

# **Sauk County Plan on Aging and Self-Assessment Form**

**2019-2021**

## TABLE OF CONTENTS

1. [Verification of Intent](#)
2. [Executive Summary](#)
3. [Organization and Structure of the Aging Unit](#)
  - a. [Mission Statement and Description of the Aging Unit](#)
  - b. [Organizational Chart of the Aging Unit](#)
  - c. [Aging Unit Coordination with ADRCs](#)
  - d. [Statutory Requirements for the Structure of the Aging Unit](#)
  - e. [Membership of the Policy-Making Body](#)
  - f. [Membership of the Advisory Committee](#)
  - g. [Assessment Only - update the Commission on Aging and Aging Advisory membership](#)
4. [Context](#)
5. [Public Involvement in the Development of the County Aging Plan](#)
6. [Goals for the Plan Period](#)
  - a. [Assessment Only - National Family Caregiver Support Program](#)
7. [Coordination Between Titles III and VI](#)
9. [Compliance with Federal and State Laws and Regulations](#)
10. [Assurances](#)
11. [Appendices](#)

*\*Yellow Highlight indicates sections required for annual assessment*

**1. Verification of Intent**

This plan represents the intent of the county to assure that older people have the opportunity to realize their full potential and to participate in all areas of community life. On behalf of county, we certify that these organizations have reviewed the plan, and have authorized us to submit this plan which outlines activities to be undertaken on behalf of older people during 2019-2021.

We assure that the activities identified in this plan will be carried out to the best of the ability of the county.

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

*Art Carbone*

*12/21/2018*

\_\_\_\_\_  
Signature, and Title of the Chairperson of the Commission on Aging

\_\_\_\_\_  
Date

*[Signature]*

\_\_\_\_\_  
Signature, and Title of the Authorized County Board Representative

\_\_\_\_\_  
Date

## 2. Executive Summary

The Sauk County Aging Unit within the Aging and Disability Resource Center- in Sauk County strives to assure that older adults in the county have the opportunity to live their lives to the fullest and have access to all areas of community life.

The Aging Unit's mission is to provide a one stop source of information and assistance for older adults by advocating for and linking them with resources and services that enable them to live as independently as possible. Methods undertaken by the Aging Unit to ensure this mission is met include: advocating for, expanding, coordinating, and implementing programs and services designed to improve and/or maintain the quality of life for persons sixty years of age and older throughout Sauk County.

Our emphasis for the 2019-2021 Aging Plan will be to not only maintain the current programs and services we offer but to also:

- Assist individuals in learning how to be their own best advocates
- Moving current congregate dining centers located in Senior Apartment facilities in Reedsburg and Baraboo to new locations that will attract other seniors within the community to attend.
- Expand our current Grandparent "Circle" to other school communities within Sauk County.
- Offer "Boost Your Brain and Memory" to arm community members with tools to keep a healthy brain as "Dementia Friendly/Capable" communities are expanded to the Sauk Prairie and Reedsburg communities.
- Promote awareness of senior mental health issues by offering Mental Health First Aid for Older Adults to home delivered meal drivers and volunteer escort drivers.

The ADRC's oversight committee also acts as the Commission on Aging and is very active with our advisory committees. Each member understands the importance of the ADRC's aging program offerings.

### **3. Organization and Structure of the Aging Unit**

#### **3-A Mission Statement and Description of the Aging Unit**

The ADRC of Sauk County office is a department of Sauk County government that incorporates three different units specific to the aging and disabled population of Sauk County: the Aging Unit, Transportation Coordination, and the ADRC of Eagle Country — Baraboo office. The Sauk County ADRC is part of the Eagle Country Regional ADRC, made up of Juneau, Crawford, Richland and Sauk Counties.

The mission statement of this department is "to empower and support older adults, adults with disabilities and their families by providing easily accessible quality information and assistance. The Aging and Disability Resource Center of Sauk County will provide services, resources, advocacy, and opportunities to support each individual's choices for independence and enhanced quality of life." The ADRC is recognized as the "place" where support, information and assistance is provided to anyone over 18 who is disabled or any adult over the age of 60 in Sauk County. The ADRC's governing committee is the ADRC oversight committee consisting of five County Supervisors. It meets monthly. At the department level, the ADRC is monitored and advised by two advisory committees: the Transportation Coordinating Committee and the ADRC Advisory Board that advises the Oversight committee on programming and services offered by the Aging Programs. Both of these committees meet quarterly.

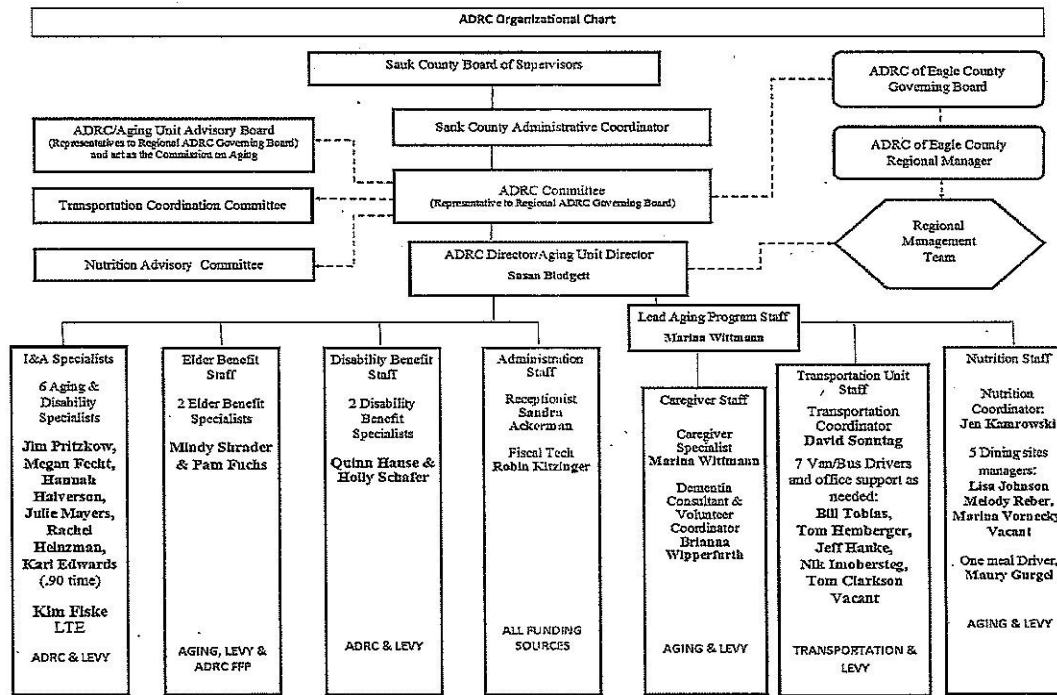
Aging and Disability Resource Center of Sauk County  
505 Broadway, Room 102 .  
Baraboo, WI 53913  
608-355-3289 or 800-482-3710  
Office hours: 8:00 a.m.-4:30 p.m., M, T, W, R, F  
8:00 a.m. —6 p.m. second Tuesday of each month

Reedsburg Office Outreach: Wednesday 8:00 a.m. — 12:00 p.m.  
Sauk Prairie Outreach: Wednesday, 1:00 p.m. — 4:00 p.m.  
Spring Green outreach: every other Thursday 9:00--noon  
Lake Delton outreach: Tuesday, 10 a.m. — 1:00 p.m.

Susan Blodgett, Director  
Aging and Disability Resource Center  
505 Broadway Baraboo, WI 53913  
608-355-3289  
susan.blodgett@saukcountywi.gov

### 3. Organization and Structure of the Aging Unit 3-B Organizational Chart of the Aging Unit

Provide an organizational chart, which clearly depicts the place of the aging unit, the policy-making body, and (where applicable) the advisory committee, in relation to the county government. (Not-for-profit aging units will not include their relationships to county government in the organization chart.)



S:\drive\org chart 2018

### **3. Organization and Structure of the County Aging Unit 3-C Aging Unit Coordination with ADRCs**

The Aging Unit of Sauk County has been fully integrated with the Aging and Disability Resource Center of Eagle Country, Baraboo office since 2008, where the department has functioned as a combined Aging/ADRC. Our mission statement reflects the premise by which we operate.

The mission of the ADRC within Sauk County is "to empower and support older adults, adults with disabilities and their families by providing easily accessible quality information and assistance. The Aging and Disability Resource Center of Sauk County will provide services, resources, advocacy, and opportunities to support each individual's choices for independence and enhanced quality of life."

The ADRC of Sauk County provides services to individuals over age 60 and individuals age 18-59 that have a disability. The mission of the ADRC is to provide the public a one-stop shop to get accurate, unbiased information on all aspects of life related to aging or living with a disability. Under the Older American's Act, funding exists to provide services essential to maintaining independence. Services are provided without regard to race, color, creed, ethnic origin, religion, or income level.

<b>3. Organization and Structure of the County Aging Unit</b> <b>3-D Statutory Requirements for the Structure of the Aging Unit</b>
--

Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

<b>Organization:</b> The law permits one of three options. Which of the following permissible options has the county chosen?	<b>Check One</b>
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).	
<b>Organization of the Commission on Aging:</b> The law permits one of three options. Which of the following permissible options has the county chosen?	<b>Check One</b>
1. 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
2. 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.	
3. 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.	
<b>Full-Time Aging Director:</b> 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?	<b>Yes</b>



**3. Organization and Structure of the Aging Unit  
3-E Membership of the Policy-Making Body**

The commission is the policy making entity for aging services and an aging advisory committee is not the commission. Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

“Members of a county/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.” In the case of county board/tribal council members, the requirement is 3 consecutive 2-year terms.

<b>Official Name of the County Aging Unit’s Policy-Making Body (list below)</b>			
<b>Name</b>	<b>Age 60 and Older</b>	<b>Elected Official</b>	<b>Year First Term Began</b>
Chairperson: Chuck Spencer	x	x	2016
Vice chair: Craig Braunschweig		x	2016
Sec : Valerie McAuliffe	x	x	2018
Chuck Whitsell	x	x	2018
Ross Curry		x	2018

**3. Organization and Structure of the County Aging Unit  
3-F Membership of the Advisory Committee**

If the aging unit has an advisory committee, listed below are the members of the advisory committee. *An aging advisory committee is required if the commission (policy making body) does not follow the Elders Act requirements for elected officials, older adults and terms or if the commission (i.e. policy-making body) is a committee of the county board.*

Chapter 46.82 of the Wisconsin Statutes requires that the membership of the aging advisory committee (where applicable) must consist of at least 50% older people, and individuals who are elected to office may not constitute 50% or more of the membership.

<b>Official Name of the County Aging Unit's Advisory Committee (list below)</b>			
<b>Name</b>	<b>Age 60 and Older</b>	<b>Elected Official</b>	<b>Year First Term Began</b>
Chairperson: Art Carlson	x		2018
Chuck Spencer	x	x	2017
Chuck Whitsell	x	x	2018
Terry Wolkowski	x		2017
Lori Rudolph	x		2018
Judy Ellington	x		2017
JoEllen Waddel	x		2017
Empty due to illness			
Empty to be appointed			

**For assessment only – Please update the Commission on Aging and Aging Advisory membership and answer questions below.**

<i>Please answer "Y" or "N"</i>	2019	2020	2021	Describe
Has the organization of the <i>Aging Unit</i> changed this past year?				
Has the organization of the <i>Commission on Aging</i> changed this past year?				
Does the aging unit have a full-time aging director?				
Is the membership of the Commission on Aging in Compliance?				

<h3>3. Organization and Structure of the County Aging Unit</h3> <h4>3-G Staff of the Aging Unit</h4>
--

Listed below are the people employed by the County Aging Unit. Include additional pages as needed.

<p>Name: Susan Blodgett          Job Title: ADRC of Sauk County Director, 1 fte          Telephone Number/email Address: 608-355-3289 susan.blodgett@saukcountywi.gov</p>
<p>Brief Description of Duties: Responsible for administration of all Sauk County Aging and Disability Programs</p>
<p>Name: Jennifer Kamrowski          Job Title: Nutrition Coordinator, 1 fte          Telephone Number/email Address: 608-355-3289 Jennifer.kamrowski@saukcounty.gov</p>
<p>Brief Description of Duties: oversight of all congregate and home delivered meals, Sam's data entry and reports.</p>
<p>Name: Angela Kalan          Job Title: Dining site Coordinator, Baraboo .47 fte          Telephone Number/email Address: 608-963-3436</p>
<p>Brief Description of Duties: Ensures all congregate and home delivered meals are provided in the Baraboo area. Responsible for ServSafe procedures</p>
<p>Name: Lisa Johnson          Job Title: Dining site Coordinator, Reedsburg .52 fte          Telephone Number/email Address: 608-963-3438</p>
<p>Brief Description of Duties: Ensures all congregate and home delivered meals are provided in the Baraboo area. Responsible for ServSafe procedures</p>
<p>Name: Mel Reber          Job Title: Dining Site Coordinator, Sauk Prairie .52 fte          Telephone Number/email Address: 608-963-3437</p>
<p>Brief Description of Duties: Ensures all congregate and home delivered meals are provided in the Baraboo area. Responsible for ServSafe procedures</p>
<p>Name: Marina Voronecky          Job Title: Dining Site Coordinator, Lake Delton, .39fte          Telephone Number/email Address: 608-393-7214</p>
<p>Brief Description of Duties: Ensures all congregate and home delivered meals are provided in the Baraboo area. Responsible for ServSafe procedures</p>
<p>Name: Vacant .39 fte          Job Title: Meal Driver          Telephone Number/email Address: 608-355-3289</p>
<p>Brief Description of Duties: Takes prepared meals from the Sauk County Health Care Center and delivers to dining sites.</p>

<p>Name: Stefka Zomer  Job Title: Fiscal Tech 1 fte  Telephone Number/email Address: 6087355-3289 stefka.zomer@saukcountywi.gov</p>
<p>Brief Description of Duties: Accounts Payable/Receivable, assists with budget preparation, payroll.</p>
<p>Name: Sandra Ackerman  Job Title: Receptionist 1 fte  Telephone Number/email Address: 608-355-3289  sandy.ackerman@saukcountywi.gov</p>
<p>Brief Description of Duties: Takes all incoming calls and walk ins, directing to proper staff. Oversees sale of taxi tickets, and daily receipts.</p>
<p>Name: Marina Wittmann  Job Title: Aging Program Coordinator, 1 fte  Telephone Number/email Address:608-355-3289 Marina.Wittmann@saukcountywi.gov</p>
<p>Brief Description of Duties: Serves as Caregiver Coordinator and oversees all health and prevention classes. Beginning in January, she will assist all aging programs as needed.</p>
<p>Name: Brianna Wipperfurth  Job Title: Dementia Consultant and Volunteer Coordinator, 1 fte  Telephone Number/email Address: 608-355-3289  Brianna.Wipperfurth@saukcountywi.gov</p>
<p>Brief Description of Duties: Works with Dementia friendly efforts in Sauk County collaborating with Alzheimer and Dementia Alliance. Recruits, tracks, and retains all ADRC volunteers. Responsible for quarterly newsletter.</p>
<p>Name: Mindy Shrader  Job Title: Elder Benefit Specialist, 1 fte  Telephone Number/email Address: 608-355-3289 Mindy.Shrader@saukcountywi.gov</p>
<p>Brief Description of Duties: Advocates for elderly clients, assists in benefit applications, represents clients in administrative appeal proceedings.</p>
<p>Name: Pam Fuchs  Job Title: Elder Benefit Specialist, 1 fte  Telephone Number/email Address: 608-355-3289 Pam.Fuchs@saukcountywi.gov</p>
<p>Brief Description of Duties: Advocates for elderly clients, assists in benefit applications, represents clients in administrative appeal proceedings.</p>
<p>Name: Quinn Hause  Job Title: Disability Benefit Specialist  Telephone Number/email Address: 608-355-3289 Quinn.Hause@saukcountywi.gov</p>
<p>Brief Description of Duties: Advocates for consumers 18-59 with disabilities; assists in benefit applications, represents clients in administrative appeal proceedings</p>

<p>Name: Holly Schafer  Job Title: Disability Benefit Specialist  Telephone Number/email Address: 608-355-3289 Holly.Schafer@saukcountywi.gov</p>
<p>Brief Description of Duties: Advocates for consumers 18-59 with disabilities; assists in benefit applications, represents clients in administrative appeal proceedings</p>
<p>Name: Julie Mayer  Job Title: Information and Assistance Specialist ( I&amp;A) lfte  Telephone Number/email Address: 608-355-3289 Julie.Mayer@saukcountywi.gov</p>
<p>Brief Description of Duties: Provides information, assistance, options counseling, and process enrollment into publicly funded long-term care programs to consumers.</p>
<p>Name: Jim Pritzkow  Job Title: I &amp; A Specialist lfte  Telephone Number/email Address: 608-355-3289 Jim.Pritzkow@saukcountywi.gov</p>
<p>Brief Description of Duties: Provides information, assistance, options counseling, and process enrollment into publicly funded long-term care programs to consumers.</p>
<p>Name: Megan Fecht  Job Title: I &amp; A Specialist lfte  Telephone Number/email Address: 608-355-3289 Megan.Fecht@saukcountywi.gov</p>
<p>Brief Description of Duties: Provides information, assistance, options counseling, and process enrollment into publicly funded long-term care programs to consumers.</p>
<p>Name: Hannah Halverson  Job Title: I &amp; A Specialist lfte  Telephone Number/email Address: 608-355-3289  Hannah.Halverson@saukcountywi.gov</p>
<p>Brief Description of Duties: Provides information, assistance, options counseling, and process enrollment to publicly funded long-term care programs to consumers.</p>
<p>Name: Rachel Heinzman  Job Title: I &amp; A Specialist 1 fte  Telephone Number/email Address: 608-355-3289  Rachel.Heinzman@saukcountywi.gov</p>
<p>Brief Description of Duties: Provides information, assistance, options counseling, and process enrollment into publicly funded long-term care programs to consumers.</p>
<p>Name: Kari Edwards  Job Title: I &amp; A Specialist .90 fte  Telephone Number/email Address: 608-355-3289 kari.edwards@saukcountywi.gov</p>

Brief Description of Duties: Provides information, assistance, options counseling, and process enrollment into publicly funded long-term care programs to consumers.
Name: David Sonntag Job Title: Transportation Coordinator 1 fte Telephone Number/email Address: 608-355-3289 david.Sonntag@saukcountywi.gov
Brief Description of Duties: Manages ADRC transportation program, overseeing all aspects of ridership, fleet management, database, grants.
Name: Bill Tobias Job Title: Driver .20 fie Telephone Number/email Address: 608-355-3289
Brief Description of Duties: Drives frozen route meals weekly.
Name: Tom Hemberger Job Title: Driver and transportation office staff .80 fte Telephone Number/email Address: 608-355-3289
Brief Description of Duties: Provides clerical support in transportation program and drive county owned vehicles providing specialized transportation services.
Name: Jeff Hanke Job Title: Driver .60 fte Tele hone Number/email Address:608-355-3289
Brief Description of Duties: Provides clerical support in transportation program and drive county owned vehicles providing specialized transportation services.
Name: Nik Imobersteg Job Title: Driver .5 fie Tele hone Number/email Address: 608-355-3289
Brief Description of Duties: Provides clerical support in transportation program and drive county owned vehicles providing specialized transportation services
Name: Tom Clarkson Job Title: Driver .60 fte Tele hone Number/email Address: 608-355-3289
Brief Description of Duties: Provides clerical support in transportation program and drive county owned vehicles providing specialized transportation services

Name: Vacant

Job Title: Driver, .60 fte

Telephone Number/email Address:

Brief Description of Duties: Provides clerical support in transportation program and drive county owned vehicles providing specialized transportation services



## 4. Context

Sauk County Wisconsin is located in Southwest Wisconsin. Primarily rural, its largest community is Baraboo, (approximately 12,000 population) which is also the County Seat. According to USA.com, Sauk County is the sixth fastest growing county in the State of Wisconsin.

DATA USA estimates Sauk County's population to be approximately 63,317. There are 8,555 individuals between the ages of 60 and 75, and another 6,546 are over age 75. As the "Baby Boomer" generation continues to age, it is anticipated that this population percentage will increase over the course of the next three years. The percentage of male and female residents reflects that of those 60 and over, 44% are male and 56% are female.

Age Group Estimates	Age Group Estimates	Age Group Estimates	Age Group Estimates	Age Group Estimates
Population; total	Population; ages 60 and older	Population; ages 65 and older	Population; ages 75 and older	Population; ages 85 and older
63,317		8,555	6,546	

Of the 10,797 individuals over age 65, an estimated 32% report some type of disability.

The median household income for those over age 65 is \$35,560. According to DATA USA, 787 (7%) individuals over age 65 in Sauk County live below the poverty line, while 19% of all individuals over age 65 in Sauk County are employed.

## **5. Public Involvement in the Development of the County Aging Plan**

Please use the [Public Input Report form](#) to explain how you gathered information and ideas from the public prior to developing your plan. Attach completed forms to the plan.

Before submitting the final plan to the Area Agency on Aging (AAA), the aging unit must conduct one or more public hearings on the draft plan. Please use the [Public Hearing Report form](#) to document your public hearings and attach forms to the plan.

Additional information has been placed in the Appendices.

## 6. Goals for the Plan Period

**Progress notes to be completed during self-assessment process.**

<b>Aging Unit Plan Goals</b> <i>(write at least one goal per focus area per year - add extra boxes as needed – put cursor to the left of the box and click the + sign)</i>	<b>Progress Notes</b> <i>(briefly summarize only those activities completed as of Dec. of each year)</i>	check if completed		
		2019	2020	2021
<b>Focus Area 6-A. Advocacy Related Activities</b>				
In order to attain an 80% participant confidence in contacting legislators and local leaders, a training on self-advocacy will be conducted by December 1, 2019.				
In order to assist 30 older adults in gaining informed voter knowledge, the ADRC will host a candidate forum by September 30, 2020.				
In order to educate 20 older adults on how to write to their elected officials, the ADRC will host a training to include sample letters and elected official addresses by March 30, 2021.				
<b>Focus Area 6-B. The Elder Nutrition Program</b>				
To attract more seniors in Reedsburg to Senior Dining, the ADRC Nutrition Coordinator and Director will move the dining site from Willow Heights to another location in Reedsburg by June 1, 2019. Success will be measured by hosting an average of 15 individuals per serving day by December 1, 2019.				
In order to provide 150 HDM recipients with easy recipes to cook nutritious meals at home, recipe booklets will be designed, printed and distributed by February 28, 2020.				
In order to increase the Baraboo Meal Site participation by 20 individuals, the ADRC will develop a restaurant model by December 1, 2021.				
<b>Focus Area 6-C. Services in Support of Caregivers</b>				
In order to be compliant with GWAAR requirements, the Caregiver Specialist will have a Caregiver Coalition formed and its first meeting held by September 1, 2019.				
In order to encourage 3 caregivers of grandchildren to attend support groups, the ADRC Caregiver Specialist will coordinate with the Baraboo Public School				

system and offer a grandparent support group one evening a month in Baraboo by September 2020.				
In order to offer more expert services to 2 Caregivers, the ADRC will develop a contract with a local counseling center to accept referrals of caregivers who need more attention than a support group can offer. This contract will be completed by March 1, 2021.				
<b>Focus Area 6-D. Services to People with Dementia</b>				
In order to increase participation by four older adults needing Dementia Care, the DCS will promote flexible meeting locations by April 1, 2019.				
The ADRC will offer Boost Your Brain & Memory to 5 constituents in Reedsburg and Sauk City by December 1, 2020 to arm community members with tools to keep a healthy brain.				
In order to ensure that Sauk County is a dementia friendly county, the DCS and ADRC staff will ensure by October 1, 2021 that Lake Delton, Baraboo, Reedsburg, Spring Green and Prairie du Sac have had 10 businesses in each of the community's dementia friendly trained and that all 50 businesses have a purple angle in their entryway.				
<b>Focus Area 6-E. Healthy Aging</b>				
To ensure that at least 20 ADRC volunteers understand the risk factors and warning signs of mental health problems in adults over age 65, the ADRC will sponsor a training for volunteers in Mental Health First Aid for Older Adults by October 1, 2019.				
In order to reach more participants in Sauk County, the ADRC Caregiver Specialist will ensure that 5 new individuals are trained to teach evidence-based courses in Sauk County by December 31, 2020.				
In order to reduce the amount of social isolation felt among at least 10 seniors in Sauk County, the ADRC volunteer coordinator will recruit and train volunteers to begin a friendly visitor program to home bound seniors by October 1, 2021.				

<b>Focus Area 6-F. Local Priorities</b>				
To ensure that at least 30 residents are aware of the ADRC programs, the ADRC will conduct outreach by presenting to service clubs, churches, book clubs, etc., by December 31, 2019.				
To ensure that 750 Sauk County individuals have the best information regarding drug plans available, the ADRC's EBS and DBS will host Medicare Part D clinics during open enrollment by December 31, 2020.				
To expand the ADRC's Telesure program by at least 5 participants, the ADRC will contact school counselors in each community to identify students working on community service hours to participate in the Telesure program by October 1, 2021.				

**For Assessment Only**

**Part IV: Progress on the Aging Unit Plan for Serving Older People – National Family Caregiver Support Program (NFCSP)**

*This section is not required for tribal aging units.*

**Minimum Service Requirements:** *The minimum service requirements of NFCSP must be provided by the aging unit or contracted with another agency. Please indicate who provides these services.*

Service	Aging Unit (X)	Other Agency (please list)
Information to caregivers about available services		
Assistance to caregivers in gaining access to the services		
Individual counseling, support groups, and training to caregivers		
Respite care		
Supplemental services (e.g., transportation, assistive devices, home modifications, adaptive aids, emergency response systems, supplies, etc.)		

**Caregiver Coordination:** *To ensure coordination of caregiver services in the county, the aging unit shall convene or be a member of a local family-caregiver coalition or coordinating committee with other local providers who currently provide support services to family caregivers.*

<p><b>Does the aging unit belong to a local caregiver coalition?</b></p> <p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p><b>Name of Coalition:</b> _____</p> <p><b>If YES, please provide a brief update on coalition activities conducted each year.</b></p> <p><b>If NO, please explain plan for compliance.</b></p>	<p><b>2019 Activities:</b></p>
	<p><b>2020 Activities:</b></p>
	<p><b>2021 Activities:</b></p>

### 7. Coordination Between Titles III and VI


If the county includes part or all of a federally recognized tribe or is home to a significant population of tribal members, describe how the County and Tribal aging units will work together to coordinate and ensure the provision of services to tribal elders. Provide a narrative describing collaboration efforts and goals for each year of the plan.

**Progress notes to be completed during self-assessment process.**

Provide goals for each year of the plan.	Progress Notes	2019	2020	2021
The ADRC will extend an invitation to the Ho-Chunk Nation representative to attend the Caregiver coalition meeting to collaborate with tribal members by September 1, 2019.				
In 2020, the ADRC will request that a Ho-Chunk Nation representative attend interagency meetings held quarterly by the ADRC to have a better working relationship with the nation.				
The ADRC will meet with the Ho-Chunk Nation’s Meal Program Coordinator by December 31, 2021 in order to refer participants to the various meal sites available in Sauk County.				

**9. Compliance with Federal and State Laws and Regulations**

On behalf of the county, we certify Aging and Disability Resource Center of Sauk County has reviewed the appendix to the county plan entitled Assurances of Compliance with Federal and State Laws and Regulations for 2019-2021. 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 2016-2018.



\_\_\_\_\_  
Signature and Title of the Chairperson of the Commission on Aging

*11/15/18*  
\_\_\_\_\_  
Date



\_\_\_\_\_  
Signature and Title of the Authorized County Board Representative

*11/15/18*  
\_\_\_\_\_  
Date



## 10. Assurances

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. and apply 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

- The applicant shall comply with all requirements of the Older Americans Act (PL 89-73).

### Sec. 306(A), AREA PLANS

(2) Each area agency on aging shall 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.

(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; 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;

(9) Each area agency on aging shall provide assurances that 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 2000 in carrying out such a program under this title.

(11) Each area agency on aging shall 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)(A) Each area agency on aging shall provide assurances that the area agency on aging will maintain the integrity and public purpose of services provided, and service providers, under this title in all contractual and commercial relationships.

(13)(B) Each area agency on aging shall provide assurances that the area agency on aging will 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.

(13)(C) Each area agency on aging shall provide assurances that the area agency will 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.



(13)(D) Each area agency on aging shall provide assurances that the area agency will 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.

(13)(E) Each area agency on aging shall provide assurances that the area agency will, 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) Each area agency on aging shall 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;

## **18. Federal Regulations**

- The applicant shall comply with all federal regulations (45 CFR 1321) governing Older Americans Act funds and programs.

## **19. 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.

(d) 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) 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.
- (c) 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.

 Art Carlson 12/21/2018

Signature of Authorized Representative

Da

## 11. Appendices

### Notice of Public Hearing — 2019-2021 Aging Unit Plan

BARABOO, WISCONSIN, November 1, 2018 - -The Aging and Disability Resource Center of Eagle Country; Baraboo/Sauk County will hold a public hearing on Thursday, November 15, 2018 at 9:00 a.m. in Room B30, West Square Building, 505 Broadway, Baraboo. This public hearing serves as an opportunity for Sauk County residents to provide input to the ADRC on the 2019-2021 Aging Unit Plan.

Aging programs and services play a major role in the health of the Sauk County community. The ADRC has undergone a planning process to determine how best to provide the services that keep older people healthy and independent.

You are invited to review the plan and provide your feedback. A copy of the plan is available at the ADRC office at 505 Broadway, West Square Building Room 102 in Baraboo. Written comments are accepted through Tuesday, November 13, 2018. Please send comments to the ADRC, attn.: Aging Unit Plan, 505 Broadway, Room 102, Baraboo, Wisconsin 53913.



## FROM THE DIRECTOR'S DESK

*Susan Blodgett*

*Aging & Disability Resource Center Director*

# I heard you, but tell me more!

I would like to begin my column by thanking each and everyone of you who shared your thoughts in the Aging Plan Survey and sent them back to me. Your responses will be used to help us plan for the goals we want to accomplish in the next three years.

Our Aging Plan team read and analyzed your comments to see what was on your minds. Though you shared many thoughts and ideas, we are focusing on the three uppermost concerns you shared with us. The concerns that seemed to be on many of your minds were regarding economic issues, such as living on a fixed income, funding for senior benefits and services being cut and the lack of affordable housing and services.

Another issue which was frequently commented on was transportation struggles or the lack of transportation in the rural areas of Sauk County.

And finally, many of you commented on the difficulty you, or others who you know, experience due to feeling and being isolated.

This list of concerns is a great place to start in evaluating the goals we set in our Aging Plan. You have helped us identify the issues and concerns that you have, now we need to try and find a way to make things better. Again, we are asking your help! We need to hear from you as to what ideas you have taken to help lessen these issues and concerns for

people in Sauk County.

I would love to hear from you. Tell me what you think needs to be done. We can start by you inviting me to your next coffee clutch, church group meeting, book club, service organization meeting, etc. and telling me what the A. DRC should do to help make living in Sauk County better!

Not part of any organized group? Give me a call at 355-3289. If I'm not able to answer the phone, leave me a message! You can also email me at [susan.blodgett@saukcountywi.gov](mailto:susan.blodgett@saukcountywi.gov) and tell me your ideas. Together, we are hoping to take a step forward in solving these issues for you and your neighbors in Sauk County.

*— Susan Blodgett*



*--- 2019 - 2021 ADRC Aging Plan Survey ---*

1) What do you need to successfully age in Sauk County?

---

---

2) What is the greatest challenge facing you in the next 5 years?

---

---

3) What is the greatest challenge facing your family in the next 5 years?

---

---

4) What is the ADRC doing well and should continue to do?

---

---

5) What is the ADRC not doing that needs to be done?

---

---

6) Additional Comments:

---

---

7) Demographic Information:

I am -	Over 60 years of age	Under 60 years of age
I live in the	_____ community/area	
I have used ADRC services:	Yes	No



# Public Input Report

Complete one worksheet for each separate method of public input used. i.e. 12 interviews conducted can be compiled on one sheet.

<b>Your County or Tribe:</b> Sauk County	<b>Your Name and Email:</b> Susan Blodgett, susan.blodgett@saukcountywi.us
<b>Type of Public Input:</b> <input checked="" type="checkbox"/> Community Forum or Listening Session <input type="checkbox"/> Focus Group Discussions <input type="checkbox"/> Structured Interviews (with individuals) <input type="checkbox"/> Paper or Internet Survey <input type="checkbox"/> Other (please describe): _____	
<b>Date/s of Event or Effort:</b> March-May of 2018	
<b>Number of Participants or Respondents:</b>  Staff held 10 focus groups attended by 192 individuals:  1 in Merrimac ( The Merrimac Women’s Club, 15 attendees), 2 in Baraboo ( First Presbyterian Church Bible Study, 11 attendees, Walnut Hill Silver Saints, 46 attendees) 3 in Reedsburg (Ridgeview Heights Independent Living, 5 attendees, The Reedsburg Women’s Club, 32 attendees, and St. Peters Church group, 35 attendees), 1 in Plain (Plain Lion’s Club, 19 attendees), 3 in Sauk Prairie (Sauk Optimist Club, 14 attendees, Sauk Prairie Community Center, 9 attendees, the Sauk Prairie dining center, 6 attendees)	
<b>Key Issues Discussed:</b>  Staff used a script template at all meetings. It is as follows:  <ul style="list-style-type: none"> <li>• Introduction of staff and ADRC programs (give each person a brochure and go through each program).</li> <li>• Aging Plan – we develop an aging plan every 3 years to decide what is important to the citizens of Sauk County and how the ADRC can serve citizens for those 3 years. We are working on our 2019-2021 Aging Plan that will be submitted to GWAAR – the Greater Wisconsin Agency on Aging Resources which funds our Older Americans Act programs.</li> <li>• In December, The ADRC sent a survey out in our newsletter asking for input. The questions asked were:</li> </ul>	

1. What do you need to successfully age in Sauk County?
2. What is the greatest challenge facing you in the next 5 years?
3. What is the greatest challenge facing your family in the next 5 years?
4. What is the ADRC doing well and should continue to do?
5. What is the ADRC not doing that needs to be done?

- The surveys were reviewed and a few items bubbled to the top as to what concerns people have as they age successfully in Sauk County. These are:
  1. Economic issues such as being able to afford housing, medication and health care.
  2. Social Isolation
  3. Rural transportation
  
- We need your input on three fronts:
  1. Do you agree with the identified concerns? Can you think of any others?
  2. How could our community address the identified issues?
  3. If the ADRC had to eliminate one program, which one would have the least impact on Sauk County Senior Citizens.

#### **Key Takeaways/Findings**

1. Do you agree with the identified concerns? Can you think of any others?

The participants readily agreed with the survey responses of economic concerns, transportation needs, and social isolation. While discussing them, other issues such as homemaker services and broadband internet throughout all of the county were mentioned.

Participants voiced grave concern over the potential changing of Medicare and Social Security. They also expressed the issue of the importance of affordable food, housing and medication, staying in their own home and home modifications, long term care, and end of life planning.

Participants felt the ADRC meal program was critical, that the ADRC has helpful and friendly staff. Participants appreciate the taxi vouchers and the fun day trips.

2. How can the community address the identified issues?

Overall the comments related to more outreach conducted by the ADRC. Many of the participants had limited knowledge of what the ADRC has to offer. More specifics included:

1. Partner with other organizations to provide programming.
2. Host Lunch & Learns and provide transportation to these events.
3. Get into the clinics to make physicians/nurses aware of our programming.
4. Contact guidance counselors to connect students and youth groups to seniors.
5. Get into the churches to share our programming.
6. Attend events like Senior Day/the County fair to get the ADRC offerings out out.
7. Focus on getting ADRC information into the hands of younger generations who will be taking care of parents.

**Any Planned Response?**

The ADRC will incorporate many of these suggestions into goals in our aging plan

# Public Input Report

Complete one worksheet for each separate method of public input used. i.e. 12 interviews conducted can be compiled on one sheet.

<b>Your County or Tribe:</b>  <b>Sauk County</b>	<b>Your Name and Email:</b> Susan Blodgett, susan.blodgett@saukcountywi.us
<b>Type of Public Input:</b> <input type="checkbox"/> Community Forum or Listening Session <input type="checkbox"/> Focus Group Discussions <input type="checkbox"/> Structured Interviews (with individuals) <input checked="" type="checkbox"/> Paper or Internet Survey <input type="checkbox"/> Other (please describe): _____	
<b>Date/s of Event or Effort:</b> Winter 2018 Newsletter	
<b>Number of Participants or Respondents:</b> 5900 newsletters were mailed with the attached survey in each newsletter; 283 were returned.	
<b>Key Issues Discussed:</b>  <b>The following questions were on the survey inserted into the Dec/Jan newsletter:</b>  1) What do you need to successfully age in Sauk County?  2) What is the greatest challenge facing you in the next 5 years?  3) What is the greatest challenge facing your family in the next 5 years?  4) What is the ADRC doing well and should continue to do?  5) What is the ADRC not doing that needs to be done?  6) Additional Comments:  7) Demographic Information: I am - Over 60 years of age Under 60 years of age I live in the _____ community/area I have used ADRC services: Yes No	

<p><b>Key Takeaways/Findings:</b> Three issues bubbled to the top of the findings:</p> <p>The top priority issue for our constituents dealt with economic issues. Constituents are afraid of losing their health insurance, affording medication and the increasing cost of food and housing.</p> <p>The second issue identified by our constituents is transportation. There is a fear that they will not be able to get to the doctor, go grocery shopping, see friends, get to church, etc</p> <p>The third prevalent issue identified is social isolation. People are lonely and afraid of being alone.</p>
<p><b>Any Planned Response?</b></p> <p>In our next newsletter, Spring 2018, an article (attached) asked people to invite our Aging Plan team to their church group, their next coffee clutch, book club, service organization meeting to continue this conversation. We began attending meetings in March through May and gathered their responses.</p>

# Public Hearing 1

<b>County or Tribe:</b> ADRC of Eagle Country Sauk County	<b>Date of Hearing:</b> November 15, 2018
<b>Location:</b> <i>(must be convenient, accessible and large enough)</i> Sauk County West Square Building Room 213 505 Broadway Baraboo WI 53913	<b>Number of Attendees:</b> 13
<p><b>How/where/when publicized?</b> <i>Notarized announcement must be posted in local print/online newspaper at least 2 weeks in advance and one other place and sent to partner agencies/individuals.</i>  <b>11/01/2018 it was publicized in all our local newspapers (12 total); posted on our Facebook page and on our county website.</b></p>	

**Summary of Comments:** Susan convened the public hearing on the proposed 2019-2021 aging unit plan at 9:03am. She completed the presentation, going through the entire Aging plan with all the attendees as they also had copies of it to review, requested public comment with none being presented, closed and adjourned public hearing at 9:25am.

**How was draft plan altered as a result?** No changes were made as there were no public comments.