On an annual basis, the **Rock County Council on Aging** reviews its log of outreach activities to determine if additional or different strategies are needed to promote inclusive public participation.

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, attendance at community events, etc.*

Information collected on 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) will be used for future planning efforts. Examples of additional supporting materials 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
1/21/2020	Paula Schutt	Rock County Court House	Public Notice Published Agenda on County website	Public Hearing on s.85.21 application	Held in conjunction with the EVAS meeting, no members of the public were in attendance
09/20/19 And 10/1/19	Paula Schutt Julie Seeman	Beloit Senior Fair Rock County Senior Fair	Booth at senior fairs. Publicity provided by senior fairs committees.	Provided information on transportation,	Approximately 850 attended each senior fair.
9/18/19	Julie Seeman	Evansville Senior Health Fair	Publicity provided by the Evansville Senior Center	Provided information on transportation	Approximately 75 people attended.
Summer 2018	Ryan Booth Crystal Kryer	Transportation Survey	Surveys were available in hard copy		

Language Assistance Plan

Plan Components

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 limited-English proficient (LEP) persons.

Limited English Proficient (LEP) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

The **Rock County Council on Aging's** Language Assistance Plan 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

Methodology

To determine if an individual is entitled to language assistance and what specific services are appropriate, the **Rock County Council on Aging** has conducted a *Four Factor Analysis*⁴ of the following areas: 1) Demography, 2) Frequency, 3) Importance and 4) Resources and Costs.

LEP Four Factor Analysis

Factor 1: Demography: Identifies the number or proportion of LEP persons served and the languages spoken in the service area.

The first factor of the *Four Factor Analysis* is the basis of the Language Assistance Plan. It requires the **Rock County Council on Aging** to review its US Census data to determine if it meets the *LEP Safe Harbor Threshold*.

US Census and American Community Survey (ACS) Data⁵

The **Rock County Council on Aging** did the following:

1. Inserted a copy of the **Rock County Council on Aging's** county LEP data in the Title VI plan. This data was found at the WisDOT website <http://www.dot.wisconsin.gov/localgov/docs/title6-lep.pdf> or the US Census Bureau American Fact Finder website <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>
2. Analyzed the LEP demographic data for the **Rock County Council on Aging's** program and/or service area by calculating the *Safe Harbor Threshold* for two to three of the largest language groups identified other than English.

⁴ DOT LEP guidance <https://www.transportation.gov/civil-rights/civil-rights-awareness-enforcement/dots-lep-guidance>

⁵ The ACS publishes data in many forms on the Census Bureau American Fact Finder website <http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml>

- a. The *Safe Harbor Threshold* is calculated by dividing the population estimate for a language group that "Speaks English less than very well" by the total population of the county.
 - i. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less, of the population to be served) the **Rock County Council on Aging** must provide translation of vital documents in written format for the non-English users.
 - ii. Examples of written translation of vital documents include the Title VI policy statement and/or Notice to the Public (Appendix 2), Title VI Complaint Procedure (Appendix 3), Title VI Complaint Form (Appendix 4), and ADA paratransit eligibility forms.

3. Explained the results of the analysis of the county LEP data in the demographic section of the *Four Factor Analysis*.

Factor 2: Frequency: Identifies the frequency staff (and transit provider/lessee, if applicable) comes into contact with LEP persons.

LEP persons are persons identified as speaking English less than very well, not well or not at all. Just because a person speaks a language other than English doesn't mean they don't speak English or are identified as LEP.

The summary below discusses the frequency with which **Rock County Council on Aging** staff, and/or its contractor/lessee come into contact with LEP persons. It also provides information on the how staff is instructed to meet the needs of LEP persons. **Rock County Council on Aging** staff persons are encouraged to use LEP resource materials to assist LEP persons.

Factor 3: Importance: Explains how the program, service or activity affects people's lives.

The summary below discusses how the **Rock County Council on Aging's** program and services impact the lives of persons within the community. The **Rock County Council on Aging** will specify the community organizations that serve LEP persons, if available.

Factor 4: Resources and Costs: Discusses funding and other resources available for LEP outreach.

The summary below discusses the low-cost methods the **Rock County Council on Aging** uses to provide outreach to LEP persons as well as train staff (and transit provider/lessee, if applicable) on Title VI and LEP principles.

Additional Required Elements

In addition to the *Four Factor Analysis* (listed below as item #1), the **Rock County Council on Aging** addresses the following elements:

- Item #2: A description of how language assistance services are provided by language
- Item #3: A description of how LEP persons are informed of the availability of language assistance service
- Item #4: A description of how the language assistance plan is monitored and updated
- Item #5: A description of how employees are trained to provide language assistance to LEP persons

Rock County Council on Aging Summary of the Language Assistance Plan Components

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

Factor 1 – Demography

Rock County Council on Aging provides shared-ride transportation service to older adults and persons with disabilities throughout Rock County.

The US Census Bureau – American Fact Finder (2011-2015) reports there are numerous languages spoken in Rock County. Some of these languages include Spanish, Hmong, Vietnamese, Mon-Khmer Cambodian, Chinese, Japanese, Korean, Tagalog, Arabic, African Languages, German, Russian, Polish, Italian and French. After English, the second largest language group is Spanish.



Rock County LEP
Data 2015 Esti...

The Safe Harbor Threshold is calculated by dividing the population estimate for a language group that “speaks English less than very well” by the total population of the county. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), **Rock County Council on Aging** must provide translation of vital documents in written format for non-English speaking persons.

In Rock County, with a population estimate of 150,857, 3,826 persons have identified themselves as Spanish speaking and “speaks English less than well”. This language group is above the 1,000 persons threshold of the population to be served. This means the **Rock County Council on Aging** is required to provide written translation of vital documents (e.g., Title VI Public Notice, Complaint Procedure, Complaint Form). All the other language groups listed above are also below the Safe Harbor Threshold. This means, at this time, the **Rock County Council on Aging** is also not required to provide written translation of vital documents in these languages.

In the future, if **Rock County Council on Aging** meets the Safe Harbor Threshold for any language groups, it will provide written translation of vital documents in such languages and consider measures needed for oral interpretation.

Factor 2 – Frequency

The **Rock County Council on Aging** with assistance tracks the number of encounters and consider adjustments as needed to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the **Rock County Council on Aging’s** programs and services.

Log of LEP Encounters

Date	Time	Language Spoken By Individual (If available)	Name and Phone Number of Individual (If available)	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

Rock County Council on Aging's transportation service provides rides to 757 persons per year. While formal data has not been collected, Rock County Council on Aging has encountered 0 LEP persons using the service within the last year.

Rock County Council on Aging has an open-door policy and will provide rides to any person who requests a ride. If an individual has speech limitations, the dispatcher or driver will work with the Transit Manager and **Rock County Council on Aging** to ensure the individual receives access to the transportation service.

The "I Speak" Language identification card listed below is a document that can be placed in our vehicles and used by **Rock County Council on Aging** staff to assist LEP individuals. Additional languages can be added as needed to match the demographic changes of the **Rock County Council on Aging's** service area.

"I Speak" Language Identification Card

Mark this Box if you speak...	Language Identification Chart	Language
	I speak English	English
	Yo hablo español	Spanish
	Kug has lug Moob	Hmong
	我說中文	Chinese
	E nói tiếng Việt	Vietnamese
	ខ្ញុំនិយាយខ្មែរ	Mon-Khmer Cambodian
	私は日本語を話します	Japanese
	나는 한국어를	Korean
	Marunong akong mag-Tagalog	Tagalog
	Ich spreche Deutsch	German
	Я говорю по-русски	Russian
	أنا أتحدث العربية	Arabic

Note: For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>

Factor 3 – Importance

Rock County Council on Aging understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education, access to employment and nutrition meal sites, recreational services and socialization. A transportation 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 the transit service.

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 facilities and vehicles and providing information to the public on security awareness or emergency preparedness.

Rock County Council on Aging's assessment of the programs, activities and services that are most critical was conducted through Focus Groups when developing the initial 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 **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. This has ensured that riders may request materials printed and online materials in Spanish. In addition, the Rock Council on Aging works with local advocacy groups to reach LEP populations.

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

Rock County Council on Aging ensures mechanisms are in place to reach LEP persons in the service area. For example, it has resources for interpreter services. This has ensured that riders may request printed and online materials in Spanish.

In addition, our transit provider/lessee has a special brochure printed and is available in each vehicle to assist LEP populations in understanding the transportation service.

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

Rock County Council on Aging does the following to inform LEP persons of the availability of language assistance services:

- ✓ Review outreach activities and the frequency of contact with LEP individuals to determine whether additional language assistance services are needed
- ✓ Prioritize the hiring of bilingual staff, as needed
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs <http://www.wisconsinrelay.com/> and <http://www.wisconsinrelay.com/features>

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

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

Rock County Council on Aging will evaluate the information collected on encounters with LEP persons as well as public outreach efforts to determine if adjustments should be made to the delivering of programs and services to ensure meaningful access to minority and LEP persons.

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

As part of our annual review, **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 subcommittee meetings dealing with that strategy.

If a driver, dispatcher or employee needs further assistance related to LEP individuals, they will work with the Rock County Transit Supervisor and the Rock County Mobility Manager to identify strategies to meet the language needs of the riders/traveling public.

Minority Representation Information

A. Minority Representation Table⁶



Rock County Data
by Race 2015 ...

The table below depicts the **Rock County Council on Aging's** non-elected committees/councils related to transit.

Body	Caucasian	Hispanic	African American	Asian American	Native American	Two or More Races
Rock County Population	83.7%	8.1%	3.4%	1.19%	.21%	3.4%
Rock County Council on Aging	100%	0%	0%	0%	0%	0%
Rock County Transportation Coordinating Committee	99.94%	0%	.06%	0%	0%	0%

B. 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 creative ways to make participating realistic and reasonable. Such as, scheduling meetings at times best suited to its members and consider 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 subcommittees.

⁶ County data by race is available at the WisDOT website <http://www.dot.wisconsin.gov/localgov/transit/title6.htm> or the US Census Bureau American Fact Finder website <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

Minority Representation Data Collection Form

Name of board, commission, council, etc.

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.