

DRAFT

AGING ADVISORY COMMITTEE

Wednesday, June 14, 2017

MaryAnn Miller called the Aging Advisory Committee meeting to order at 9:08 am

Roll Call

Eugene Bord, Ivan Elm, Harvey Grulke, William Hoekstra, Thomas Koch, MaryAnn Miller, Caitlin Richardson, Mark Roesch

Also Present

Amanda Higgins, Stephanie Levenhagen, Kris Schefft, Jackie Wendlandt

Excused

Carolyn Flowers

Absent

None

Consideration to Deviate from the Agenda as Needed to Efficiently Conduct the Meeting

Thomas Koch motioned and Mark Roesch seconded to consider deviation from the agenda as needed to efficiently conduct the meeting. Motion carried.

Public Forum

None

Action on the Minutes of the April 12, 2017 meeting

William Hoekstra motioned and Mark Roesch seconded to approve the minutes of the April 12, 2017 Nutrition Program Advisory Council meeting. Motion carried.

Aging Services Report

- *Combining the Aging and ADRC advisory boards update:* Kris reviewed items as written in the *Approval of the Creation of the Commission on Aging and Disability Services* handout provided to members of the Aging Advisory Committee. This is the last Aging meeting, our next meeting in August will commence the new combined Governing Board and HR will be attending. Meetings will be at 9 am on Tuesdays not Wednesdays as they have been.
- *Supervisors Data Report:* Kris reviewed the items as written in the *SAMS Agency Call Report* handout provided to members of the Aging Advisory Committee. Discussion followed. The ADRC held a CarFit event on June 8. There were between 150-175 people that attended this event. Our Disability Benefit Specialist (DBS) Sara Mills is retiring in August. Kris is looking to get that position increased from 30 to 40 hours a week. The ADRC has a transition team in place to work with kids aging up and outreach events are being done at Green Valley Enterprises in Beaver Dam. The Caring Closet has started recently with an array of necessities for Dodge County residents in need.
- *EBS Report:* Amanda reviewed items as written in the *Acronym Listing* handout provided for members. Amanda also stated that the Elder Benefit Specialist (EBS) and Disability Benefit Specialist (DBS) are part of a professional association called WABS (Wisconsin Association of Benefit Specialists). Amanda discussed in further detail.

Next Meeting

The next meeting of the Commission on Aging and Disability Services Board, formerly known as the Aging Advisory Committee, will be held on **Tuesday, August 8, 2017** at **9 am** at **199 County Road DF** in **room G046** on the **ground floor** of the Henry Dodge Office.

Adjournment

MaryAnn Miller, Chairperson, adjourned this meeting of the Nutrition Program Advisory Council at 9:25 am. Motion carried.

Respectfully Submitted,

William Hoekstra, Secretary

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

DRAFT

ADRC GOVERNING BOARD

Tuesday, June 13, 2017

Jeffry Duchac called the meeting to order at 9:00 am

Members Present

Dianne Birkholz, Judy Braun, Jeffry Duchac, Judy Patenaude, Gary Schmidt

Members Excused

Judy Braun, Stephanie Justmann, Shirley Kitchen, Lorna Negen

Also Present

Sheila Drays, Kris Schefft, Nicole Margelofsky, Mary Ann Miller

Consideration to Deviate from the Agenda if Necessary

Gary Schmidt motioned and Judy Patenaude seconded to deviate from the agenda if necessary. Motion carried.

Approve the Minutes of the April 11, 2017 Meeting

Judy Patenaude motioned and Gary Schmidt seconded to approve the minutes from the April 11, 2017 ADRC Governing Board meeting. Motion carried.

Public Forum

None

Sharing from the Board

Jeffry Duchac complimented Kris Schefft, the ADRC Department, and the entire Human Services and Health Department on the CarFit Course and Brat Fry held at the Henry Dodge Office Building on June 8, 2017. Brief discussion followed.

Judy Patenaude spoke about the potential budget cuts being proposed for Medicaid and what that would mean for her family and others like hers. Brief discussion followed.

What's New at the ADRC?

Kris Schefft discussed current and proposed positions in the Aging and Disability Resource Center. Brief Discussion followed.

Supervisors' Report

1. ***Combining ADRC Governing Board and Aging Advisory Board:*** Kris Schefft reviewed the new proposed committee which would entail dissolving the Aging and Disability Resource Center Governing Board as well as the Aging Advisory committees. The new committee would be named the Commission on Aging and Disability Services with officer elections in August. Brief discussion followed.

2. ***Information on Biennial budget and eliminating funding for Dementia Care Specialist position:*** At this point, it appears there will be funding for Dementia Care Specialist, but we will not know for sure until the proposed budget is approved. Brief discussion followed.

Next Meeting

The next proposed meeting of the ADRC Governing Board will be August 8, 2017 at 9:00 am in room G46 of the Henry Dodge Office Building at 199 County Road DF, Juneau, Wisconsin.

Adjournment

Chairperson Jeffry Duchac adjourned the ADRC Governing Board meeting at 9:52 am. The motion carried.

Respectfully Submitted by: Nicole Margelofsky _____

Judy Braun, Secretary _____

Disclaimer: The above minutes may be approved, amended or corrected at the next ADRC Governing Board Meeting.

07/20/2017

**DODGE COUNTY HUMAN SERVICES AND HEALTH DEPARTMENT
COMMISSION ON AGING AND DISABILITY SERVICES
BYLAWS**

**ARTICLE I
NAME; PURPOSE**

SECTION 1. NAME: The name of this organization shall be the Dodge County Human Services and Health Department, Commission on Aging and Disability Services, hereinafter referred to as the Commission.

SECTION 2. JURISDICTION: The geographic area included in the jurisdiction of the Commission shall be the County of Dodge, State of Wisconsin.

SECTION 3. PURPOSE: The Commission is an advisory Commission to the Human Services and Health Department Board. It is organized to act as both the Commission on Aging, required by Wis. Stat. § 46.82(4), and the Aging and Disability Resource Center (ADRC) Governing Board, required by Wis. Stat. § 46.283(6). The Commission shall provide oversight of policies and operations, identify unmet needs of consumers, protect and improve the quality of life for older adults, empower the elderly to take an active role in their choice of lifestyle and participate in the community, act as a support system for family members, and ensure that frail elders and adults with disabilities have representation regarding the direction the ADRC and Aging Unit take to meet consumer needs.

ARTICLE II
MEMBERSHIP

SECTION 1. MEMBERSHIP: The Commission shall be comprised of nine (9) members fulfilling one or more of the following criteria: two (2) county board supervisors; two (2) members representing the developmentally disabled client group; one (1) member representing the physically disabled client group; one (1) non-client member; and, at least fifty percent (50%) of the citizen members shall be over the age of sixty (60). A member represents a client group if the member is an individual who belongs to the client group, or is a family member, guardian or other advocate of an individual who belongs to the client group. Members that are also county board supervisors may not represent a client group, and no member may represent more than one client group.

The composition of the Commission must generally reflect the cultural, ethnic, social and economic diversity of the geographic area and the older adult population in the county.

No member shall be an employee of Dodge County. No Commission member shall be an individual, or family member of an individual, who has a financial interest in, or serves on the governing board of, a care management organization or an organization that administers a program described under Wis. Stat. § 46.2805(1)(a) or (b) or a managed care program under Wis. Stat. § 49.45 for individuals who are eligible to receive supplemental security income under 42 USC 1381 to 1383c, which serves any geographic area also served by the ADRC and Aging Unit.

SECTION 2. APPOINTMENT: The members of the Commission shall be appointed by the Dodge County Administrator, subject to confirmation by the Dodge County Board of Supervisors.

SECTION 3. TERMS OF MEMBERSHIP: Commission members shall be appointed to serve for terms of three (3) years, to be staggered so that the terms of one-third of the members shall expire each year. No member may serve for more than two (2) consecutive three-year terms.

The two Commission members who are also members of the Dodge County Board of Supervisors shall be appointed to serve a term of two (2) years, coinciding with the member's appointment to the Dodge County Board of Supervisors. County supervisors may serve no more than three (3) consecutive two-year terms on the Commission.

SECTION 4. CITIZEN MEMBER RECRUITMENT: When a vacancy occurs on the Commission, a list of all persons requesting consideration will be presented to the Dodge County Administrator for final selection and appointment, subject to confirmation by the Dodge County Board of Supervisors.

SECTION 5. REMOVAL: Any member of the Commission may be removed by the Dodge County Administrator for cause.

SECTION 6: TRAINING: All members of the Commission shall receive education from the ADRC/Aging Supervisor or the Wisconsin Department of Human Services to enable them to have a strong and effective voice in the Commission.

ARTICLE III
ORGANIZATION

SECTION 1. REGULAR MEETINGS: Regular meetings of the Commission shall be held no less often than quarterly; the date and time of the meetings shall be determined by Commission members and the ADRC/Aging Services Supervisor. All meetings shall be conducted in compliance with Wisconsin's Open Meeting Law.

SECTION 2. SPECIAL MEETINGS: Special meetings of the Commission may be called by the Chairperson, by fifty-one (51%) percent of the membership, or by the ADRC/Aging Services Supervisor. Time of the meetings shall be determined by the person(s) calling the meeting. All members shall be informed by mail, email, phone or personal contact at least forty-eight (48) hours before the meeting. All meetings shall be conducted in compliance with Wisconsin's Open Meeting Law.

SECTION 3. QUORUM: Fifty-one (51%) percent of the existing Commission shall constitute a quorum for the transaction of business at any meeting.

SECTION 4. ATTENDANCE AT MEETINGS: Members shall attend all meetings of the Commission. If a member fails to attend two (2) consecutive meetings without a valid excuse, the Commission shall recommend to the Dodge County Administrator that this person be removed from the Governing Board for cause.

SECTION 5. PUBLIC FORUM: Commission meetings are open to the public. There will be a specific time at each meeting designated "public forum" to allow any person to address the Commission. After this public forum, the business of the

Commission will be conducted by the Chairperson and members only.

SECTION 6: COMPENSATION: Members of the Commission shall receive a per diem in the amount established by the Dodge County Board of Supervisors in Resolution No. 13-33, subject to future modification by the Dodge County Board of Supervisors, and mileage reimbursement.

SECTION 7. OFFICERS:

A) *Nomination and Election.* At the first meeting in August 2017, and annually in August, or the first meeting thereafter, the Commission shall hold elections to elect: a Chairperson; a Vice-Chairperson; a Secretary. New offices may be created and filled at any time by the Commission, provided the necessary changes are made in these Bylaws.

B) *Terms of Office.* Officers shall serve for a term of one (1) year. An officer may not serve in the same position for more than three (3) consecutive one-year terms. Vacancies will be filled at the time they occur by a vote of the membership.

C) *Duties of Officers.*

1. Chairperson: The duties of the Chairperson shall be to:

- a. preside at all meetings of the Commission;
- b. work with the ADRC/Aging Services Supervisor in preparing an agenda for each regular meeting and in notifying members of the meeting date and time;
- c. ensure that the Commission follows through on motions made at its meetings;
- d. maintain communication between the Human Services and Health Department Board and the Commission;
- e. assist members in carrying out responsibilities assigned to them;
- f. resolve any conflicts that may arise and meet with the ADRC/Aging Services Supervisor as needed to resolve such conflicts;

g. ask Commission members to abstain from voting on an issue that could be a real or perceived conflict of interest.

2. Vice-Chairperson: The duties of the Vice-Chairperson shall be to perform the responsibilities of the Chairperson when the Chairperson is absent or incapacitated.

3. Secretary: The duties of the Secretary shall be to assign staff to take minutes, review and sign approved minutes, and to perform the responsibilities of the Vice-Chairperson when the Vice-Chairperson is absent or incapacitated.

ARTICLE IV

POWERS AND DUTIES OF THE COMMISSION

SECTION 1. POWERS AND DUTIES: The powers and duties of the Commission are:

A) Act in an advisory capacity to the Human Services and Health Department Board, making recommendations for Board action on new policies or changes in current policies that are believed to be in the best interest of the elderly (age 60 and over) and adults with physical or developmental disabilities in Dodge County.

B) Make recommendations on the hiring of the ADRC/Aging Services Supervisor.

C) Develop the mission statement for the ADRC; Determine the structure, policies and procedures of the ADRC, consistent with state guidelines and with input from consumers, service providers and other local constituencies.

D) Review the budget, monitor expenditures for, and oversee the operations of, the ADRC, subject to any applicable local ordinances and budget.

E) Ensure that there are no conflicts of interest involving or affecting the ADRC.

F) Monitor and ensure the quality of services provided by the ADRC and participate in quality assurance activities.

G) Review ADRC client grievances and appeals to determine if there is a need to change the ADRC policies and procedures or otherwise improve performance.

H) Ensure that the terms of the ADRC contract with the Department are fulfilled and that fidelity to the mission of the ADRC is maintained.

I) Annually review Memorandums of Understanding between the ADRC and the MCO's, and make recommendations, as appropriate, to assure that the entities are coordinated and timely in delivery of enrollment services to consumers.

J) Represent the interests of elders (Age 60 and over) and adults with physical or developmental/intellectual disabilities; Advocate for the rights of older adults within Dodge County at the local, state, and federal level.

K) Analyze community input and unmet needs data to develop and recommend system changes, both locally and statewide, to better address the needs of elders (age 60 and over) and adults with physical or developmental/intellectual disabilities for long term care and related services. This includes:

- i. Annually gather information from consumers, service providers and others concerning the adequacy of long term care services offered; provide well-advertised opportunities for public participation in the Commission's information gathering activities.
- ii. Identify gaps in services, living arrangements and community resources needed by individuals who are elders (age 60 and over) and adults with physical or developmental/intellectual disabilities.
- iii. Review the number and type of grievances and appeals concerning the long term care system in the area served by the resource center, to determine if a need exists for system changes, and make recommendations as appropriate.
- iv. Identify potential new sources of community resources and funding to serve elders (age 60 and

over) and adults with physical or developmental/intellectual disabilities.

- v. Report on consumer needs analysis findings and recommend strategies for building local capacity to serve older persons and individuals with disabilities to local elected officials, the Human Services and Health Department Board and the Department.

- L) Plan and develop administrative and program policies, in accordance with state law and within limits established by the Department, for programs in Dodge County that are funded by the federal or state government for administration by the Aging Unit.

- M) Collect information about the needs and opinions of older adults in Dodge County and make policy recommendations to the Human Services and Health Department based upon that information.

- N) Direct the ADRC/Aging Unit with respect to the powers and duties of the ADRC/Aging Unit.

- O) Assist the ADRC/Aging Unit in outreach efforts to identify frail, isolated elders in need of services.

- P) Provide information and personal support to individual and/or groups of older people.

- Q) Provide interested parties with information on the needs of older adults and the services provided by the ADRC/Aging Services Unit.

- R) Promote opportunities for older people to contribute to their own welfare and to the welfare of the community.

- S) Advise the Human Services and Health Department Board on the development and implementation of the Dodge County Aging Plan.

- T) Evaluate the progress of the ADRC/Aging Unit in the implementation of the Dodge County Aging Plan and the attainment of the objectives and activities as they relate to the plan.

ARTICLE V

SECTION 1. CONFLICT OF INTEREST: No Commission member shall participate in voting matters which would result in a real or perceived conflict of interest or financial remuneration to them or to their family or employing unit.

ARTICLE VI

SECTION 1. PARLIAMENTARY PROCEDURES: Roberts Rules of Order shall be the parliamentary authority for all procedures not covered by these Bylaws.

ARTICLE VII

SECTION 1. AMENDMENTS TO THE BYLAWS: These Bylaws shall be reviewed annually and may be altered, amended, or repealed and replaced, by a majority of the Commission members present at any regular meeting or at any special meeting(s). The proposed amendment(s) are to be read at two (2) consecutive meetings before calling for a vote.

Name of County/Tribe:

Dodge

Report for:

Budget

Title III-D Budget Amount:

\$ 4,619
*NOTE: All spending under III-D MUST be Evidenced Based.

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

Expenditure Category	Title III-D Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homememaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel, & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion	4,619			514					5,133
Total	4,619	-	-	514	-	-	-	-	5,133

Remaining Budget Balance \$ -
 Total Non-Federal Match \$ 514 **Ok - Minimum Match Met**
 Match Amount Needed \$ 514

County/Tribal Aging Unit Budget - 2017

CARS No. 560520
CFDA No. 93.052

Name of County/Tribe:

Dodge

Report for:

Budget

Title III-E Budget Amount:

\$ 34,850

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

Expenditure Category	Title III-E Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care	10,000								10,000
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management	8,500	6,500							15,000
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation			900						900
12. Legal/Ben. Assist.									
13. Nutrition Education			100						600
14. Info. & Assistance	500								
15. Outreach									
16. Public Information	1,000								1,000
17. Counsel. & Training	1,000								1,000
18. Temporary Respite	13,850	4,117							17,967
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
Total	34,850	10,617	1,000	-	-	-	-	-	46,467

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

<input type="checkbox"/>	Information and Assistance
<input type="checkbox"/>	Public Information
<input type="checkbox"/>	Counseling and Training
<input type="checkbox"/>	Temporary Respite

Remaining Budget Balance \$ -

Percent of Suppl. Services \$ 0%

Total Supplemental Services \$ -

Total Non-Federal Match \$ 11,617

Match Amount Needed \$ 11,617

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

11,617 Ok - Minimum Match Met

11,617

County/Tribal Aging Unit Budget - 2017

CARS No. 560320
 CARS No. 560024
 Fed Match CARS No. 560024
 Fed Match CDFA No. 93.778
 State ID 435.560320
 State ID 435.560024

Dodge
 Budget
 \$ 28,215

Name of County/Tribe:
 Report for:

State Elderly Benefit Services Budget Amount:

Section 6-BS State Elderly Benefit Services

Expenditure Category	State Elderly Benefit Services Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Dodge Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration										
2. Personal Care										
3. Homemaking										
4. Chore										
5. Home Del Meals										
6. Adult Day Care										
7. Case Management										
8. Congregate Meals										
9. Nutrition Counsel.										
10. Assisted Transpo.										
11. Transportation										
12. Legal/Ben. Assist.	28,215		3,135							31,350
13. Nutrition Education										
14. Info. & Assistance										
15. Outreach										
16. Public Information										
17. Counsel. & Training										
18. Temporary Respite										
20. Advoc./Lead.Devel.										
21. Other										
23. Health Promotion										
Total	28,215	-	3,135	-	-	-	-	-	-	31,350

Remaining Budget Balance \$ -
 Total Non-Federal Match \$ 3,135
 Match Amount Needed \$ 3,135
Ok - Minimum Match Met