

ROCK COUNTY, WISCONSIN



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, OCTOBER 20, 2020 - 4:30 P.M.
CALL: 1-312-626-6799
MEETING ID: 853 0946 8924
PASSCODE: 500814**

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If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Tuesday, October 20, 2020. To submit a public comment use the following email: Tracey.Vanzandt@co.rock.wi.us.

Join from a telephone:

- On your phone, dial the phone number provided above
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.

- Supervisors: Please identify yourself by name
- **Please mute your phone when you are not speaking to minimize background noises**
- We are new at holding meetings this way, so please be patient

Instructions for the hearing impaired –

<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>

EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, OCTOBER 20, 2020 - 4:30 P.M.

Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – September 15, 2020
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
6. Review of Payments
7. Resolutions and Committee Action
 - A. Creating Thirteen 0.4 and Six 1.0 Positions for Council on Aging Specialized Transit Program
8. Updates and Possible Action
 - A. ADRC/COA Integration Recommendation
 - B. Veteran Services – John Solis
 - 1) 2019 Expenditures by County
 - C. Review and Discussion on 2021 Recommended Budget
9. Committee Requests and Motions
10. 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.



EDUCATION, VETERANS AND AGING SERVICES COMMITTEE
Minutes – September 15, 2020

Call to Order. Chair Rashkin called the meeting of the Education, Veterans and Aging Services Committee to order at 4:30 P.M. on Tuesday, September 15, 2020 via teleconference.

Committee Members Present: Supervisors Rashkin, Peer, Taylor, Wilde and Pam Bostwick at 4:37 P.M.

Committee Members Absent: None.

Staff Members Present: Randy Terronez, Assistant to the County Administrator; Paula Schutt, Director of Council on Aging; John Solis, Veteran Service Officer; Terri Carlson, Risk Manager.

Others Present: William Anderson, RSVP; Supervisor Tom Brien.

Approval of Agenda. Supervisor Peer moved approval of the agenda as presented, second by Supervisor Taylor. ADOPTED.

Approval of Minutes – August 18, 2020. Supervisor Wilde moved approval of the minutes from August 18, 2020 as presented, second by Supervisor Taylor. ADOPTED.

Citizen Participation, Communications, Announcements, Information. None.

Transfers. None.

Review of Payments. The committee accepted the report.

Resolutions and Committee Action.

Amending the 2020 Council on Aging Budget to Adjust State Health Insurance Assistance Program (SHIP) Allocations.

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

.....”

Supervisor Taylor moved approval of the above resolution, second by Supervisor Wilde. ADOPTED.

Updates and Possible Action.

Council on Aging.

Status on Transportation Dispatcher Position. Ms. Schutt said they have hired Brian Hoppe for the Dispatcher position. He will begin on Monday, September 21st. She thanked Jill Niedermeier in Human Resources for the speediness of the recruitment.

Status of the Request to Locate Isolated Individuals within Rock County. Ms. Schutt said she has sent a letter to Rock Energy and is waiting to hear back from them. She is hoping they will be willing to put something in their newsletter/mailers.

Supervisor Pam Bostwick arrived at 4:37 P.M. via teleconference.

Follow-Up on Requesting Assistance from IT in Locating New Software for Meal Program. Ms. Schutt said she is working with Mike Southers in IT. He has sent her six examples. After she finishes budget, she and Ms. Hardie, Nutrition Program Supervisor, will review the examples and decide how they would like to proceed.

Veteran Services.

Statistical Data Regarding Monthly Office Activities. The committee reviewed the data provided. Mr. Solis said the numbers are up from last year. Phone calls and emails have increased this year due to the pandemic.

2019 Expenditures by County. The committee reviewed the data provided. Mr. Solis said he will look in to why Racine County's numbers are higher than Outagamie, Rock and Winnebago which are all similar size counties.

Ms. Schutt told Mr. Solis that he can use the Council on Aging newsletter for outreach to County veterans if needed.

Committee Requests and Motions. Chair Rashkin said Ms. Fillhouer was not able to attend today but is hoping to provide an update next month.

Adjournment. Supervisor Peer moved adjournment at 4:51 P.M., second by Supervisor Pam Bostwick. ADOPTED.

Respectfully submitted,

Tracey VanZandt,

Human Resources Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
30-3900-0000-63100	Office&Misc Exp	P2000713	09/24/2020	US BANK	SUPPLIES FOR OFFICE	12.58
30-3900-0000-64200	Training	P2000713	09/24/2020	US BANK	TRAINING 253.45 CREDIT 5.45	248.00
Senior Citizen Program PROG TOTAL						260.58
30-3903-0000-64124	Consumables	P2001054	09/24/2020	DE VERE COMPANY INC	OCTOBER-CLINTON-DISHWASHER	218.00
Nutrition Program PROG TOTAL						218.00
30-3904-0000-64907	Volunteer Exp	P2000713	09/24/2020	US BANK	NUTR BACKGROUND CHECKS	20.00
Delivered Meals PROG TOTAL						20.00
30-3904-2020-62105	Food Services		09/24/2020	GREEN COUNTY HUMAN SERVICES	AUG MILES-BURCHARD	75.90
30-3904-2020-62119	Other Services	P2000916	09/10/2020	BELOIT MEALS ON WHEELS INC	AUG BEL MEALS 2954	3,692.50
		P2001027	09/24/2020	GREEN COUNTY HUMAN SERVICES	AUG HDM -BURCHARD	893.10
		P2001034	09/03/2020	NUTRITION AND HEALTH ASSOCIATE	CONSULT & DIETITIAN JULY 2020	2,109.40
30-3904-2020-62124	Criminal Invest	P2001672	09/24/2020	OLIVER PACKAGING AND EQUIPMENT	ITEM 51659-ROLLS OF FILM TO SE	3,924.00
30-3904-2020-64124	Consumables	P2001826	09/24/2020	OLIVER PACKAGING AND EQUIPMENT	FILM ROLL 8.75 1461 50 OCLF MP	746.82
HDM COVID-19 Funding PROG TOTAL						11,441.72
30-3905-0000-62100	Cont Personnel	P2000754	09/24/2020	MANPOWER GROUP US INC	TRANS DRIVER'S W/O 09-13	26,142.48
30-3905-0000-62410	R&M-Vehicles	P2000671	09/24/2020	GORDIE BOUCHER FORD LINCOLN ME	23-FRONT BRAKE-EXHAUST	4,586.23
		P2000909	09/24/2020	VAN GALDER BUS COMPANY	1 VAN WASH	45.00
		P2001029	09/24/2020	BUDGET TRUCK AND AUTO BODY INC	15-REPAIR LIFT	2,724.73
30-3905-0000-63501	Gas/Other Fuels					

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
30-3905-0000-64615	Client Costs	P2000830	09/24/2020	KWIK TRIP EXTENDED NETWORK	AUGUST FUEL FOR TRANSIT	4,161.60
30-3905-0000-64629	Other Transport	P2000929	09/24/2020	FIRST ADVANTAGE OCCUPATIONAL H	DRUG TEST -BURKE	37.43
		P2000753	09/24/2020	OCCUPATIONAL HEALTH CENTER	RANDOM DRUG TEST-BURKE	177.00
		P2001037	09/10/2020	BANDT COMMUNICATIONS INC	LTR REPEATER SERVICE OCT-APR	624.00
Elderly/Handicapped Transport PROG TOTAL						38,498.47
30-3915-1405-64615	Client Costs	P2000844	09/03/2020	PATENAUDE,KATHY	REIMBURSE RESPITE	2,450.00
		P2000908	09/10/2020	BRIGHTSTAR CARE	RESPITE SERVICES-PROKOP	310.50
		P2000973	09/24/2020	ALBRECHT,JOCELYN	REIMBURSE RESPITE TO CLIENT	127.50
		P2001031	09/03/2020	ALTERNATIVE HOME CARE INC	RESPITE SERVICES-SCHMITZ	770.00
		P2001203	09/10/2020	HITER,LINDA	REIMBURSE RESPITE TO CLIENT	130.00
		P2001701	09/03/2020	FERGUSON-MUNNS,SHANNON	REIMBURSING RESPITE TO CLIENT	300.00
		P2001769	09/10/2020	CHAVEZ,KRIS	REIMBURSE RESPITE TO CLIENT	500.00
		P2001800	09/24/2020	ENLOE,PEGGY	REIMBURSE RESPITE TO CLIENT-EN	610.00
III-E In-Home Respite PROG TOTAL						5,198.00
30-3915-1408-64615	Client Costs	P2001169	09/10/2020	GIES,MARY	REIMBURSE RESPITE TO CLIENT	158.15
		P2001440	09/10/2020	BURNSIDE,ELEANOR	REIMBURSE RESPITE TO CLIENT	174.86
		P2001494	09/03/2020	TUTTLE,JANEAN	REIMBURSE RESPITE TO CLIENT	120.00
III-E Supplemental Services PROG TOTAL						453.01
30-3915-1410-64615	Client Costs		09/10/2020	SAGE ELDERCARE SOLUTIONS	50 MINUTES ONE-ON ONE	3,050.00
		P2000713	09/24/2020	US BANK	ELDERCARE TRAINING	1,041.70
		P2001652	09/10/2020	SAGE ELDERCARE SOLUTIONS	SHIPPING USPS LARGE FLAT RATE	1.00
III-E Public Information PROG TOTAL						4,092.70
30-3916-0000-62625	Outreach Service	P2001730	09/03/2020	HOOS WOODS RAPTOR CENTER	WEDNESDAY WALK 08-19-20	180.00

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt	
30-3916-0000-63200	Pubs/Subs/Dues	P2001787	09/24/2020	HOOS WOODS RAPTOR CENTER	RAPTOR EDUCATION FOR WEN 9-2	160.00	
		P2001825	09/24/2020	ADAMS PUBLISHING GROUP OF SOUT	PUBLIC NOTICE #1 ROCK COUNTY	137.06	
		Mobility Manager Grant PROG TOTAL					477.06
30-3920-1405-64615	Client Costs	P2001052	09/03/2020	RICHARDSON,KATHY	REIMBURSE RESPITE TO CLIENT	63.00	
		AFCSP In Home Respite PROG TOTAL					63.00
		30-3920-1408-64615	Client Costs	P2000843	09/10/2020	MERCY HEALTH SAFE CONNECT	SERVICES FOR -LAVEEN
AFCSP Supplemental Services PROG TOTAL					420.00		
30-3920-1411-64615	Client Costs			P2000974	09/24/2020	SEVERANCE,LINDA	REIMBURSE RESPITE TO CLIENT
		AFCSP Homemaker/Chores PROG TOTAL					168.00

I have reviewed the preceding payments in the total amount of **\$61,310.54**

Date: _____ Dept Head _____
 Committee Chair _____

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF SEPTEMBER 2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
38-3800-0000-64607	Burial Benefits					
		P2001747	09/10/2020	PLYMOUTH CEMETERY ASSOCIATION	VETS GRAVE CARE PLYMOUTH CEMET	298.00
		P2001748	09/10/2020	MT PHILIP CEMETERY ASSOC	VETS GRAVE CARE-MT PHILIP CEME	94.00
		P2001782	09/17/2020	CLINTON CEMETERY ASSOCIATION	VETS GRAVE CARE-CLINTON CEMETE	216.00
		P2001784	09/17/2020	FULTON CEMETERY ASSOCIATION	VETS GRAVE CARE-FULTON CEMETER	182.00
Veterans Services PROG TOTAL						790.00

I have reviewed the preceding payments in the total amount of **\$790.00**

Date:

Dept Head _____

Committee Chair _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Paula Schutt COA Director
INITIATED BY



Paula Schutt, COA Director

October 1, 2020

Date Drafted

Education, Veterans
And Aging Committee
SUBMITTED BY

**Creating Thirteen 0.4 and Six 1.0 Positions
for Council on Aging Specialized Transit Program**

1 **WHEREAS**, the Rock County Council on Aging operates a Specialized Transit Service Monday through
2 Saturday to provide transportation to elderly and disabled Rock County residents.

3
4 **WHEREAS** the Rock County Council on Aging Specialized Transit holds contracts with the City of
5 Janesville and City of Beloit to provide Para Transit services for these two municipalities.

6
7 **WHEREAS** the Council on Aging, for a number of years, has contracted with Manpower, an
8 employment agency, to provide drivers for the Specialized Transit Program.

9
10 **WHEREAS** Manpower has announced its intentions to not renew the contract for CY2021.

11
12 **WHEREAS**, the Rock County Purchasing Division did advertise and solicit proposals from
13 employment agencies for the 2021 budget cycle and no bids were submitted.

14
15 **WHEREAS**, The Council on Aging Director did review options that would enable Rock County Transit
16 to continue contracted services beginning in 2021 without interruption.

17
18 **WHEREAS**, it has been determined the most prudent course of action is to create county positions for
19 specialized transit drivers in order that the Transportation program can fulfill its obligations to its contract
20 holders and the citizens of Rock County.

21
22 **WHEREAS** the new positions would be placed in Range 1 on the unilateral pay grid with a starting wage
23 of \$13.00 and a 5% increase each year in Step 2 through Step 5.

24
25 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
26 this _____ day of _____, 2020 does hereby create nineteen new positions with the title of
27 Specialized Transit Driver to be supervised within the Council on Aging and with thirteen of the nineteen
28 positions to be 0.4 Full Time Equivalent and six to be 1.0 Full Time Equivalent.

Respectfully submitted,

EDUCATION, VETERANS AND AGING
SERVICES COMMITTEE

Yuri Rashkin, Chair

Louis Peer

Doug Wilde, Vice Chair

Jacob Taylor

Pam Bostwick

20-10B-102

Creating Thirteen 0.4 and Six 1.0 Positions for Council on Aging Specialized Transit Program
Page 2

COUNTY BOARD STAFF COMMITTEE

/s/ Kara Purviance
Kara Purviance, Chair

/s/ Richard Bostwick
Rich Bostwick, Vice Chair

/s/ Tom Brien
Tom Brien

/s/ Kevin Leavy
Kevin Leavy

/s/ Louis Peer
Louis Peer

/s/ J. Russell Podzilni
J. Russell Podzilni

Absent
Alan Sweeny

Dissent
Bob Yeomans

Vacant
Vacant

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.

/s/Richard Greenlee

Richard Greenlee
Corporation Counsel

FISCAL NOTE:

The cost of these positions are estimated to be \$516,424. This is \$147,838 more than the FY 2020 budget for the Manpower services. The positions will be requested to be funded by a combination of State funding and tax levy in the FY2021 budget.

/s/ Sherry Oja

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

Executive Summary

The Rock County Council on Aging has utilized Manpower to employ its Specialized Transit Drivers for a number of years. In the summer of 2020, Manpower indicated they would not be renewing their contract in 2021. The Rock County Purchasing division, working with the Council on Aging Director, developed and distributed a Request for Proposal for services.

After the required time had passed, Rock County received no proposals. Council on Aging does receive federal money for the services it provides and, as such, is required to offer these services. Council on Aging also holds contracts with the City of Beloit and the City of Janesville to provide their para transit services.

In order to remain compliant with contract requirements and be able to provide expected services in a timely manner in CY2021, it is felt that hiring County Employees is the most prudent option and will provide no interruption in services.

Human Resource personnel has determined that the most appropriate place for these new positions would be in Range 1 on the Unilateral pay grid with a starting wage of \$13.00 and a 5% increase each year in Step 2 through Step 5.

ROCK COUNTY, WISCONSIN



County Administrator's Office
51 South Main Street
Janesville, Wisconsin 53545
Phone: 608/757-5510
www.co.rock.wi.us

DATE: October 8, 2020

TO: Education, Veterans, and Aging Services Committee
Human Services Board
Council on Aging
ADRC Advisory Committee

FROM: Josh Smith 
County Administrator

RE: ADRC – Council on Aging Integration Recommendation

Background

In early 2019, the retirement of the director of the Council on Aging provided the opportunity to study the feasibility of combining the senior services of the Council on Aging with the Aging and Disability Resource Center.

Separate but related, the decision to move Human Services programs to 1717 Center Avenue led to the decision for the Council on Aging to be co-located with the future office space of the ADRC as both programs' clients were similar.

In May 2019, the County Board established an Aging Services Integration Review Advisory Committee to look into whether to integrate the Council on Aging and the ADRC. The Study Committee consisted of ten members:

- half representing the Council on Aging (three citizens and two County Board members serving on the Council on Aging and/or Education, Veterans and Aging Services Committee); and
- half representing the ADRC Advisory Committee (four citizens and one County Board member serving on the ADRC Advisory Committee and/or Human Services Board).

The Advisory Committee was chaired by then County Board member Phil Owens who also represented the Council on Aging and Education, Veterans and Aging Services Committee.

A consultant was hired utilizing state funds to assist the Advisory Committee with its charge. The purpose of this project was to gather and analyze information, gather input, and discuss the opportunities and concerns with regard to integration.

Meetings were held in 2019 with a final report in early fall of that year. The report's recommendations (page 15 of the report) called for:

1. The Rock County COA and ADRC to integrate into one entity:
 - a. This effort's main focus must be on the customer.
 - b. Set aside personal agendas.
 - c. Multiple staff trainings needed monthly. Utilizing experiences from other benchmark counties to establish a training process for moving forward. No need to re-invent the wheel.
2. Develop a marketing strategy for all aging programs and services in the newly integrated entity:
 - a. One brochure, one website, one social media point, one phone number, and advertising that promotes all aging programs and services as one.
 - b. Identification of the potential for additional marketing dollars through ADRC.
 - c. Solicit Donations from health care organizations for additional promotion.
3. Establish an integrated SAMS (software application used by Council on Aging and ADRC) database for tracking purposes.
 - a. Staff need to understand and review customer contacts within the software application.
 - b. Establish contact goals on an annual basis and include them in County budget documents.
4. Establish customer service metrics
 - a. What does excellent customer service mean?
 - b. Define what excellent customer service means and use this as a tool to develop a customer service survey. Review survey metrics with staff every 6 weeks.
5. Strategize on how integration with ADRC can grow state funding for positions.
 - a. Initially, growing the Elder Benefits Specialist FTE, prevention funding, and caregiver support for people with disabilities.
 - b. Implementing a billable hours model across the integrated organization.
6. Identify how the integration will affect advisory boards and oversight committee.
 - a. Identify the structure of advisory boards and what County Board committee will provide oversight.
 - b. Work with Eau Claire and Sheboygan counties to learn about their processes with regard to structure and how their corporation counsels engaged with this effort.
7. Secure additional funding for transportation services.
 - a. Is it possible to expand transportation rides from Beloit to Rockford and Janesville to Madison?
 - b. Determine what funding sources could be secured to expand transportation and write proposals to obtain this funding.

In late 2019 and into early 2020, the report's findings were presented to the respective governing committees and subsidiary committees. At that time, no decision was made as to the preferred organizational structure for integration. Due to COVID-19, progress to recommend an implementation strategy was placed on hold.

Options for Integration

The report clearly outlines the benefits of a combined department, such as being able to share one database of clients. Another important benefit is that a combined department could generate more funding that could be used to expand Elder Benefit Specialist services. Specifically, integration would allow the current Elderly Benefits Specialist function in the COA to capture Medicaid (MA) reimbursement. The COA Elder Benefit Specialist position is currently funded by state monies in the amount of \$53,000. In a merged environment, the position would be able to bill the MA program for MA clients it serves, which would free up the state aging grant funds for other needed areas, including additional Elder Benefit Specialist staff. Currently, this additional revenue cannot be realized as the COA does not have the capability to bill for MA clients.

There are a number of options to consider.

1. Option 1

Status Quo. As co-location has been incorporated into the 1717 Center Avenue project, clients will already see a benefit from services located on the same site.

2. Option 2

Integrate COA with ADRC/Adult Protective Services (APS) under the Human Services Department.

This option would utilize the HSD Administrative Services Division for financial/grant administration support. This would likely result in three separate units (ADRC, COA, and APS). Utilizing existing HSD fiscal and administrative support would free up time of COA staff to focus on providing services.

3. Option 3

Merge the ADRC and the Council on Aging as a separate department outside of the Human Services Department.

This option would require separate fiscal staff for the integrated and larger department to oversee budget, grant reporting, billing, and accounting functions. We would suggest creating a 1.0 FTE Account Clerk position at a cost of \$59,414. Additionally, the APS unit would be transferred to another HSD division. Further Human Resources involvement would be needed to further analyze position and pay grade changes for a stand-alone department.

4. Option 4

Take a more targeted approach by transferring the Elderly Benefit Specialist position from COA to ADRC in order to maximize MA client reimbursement. Leave all else as status quo.

Future of Advisory Bodies

Presently, state and/or federal regulations require the County to have several advisory committees composed of predominantly citizen volunteers. These include:

1. **Council on Aging Advisory Council** consisting of 15 members representing a cross-section of seniors and/or service providers for the senior population. The Rock County Council on Aging Advisory Board's main objectives are to advise and assist the staff of the County Aging Unit and the Education, Veterans & Aging Services Committee (policy body), and to advocate on behalf of the older population living in Rock County. In doing so, members provide information to the public about the aging experience and about resources for, and within, the aging population. Members 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. Terms are 3 years, with the option of serving two consecutive terms.
2. Members of the Council on Aging Advisory Council also serve as the **Council on Aging Nutrition Advisory Board**. Over 50% of the membership is composed of individuals over age 60. Other members are advocates for older adults and their family members. Terms are 3 years, with the option of serving two consecutive terms.
3. Per the Council on Aging Mobility Management program, the **Transportation Coordinating Committee** was established in 2013. This advisory body develops and administers the Public Transit-Human Services Coordination Plan, advocates on behalf of transportation-disadvantaged populations, reviews and comments on federal and state human service transportation capital assistance applications, and reviews passenger transportation plans for Rock County. Membership consists of up to 16 members with representation from the County Board; County Aging Unit; County Department of Human Services; public, proprietary and non-profit transportation providers; County Mobility Manager; area planning organizations; elderly and disabled citizen advocates and consumer and agency advocates; and health care, medical or medically related organizations/individuals. Members serve 3-year terms.
4. The **ADRC Advisory Committee** meets quarterly and provides strategic direction to ensure fidelity to the ADRC mission. This committee advocates for older adults and adults with physical or intellectual/developmental disabilities as well as represents and promotes the ADRC and the services it provides to the community. An ADRC is required to have a governing board that reflects the ethnic and economic diversity of the geographic area served by the ADRC and at least 1/4 of the members of the governing board shall be individuals who belong to a client group served by the resource center or their family members, guardians, or other advocates. The proportion of these board members who belong to each client group, or their family members, guardians, or advocates, shall be the same, respectively, as the proportion of individuals in this state who receive services under s.46.2805 to 46.2895 and belong to each client group,

Recommendation

It is my recommendation that the County implement Option 2, integrating the COA and ADRC under the Human Services Department. I believe this is the best option not only because it maximizes MA reimbursement, which could lead to expanded Elder Benefit Specialist services, but also because it utilizes the already existing fiscal and administrative support staff in HSD. This will keep administrative costs lower by not having to hire additional accounting staff and allow COA and ADRC staff to spend more time on programming, communication, marketing, and other strengths.

Timeline

I would suggest the following timeline:

October 2020—The two advisory committees and two governing committees discuss the recommendation.

November 2020-January 2021—The two governing committees and the County Board consider a resolution to integrate,

January 2021-August 2021—The COA and ADRC prepare for the move to 1717 Center Avenue and develop an integration plan. This would include working with Eau Claire and Sheboygan counties, as identified in the Advisory Committee's report, to learn about their processes used for integration and developing a communication strategy for clients. Any further organizational structure changes would be submitted as part of the 2022 budget request. Part of the integration plan would also include a recommendation for advisory committee oversight that meets state statutory requirements and the needs of the represented constituencies.

September 2021-December 2021—Following the move, finalize plans to begin operation as a joint entity as of January 1, 2022.