

**Buffalo and Pepin
Counties
Aging Plan
FY 2022–2024**

**Wisconsin Department of Health Services
Division of Public Health
Bureau of Aging and Disability Resources
Office on Aging**

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Executive Summary

As of January 1, 2021, Buffalo and Pepin Counties ADRC and Aging Unit operate as a fully integrated unit, also known as the Aging and Disability Resource Center of Buffalo and Pepin Counties (ADRC). Integration has allowed Buffalo and Pepin Counties to adapt the motto of “no wrong door” between the two counties and in essence, erase county lines. An integrated ADRC/Aging model provides streamlined access to services, allows agencies to effectively utilize available resources, improves customer service, and increases the breadth of knowledge of all staff working to serve older adults and adults with disabilities in our communities. We aim to empower individuals aged 60+, and adults with disabilities, along with their families/caregivers, to live independently and with dignity; by providing them with information, programs, and services. The ADRC team provides unbiased information about the providers and services in the community, as well as information regarding their availability, estimated costs, etc. to find the right fit of options for an individualized, person-centered approach. We provide the information that individuals need to make informed decisions.

Buffalo and Pepin Counties’ Aging and Disability Resource Center is dedicated to empowering individuals aged 60 and older, and adults with disabilities, along with their families/caregivers, to live independently and with dignity; by providing them with unbiased information, programs, and services. Our values are: To Serve; Honesty/Trust/Respect; Effective Leadership; Collaborative; Compassion/Caring/Supportive; Creativity/Resourcefulness; and Healthy/Safe Environment. And our vision statement is to *Empower People to be Healthy and Self Sufficient*.

The ADRC team worked hard to obtain community feedback in a variety of ways in early 2021. We created a survey that was distributed widely throughout the two counties. The survey could be completed via paper, online, or by calling the ADRC to complete via phone. The ADRC team worked creatively to get the survey in as many hands as feasibly possible during the pandemic. Some examples of the distribution included vaccination clinics, food pantries, home-delivered meals, churches, ADRC newsletter, local newspapers, radio interview, and libraries. We also provided copies to our ADRC Governing Board, Pepin County Department of Human Services Board, and Buffalo County Department of Health & Human Service Board members to complete and share with a friend/neighbor. The survey feedback had some main themes, which were related to lack of knowledge about community resources, loneliness, and lack of social activities available for the community. The ADRC’s long path vision is to adapt to the ever-changing needs of our county’s population, continue to be empower individuals to live as independently as possible, and remain an unbiased resource for the community. One of the main issues impacting Buffalo and Pepin Counties is that we are small and rural. We have limited access to grocery stores, medical clinics, and homecare agencies. This makes it very challenging for individuals to age in place, especially considering our counties having a growing population of individuals 60+.

The regional ADRC has one Board, which is the ADRC Governing Board. This Board meets the requirements for the Aging Commission and ADRC Board. It is a policy making board advisory to the Human Services Board in each County. The ADRC Governing Board is composed of 4 representatives from Buffalo County and 4 representatives from Pepin County. Rita McDonnell is the current chairperson for this Board, with Terri Vettrus being the second chairperson. The

ADRC Manager is also the Aging Program Manager, as these positions were combined in April 2020, when the ADRC was reorganized due to the retirement of the former ADRC Manager. At that time, a new position was created, the Nutrition Program Coordinator. Making changes to our organizational structure opened the door to streamlining services and programs.

Context

According to the WI Department of Health Services, Buffalo County has an approximate population of 13,126 and Pepin County's is 7287, for a combined total of 20,413. Currently 31-40% of Buffalo and Pepin County's population is individuals aged 60 years and older. By 2035, Pepin County's 60+ population is expected to increase to 41-51%, while Buffalo County's 60+ population will remain stable. (See the maps below for more details). This means that 1/3-1/2 of the population will be individuals 60+. What changes are needed so that older adults have access to the services/programs necessary to remain living at home for as long as possible? And how can the ADRC support individuals as they age in place? What role will caregiver support play in this?

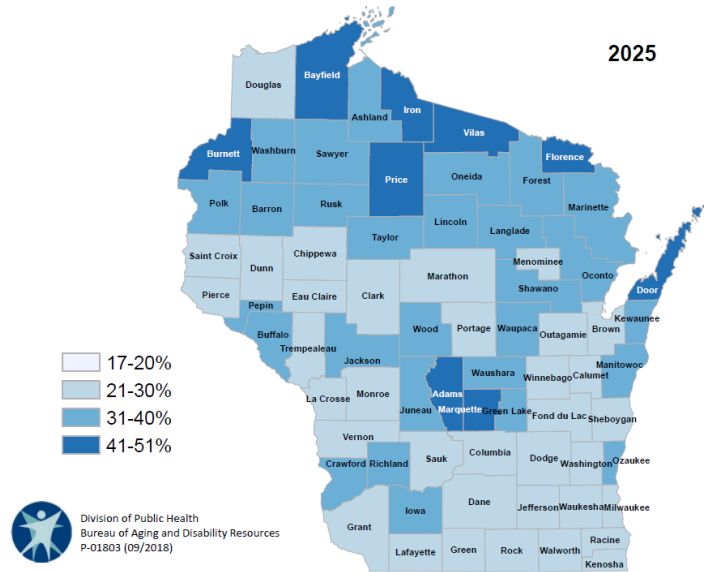
Community outreach events for the purpose of this aging plan have identified that Buffalo and Pepin Counties offer limited resources for older adults. Some examples of this are medical providers and grocery stores. Oftentimes, individuals must travel to a neighboring town for these services. To help bridge the gap in these programs/services, the ADRC offers a Transportation Program for those that need this service. Another theme from the community outreach is the lack of private hire individuals available for lawn care, snow removal, and housekeeping. This is a definite area for improvement in our communities and the ADRC has created a goal around this idea.

The ADRC strives to create and maintain relationships with community partners, such as law enforcement, libraries, family care organizations, skilled nursing facilities, public health, etc. In 2021, the ADRC partnered with the Buffalo and Pepin County Public Health Departments to create awareness regarding the COVID-19 vaccine. We also partnered with a local library to deliver books, magazines, movies, etc. to homebound residents. The ADRC also partnered with the League of Women Voters – Greater Chippewa Valley to distribute information about absentee voting. We hope to continue creating and expanding partnerships to better serve our communities.

Racial diversity is very minimal in Buffalo and Pepin Counties. Buffalo and Pepin County have a combined total of approximately 20,400 people, with over 96% of the population being White/Caucasian. It is unclear the exact reason for this lack of diversity however it may be related to the fact that the counties are small and rural, with a lack of community resources, services, and programs. Another fact about Buffalo and Pepin Counties is that approximately 26-30% of individuals age 65+ live alone. Of these households, 9-10% live in poverty. One final interesting fact about Buffalo and Pepin Counties households is that 2.5% of have an individual living with dementia. While this data includes assisted living facilities, it does not include skilled nursing facilities, nor does it account for those that are undiagnosed. By 2040, this will increase to 4.4%. It will be imperative to utilize the Dementia Care Specialist position for community education and outreach, and for caregiver support as this

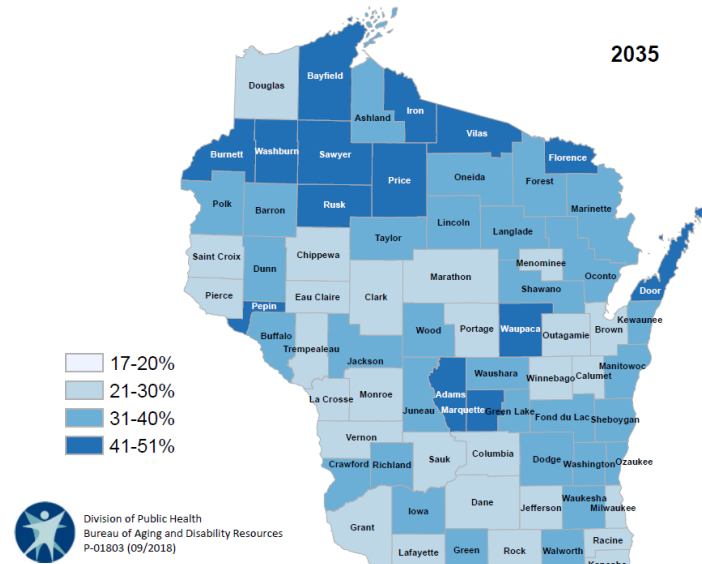
percentage continues to rise.

Percent of the Projected Population Ages 60 and Older, 2015-2040



Source: Wisconsin Department of Administration, Demographic Services, 2010-2040 Population Projections, Vintage 2013

Percent of the Projected Population Ages 60 and Older, 2015-2040



Source: Wisconsin Department of Administration, Demographic Services, 2010-2040 Population Projections, Vintage 2013

Community Involvement in the Development of the Aging Plan

See Appendix A

Public Hearing Requirements

See Appendix B

Goals for the Plan Period

Focus Area: NUTRITION SERVICES (TITLE III C1 AND C2) & PERSON CENTERED		
Goal statement: To sustain the Senior Nutrition Program, the ADRC will explore innovative ways to expand senior meal participation in Buffalo and Pepin Counties.		
Strategies: (specific steps)	Measure: (How will you know the steps have been completed?)	Completion Date
Strategy 1: The ADRC will partner with local libraries to offer library kits to reach 75% of home-delivered participants.	New partnerships with libraries are developed and 75% of HDM participants are reached with this program.	12/31/22
Strategy 2: The ADRC will develop materials about the benefits of a restaurant meal site and distribute to local restaurants to explore partnerships for restaurant meal sites in Pepin/Nelson/Alma/Mondovi areas.	Materials developed and distributed to five local restaurants with the hopes of creating a partnership for restaurant meal sites.	12/31/23
Strategy 3: The ADRC will collaborate with a local restaurant to offer a breakfast senior meal as an option for the congregate dining program.	Breakfast is offered to seniors as a dining option.	12/31/24
Plan for measuring success - data driven results: (How will you know that you have achieved the results you want?) By December 31,2024, the ADRC will have partnerships with local restaurants to expand participation in senior meals; partnership with local libraries to reach HDM participants; senior meal participation will increase by 10%.		
Annual Progress Notes		

Focus Area: SUPPORTIVE SERVICES (TITLE III-B)		
Goal statement: To ensure that transportation services are available to older adults and individuals with disabilities in our rural communities, the ADRC will maintain a sustainable transportation program.		
Strategies: (specific steps)	Measure: <i>(How will you know the steps have been completed?)</i>	Completion Date
Strategy 1: Create and distribute “Tell a Friend” marketing materials to current drivers and others for driver recruitment. New drivers are asked how they heard about the program.	All drivers are provided material to distribute to create awareness about the need for more drivers.	12/31/2022
Strategy 2: Develop marketing materials and then meet with four community partners to create awareness of the transportation program and need for drivers (i.e.: local newspaper, churches, libraries, radio, Board members, food pantries, etc.).	Four community partners are provided marketing materials to create awareness.	12/31/2023
Strategy 3: Plan and hold a community outreach event in each county, with at least 10 individuals in attendance, to spread awareness about the program and need for more drivers.	Hold two community events, with at least 10 individuals in attendance.	12/31/2024
Plan for measuring success - data driven results: (How will you know that you have achieved the results you want?) By December 31, 2024, the ADRC will see an increase in the number of transports by 10% and the volunteer driver pool will also increase by 10%. Also, when new drivers are recruited, the ADRC will ask them how they heard about the need for drivers.		
Annual Progress Notes		

Focus Area: HEALTH PROMOTION (TITLE III-D)		
Goal statement: To encourage a healthy and active lifestyle, the ADRC will promote evidenced-based workshops for older adults.		
Strategies: (specific steps)	Measure: <i>(How will you know the steps have been completed?)</i>	Completion Date
Strategy 1: Develop and implement program evaluations, which will show an 80% satisfaction rate.	Implement a post-workshop evaluation with an 80% success rate.	12/31/22
Strategy 2: Create marketing materials that will assist with the development of two new community partnerships to help increase referrals to the programs.	Marketing materials developed; partnerships developed	12/31/23
Strategy 3: Develop "Tell a Friend," marketing materials for workshop attendees to share with their friends to solicit ongoing referrals. When referrals are received, they will be asked how they heard about the program.	Workshop attendees are provided material to distribute to create awareness.	12/31/23
Strategy 3: Hold an annual evidenced-based workshop with at least eight individuals in attendance.	Annual workshops were held with at least eight individuals in attendance.	12/31/24
Plan for measuring success - data driven results: (How will you know that you have achieved the results you want?) Hold a workshop in 2022, 2023, and 2024 with at least eight individuals in attendance; develop marketing materials to develop to new partnerships and "tell a friend," to help with sustainability; 80% of program evaluations demonstrate satisfaction.		
Annual Progress Notes		

Focus Area: CAREGIVER SUPPORT (TITLE III-E)		
Goal statement: To support caregivers, the ADRC will provide opportunities for caregiver education and recruitment, socialization, maximizing caregiver choice, and creating awareness of community resources.		
Strategies: (specific steps)	Measure: <i>(How will you know the steps have been completed?)</i>	Completion Date
Strategy 1: Expand participation in the Caregiver Coalition by 25%. This will be accomplished by creating a letter to send to 6 new partners, along with a follow-up phone call to engage them in the coalition.	Caregiver Coalition increased participation by 25%; contact was made with 6 new partners.	12/31/22
Strategy 2: The ADRC will partner with the Caregiver Coalition to develop, plan, and implement a caregiver conference with at least 15 individuals in attendance. The event will feature speakers, vendor booths, and adult day service programs available for caregivers so they can attend the event.	ADRC works with Caregiver Coalition and community partners to plan and hold the event.	12/31/23
Strategy 3: With the assistance of Respite Care of Wisconsin (RCAW), the in-home services private hire list will be expanded by 20% and shared with caregivers looking for these types of services.	Additional private hire individuals are recruited for in-home services, in collaboration with RCAW.	12/31/24
Plan for measuring success - data driven results: (How will you know that you have achieved the results you want?) Caregiver Coalition participation increases; Coalition partners with the ADRC for a caregiver conference with at least 15 individuals in attendance, which provided opportunities for caregiver education and recruitment, socialization, maximizing caregiver choice, and created awareness of community resources; private hire list is expanded by 20%.		
Annual Progress Notes		

Focus Area: ADVOCACY		
Goal Statement: The ADRC will partner with the League of Women's Voters (or other community partner) so that individuals will have access to and be provided with advocacy opportunities and resources to help them become more effective advocates.		
Specific Strategies and Steps to meet your goal:	Measure <i>(How will you know the strategies and steps have been completed?)</i>	Completion Date
Strategy 1: In 2022, partner with the local League of Women Voters (LWV) to create awareness about public policy and voting. Information will be distributed 3x/year (with the help of the LWV) through a variety of formats (newsletter, newspaper, social media, HDM, etc.)	Collaborate with LWV and then distribute information 3x during the year.	12/31/22
Strategy 2: In 2023, identify three local or State opportunities for individuals to put their skills to work (provide local legislator information, information about local budget hearings, State advocacy alerts, etc.).	Distribute information about three opportunities for advocacy in 2023.	12/31/23
Strategy 3: By 12-31-2024, offer an educational event on advocacy with at least 5 individuals in attendance.	Complete a post-evaluation to measure its value.	12/31/24
Plan for measuring success - data driven results: (How will you know that you have achieved the results you want?) Create awareness of advocacy opportunities through a variety of formats in 2022 and 2023; offer an educational event with 5 individuals in attendance by December 2024.		
Annual Progress Notes		

Focus Area: COMMUNITY ENGAGEMENT

Goal statement: To promote education and independence for aging individuals and their families, the ADRC will create awareness of the programs and services that are available by offering educational events to the community. Feedback received at these events will be reviewed and considered for incorporation into ADRC programs and services.

Strategies: (specific steps)

Measure: *(How will you know the steps have been completed?)*

Completion Date

Strategy 1: Create a process to evaluate workshops and elicit input into ADRC programs and services.

Evaluation developed and incorporated into all workshops.

12/31/22

Strategy 2: Annually offer a “101 workshop” with 10 individuals in attendance, to create awareness about ADRC programs and services.

Annually, hold a workshop with at least 10 individuals in attendance.

12/31/24

Strategy 3: Annually, coordinate and hold a Final Affairs forum with 10 individuals in attendance, to provide in-depth information about arranging personal and legal affairs.

Annually, hold a Final Affairs forum with at least 10 individuals in attendance.

12/31/24

Plan for measuring success - data driven results: (How will you know that you have achieved the results you want?)

- Post evaluations show value in the workshops and feedback is received and considered for incorporation into ADRC programs and services.
- Annual workshops are held for “101 workshops” and Final Affairs.
- Minimum # of attendees were present

Annual Progress Notes

Focus Area: DIVERSITY & INCLUSIVITY		
Goal statement: To enhance awareness regarding diversity and inclusivity, training will be provided to all ADRC staff, volunteers, and ADRC Governing Board members. The ADRC team will also modify outreach materials to ensure inclusion of diversity.		
Strategies: (specific steps)	Measure: <i>(How will you know the steps have been completed?)</i>	Completion Date
Strategy 1: ADRC staff, volunteers, and ADRC Governing Board members, will participate in a training regarding diversity and inclusion.	A pre and post-evaluation will be completed to measure its value.	12/31/23
Strategy 2: Modify two program outreach materials to ensure inclusion of diversity (ADRC brochures/literature/Facebook).	Two program materials were modified.	12/31/24
Strategy 3:		
Plan for measuring success - data driven results: (How will you know that you have achieved the results you want?) <ul style="list-style-type: none"> • Post-evaluation shows growth related to diversity/inclusion for staff, volunteers, and Board members. • Two outreach materials were modified. 		
Annual Progress Notes		

Coordination Between Title III and Title VI

The ADRC of Buffalo and Pepin Counties will identify the tribal members in our counties and explore the incorporation of tribal images on marketing materials.

Primary Contact to Respond to Questions About the Aging Plan

Name: Cammi Catt-DeWyre

Title: ADRC Manager

County: Buffalo and Pepin Counties

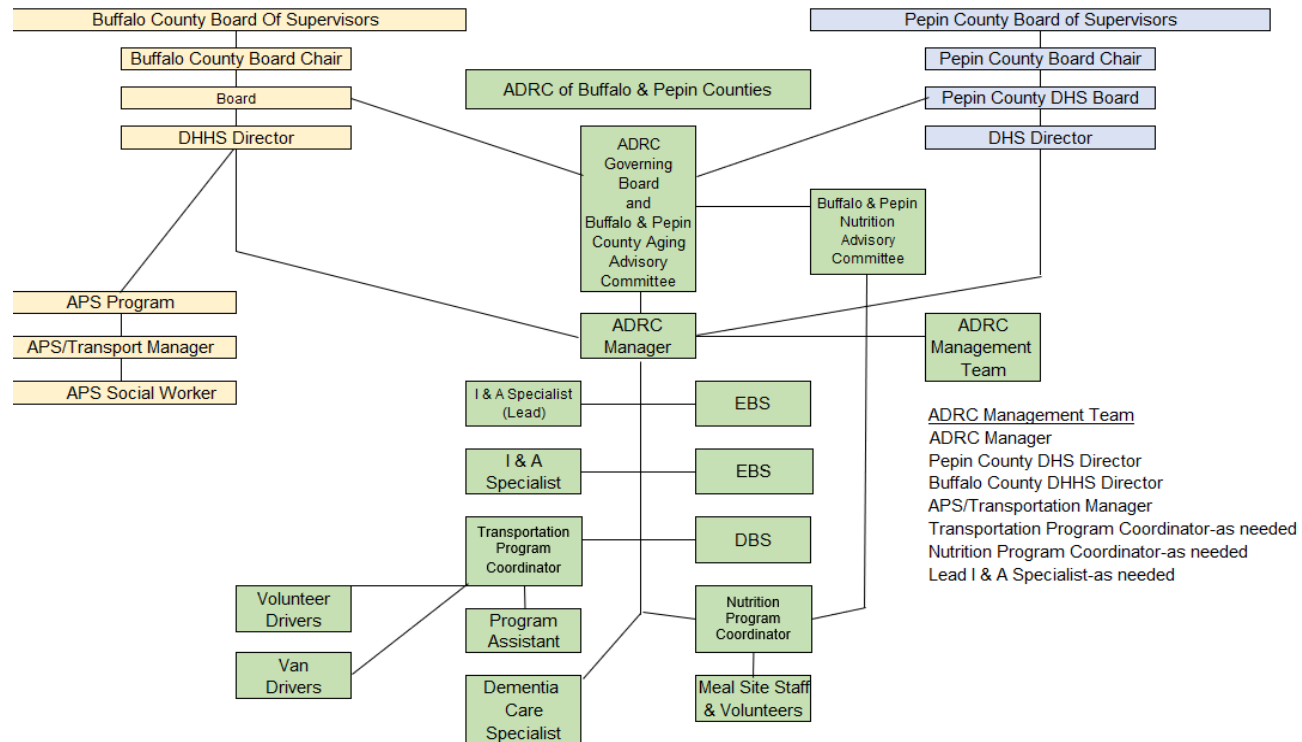
Organizational Name: ADRC of Buffalo and Pepin Counties

Address: 740 7th Ave W

City: Durand State: WI Zip Code: 54736

Email Address: cdewyre@co.pepin.wi.us Phone # 866-578-2372

Organizational Chart of the ADRC/Aging Unit



Staff of the ADRC/Aging Unit

<p>Name: Cammi Catt-DeWyre Job Title: ADRC Manager Telephone Number/email Address: 866-578-2372/cdewyre@co.pepin.wi.us</p>
<p>Brief Description of Duties: Responsible for the operation and management of the ADRC. This includes ensuring the ADRC provides quality services to meet the needs of our consumers.</p>
<p>Name: Mylessa Ingli Job Title: Nutrition Program Coordinator Telephone Number/email Address: 866-578-2372/mingli@co.pepin.wi.us</p>
<p>Brief Description of Duties: Responsible for the successful management of Buffalo and Pepin Counties Senior Nutrition Program.</p>
<p>Name: Melissa Hovland Job Title: Disability Benefit Specialist Telephone Number/email Address: 866-578-2372/mhovland@co.pepin.wi.us</p>
<p>Brief Description of Duties: Assists people with physical, developmental, and mental illness disabilities between the ages of 18-59 by providing information and assistance with public and private benefit programs and helps them apply for and/or appeal the denial of benefits.</p>
<p>Name: Julie Fick and Bernadette Rogers Job Title: Elder Benefit Specialist Telephone Number/email Address/email Address: 866-578-2372/jfick@co.pepin.wi.us and brogers@co.pepin.wi.us</p>
<p>Brief Description of Duties: Assists anyone that is 60 years of age or older with answering questions or helping with the complicated paperwork that comes along with:</p> <ul style="list-style-type: none"> ○ Medicare A, B, C, and D

- Medicare Supplement Policies
- Medical Assistance Social Security
- Consumer Problems/Other legal and benefit problems

Name: Susan Henry and Jennifer Nelson
 Job Title: Information & Assistance Specialist
 Telephone Number/email Address: [866-578-2372](tel:866-578-2372)/shenry@co.pepin.wi.us and
jnelson@co.pepinwi.us

Brief Description of Duties: Provides information about services, programs, and resources (public and private) that can help the elderly and individuals with disabilities, mental illness or substance abuse disorders experience daily life with dignity and help to maximize their opportunities for self-sufficiency and choice.

Name: Angie Schlosser
 Job Title: Transportation Program Coordinator
 Telephone Number/email Address/email Address: [866-578-2372](tel:866-578-2372)/aschlosser@co.pepin.wi.us

Brief Description of Duties: Coordination of Transportation Program services for Pepin & Buffalo Counties. Responsible for the successful management and expansion of the two-county program which provides transportation services primarily aimed at assisting seniors and persons with disabilities to maintain independence and stay connected within their community.

Name: Julie Nelson
 Job Title: Aging Program Assistant
 Telephone Number/email Address/email Address: [866-578-2372](tel:866-578-2372)/janelson@co.pepin.wi.us

Brief Description of Duties: Schedules Volunteer driver and Wheelchair Van rides for Buffalo & Pepin County residents and companies we are contracted with. She also completes monthly processing of timesheets and sends out invoices.

Name: Rebecca Woodke

Job Title: Dementia Care Specialist (shared position with the ADRC of Trempealeau County for 2020 and 2021 however in 2022, ADRC of Buffalo and Pepin Counties will receive funding for a 1.0 FTE)

Telephone Number/email Address/email Address:

Rebecca.woodke@co.trempealeau.wi.us; 715-598-1930

Brief Description of Duties: Supports people with dementia and their caregivers to ensure the highest quality of life possible while living at home; Helps develop Dementia Friendly communities where people with dementia can remain active and safe, and caregivers can feel supported; Provides Dementia Friendly training to businesses, organizations and county and municipal offices.

Aging Unit Coordination with ADRCs

Buffalo and Pepin Counties ADRC and Aging Unit operate as a fully integrated and regional unit, also known as the Aging and Disability Resource Center of Buffalo and Pepin Counties (ADRC). We have office locations in Alma (Buffalo County) and Durand (Pepin County). The final piece to full integration is the fiscal lead. As of 2021, this is a shared approach by both counties however as of January 1, 2022, Pepin County will be the lead agency for the ADRC. Because we are fully integrated, the entire ADRC team works together to carry out the goals included in the aging unit plan.

Statutory Requirements for the Structure of the Aging Unit

Organization: The law permits one of three options. Which of the following permissible options has the county chosen?	Check One
(1) An agency of county/tribal government with the primary purpose of administering programs for older individuals of the county/tribe.	
(2) A unit, within a county/tribal department with the primary purpose of administering programs for older individuals of the county/tribe.	X
(3) A private, nonprofit corporation, as defined in s. 181.0103 (17).	
Organization of the Commission on Aging: The law permits one of three options. Which of the following permissible options has the county chosen?	Check One
For an aging unit that is described in (1) or (2) above, organized as a committee of the county board of supervisors/tribal council, composed of supervisors and advised by an advisory committee, appointed by the county board/tribal council. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.	X
For an aging unit that is described in (1) or (2) above, composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
For an aging unit that is described in (3) above, the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
Full-Time Aging Director: The law requires that the aging unit have a full-time director as described below. Does the county have a full-time aging director as required by law?	Yes

Membership of the Policy-Making Body

Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Rita McDonnell (Pepin County)	X		2018
Teresa Vettrus (Buffalo County)	X		2019
James Hubert (Buffalo County)	X		2019
Birdie Gilbertson (Pepin County)	X		2018
Tessa King (Pepin County)		X	2020
Brad Schmidtknecht (Buffalo County)		X	2020
Ruth Leahy (Buffalo County)	X		2018
Robert Shutes (Pepin County)	X		2020

Membership of the Advisory Committee

Name	Age 60 and Older	Elected Official	Start of Service
Chairperson: N/A			

Budget Summary

	Federal Contract Funds	Cash Match Funds	Other Federal Funds	Other State Funds	Other Local Funds	Program Income Funds	Total Cash Funds		In-Kind Match Allocations	Grand Total
Supportive Services	\$ 80,266.00	\$ 9,122.00	\$ -	\$ -	\$ -	\$ 6,575.00	\$ 95,963.00		\$ 1,800.00	\$ 97,763.00
Congregate Nutrition Services	\$288,122.00	\$ -	\$ 7,278.00	\$ -	\$ -	\$ 54,572.00	\$349,972.00		\$51,595.00	\$401,567.00
Home Delivered Nutrition Services	\$ 41,896.00	\$ -	\$ 7,277.00	\$ 9,603.00	\$ -	\$ 71,298.00	\$130,074.00		\$42,229.00	\$172,303.00
Health Promotion Services	\$ 6,562.00	\$ 730.00	\$ -	\$ -	\$ -	\$ -	\$ 7,292.00		\$ -	\$ 7,292.00
Caregiver Services - 60+	\$ 26,538.00	\$ 8,125.00	\$ -	\$ -	\$ -	\$ 1,400.00	\$ 36,063.00		\$ 360.00	\$ 36,423.00
Caregiver Services - Underage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Alzheimer's	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Elder Abuse	\$ -	\$ -	\$ -	\$19,800.00	\$ -	\$ -	\$ 19,800.00		\$ -	\$ 19,800.00
Grand Total	\$443,384.00	\$17,977.00	\$14,555.00	\$29,403.00	\$ -	\$133,845.00	\$639,164.00		\$95,984.00	\$735,148.00

Verification of Intent Template

The person(s) authorized to sign the final plan on behalf of the commission on aging and the county board must sign and indicate their title. This approval must occur before the final plan is submitted to the AAA for approval.

In the case of multi-county aging units, the verification page must be signed by the representatives, board chairpersons, and commission on aging chairpersons, of all participating counties.

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

Beta L. McDonnell 9-9-21
Signature and Title of the Chairperson of the Commission on Aging Date

Tessa 10-25-2021
Signature and Title of the Authorized County Board Representative Date

Assurances of Compliance with Federal and State Laws and Regulations

Compliance with Federal and State Laws and Regulations for 2022-2024

On behalf of the county, we certify,

The ADRC of Buffalo and Pepin Counties

(Give the full name of the county aging unit)

has reviewed the appendix to the county plan entitled Assurances of Compliance with Federal and State Laws and Regulations for 2022-2024. We assure that the activities identified in this plan will be carried out to the best of the ability of the county in compliance with the federal and state laws and regulations listed in the Assurances of Compliance with Federal and State Laws and Regulations for 2022-2024.

Beta L. McDonnell 9-9-21 Signature and Title of the
Chairperson of the Commission on Aging Date

Tessa 10-25-2021
Signature and Title of the Authorized County Board Representative Date

The applicant certifies compliance with the following regulations:

1. Legal Authority of the Applicant

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

2. Outreach, Training, Coordination & Public Information

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

3. Preference for Older People with Greatest Social and Economic Need

The applicant must assure that all service providers follow priorities set by the Bureau of Aging and Disability Resources Resource's designated Area Agency on Aging for serving older people with greatest social and economic need.

4. Advisory Role to Service Providers of Older Persons

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

5. Contributions for Services

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

6. Confidentiality

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

- (a) Have full access to any information about one's self which is being kept on file;
- (b) Be informed about the uses made of the information about him or her, including the identity of all persons and agencies involved and any known consequences for providing such data; and,
- (c) Be able to contest the accuracy, completeness, pertinence, and necessity of information being retained about one's self and be assured that such information, when incorrect, will be corrected or amended on request.
- All information gathered and maintained on participants under the area, county or tribal plan shall be accurate, complete, and timely and shall be legitimately necessary for determining an individual's need and/or eligibility for services and other benefits.
- No information about, or obtained from, an individual participant shall be disclosed in any form identifiable with the individual to any person outside the agency or program involved without the informed consent of the participant or his/her legal representative, except:
 - (a) By court order; or,
 - (b) When securing client-requested services, benefits, or rights.
- The lists of older persons receiving services under any programs funded through the State Agency shall be used solely for the purpose of providing said services, and can only be released with the informed consent of each individual on the list.
- All paid and volunteer staff members providing services or conducting other activities under the area plan shall be informed of and agree to:
 - (a) Their responsibility to maintain the confidentiality of any client-related information learned through the execution of their duties. Such information shall not be discussed except in a professional setting as required for the delivery of service or the conduct of other essential activities under the area plan; and,
 - (b) All policies and procedures adopted by the State and Area Agency to safeguard confidentiality of participant information, including those delineated in these rules.
- Appropriate precautions shall be taken to protect the safety of all files, microfiche, computer tapes and records in any location which contain sensitive information on individuals receiving services under the State or area plan. This includes but is not limited to assuring registration forms containing personal information are stored in a secure, locked drawer when not in use.

7. Records and Reports

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

8. Licensure and Standards Requirements

- The applicant shall assure that where state or local public jurisdiction requires licensure for the provision of services, agencies providing services under the county/tribal or area plan shall be licensed or shall meet the requirements for licensure.
- The applicant is cognizant of and must agree to operate the program fully in conformance with all applicable state and local standards, including the fire, health, safety and sanitation standards, prescribed in law or regulation.

9. Civil Rights

- The applicant shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with that act, no person shall on the basis of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity under this plan.
- All grants, sub-grants, contracts or other agents receiving funds under this plan are subject to compliance with the regulation stated in 9 above.
- The applicant shall develop and continue to maintain written procedures which specify how the agency will conduct the activities under its plan to assure compliance with Title VI of the Civil Rights Act.
- The applicant shall comply with Title VI of the Civil Rights Act (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the service funded by the grant.
- All recipients of funds through the county/tribal or area plan shall operate each program or activity so that, when viewed in its entirety, the program or activity is accessible to and usable by handicapped adults as required in the Architectural Barriers Act of 1968.

10. Uniform Relocation Assistance and Real Property Acquisition Act of 1970

The applicant shall comply with requirements of the provisions of the Uniform Relocation and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of federal and federally assisted programs.

11. Political Activity of Employees

The applicant shall comply with the provisions of the Hatch Act (5 U.S.C. Sections 7321-7326), which limit the political activity of employees who work in federally funded programs. [Information about the Hatch Act is available from the U.S. Office of Special Counsel at <http://www.osc.gov/>]

12. Fair Labor Standards Act

The applicant shall comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (Title 29, United States Code, Section 201-219), as they apply to hospital and educational institution employees of state and local governments.

13. Private Gain

The applicant shall establish safeguards to prohibit employees from using their positions for a purpose that is or appears to be motivated by a desire for private gain for themselves or others (particularly those with whom they have family, business or other ties).

14. Assessment and Examination of Records

- The applicant shall give the Federal agencies, State agencies and the Bureau of Aging and Disability Resources Resource's authorized Area Agencies on Aging access to and the right to examine all records, books, papers or documents related to the grant.
- The applicant must agree to cooperate and assist in any efforts undertaken by the grantor agency, or the Administration on aging, to evaluate the effectiveness, feasibility, and costs of the project.
- The applicant must agree to conduct regular on-site assessments of each service provider receiving funds through a contract with the applicant under the county or tribal plan.

15. Maintenance of Non-Federal Funding

- The applicant assures that the aging unit, and each service provider, shall not use Older Americans Act or state aging funds to supplant other federal, state or local funds.
- The applicant must assure that each service provider must continue or initiate efforts to obtain funds from private sources and other public organizations for each service funded under the county or tribal plan.

16. Regulations of Grantor Agency

The applicant shall comply with all requirements imposed by the Department of Health and Family Services, Division of Supportive Living, Bureau of Aging and Disability Resources concerning special requirements of federal and state law, program and fiscal requirements, and other administrative requirements.

17. Older Americans Act

Aging Units, through binding agreement/contract with an Area Agency on Aging must support and comply with following requirements under the Older Americans Act (Public Law 89-73) [As Amended Through P.L. 116-131, Enacted March 25, 2020]

Reference: 45 CFR Part 1321 – Grants to State and Community Programs on Aging.

Sec. 306. (a)

(1) provide, through a comprehensive and coordinated system, for supportive services, nutrition services, and, where appropriate, for the establishment, maintenance, modernization, or construction of multipurpose senior centers (including a plan to use the skills and services of older individuals in paid and unpaid work, including multigenerational and older individual to older individual work), within the planning and service area covered by the plan, including determining the extent of need for supportive services, nutrition services, and multipurpose senior centers in such area (taking into consideration, among other things, the number of older individuals with low incomes residing in such area, the number of older individuals who have greatest economic need (with particular attention to low income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas) residing in such area, the number of older individuals who have greatest social need (with particular attention to low-income older individuals, including low-income minority older individuals, older

individuals with limited English proficiency, and older individuals residing in rural areas) residing in such area, the number of older individuals at risk for institutional placement residing in such area, and the number of older individuals who are Indians residing in such area, and the efforts of voluntary organizations in the community), evaluating the effectiveness of the use of resources in meeting such need, and entering into agreements with providers of supportive services, nutrition services, or multipurpose senior centers in such area, for the provision of such services or centers to meet such need;

(2) provide assurances that an adequate proportion, as required under section 307(a)(2), of the amount allotted for part B to the planning and service area will be expended for the delivery of each of the following categories of services-

(A) services associated with access to services (transportation, health services (including mental health services), outreach, information and assistance (which may include information and assistance to consumers on availability of services under part B and how to receive benefits under and participate in publicly supported programs for which the consumer may be eligible), and case management services);

(B) in-home services, including supportive services for families of older individuals who are victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction; and

(C) legal assistance;

and assurances that the Area Agency on Aging will report annually to the State agency in detail the amount of funds expended for each such category during the fiscal year most recently concluded.

(3)(A) designate, where feasible, a focal point for comprehensive service delivery in each community, giving special consideration to designating multipurpose senior centers (including multipurpose senior centers operated by organizations referred to in paragraph (6)(C)) as such focal point; and (B) specify, in grants, contracts, and agreements implementing the plan, the identity of each focal point so designated;

(4)(A)(i)(I) provide assurances that the Area Agency on Aging will—

(aa) set specific objectives, consistent with State policy, for providing services to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement; (bb) include specific objectives for providing services to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas; and

(II) include proposed methods to achieve the objectives described in items (aa) and (bb) of subclause (I);

(ii) provide assurances that the Area Agency on Aging will include in each agreement made with a provider of any service under this title, a requirement that such provider will—

(I) specify how the provider intends to satisfy the service needs of low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in the area served by the provider;
(II) to the maximum extent feasible, provide services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in accordance with their need for such services; and
(III) meet specific objectives established by the Area Agency on Aging, for providing services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas within the planning and service area; and

(4)(A)(iii) With respect to the fiscal year preceding the fiscal year for which such plan is prepared, each Area Agency on Aging shall--

(I) identify the number of low-income minority older individuals and older individuals residing in rural areas in the planning and service area;

(II) describe the methods used to satisfy the service needs of such minority older individuals; and

(III) provide information on the extent to which the Area Agency on Aging met the objectives described in clause (a)(4)(A)(i).

(4)(B)(i) Each Area Agency on Aging shall provide assurances that the Area Agency on Aging will use outreach efforts that will identify individuals eligible for assistance under this Act, with special emphasis on--

(I) older individuals residing in rural areas;

(II) older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas);

(III) older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas);

(IV) older individuals with severe disabilities;

(V) older individuals with limited English proficiency;

(VI) older individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals); and

(VII) older individuals at risk for institutional placement, specifically including survivors of the Holocaust; and

(4)(C) Each area agency on agency shall provide assurance that the Area Agency on Aging will ensure that each activity undertaken by the agency, including planning, advocacy, and systems development, will include a focus on the needs of low-income minority older individuals and older individuals residing in rural areas.

(5) Each Area Agency on Aging shall provide assurances that the Area Agency on Aging will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities, with particular

attention to individuals with severe disabilities, and individuals at risk for institutional placement, with agencies that develop or provide services for individuals with disabilities.

(6)(F) Each area agency will:

in coordination with the State agency and with the State agency responsible for mental health services, increase public awareness of mental health disorders, remove barriers to diagnosis and treatment, and coordinate mental health services (including mental health screenings) provided with funds expended by the Area Agency on Aging with mental health services provided by community health centers and by other public agencies and nonprofit private organizations;

(6)(G) if there is a significant population of older individuals who are Indians in the planning and service area of the area agency on aging, the area agency on aging shall conduct outreach activities to identify such individuals in such area and shall inform such individuals of the availability of assistance under this Act;

(6)(H) in coordination with the State agency and with the State agency responsible for elder abuse prevention services, increase public awareness of elder abuse, neglect, and exploitation, and remove barriers to education, prevention, investigation, and treatment of elder abuse, neglect, and exploitation, as appropriate; and

(9)(A) the area agency on aging, in carrying out the State Long-Term Care Ombudsman program under section 307(a)(9), will expend not less than the total amount of funds appropriated under this Act and expended by the agency in fiscal year 2019 in carrying out such a program under this title; and (Ombudsman programs and services are provided by the Board on Aging and Long Term Care)

(10) provide a grievance procedure for older individuals who are dissatisfied with or denied services under this title;

(11) provide information and assurances concerning services to older individuals who are Native Americans (referred to in this paragraph as "older Native Americans"), including-

(A) information concerning whether there is a significant population of older Native Americans in the planning and service area and if so, an assurance that the Area Agency on Aging will pursue activities, including outreach, to increase access of those older Native Americans to programs and benefits provided under this title;

(B) an assurance that the Area Agency on Aging will, to the maximum extent practicable, coordinate the services the agency provides under this title with services provided under title VI; and

(C) an assurance that the Area Agency on Aging will make services under the area plan available, to the same extent as such services are available to older individuals within the planning and service area, to older Native Americans.

(13) provide assurances that the Area Agency on Aging will

(A) maintain the integrity and public purpose of services provided, and service providers, under this title in all contractual and commercial relationships.

(B) disclose to the Assistant Secretary and the State agency-

(i) the identity of each nongovernmental entity with which such agency has a contract or commercial relationship relating to providing any service to older individuals; and

(ii) the nature of such contract or such relationship.

(C) demonstrate that a loss or diminution in the quantity or quality of the services provided, or to be provided, under this title by such agency has not resulted and will not result from such non-governmental contracts or such commercial relationships.

(D) demonstrate that the quantity or quality of the services to be provided under this title by such agency will be enhanced as a result of such non-governmental contracts or commercial relationships.

(E) on the request of the Assistant Secretary or the State, for the purpose of monitoring compliance with this Act (including conducting an audit), disclose all sources and expenditures of funds such agency receives or expends to provide services to older individuals.

(14) provide assurances that funds received under this title will not be used to pay any part of a cost (including an administrative cost) incurred by the Area Agency on Aging to carry out a contract or commercial relationship that is not carried out to implement this title.

(15) provide assurances that funds received under this title will be used-

(A) to provide benefits and services to older individuals, giving priority to older individuals identified in paragraph (4)(A)(i); and

(B) in compliance with the assurances specified in paragraph (13) and the limitations specified in section 212;

(16) provide, to the extent feasible, for the furnishing of services under this Act, consistent with self-directed care;

(17) include information detailing how the area agency on aging will coordinate activities, and develop long-range emergency preparedness plans, with local and State emergency response agencies, relief organizations, local and State governments, and any other institutions that have responsibility for disaster relief service delivery;

Wisconsin Elders Act

If the applicant is an aging unit, the aging unit must comply with the provisions of the Wisconsin Elders Act.

Wisconsin Statutes Chapter 46.82 Aging unit.

“Aging unit” means an aging unit director and necessary personnel, directed by a county or tribal commission on aging and organized as one of the following:

- (1) An agency of county or tribal government with the primary purpose of administering programs of services for older individuals of the county or tribe.
- (2) A unit, within a county department under s. 46.215, 46.22
- (3) or 46.23, with the primary purpose of administering programs of
- (4) services for older individuals of the county.
- (5) A private corporation that is organized under ch. 181 and
- (6) that is a nonprofit corporation, as defined in s. 181.0103 (17).

Aging Unit; Creation. A county board of supervisors of a county, the county boards of supervisors of 2 or more contiguous counties or an elected tribal governing body of a federally recognized American Indian tribe or band in this state may choose to

administer, at the county or tribal level, programs for older individuals that are funded under 42 USC 3001 to 3057n, 42 USC 5001 and 42 USC 5011 (b). If this is done, the county board or boards of supervisors or tribal governing body shall establish by

resolution a county or tribal aging unit to provide the services required under this section. If a county board of supervisors or a tribal governing body chooses, or the county boards of supervisors of 2 or more contiguous counties choose, not to

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

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

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

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

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

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

(4) Commission on Aging.

(a) Appointment.

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

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

(b) Composition.

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

1. For an aging unit that is described in sub. (1) (a) 1. or 2., organized as a committee of the county board of supervisors, composed of supervisors and, beginning January 1, 1993, advised by an advisory committee, appointed by the county board. Older

individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.

2. For an aging unit that is described in sub. (1) (a) 1. or 2., composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and

individuals who are elected to any office may not constitute 50% or more of the membership of this commission.

3. For an aging unit that is described in sub. (1) (a) 3., the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not

constitute 50% or more of the membership of this commission.

(c) Terms.

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

(c) Powers and duties.

A county or tribal commission on aging appointed under sub. (4) (a) shall, in addition to any other powers or duties established by state law, plan and develop administrative and program policies, in accordance with state law and within

limits established by the department of health and family services, if any, for programs in the county or for the tribe or band that are funded by the federal or state government for administration by the aging unit.

Policy decisions not reserved by statute for the department of health and family services may be delegated by the secretary to the county or tribal commission on aging. The county or tribal commission on aging shall direct the aging unit with respect to the powers and duties of the aging unit under sub. (3).

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

(a) 1. For an aging unit that is described in sub. (1) (a) 1., except as provided in subd. 2., a county or tribal commission on aging shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each

county board of supervisors or the tribal governing body that participated in the appointment of the county or tribal commission on aging. 2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors that participated in the appointment of the county commission on aging.

(b) For an aging unit that is described in sub. (1) (a) 2., the director of the county department under s. 46.215, 46.22 or 46.23 of which the aging unit is a part shall make the appointment, subject to the personnel policies and procedures established by the county board of supervisors.

(d) For an aging unit that is described in sub. (1) (a) 3., the commission on aging under sub. (4) (b) 3. shall make the appointment, subject to ch. 181.

Appendices

Appendix A: Community Engagement Reports

Appendix B: Public Hearing Reports

Appendix C: Board meetings and agendas

Appendix A: Community Engagement Report: Paper Surveys

Your County or Tribe: ADRC of Buffalo and Pepin Counties	Date/s of Event or Effort: February & March 2021
Target audience(s): Anyone	Number of Participants/ Respondents: 66
Describe the method used including partners and outreach done to solicit responses: The ADRC team created a paper survey for distribution. Individuals could also call the ADRC to complete it via telephone. Distribution was accomplished through numerous avenues: <ul style="list-style-type: none">• Churches, food pantries, food distribution events, libraries, and the ADRC intern attended vaccine clinics and handed out surveys.• An interview was done with the local radio station and newspapers, encouraging people to call the ADRC to receive a copy of the survey and/or complete via telephone.• Surveys were sent out with home-delivered meals, Grab N Go meals, and transportation program passengers.• Copies of the survey were left around town (Pharmacies, Grocery Stores, Dental Clinics, etc.)	
Describe how the information collected was used to develop the plan: The ADRC team reviewed the responses and pulled out common themes and worked to create goals around these topics.	
What were the key takeaways/findings from the outreach? Survey responses showed several common themes: <ul style="list-style-type: none">• There is a need for increased awareness regarding ADRC programs and services,• Many individuals want more information about planning for the future (Medicare, funeral planning, etc.)• There is a gap in services related to resources for homecare options.	

Appendix A: Community Engagement Report: Electronic Surveys

Your County or Tribe: Buffalo and Pepin Counties	Date/s of Event or Effort: February & March 2021
Target audience(s): Anyone	Number of Participants/ Respondents: 24
Describe the method used including partners and outreach done to solicit responses: The ADRC team created a survey through www.surveymonkey.com and shared this link to various community partners, such as: <ul style="list-style-type: none">• Buffalo and Pepin Counties Adult at Risk/Elder Abuse Interdisciplinary Team/Caregiver Coalition• ADRC Governing Board members, Pepin County Department of Human Services Board members, and Buffalo County Health & Human Services Board members were asked to complete the survey and share with a friend/neighbor.• The survey link was shared on each county's website, ADRC website, and the ADRC Facebook page.	
Describe how the information collected was used to develop the plan: The ADRC reviewed the responses and pulled out common themes and worked to create goals around these topics. Some of the responses were things that the ADRC has very limited control over, such as kayak rentals for the river.	

What were the key takeaways/findings from the outreach?

Many of the things that respondents were looking for, was more information about a variety of topics. The communities definitely need more information about transportation resources and what role the ADRC can play in helping them located needed services as they age. There was also a common theme about the desire for increased social events, as COVID hindered a lot of that.

Appendix B: Public Hearing Report

Date of Hearing: 10-7-2021	County or Tribe: Buffalo County
Location of Hearing: Donna Mae's Café (Gilmanton Meal Site)	Accessibility of Hearing: <input checked="" type="checkbox"/> Location was convenient, accessible & large enough <input checked="" type="checkbox"/> Provisions were made for hearing/visual impairments <input checked="" type="checkbox"/> Provisions were made for those who do not speak English <input checked="" type="checkbox"/> Hearings were held in several locations (at least one in each county your agency serves) <input checked="" type="checkbox"/> Hearing was not held with board/committee meetings
Address of Hearing: S870 WI-88 Mondovi, WI	
Number of Attendees: 26 meal participants and 3 students from Bridges Health	

Public Notice:

- ☒ Official public notification began at least 2 weeks prior? Date: _____
- ☒ **Notice must be posted** in a local/online newspaper, nutrition sites and senior centers plus at least one more avenue
 - ☒ ***Print/online newspaper:** Courier Wedge & Buffalo County News
 - ☒ ***Nutrition sites**
 - ☒ ***Senior centers**
 - ☒ Newsletter, radio, TV, social media
- ☒ Notifications include
 - ☒ Date
 - ☒ Time
 - ☒ Location
 - ☒ Subject of hearing
 - ☒ Location and hours that the plan is available for examination
 - ☒ Where appropriate, notice was made available in languages other than English
 - ☒ A copy of the notice is included with this report

Summary of Comments:

- Most people aren't aware of the services and programs available in the community.
- Bridges Health wants to collaborate with the ADRC to share resources and make

Changes made to your plan as a result of the input received: None

Buffalo County News
Thursday, September 23, 2021

PUBLIC NOTICES

NOTICE TO CREDITORS
(Informal Administration)

STATE OF WISCONSIN, CIRCUIT COURT, FALCO COUNTY

THE MATTER OF THE ESTATE OF
old E. Risler
Case No. 21PR25

PLEASE TAKE NOTICE:
An application for informal administration was

ed from the Ye Old Schoolhouse Shoppe is now installed in Goose Lake and working well. Greg mentioned the dumpster at 225 N Main St needs to be removed as it has been there well over the allowed 2-week limit. The board thanked Hank for a job well done on the concrete at 5th & Main St and also covering for Tom in his absence. At 7:30 PM, Motion Chuck, seconded Stan to adjourn the meeting. All yes, ap-

Emergency scams take advantage of loved ones

To mark Grandparent's Day on Sunday, Sept. 12, it's the perfect time for the Wisconsin Better Business Bureau to remind people about "grandparent scams" that trick older adults into believing that their grandchild, who may have just recently left home for college, is in trouble.

Emergency scams, some-

If you need help feeding yourself or your family, come see us.

Cochrane-Fountain City Area Food Shelf
Located at St. John's UCC
303 S Hill St (2nd St), Fountain City, WI

Food shelf open each month on the

1st & 3rd - Monday 4:30 to 6:30 pm
2nd & 4th - Wednesday 3:00 to 5:00 pm

or call & leave a message for an appointment
(608)-687-3277

ATE OF WISCONSIN

Town of Naples, Buffalo County

Open Book Notice

The Town of Naples assessment roll for the year 2021 assessment will be open for examination on October 25, 2021 from 2 p.m. to 7 p.m. and on October 26, 2021 from 9 a.m. to 3:00 p.m. at the Naples Town Hall 283 County Road BB, Mondovi, WI as pursuant to Wis. Stats. Instructional material out the assessment, a file an objection, a Board of Review procedures, under Wisconsin law will be available at that time.

Kyle Peterson, Clerk

Your Input is Needed

The Aging and Disability Resource Center of Buffalo and Pepin Counties needs your help!

We have developed a 2022-2024 Regional Aging Plan, which is our opportunity to set local goals based on the current and future needs of our older adults.

We also intend to apply for the 2022 Specialized Transportation Assistance Program Grant for Counties (WIS STAT 85.21) to provide transportation services to seniors and individuals with disabilities in Buffalo and Pepin Counties.

We invite you to take a look at the Aging Plan and 85.21 Application and give us your feedback. Both documents will be posted on our website, www.adrc-bcp.com. You can also attend one of the public hearing sessions to learn more or contact us to request a copy of the documents by calling toll free 866-578-2372.

Feedback will be accepted until October 15, 2021

PUBLIC HEARINGS:
Thursday October 7, 2021, 10:30-11:30am
Gilmanon Meat Site - Donna Mae's Café
S870 WI-89, Mondovi, WI
AND Friday October 8, 2021, 11:30am-12:30pm
Durand Meat Site - Corral Bar & Riverside Grill

LIGHT COMMERCIAL

Fully Licensed & Insured
FREE Estimates

LINE ITEM	ACCOUNT CODE	AMOUNT \$	AMOUNT \$	CHANGE \$
Anticipated Revenue:				
Revenues & Other Financing Sources		1,333,013.00	1,482,213.00	149,200.00
Fund Balance:				
Projected Ending Fund Balance	900000	600,393.77	749,593.77	149,200.00

CAPITAL PROJECTS FUNDS

LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
Anticipated Revenue:				
Revenues & Other Financing Sources		406,700.00	218,600.00	(187,600.00)
Expenditure Appropriations:				
Instruction	100000	21,615.94	133,515.94	111,900.00
Support Services	200000	3,632,508.10	2,735,008.10	(202,500.00)
Total Expenditure Appropriations		3,654,124.04	3,868,524.04	314,400.00
Fund Balance:				
Projected Ending Fund Balance	900000	1,153,412.62	1,282,289.52	128,877.00

FOOD SERVICE FUNDS

LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
Anticipated Revenue:				
Revenues & Other Financing Sources		608,700.00	782,205.00	273,505.00
Expenditure Appropriations:				
Support Services	200000	608,700.00	605,000.00	(98,300.00)
Total Expenditure Appropriations		608,700.00	605,000.00	(98,300.00)

Appendix B: Public Hearing Report

Date of Hearing: 10-8-2021	County or Tribe: Pepin County
Location of Hearing: Corral Bar & Riverside Grill (Durand Meal Site)	Accessibility of Hearing: <input checked="" type="checkbox"/> Location was convenient, accessible & large enough <input checked="" type="checkbox"/> Provisions were made for hearing/visual impairments <input checked="" type="checkbox"/> Provisions were made for those who do not speak English <input checked="" type="checkbox"/> Hearings were held in several locations (at least one in each county your agency serves) <input checked="" type="checkbox"/> Hearing was not held with board/committee meetings
Address of Hearing: 318 W Main Street, Durand WI	
Number of Attendees: 2 meal participants	
Public Notice: <input checked="" type="checkbox"/> Official public notification began at least 2 weeks prior? Date: _____ <input checked="" type="checkbox"/> Notice must be posted in a local/online newspaper, nutrition sites and senior centers plus at least one more avenue <input checked="" type="checkbox"/> *Print/online newspaper: <u>Courier Wedge & Buffalo County News</u> <input checked="" type="checkbox"/> *Nutrition sites <input checked="" type="checkbox"/> *Senior centers	

☒ Newsletter, radio, TV, social media

☒ Notifications include

☒ Date

☒ Time

☒ Location

☒ Subject of hearing

☒ Location and hours that the plan is available for examination

☒ Where appropriate, notice was made available in languages other than English

☒ A copy of the notice is included with this report

Summary of Comments: None received

Changes made to your plan as a result of the input received: None

OUTDOORS & HEALTH

September 23, 2021

THE COURIER-WEDGE

PAGE

Do I Need a Flu Shot This Year ?

Press Release.

Here's what you need to know about getting your flu shot. Vaccines help protect people - and society - from getting sick. Widespread vaccination

black bear is open. Two weeks ago I made the decision that I was going to head over to Lake Michigan and try to catch a salmon out of my canoe and that is what this column is about.

Thursday, September 9th
High 77, low 53

I chose Sheboygan to be my fishing grounds and I have to admit I was very excited to attempt to tussle with the salmon of my fantasy world while being pulled around on the big lake. Now here is some reality, behind the scenes, facts.

Upon arriving at the landing and marina at Sheboygan I realized that I had forgotten my salmon tackle box "flasher fly/spoons." I could not find my headlamp and the big reality; you have to pull hard on a kayak paddle 100-percent of the time to have your lure putting out the right presentation to get a salmon or trout to strike it.

So, it is like 2:00 pm and I am at a boat landing so I could take my time rigging my canoe with rod holders a

protect the people around you.

Q: Who should get a flu shot?

JH: Anyone six months and older, unless your doctor has recommended that you not get

any, I mean, my motto, couple of pics of "my trophy", a vivid imagination and I could live another day. In all honesty, not one time in 32 years have I lied in this column, and I was not going to start today.

So, the rainbow stays in a cooler at the truck, and I begin paddling an pulling crankbaits. One is a Rebel double jointed, orange crankbait that was just given to me while I was in Canada by my good buddy Pete Hagedorn who is 83 and giving away some of his gear.

In the end I am pulling two cranks, have no electronics and am in the world of charter boats doing circles in shallow water and I am not catching any fish. I did a journey up the Sheboygan River and was I ever impressed with the way this city is laid out and watched as dozens of fishermen were casting from shore or soaking spawn sacks hoping that the fall run of spawning chinook were upriver.

Just before dark I lit my lantern and was paddling out to sea with waves at about a foot with one rod straight back and the other to my right on a planer board. To me it is very obvious that I

everyone safe. And, we do our best to space out patients and appointments. But, if you're concerned, schedule your shot for an off hour - either early or late in the day.

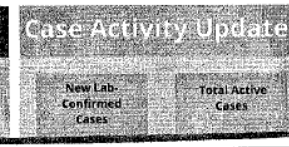
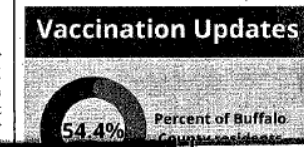
When you are alone in a canoe on Lake Michigan and catch a salmon, it makes for a good day!

am the most talked about subject on the water by other fishermen because I am like a dinosaur, my species is extinct.

All was perfect in my world, and I was in the fifth hour of paddling when by God I hit my number one goal and that was I had a strike on Pete's crank with the planer board. Before you get too excited you have to get the canoe turned around and going down wind and then you fight your fish. I could not have been more pleased when I landed a 5-pound coho close to dark. I was so happy I pulled a cold can of Pabst Blue Ribbon out of my cooler and watched day become night.

I resumed paddling hoping for a 4-year-old King but tonight that was not meant to be.

I had been on my knees for 6 hours when I got out of the canoe and hobbled to The Chevy Hotel for a wonderful nap in the backseat. Late in the evening and I have to admit, this time I was



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We invite you to take a look at the Aging Plan and 85.21 Application and give us your feedback. Both documents will be posted on our website, www.adrc-bcp.com. You can also attend one of the public hearing sessions to learn more or contact us to request a copy of the documents by calling toll free 866-678-2372.

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PUBLIC HEARINGS:

Thursday October 7, 2021, 10:30-11:30am
Gilmanton Meal Site - Donna Mae's Cafe
S870 WI-88, Mondovi, WI

AND Friday October 8, 2021, 11:30am-12:30pm
Durand Meal Site - Corral Bar & Riverside Grill
318 W Main Street, Durand, WI

WVXLP

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FREE FINANCING from
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An Outdoorsman's Journal is sponsored weekly by the following businesses

Appendix C: Meeting Agendas and Minutes

Aging and Disability Resource Center of Buffalo and Pepin Counties Notice of Public Meeting

Date/Time: April 15, 2021 @ 2:45pm

Location: Buffalo County Courthouse, 3rd floor County Board Room, Alma, WI

Join via Zoom: <https://us02web.zoom.us/j/87485727408?pwd=SFh6dTBjdVFyK0lIdlZjZ3dOSmZRZz09>

To connect by phone dial: 253-215-8782 **Meeting ID:** 874 8572 7408 **Passcode:** 778098

AGENDA

1. Call to Order/Roll Call/Introductions
2. Approval of Agenda for April 15, 2021
3. Public Comments Regarding Listed Agenda Items
4. Approval of Minutes from February 18, 2021, ADRC Governing Board Meeting
5. Reports-*Review/Discussion*
 - a. ADRC Financial Report
 - b. ADRC Manager's Report
 - c. 2022-2024 Aging Plan Discussion & Community Survey Feedback
 - d. Capstone Project presentation by Cassidy Kaempf/Winona State Intern
 - e. Board Member Reports/Comments
6. Confirm Next Meeting Date/Location/Agenda Items: June 17th and/or August 19th
7. Adjournment

DATE NOTICE WAS FAXED/EMAILED/MAILED AND POSTED: 4-5-21

Mailed: Committee Members **Emailed:** Appropriate Public Officials/Offices

PERSONS WITH DISABILITIES: If you require special accommodations to attend this meeting, please contact the ADRC Manager at 715-672-8945

MEETING CALLED TO ORDER BY: Rita McDonnell, ADRC Governing Board Chairperson

SIGNED: Cammi Catt-DeWyre

Cammi Catt-DeWyre, ADRC Manager

ADRC of Buffalo and Pepin Counties Minutes
April 15, 2021

Committee/Board: Aging and Disability Resource Center of Buffalo and Pepin Counties Governing Board

The meeting was called to order by Rita McDonnell, at 2:45 PM in the County Board Room at the Buffalo County Courthouse, Alma, Wisconsin.

Roll Call: Members Present: Ruth Leahy, Robert Shutes, and Rita McDonnell. Those Members Present Via Zoom: Teresa Vettrus, James Hubert, and Tessa King. Members Excused: Birdie Gilbertson and Brad Schmidtkecht. Others Present: Cammi Catt-DeWyre, ADRC Manager, Cassidy Kaempf, ADRC Intern. Others Present Via Zoom: Peggy Zeman, Account Clerk Buffalo County.

Approval of Agenda for February 18, 2021: Ruth Leahy made a motion to approve the agenda, seconded by Teresa Vettrus. Motion carried.

Public Comments on Agenda Items: None

Approval of Minutes from October 19, 2020: A motion was made by Teresa Vettrus to approve the minutes as stated, second by Tessa King. Motion carried.

Reports:

- **ADRC Financial Report:** Peggy Zeman presented the 2020 Final Financial Reports to the Board. The entire contract was used for the first time. The EBS budget was presented as well. Peggy then presented the February 2021 Financial Report and the EBS Financial Report to the Board.
- **ADRC Manager's Report:** Cammi Catt-DeWyre directed the Board members to her report that was included with their meeting information. Position updates: Melissa Hovland transitioning into the DBS position, Bernie Merchlewitz will fill the Buffalo County EBS position starting Monday, May 3rd.

The Dementia Care Specialist resigned from Trempealeau County. They are in the process of filling that position.

Mylessa is in the process of exploring the idea of possibility reopening congregate meal sites starting June 1st.

ADRC leadership team continues to meet monthly to work towards full integration. The final step is the fiscal piece. The plan is that on January 1, 2022, Pepin County will be the lead.

- **2022-2024 Aging Plan Discussion & Community Survey Feedback**: Cammi included handouts in the packets for this. Committee members voiced their opinion and concerns on the Community Survey feedback. Next steps: Working with the team to review the feedback and then create new goals on target areas based on the feedback to fill out the Aging Plan with new goals and bring back to the Committee to approve.
- **Capstone Project presentation by Cassidy Kaempf/Winona State Intern**: Cassidy Kaempf gave a presentation on the Capstone Project and how the Final Affairs went. She went through the steps to get ready for Final Affairs. Many surveys were sent out. Attendance was good, with all attending via zoom. Gift bags were sent out for all in attendance. Feedback so far has been very positive. There was a short discussion following Cassidy's presentation. It was suggested that we advertise better on the fliers, that it is for everyone, not just seniors. Also suggested that when we offer Final Affairs again, it is offered both in person and virtual since we know that not everyone is comfortable with technology. Best of luck to Cassidy as her last day is April 29th. She will be pursuing a master's degree in social work at WSU.
- **Board Member Reports/Comments**: None

Confirm Next Meeting Date/Location/Agenda Items: June 17th and/or August 19th: Tentatively, the next meeting is set for June 17th, 2021, at 2:00 PM. Cammi will verify if there is a need to meet in June. If not, the next meeting will be on August 19th at 2:00 PM.

Adjournment: A motion was made by Teresa Vetrus to adjourn the meeting, seconded by Ruth Leahy. Motion carried.

Respectfully submitted by:

Peggy Zeman, Account Clerk, Buffalo County

Aging and Disability Resource Center of Buffalo and Pepin Counties Notice of Public Meeting

Date/Time: September 9, 2021 @ 2:00pm

Location: Pepin County Government Center, 1st floor County Board Room, Durand, WI 54736

Join via Zoom : <https://us02web.zoom.us/j/89239112083?pwd=QVZDOW9pbHhKU0FXUxtOUFYOWcrZz09>

To connect by phone dial: 253-215-8782 Meeting ID: 892 3911 2083 Passcode: **771748**

AGENDA

1. Call to Order/Roll Call/Introductions
2. Approval of Agenda for September 9, 2021
3. Public Comments Regarding Listed Agenda Items
4. Approval of Minutes from May 19, 2021, ADRC Governing Board Meeting
5. Consent Agenda Items:
 - a. P-434 Transportation Sanitization & Screening Policy & Procedure
 - b. A-07 Medical Statement
 - c. P-445 Dining Site Volunteer Duties
 - d. P-446 Volunteer Meal Delivery Driver Duties
 - e. ADRC-005 ADRC Confidentiality Policy and Procedure
6. Business Items:
 - a. Request to increase Aging Program Assistant hours as of January 1, 2022
 - b. 2022 ADRC budget
 - c. Request to fill Dementia Care Specialist position January 1, 2022
 - d. Conflict of Interest policy—sign and return
 - e. Confidentiality Policy—sign and return
 - f. 2022 Governance
 - g. 2022-2024 Buffalo and Pepin Counties Aging Plan
7. Reports:
 - a. ADRC Financial Report
 - b. ADRC Manager's Report
8. Board Member Reports/Comments
9. Confirm Next Meeting Date/Location/Agenda Items
10. Adjournment

DATE NOTICE WAS FAXED/EMAILED/MAILED AND POSTED: 09-03-2021

Mailed: Committee Members **Emailed:** Appropriate Public Officials/Offices

PERSONS WITH DISABILITIES: If you require special accommodations to attend this meeting, please contact the ADRC Manager at 715-672-8945

MEETING CALLED TO ORDER BY: Rita McDonnell, ADRC Governing Board Chairperson

**ADRC of Buffalo and Pepin Counties
Governing Board Meeting Minutes
September 9, 2021**

Committee/Board: Aging and Disability Resource Center of Buffalo and Pepin Counties Governing Board

The meeting was called to order by Rita McDonnell, Chairperson, at 2:00 pm in the County Board Room at the Pepin County Government Center, Durand Wisconsin.

Roll Call: Members Present: Robert Shutes, Ruth Leahy, Rita McDonnell, Tessa King. Members Present Via Zoom: James Hubert, Brad Schmidtknecht, Teresa Vettrus. Members Excused: Birdie Gilbertson. Others Present: Cammi Catt-DeWyre, ADRC Manager, Tammy Wegner, Administrative Manager – Pepin County. Others Present Via Zoom: Mylessa Ingli – Nutrition Program Coordinator, Angie Schlosser – Transportation Program Coordinator.

Approval of Agenda for September 9, 2021: Chairperson, Rita McDonnell entertained a motion for approval of the agenda. Ruth Leahy made a motion, Tessa King seconded. Motion carried, all in favor by voice vote.

Public Comments on Agenda Items: None

Approval of Minutes from May 19, 2021, ADRC Governing Board Meeting: Motion made by Ruth Leahy, seconded by Tessa King to approve the minutes from the May 19, 2021, meeting. Motion carried, all in favor by voice vote.

Consent Agenda Items:

- P-434 Transportation Sanitization & Screening Policy & Procedure
- A-07 Medical Statement
- P-445 Dining Site Volunteer Duties
- P-446 Volunteer Meal Delivery Driver Duties
- ADRC-005 Confidentiality Policy and Procedure

Chairperson, Rita McDonnell entertained a motion for approval of the Consent Agenda Items. Tessa King made a motion, Teresa Vettrus seconded. Motion carried, all in favor by voice vote.

Business Items:

- **Request to increase Aging Program Assistant hours as of 1-1-2022:** Transportation Program Coordinator Angie Schlosser explained the need for increasing this position from a .733 FTE to a .85 FTE beginning 1-1-2022. She also presented the areas of savings within the program that would offset this cost without any additional tax levy needed. Chairperson, Rita McDonnell entertained a motion to approve increasing the Aging Program Assistant position from a .733 FTE to a .85 FTE starting 1-1-2022. Motion was made by Robert Shutes and Ruth Leahy seconded. Motion carried, all in favor by voice vote.

- **2022 ADRC Budget:** Accounting Specialist Karen Amsrud presented the proposed 2022 budget which she and Peggy Zeman have been working on with the ADRC Manager. The only increase being proposed was in accordance with the County's wage step plan. Chairperson, Rita McDonnell entertained a motion for the approval of the proposed 2022 ADRC Budget. Motion was made by Tessa King and seconded by Teresa Vettrus. Motion carried, all in favor by voice vote.
- **Request to fill Dementia Care Specialist position:** Cammi DeWyre explained the new funding available to each county for a Dementia Care Specialist. Since Buffalo and Pepin Counties are a combined ADRC, this means we will receive funding for one 1.0 FTE position. Cammi is working on preparing a job description that meets program and funding requirements, and developing the questionnaire to establish the wage scale, in preparation of the 1-1-2022 funding availability. Chairperson, Rita McDonnell entertained a motion to create and fill the DCS position beginning 1-1-2022 pending DHS Board and Administrative Committee approval. Motion was made by Tessa King and seconded by Robert Shutes. Motion carried, all in favor by voice vote.
- **Conflict of Interest Policy and Confidentiality Policy:** These were provided to each board member to sign and return to Cammi. Members present signed and returned them to Cammi; those present virtually will return via mail or digitally via email.
- **2022 Governance:** Cammi reported on any significant updates to this since it had last been updated in 2017 and our ADRC includes the Aging program in both Pepin and Buffalo counties. Most notable were fiscal partnership between the two counties, as well as the Lead County being transitioned from Buffalo to Pepin County. This governance will be taken to both Buffalo and Pepin home committees for final approval. Chairperson Rita McDonnell entertained a motion to approve the 2022 Governance pending DHS Board and Administrative Committee approval. Motion was made by Tessa King and seconded by Brad Schmidtke. Motion carried, all in favor by voice vote.
- **2022-2024 Buffalo and Pepin County Aging Plan:** This was provided to board members who were very impressed with Cammi's work as this is a very lengthy, detailed document. Next steps are to hold a public hearing in each county. Chairperson Rita McDonnell entertained a motion to approve the 2022-2024 Buffalo and Pepin County Aging Plan. Motion was made by Bob Shutes, seconded by Tessa King. Motion carried, all in favor by voice vote.

Reports:

- **ADRC Financial Report:** Peggy Zeman presented the ADRC financial report. Both expenses and revenue look normal through July. It was explained that some unexpected additional revenue was received for vaccine community outreach efforts. The Elder Benefit Specialist budget looks really good, and we are where we should be at this point in the year. The CARS report was also presented. There were no additional questions regarding the budget report.
- **ADRC Manager's Report:** Cammi Catt-DeWyre directed the Board members to her report that was included with their meeting information. Her report includes information regarding the ADRC intern, in-person Memory Cafés have resumed, program updates within the ADRC including information from the Transportation program and the Nutrition program. We are hoping to hold the Fall Prevention Classes in October; location to be determined, there are currently 15 people interested. There were no questions from the board regarding the report.

- **Board Member Reports/Comments:** Ruth Leahy let us know that in a recent conversation with a community member they were not aware the congregate meal sites had reopened.

Confirm Next Meeting Date/Location/Agenda Items: Tentatively, the next meeting is set for October 21, 2021, 2:00pm in Alma.

Adjournment: Chairperson, Rita McDonnell entertained a motion to adjourn the meeting. A motion was made by Bob Shutes and seconded by Theresa Vettrus. Motion carried, all in favor by voice vote.

Respectfully submitted by:

Tammy Wegner, Administrative Manager, Pepin County

Approved by the ADRC Governing Board on _____, 2021

Ms. Rita McDonnell, ADRC Chairperson



740 7th Ave. West
P. O. Box 39
Durand, WI 54736
Phone: 715-672-8941
FAX: 715-672-8593

DEPARTMENT OF HUMAN SERVICES

Paula R. Winter, Director

Adult Services
Child Support
Economic Support
Children & Family Services
Juvenile Justice
Behavioral Health
Aging & Disability Resource Ctr.

The **Pepin County Human Services Board** Meeting will be held remotely on **Monday, September 27, 2021 at 4:00 p.m. via zoom at <https://us02web.zoom.us/j/89265960764?pwd=RTdGOUxBQlRXc3FFSTlGTzNFN1oxQT09>** and, in the **County Board Room**, located in the Pepin County Government Center, Durand, Wisconsin. This meeting is open to the public, has been properly noticed under Section 19.84 of the Wisconsin Statutes and complies with ss 19.81 – 19.90 Wisconsin Stats., Open Meeting Law. **Directions on attending via telephone are found below after the agenda.** The Human Services Finance Committee Elizabeth Bauer and Dorothy Peters will review vouchers prior to the meeting.

Veteran Service Department Items of Business to be Discussed or Acted Upon:

- 1) Call to Order
- 2) Call of the Roll
- 3) Public Comments on Agenda Items
- 4) Approval of the Agenda
- 5) Consent Agenda Items
 - a. Approval of Minutes from the May 24, 2021, Board Meeting
 - b. Approval of Veteran Service Office Vouchers
 - c. Approval of the removal of the Burials Fund from the Veterans Department under the Pepin County Expenditure Budget excel book
- 6) Business Items
 - a. Renewal of Telework Agreement
 - b. Request to increase VSO hours from .5 FTE to .6 FTE as of 1-1-2022
 - c. Veterans Department 2022 Budget
 - d. Request to sell flags (American 3x5 & 4x6, Wisconsin, &/or POW/MIA)
- 7) Report – Veteran Service Office
 - A. Outreach
 - B. VSO Safety

- C. VSO Grant Increase
- 8) Future Agenda Items: Retention Policy
- 9) Set Next Meeting Date and Time
- 10) Adjournment of Veteran's Office Business

Human Services Department Items of Business to be Discussed or Acted Upon:

- 1) Call to Order
- 2) Call of the Roll
- 3) Public Comments on Agenda Items
- 4) Approval of the Agenda
- 5) Consent Agenda Items:
 - a. Approval of Minutes from Aug 23, 2021, Board Meeting
 - b. ADRC-005 Confidentiality Policy
 - c. P-434 Transportation Sanitization & Screening Policy & Procedure
 - d. P-445 Dining Site Volunteer Duties
 - e. P-446 Volunteer Meal Delivery Driver
- 6) Reports
 - a. Executive Summary of Department Culture and Climate Assessment – Kari Weiss, UW-Extension
 - b. Report on the new hire, AS and maintaining the part-time status of JS
 - c. Human Services Financial Report
 - d. Economic Support Services Report
 - e. Human Services Director's Report; Child Support
 - f. Social Work Supervisor's Report
 - g. ADRC Manager's Report
- 7) Business Items
 - a. Request to increase Aging Program Assistant hours as of January 1, 2022 (if this is ready/signed by Admin/Paula)
 - b. Request to create and fill Dementia Care Specialist position
 - c. Dementia Care Specialist Job Description
 - d. Review 2022-2024 Regional Aging Plan
 - e. Review 2022 ADRC Governance
 - f. Review and approve the 2022 DHS Budget
 - g. Appoint DHS Finance Committee members for Oct-Dec 2021
 - h. Request approval to develop a donation process for consumer/family needs (outside of mandated services for dept.)

- i. 2022 Budget
- 8) Public Comments other than Agenda Items
- 9) Future Agenda Items and Set Next Meeting Date and Time
- 10) Adjournment

**PEPIN COUNTY DEPARTMENT OF HUMAN SERVICES
BOARD MEETING MINUTES
September 27, 2021**

HUMAN SERVICES BUSINESS

Call to Order

Tessa King, Chairperson, called the meeting to order at 4:16 p.m. The meeting was held in the County Board Room of the Government Center, Durand, WI. Remote attendance was available and was properly noticed in accordance with the provisions of Section 19.84 of the Wisconsin State Statutes and complies with Sections 19.81-19.90, *Open Meeting Law*.

Call of the Roll: PRESENT- in person: Chair Tessa King, Supervisor John McDonough, Citizen member Elizabeth Bauer, Supervisor Jean Dougherty

PRESENT– remotely: Vice Chair Michael Wright, Citizen member Dorothy Peters, Citizen member Joan Plumer

Others attending remotely: Karen Amsrud, Carol Pulkrabek, Cammi Catt-DeWyre, Angie Schlosser, Sandy Palkowski

Others attending in person: Paula Winter, Kari Weiss-UW-Extension, Pam Hanson, Sheri Peterson

Public Comments on Agenda Items-- There were no public comments.

Approval of Agenda -- There were no changes made to the agenda.

Consent Agenda Items

- a) Approval of Minutes from August 23, 2021, Board Meeting
- b) ADRC-005 Confidentiality Policy
- c) P-434 Transportation Sanitization & Screening Policy & Procedure
- d) P-445 Dining Site Volunteer Duties
- e) P-446 Volunteer Meal Delivery Driver

Motion made by Jean Dougherty, seconded by Elizabeth Bauer to approve all consent agenda items as presented. Roll call votes were taken: John McDonough-yes, Elizabeth Bauer-yes, Tessa King-yes, Dorothy Peters-yes, Joan Plumer-yes, Michael Wright-yes, Jean Dougherty-yes. All in favor, motion carried.

Reports:

Executive Summary of Dept Culture and Climate Assessment – Board members were provided a document prior to the meeting, and UW-Extension representative, Kari Weiss, went over this at the meeting, highlighting the Pros/Cons at both a department level and a county level, taken from a recent survey/interview with and feedback from DHS staff. Overall things are quite positive with the Culture and appreciation of working in the “family atmosphere” of Human Services. Areas of high satisfaction, as well as areas with specific potential for improvement were pointed out. Kari will collaborate in the near future with Director Paula Winter to develop some recommendations for the areas of improvement, which will be presented to the board at the Oct 2021 meeting.

Update on Case Manager position – Director Paula Winter announced that the position of Case Manager has been filled, and Amanda Schultz will be starting on Sept 28, 2021. The board agreed with the request to keep Jessica Swenson on staff on a very part-time basis for no more than six weeks, which would allow some training time for the new case manager, as well as the most favorable transition of two cases that are at a very crucial point where transitioning would be rather difficult for the family/consumer. The pay differential between the two, and with it only being a very short-term need, will ensure this option keeps the department within budget. Paula and Social Work Manager Carol Pulkrabek will coordinate this with personnel.

Human Services Financial Reports – Accounting Specialist Karen Amsrud presented the financial reports, which shows DHS to be in good standing, roughly 8% below the year-to-date target for both Revenue and Expenses. Thank you to DHS Finance Committee members Elizabeth Bauer and Dorothy Peters who reviewed and approved the vouchers prior to the start of this meeting.

Economic Support Manager’s Report – Sandy Palkowski presented reports showing overall numbers for the 8-county consortium as a whole, as well as Pepin County individually. There was an overall increase in the number of consumers served in August. Foodshare portion saw a slight decrease, most likely due to verifications restarting, applicants were over the income allotment, or verifications were not submitted. Pepin County itself followed very similar patterns as the consortium as a whole. The Call Center has seen an increase in the number of calls presented, again likely due to the verification requirement having resumed recently and the increase in applications for healthcare/Foodshare. The question was asked if there was any way to know the number of families that qualify for childcare assistance but cannot find a qualified provider. Currently there is not an accurate datapoint for this, though the shortage of licensed providers is a known issue in western Wisconsin. The difference between certified and licensed care centers was discussed.

Human Services Director Report – Director Paula Winter presented her report, highlighting that the Human Services team continues their work on updating and rejuvenating the department’s Vision, Mission, Value statement; next step is to finalize one that ignites passion in the team and links it to the County statement. Paula has applied for block grants for substance abuse and community health services. She will formerly report at the October meeting on a webinar she will be attending regarding some ideas the State has regarding two-tier incentives in hopes of creating more certified childcare providers in Wisconsin.

Social Work Supervisor Report – Carol Pulkrabek presented her report, noting that the report now includes the number of consumers currently receiving services through the Community Support Program. The focus of CSP is family-first, meaning the goal is doing a better job of keeping children in their homes as opposed to needing to find placements.

Aging & Disability Resource Center Manager Report – Cammi Catt DeWyre presented the ADRC Manager’s report, Cammi’s Crumbs.

She updated on the intern which is doing well and provided program updates. Other current happenings within the ADRC programs are part of Business Items detailed later in the meeting.

BUSINESS ITEMS:

- Request to increase Aging Program Assistant hours from .733 Full Time Employee (FTE) to .85 Full Time Employee (FTE) as of January 1, 2022— increased number of rides which requires more time scheduling and invoicing. There would be no increase in tax levy with the additional wage/benefits expense being covered by an 8521 Grant and from the title/insurance savings we will see from the sale of a couple of transportation vehicles. We would still be within the spending restriction of the Transportation Trust Fund. Motion by Dorothy Peters to approve increasing the Aging Program Assistant hours from .733 FTE to .850 FTE effective 1-1-2022, seconded by Michael Wright. Roll call votes were taken: John McDonough-yes, Elizabeth Bauer-yes, Tessa King-yes, Dorothy Peters-yes, Joan Plumer-yes, Michael Wright-yes, Jean Dougherty-yes. All in favor, motion carried.
- Request to create and fill Dementia Care Specialist position—the Board was provided an email confirmation of the funding being provided for this position effective 1-1-2022. The job description questionnaire and job description will be submitted for determination of the wage scale, in the hopes of having everything prepared to post the position right away in January 2022. Motion by Elizabeth Bauer to create and fill the Dementia Care Specialist position after 1-1-2022, seconded by Jean Dougherty. Roll call votes were taken: John McDonough-yes, Elizabeth Bauer-yes, Tessa King-yes, Dorothy Peters-yes, Joan Plumer-yes, Michael Wright-yes, Jean Dougherty-yes. All in favor, motion carried.
- Dementia Care Specialist Job Description—the proposed job description is identical to what the State of WI uses for the same position. Motion by Jean Dougherty to approve the Dementia Care Specialist Job Description presented, seconded by Elizabeth Bauer. Roll call votes were taken: John McDonough-yes, Elizabeth Bauer-yes, Tessa King-yes, Dorothy Peters-yes, Joan Plumer-yes, Michael Wright-yes, Jean Dougherty-yes. All in favor, motion carried.
- Review 2022-2024 Regional Aging Plan—this will be presented at a Public Hearing in early October. No approval is needed from the board, but a review and any feedback is encouraged.
- Review 2022 ADRC Governance—this is for review only and will need approval at a future meeting. The last time this was updated was in 2017. There were significant updates due to the ADRC and Aging programs for Buffalo and Pepin Counties combined, as well as Pepin Co becoming the fiscal lead starting 1-1-2022. It includes clarification on the relationship between ADRC and Adult Protective Services (APS), describes the ADRC Leadership Committee, and instead of referring to ADRC Manager it now references all ADRC positions. The indemnity and insurance disclosure has been reviewed by Pepin County's insurance carrier for thoroughness.
- Review and Approve the Proposed 2022 DHS Budget—all Human Services programs worked hard to reduce expenditures and bring the proposed budget under the 2021 tax levy request. Areas that made this possible: software expense is a Capital expense so that amount goes back into Revenue, which was not in the initial budget draft; Family Preservation Worker will also do foster care which will reduce staff expenses; reduced youth placement budget by \$9,000; nutrition program has some reduction from lower snow removal and garbage costs, and due to not having a volunteer driver banquet. The total Human Services Dept budget is \$3,882,805; of that amount \$298,000 is the requested tax levy, a decrease of \$327.58 from the 2021 request. Motion by Jean Dougherty to approve the 2022 Human Services budget as presented today, seconded by Michael Wright. Roll call votes were taken: Tessa King-yes, John McDonough-yes, Elizabeth Bauer-yes, Dorothy Peters-yes, Joan Plumer-yes, Michael Wright-yes, Jean Dougherty-yes. All in favor, motion carried.
- Joan Plumer and Elizabeth Bauer will serve as DHS Finance Committee members for Oct-Dec 2021.
- Social Work supervisor Carol Pulkrabek requested approval to develop a child welfare donation process for consumer/family needs outside of mandated services. Ideally this would be collaborating with Pepin County staff members in an effort to occasionally collect items like diapers, wipes, snacks, toys for when case workers need to provide some short-term care. We would like to develop a procedure as to

when do we provide these non-mandated items, how to we store these types of items, etc. Another project that might fall under this program would be furniture from Ashley Furniture to create a home-like, calming space for consumers to gather in-person with case workers during crisis or trauma situations. Other counties have worked with Ashley Furniture on this in the past. The board gave verbal approval to contact Ashley Furniture regarding this possibility. Motion by Jean Dougherty to approve the development of a Child Welfare Donation Process, seconded by Elizabeth Bauer. Roll call votes were taken: Tessa King-yes, John McDonough-yes, Elizabeth Bauer-yes, Dorothy Peters-yes, Joan Plumer-yes, Michael Wright-yes, Jean Dougherty-yes. All in favor, motion carried.

Public Comments other than Agenda Items— Board member Jean Dougherty shared that she recently attended a methamphetamine education presentation in Barron County. She has been in contact with Pepin County Sherriff who will be reaching out to Paula regarding the possibility of holding one of these in Pepin County.

Next Meeting Date and Time

The next Board meeting was set for October 25, 2021, at 4:00 p.m. in the County Board Room of the Government Center

Adjournment

The Chair adjourned the meeting at 5:42 pm.

Submitted by Tammy Wegner, Administrative Manager



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DEPARTMENT OF HUMAN SERVICES

Paula R. Winter, Director

Adult Services
Child Support
Economic Support
Children & Family Services
Juvenile Justice
Behavioral Health
Aging & Disability Resource Ctr.

The **Pepin County Human Services Board** Meeting will be held remotely on **Monday, October 25, 2021 at 4:00 p.m. via zoom at <https://us02web.zoom.us/j/89265960764?pwd=RTdGOUxBQIRXc3FFSTIGTzNFN1oxQT09>** and, in the **County Board Room**, located in the Pepin County Government Center, Durand, Wisconsin. This meeting is open to the public, has been properly noticed under Section 19.84 of the Wisconsin Statutes and complies with ss 19.81 – 19.90 Wisconsin Stats., Open Meeting Law. **Directions on attending via telephone are found below after the agenda.** The Human Services Finance Committee Elizabeth Bauer and Joan Plumer will review vouchers prior to the meeting.

Human Services Department Items of Business to be Discussed or Acted Upon:

- 11) Call to Order
- 12) Call of the Roll
- 13) Public Comments on Agenda Items
- 14) Approval of the Agenda
- 15) Consent Agenda Items:
 - a. Approval of Minutes from September 27, 2021, Board Meeting
 - b. Transportation Program Coordinator Job Description
 - c. Information & Assistance Specialist Job Description
 - d. Aging Program Assistant Job Description
 - e. A-115 DHS Succession Plan Policy and Procedure
 - f. A-116 Background Check Policy and Procedure
 - g. F-103 DHS Payment Source Policy and Procedure
- 16) Reports
 - h. Human Services Financial Report
 - i. Economic Support Services Report
 - j. Human Services Director's Report; Child Support; Adult Protection
 - k. Social Work Supervisor's Report
 - l. ADRC Manager's Report
- 17) Business Items
 - a. Approve 2022-2024 Regional Aging Plan
 - b. Approval to move funds from rent to supplies in home-delivered meal program
 - c. Approval to move funds from B-3 mileage to B-3 salary
 - d. Approve the request to fill Child Protection Social Worker/Case Manager position
 - e. Resolution: Budget Modification to increase B-3 Coordinator/Teacher revenue and expenses for Buffalo County increased hours
- 18) Public Comments other than Agenda Items
- 19) Future Agenda Items and Set Next Meeting Date and Time
- 20) Adjournment