

AAA
County and Tribal Aging Unit Fiscal Assessment
on Compliance with the Older Americans Act

Name of County or Tribal Aging Unit ADRC of Jefferson County
Address 1541 Annex Road, Jefferson, WI
Executive Director Susan Torum, Manager, Aging & Disability Resources Division
Staff Involved in Completing this Assessment Joan Daniel, Manager, Fiscal Division
Date of Assessment 10/1/2015

Please complete as much of this document prior to the arrival of the assessment team. Some of the responses may require more space than required. Use additional paper for responses requiring additional space.

		YES	NO	N/A	OTHER
CASH RECEIPTS & DISBURSEMENTS					
A-1	Are all persons receiving/disbursing cash bonded?	x			County Umbrella
A-2	Is all incoming mail opened by an employee who neither prepares deposits nor has access to the accounting records?	x			Clerical
A-3	Is a list of incoming monies prepared by the employee opening the mail?			x	Austin
A-4	Is the list compared to the deposit of cash with the bookkeeper, county/tribal treasurer?	x			Jurczyk
A-5	Are incoming monies deposited the day they are received?		x		Weekly
A-6	Are receipts written for all monies received?	x			Excluding Donations
A-7	Is the cash receipts journal set up to distribute all receipts by source of funds?	x			Business Unit
A-8	Is the cash receipts journal reconciled to the accounting records?			x	Integrated System
A-9	Are all bank accounts reconciled on a monthly basis by someone who is not in the receipt or disbursement cycle?		x		Donations-Jurczyk Main Acct-Co Treasurer
A-10	How are canceled checks filed?	x			County Treasurer

		YES	NO	N/A	OTHER
A-11	Are outstanding checks listed monthly?	x			County Treasurer
A-12	Is a check protector used when issuing checks?	x			County Treasurer
A-13	Are checks signed by more than one person?	x			County Treasurer
A-14	If multiple signatures are required does one of the persons signing the checks not have access to the fiscal records?	x			County Treasurer
A-15	Is a signature plate used?	x			County Treasurer
A-16	Is the signature plate secured in a safe location when not in use?	x			County Treasurer
A-17	Do the minutes of the agency reflect who has authority to sign checks?			x	County Policy
A-18	Are cash disbursements distributed by line item in accordance with contract detail and agency budget?	x			
A-19	Are county/tribal aging unit records reconciled to the county clerk or tribal accounting records?			x	Integrated System
A-20	Is the disbursement ledger reconciled to the contract control subsidiary ledger on a monthly basis?			x	Integrated System
SALARY & TRAVEL					
B-1	Is the payroll based on approved time reports?	x			
B-2	Are payroll costs distributed to the appropriate programs?	x			
B-3	Are all pay levels approved and documented by the county, tribe or aging unit committee?	x			
B-4	Is a procedure in place for handing out the payroll checks?			x	Direct Deposit
B-5	Are all withholding amounts reported to the proper agencies and disbursed as required by law?	x			
B-6	Are W-4s current?	x			
B-7	Is there a written policy on travel reimbursement and approval process?	x			
B-8	Are travel vouchers audited for accuracy and compliance with agency travel regulations?	x			
B-9	Are travel vouchers approved by authorized persons in accordance with agency requirements?	x			

		YES	NO	N/A	OTHER
REPORTS TO AAA					
C-1	Are #SS100 through #ALZH190 expenditure reports based on general ledger totals?	x			
C-2	Does your Aging Unit use the GWAAR electronic claim form to report expenditures?	x			
C-3	Are the NSIP meal counts compiled from reports from the meal sites?	x			
C-4	Are the NSIP meal counts reviewed at the county/tribal level for accuracy?	x			Nutrition Coordinator
C-5	Are all Title III services reported in SAMS?	x			Nutrition Coordinator
FISCAL ADMINISTRATION					
D-1	Are the accounting and budget systems compatible so as to facilitate effective budget administration?	x			
D-2	Is the accounting system designed to facilitate preparation of financial statements and reports?	x			
D-3	Are financial statements prepared monthly?	x			
D-4	Is the most current financial statement information provided the committee on a monthly basis?	x			HSD Board
D-5	Are comparisons between actual and budgeted expenses and revenues determined, and are variances investigated?	x			
D-6	Is there a fiscal procedure manual?	x			
D-7	Is a chart of accounts maintained on a current basis?	x			
D-8	Do you use a double entry bookkeeping system?	x			
D-9	Does someone approve all journal entries other than the bookkeeper/accountant?	x			
D-10	Are trial balances done each month?	x			Integrated System
D-11	Please provide a copy of the most recent trial balance.	X X	XX	XX	XXXXXXXXXXXX
EQUIPMENT					

		YES	NO	N/A	OTHER
E-1	Are inventory control records maintained?				
E-2	At what dollar level do you maintain records?	x			
E-3	Does the inventory control record include:				\$5,000
	Date of purchase	x			
	Amount of purchase	x			
	Item purchased	x			
	Source of funding	x			
	Inventory control #	x			
	Location of item?	x			
<u>PETTY CASH</u>					
F-1	Is there a petty cash fund?	x			
F-2	Are petty cash receipts forms used and signed by recipient?	x			
F-3	Are restrictions placed on types of petty cash disbursements?	x			
F-4	Are petty cash receipts included in the voucher to replenish the petty cash funds?		x		Spreadsheet used in lieu of individual receipts
<u>INVESTMENTS</u>					
G-1	Do you have investments?			x	County Treasurer
G-2	What type of investments do you have?			x	
G-3	Are your investments in accordance with contract requirements?			x	
G-4	What is your policy on using interest income?			x	
G-5	Is the interest income earned on Title III funds used for projects that are allowable for Title III funding activities?			x	

		YES	NO	N/A	OTHER
AUDIT RESOLUTION					
H-1	Do you have a process for audit resolution for the providers?	x			
H-2	Please provide a copy of the instrument.	XX	XX	XX	XXXXXXXXXXXXX
H-3	Are your audit resolutions current?	x			
H-4	Do you issue audit waivers?	x			
H-5	Are waivers issued according to current guidelines?	x			
OTHER					
H-1	What is your policy for reimbursing providers expenditures?				Provider submits bills; authorized by Division Mgr; Fiscal Mgr and HS Board.
H-2	What is your policy for prepayment to providers?			x	No prepayments made
H-3	Are you in compliance with grant match requirements?	x			
H-4	How do you value in-kind contributions?			x	
H-4	Are In-Kind match contributions booked in the ledger?		x		
H-5	Do you routinely monitor prior year and current year program income to insure that it is expended in a timely fashion?	x			
H-6	Have you established a trust with program income?		x		
H-7	Are the trusts established for special projects?			x	
H-8	Have you reported the above trusts to GWAAR with a 3 year plan and budget that includes a specific ending date?			x	
H-9	How do you monitor transfers of funding between congregate nutrition and the home delivered meals programs?			x	
H-10	Do you transfer funds in the other Title III programs?		x		

		YES	NO	N/A	OTHER
H-11	Do you have audits for subcontractors for the purchase of service contracts in excess of \$25K? Please provide a listing.			X	
CASH DONATIONS					
I-1	Do you have a written policy for collecting donations?	X			
I-2	How do you insure that all donations are properly deposited?	X			
I-3	Do you use bank accounts at the meal sites?	X			
I-4	Is more than one person involved in the donation process at the meal sites?	X			
I-5	Are donations properly protected at the meal site?	X			
I-6	Are donations properly protected when received by a county or tribal employee?	X			Will provide during on-site review
ALLOCATION METHODOLOGY					
J-1	Do you allocate payroll or other expenses to federal and state programs?	X			
J-2	What is the basis for your allocations?				FTE Work Assignment
J-3	Is your allocation plan consistent for all programs in your agency?	X			
J-4	Does your agency have an approved cost allocation plan?	X			County Clerk
OTHER					
K-1	Are there any other areas of fiscal management which are of concern or out of the ordinary?				

Questionnaire completed by:

Name: Joan Daniel

Signature: _____

Date: 11/28/2011

Jefferson County Plan on Aging 2016-2018

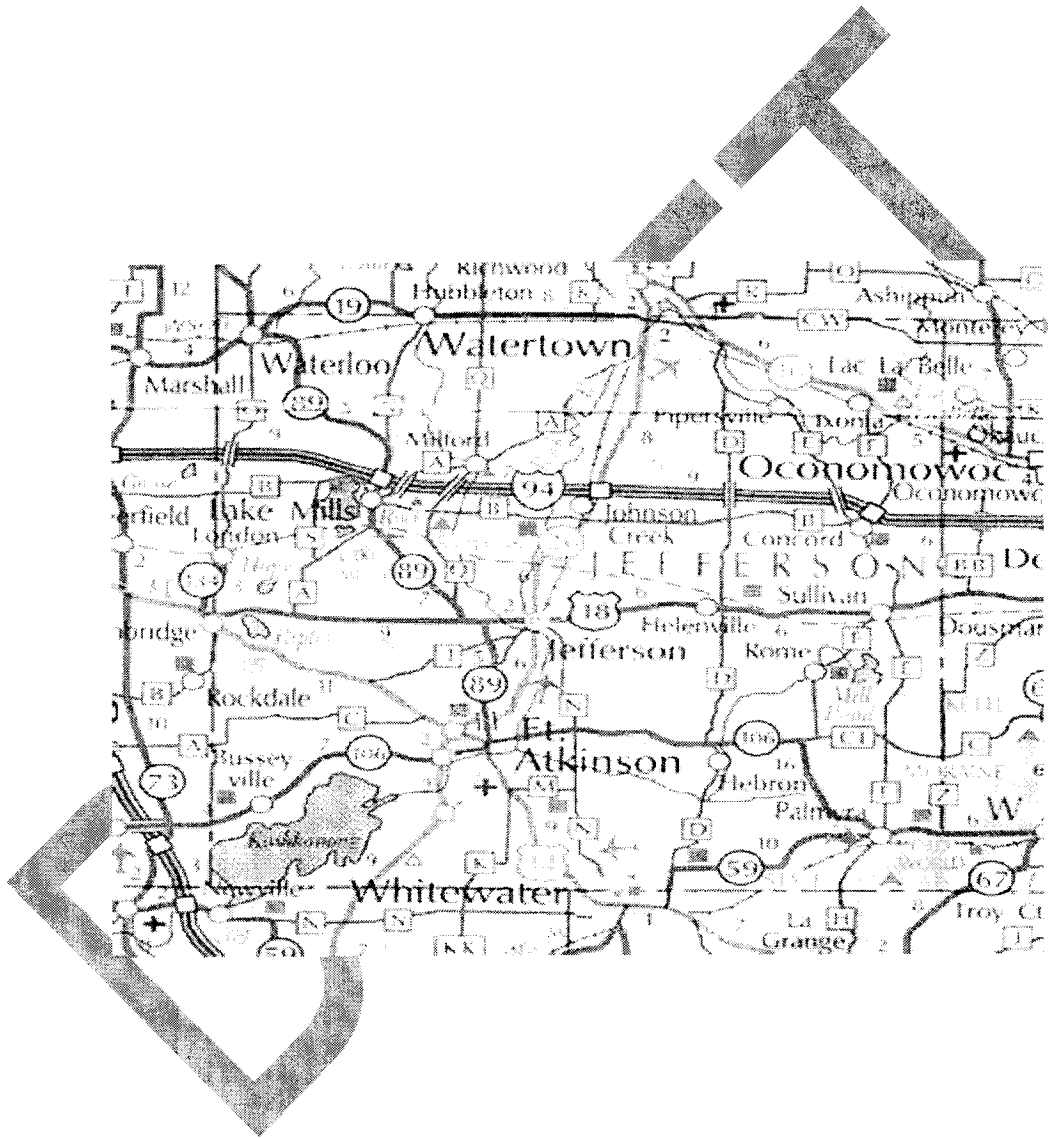


TABLE OF CONTENTS

1. Verification of Intent
2. Executive Summary
3. Organization and Structure of the Aging Unit
4. Context
5. Public Involvement in the Development of the County Aging Plan
6. Goals for the Plan Period
7. Coordination Between Titles III and VI
8. Budget
9. Compliance With Federal and State Laws and Regulations
10. Assurances
11. Appendices

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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 2016-2018.

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.

Signature, and Title of the Chairperson of the Commission on Aging Date

Signature, and Title of the Authorized County Board Representative Date

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2. Executive Summary

The Aging and Disability Resources Division of Jefferson County Human Services was formally established in July 2008. The division encompasses all Older American's Act Programs and the Aging & Disability Resource Center. The structure of the division allows for the provision of comprehensive, streamlined services to our customers, and has greatly enhanced the county's ability to develop our **2016-2018 Key Outcome Indicators** and goals.

Quality Improvement: Each division within the Human Services Department relies on Key Outcome Indicators to measure efficacy. In addition, the NIATx Change Process is also used to ensure quality services.

2016 Budget: The division's 2016 budget is \$1,933,674. The expected 2016 revenue is \$1,760,653 and county tax levy is \$173,021, which is less than 10% of the total budget.

ADRC operations are the largest expenditure category \$858,666; Senior Dining & Home Delivered Meals are second at \$322,602 and transportation is third at \$245,571. The fourth largest expenditure is Adult Protective Services, and this budget category is \$207,251. These are mandated services and 60% of the program's revenue comes from county tax dollars.

Plan Summary & Context: This plan's focus areas are relevant and timely. Each area presents opportunities to explore solutions to ongoing challenges.

Involvement of Older People in Aging Related Program Development and Planning,

Historically, Jefferson County experiences low or no attendance at public hearings or meetings around Older American's Act Programs and transportation. When elders, who are benefiting from OAA or other services, are informed that they may be subject to change(s) that directly affects them, people may be more inclined to become involved in advocacy. We need to move people from being reactive to proactive ~ and this will be our greatest challenge this planning period.

The Elder Nutrition Program

According to the 2014 Jefferson County Congregate and Home Delivered Meal Program Satisfaction Surveys, 11 people responded that they would not have had enough to eat each day if it were not for the program; 3 people indicated that they skipped meals because they didn't have enough money for food; 26 people responded that they would not get one, hot fresh meal each serving day if it were not for the program and at one site the majority of people getting home delivered meals checked that 2/3rd of what they eat each day comes from the meal program.

Senior hunger and food insecurity affects more than 4 million senior citizens according to **Feeding America**. The number of food insecure seniors is projected to increase by 50% when the youngest of the Baby Boom Generation reaches age 60 in 2025.

Services in Support of Caregivers

Jefferson County is fortunate to have many resources for caregivers, including respite, adult day, supportive home and personal care. There are various support groups and Memory Cafés, in addition to a strong group of volunteers through Your-Friends-in-Action; however, there does not exist a coordinated effort to serve and support caregivers to the fullest extent.

Jefferson County has had limited success in developing a caregiver coalition. What we often hear is that people have too many meetings to attend, and many times it is the same people at the various meetings. During the course of this three year plan, we will create new avenues for reaching stakeholders.

Services to People with Dementia

According to the Alzheimer's Association over 1,500 people with dementia live in Jefferson County. The majority of them live alone. On a weekly basis the Adult Protective Services unit is dealing with concerns related to a person with dementia who has an urgent need. Given the fact that the numbers of individuals living with dementia continues to rapidly increase in relation to the aging of America, responding to the needs of people with dementia and those caring for them is expected to present significant challenges throughout this plan.

Healthy Aging

The requirement to use Older American's Act Title III D funds on high level evidenced based prevention programs has had a positive effect on not only people participating, but also on the Aging Unit. For the first time in a very long time, we are seeing new people in our programs. This provides us with an opportunity to welcome them into other programs we offer as well.

Major Topical Areas & Goals:

This plan will impact Jefferson County in the following ways:

- ✓ The goals that involve older people in developing and planning will provide people with greater access and awareness of ways that they can be involved. We will do this by disseminating advisory committee meeting materials across the county on a monthly basis. In addition the committee will meet at various locations to provide people with limited transportation opportunities to attend a meeting.
- ✓ The Senior Dining Program goals will focus on combating hunger and food insecurity though increasing awareness of available food programs and benefits,

in addition to identifying those at highest nutritional risk. Needs will be addressed accordingly and nutrition services will be enhanced to support those individuals so that they can remain in their own homes.

- ✓ Awareness of the caregivers needs will be elevated through enhanced communications with community partners. Rather than try to form a coalition around caregiver needs, the ADRC will take advantage of every opportunity to educate other organizations about ways to provide coordinated services to those shouldering the majority of care to the people in their lives.
- ✓ Jefferson County government will become Dementia Friendly! Efforts to educate the various boards, committees and employees are already underway. A pilot a project around Care transitions when a person has dementia is also under development.
- ✓ In order to introduce new people to our programs and encourage healthy aging we will offer a “Healthy Aging” event.

3. Organization and Structure of the County Aging Unit
3-A Mission Statement and Description of the Aging Unit
3-B Organizational Chart of the Aging Unit
3-C Aging Unit Coordination with ADRCs

3-A Mission Statement and Description of the Aging Unit

Our vision is of an inclusive community where older adults and people with disabilities are respected, healthy and productive.

Our mission is to advocate for and help people achieve their goals by providing them with comprehensive information, assistance and opportunities to engage in the public policy process so they can make informed decisions and remain in charge of their lives.

Description of the Aging Unit

The Jefferson County Human Services Department has 4 divisions; the Aging Unit and ADRC are under the umbrella of the Aging & Disability Resources Division. Due to branding the ADRC is known as the place to come or call to access all aging programs and services. The ADRC is located on the southwest corner of town at 1541 Annex Road, Jefferson. The building has ample signage, is fully accessible and offers private office space to maintain confidentiality standards.

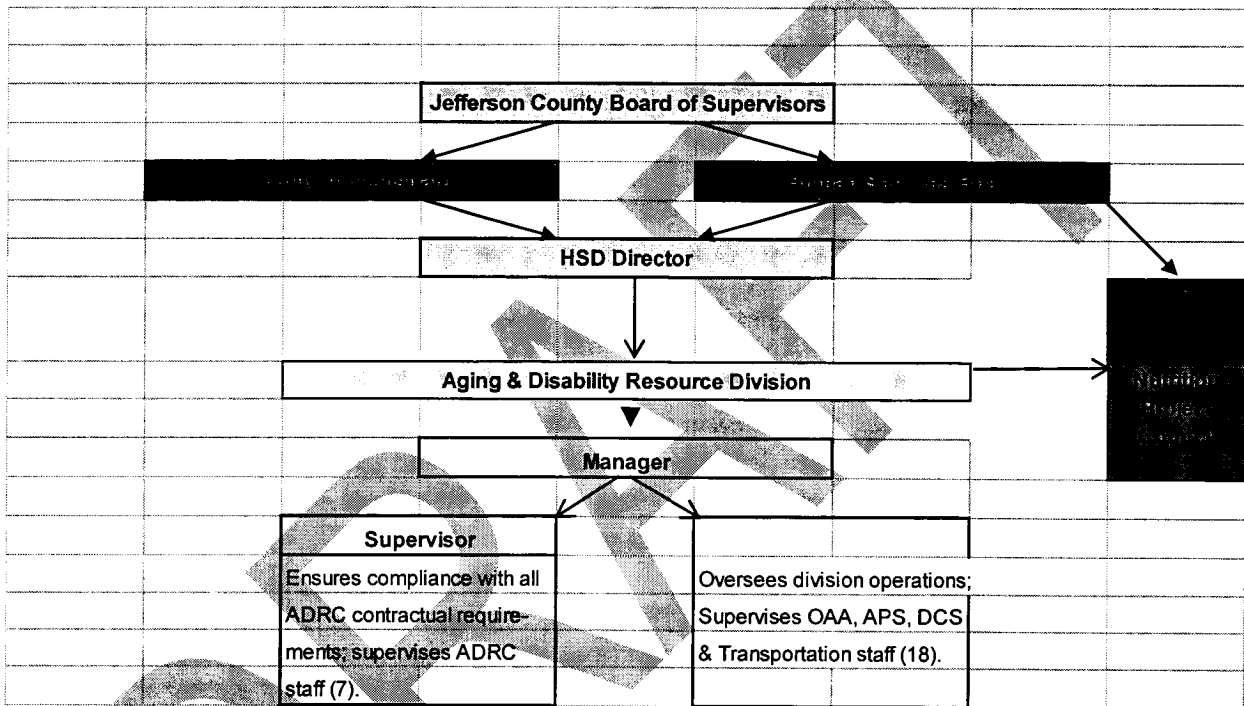
The core hours of operation are Monday-Friday 8:00 a.m. – 4:30 p.m. For those needing assistance beyond those hours, the Human Services Department employs after hours social workers in order to provide assistance 24/7.

Comments or questions about this plan document should be directed to:

Susan Torum, Manager
 Aging & Disability Resources Division
 920-674-8136 - Direct

adrc@jeffersoncountywi.gov email
www.jeffersoncountywi.gov website

3-B Organizational Chart of the Aging Unit



3-C Aging Unit Coordination with ADRCs

The ADRC and all other aging services are co-located within the Human Services Department. All Older American's Act(OAA) programs and services are offered under the umbrella of the ADRC. While also located adjacent to ADRC offices, the Adult Protective Services unit maintains its identity under the Human Services Department.

Information and Assistance is provided by accessing the ADRC, by calling, visiting or via a homevisit. People are then referred or transferred to the person responsible for coordinating nutrition services, transportation, caregiver support; however, due to changes in the state ADRC contract, short-term case coordination to assist caregivers in accessing services will be provided by ADRC staff. This is the only OAA service that is shared.

**3. Organization and Structure of the County Aging Unit
3-D Statutory Requirements for the Structure of the Aging Unit**

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

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
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.	
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.	X
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.	
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

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

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.

Official Name of the County Aging Unit’s Policy-Making Body (list below)			
Jefferson County Human Services Board			
Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Jim Mode	X	X	2004
Vice-Chair: Richard Jones	X	X	2007
Secretary: John McKenzie	X		1998
Russell Kutz	X	X	2015
Cynthia Crouse		X	2015
Augie Tietz	X		2009
James Schultz	X	X	2007

**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.

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.

Official Name of the County Aging Unit's Advisory Committee (list below)			
Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Earlene Ronk	X		2012
Marcia Bare	X		2015
Carol Battenberg	X		2012
Ellen Haines	X		2013
Daniel Krause			2012
Carolyn Niebler	X		2013
Russell Kutz	X	X	2015
Connie Stengel	X		2013
Vacant			

**3. Organization and Structure of the County Aging Unit
3-G Staff of the Aging Unit**

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

Name: Susan Torum
Job Title: Aging & Disabilities Resource Division Manager
Telephone Number/email Address: 920-674-8136 suet@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to plan, direct, implement, and monitor the operations of the Aging and Disability Resource Center which, encompasses all State and Federally funded Aging and Transportation programs, and to integrate ADRC and related Aging programs into other Human Services programs, services, funding sources as required based on community and consumer needs.

Name: Sharon Olson
Job Title: ADRC Supervisor
Telephone Number/email Address: 920-674-8139 sharono@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to oversee, direct, promote and supervise the daily activities and staff of the Aging and Disability Resource Center.

Name: Beth Eilenfeldt
Job Title: Nutrition Coordinator
Telephone Number/email Address: 920-674-8134 Bethe@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to serve as the lead worker in all aspects of the Senior Dining Program

Name: Sharon Endl (PT)
Job Title: Nutritionist/Home Delivered Meal Assessor
Telephone Number/email Address: 920-674-8187 Sharone@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to provide nutrition education and outreach services to individual's 60+; to conduct home delivered meal assessments and implement evidenced based nutrition practices.

Name: Joy Clark, Jennifer Whaley, Patti Hills, Linda Winterland, Julie Schultz (all PT)
Job Title: Senior Dining Program Managers
Telephone Number/email Address: n/a

Brief Description of Duties: The purpose of the position is to oversee the daily operations of the Senior Dining & Home Delivered Meals Program and to ensure compliance with all rules and regulations.

Name: Denise Grossman & Alyssa Kulpa (PT)
Job Title: Elder Benefit Specialist
Telephone Number/email Address: 920-674-8135 Deniseg@jeffersoncountywi.gov
920-674-1945 Alyssak@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to provide benefit counseling and education, legal information, advocacy and representation to County residents 60 years or older; coordinate efforts with other County, Community and governmental agencies.

Name: Jackie Cloute
Job Title: Transportation Coordinator
Telephone Number/email Address: 920-674-8104 Jackiec@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to schedule rides for the elderly and disabled persons, agency clients and others wishing to use the County transportation services and to perform van driver duties for Jefferson County Human Services.

Name: Rick Pfeifer (PT), Lola Klatt (PT), Pete Endl (PT) and 1 vacant (PT)
Job Title: Drivers
Telephone Number/email Address: n/a

Brief Description of Duties: The purpose of this position is to provide transportation to seniors and persons with disabilities to medical appointments.

Name: Cathy Kehoe
Job Title: Dementia Care Specialist
Telephone Number/email Address: 920-675-4035 Cathyk@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to increase the dementia capability of Wisconsin's ADRCs, create more dementia friendly communities, and increase opportunities for people with dementia to remain in their own homes as long as is appropriate.

Name: Mark Nevins & Wendy Petitt
Job Title: Adult Protective Services
Telephone Number/email Address: 920-674-8126 Markn@jeffersoncountywi.gov
920-674-8191 Wendyp@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to receive and respond to allegations of abuse/neglect of vulnerable adults using legal interventions when necessary under Chapter's 54 & 55 of the WI Statutes.

Name: Deb Miller
Job Title: ADRC Paraprofessional

Telephone Number/email Address: 920-674-7187 debmi@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to greet the general public, answer phones and respond to simple requests for information and support the daily operations of the ADRC.

Name: Sandy Free & Nicole Lawrence, PT

Job Title: Disability Benefit Specialist

Telephone Number/email Address: 920-674-8158 sandyf@jeffersoncountywi.gov
920-674-8675 nicolel@jeffersoncountywi.gov

Brief Description of Duties: The purpose of this position is to provide comprehensive and current information on government and private sector benefits and programs for adults with disabilities aged 18-59; technical assistance in accessing these programs; advocacy and representation in the areas of consumer rights, grievances, appeals, and hearings at the local, State and Federal levels.

Name: Nancy Toshner, Paul Gebhardt, Karen Tyne, Dominic Wondolkowski , Bob Powell (PT)

Job Title: Aging & Disability Resource Specialists

Telephone Number/email Address: 920-674-8115 nancyt@jeffersoncountywi.gov
920-674-7105 paulg@jeffersoncountywi.gov
920-674-8731 kareny@jeffersoncountywi.gov
920-674-8732 dominicw@jeffersoncountywi.gov
920-674-8700 robertp@jeffersoncountywi.gov

Brief Description of Duties:

Name:

Job Title:

Telephone Number/email Address:

4. Context

Jefferson County is a rural county with 84,509 residents. It is conveniently located between two of Wisconsin's major cities, and makes for an easy commute for residents working in or between the state's largest urban areas, Madison and Milwaukee. According to the Jefferson County Economic Development Consortium, the median age is 38 years. 56.1% of the total population is female and 43.9% is male. The overall poverty rate is 11.2% (Source: American Community Survey 1-Year Estimate, 2013).

Mid-year population data for 2013 is found via the Office of Health Informatics, Division of Public Health, Wisconsin Department of Health Services. According to that data source (which tracks population growth between census years), the 65+ population increased 9% from 2010. The number of people over the age of 65 is 12,009 and of that number 6,555 are female and 5,454 are male. By age 85+, women comprise 64% of the total number of people 85+.

According to the 2013 Elder Economic Security Index, which measures how much income a retired older adult requires to meet his or her basic needs, a single elder living in their own home is \$22,380 (for homeowners without a mortgage) or \$23,256 (for renters). The amounts for married couples rise to \$34,260 (for homeowners without a mortgage) or \$35,136 (for renters). The 2015 federal poverty rate is \$11,770 for an individual and \$15,930 for a couple.

Since becoming a Family Care County in 2008, Jefferson County has experienced growth in the number of long term care service providers doing business in the county; this includes an increase in adult day care options, assisted living residences specializing in memory care, supportive home and personal care provider agencies. There are two Managed Care Organizations doing business in the county. They are Care WI and ContinUUs. According to the April 2015 Summary Report that is published by the Department of Health Services, 816 people are enrolled in Family Care and 216 are 65+. Partnership is offered via Care WI only and there are 114 people enrolled and 63 are 65+.

There are three nursing homes in the county and collectively they have 264 beds. Two ICF-MR facilities, St. Coletta and Bethesda Lutheran Homes have closed and the ADRC relocated the remaining 53 individuals remaining in Bethesda in 2013.

The long term care services available through the ADRC include home delivered meals, nutrition education and counseling, medication management, transportation, limited case management and funding for personal care, supportive home care and respite care. The OAA and transportation programs serve roughly 13% of people aged 60+; (unduplicated counts of those being provided services under the ADRC contract are not included in this number).

The ADRC works in partnership with many coalitions and organizations, outside of the county system, to reach the county's most vulnerable and/or underserved people. This includes: The Dementia Care Network, Care Transitions, Community Care Alliance, Fort Atkinson Memorial Hospital, Managed Care Organizations, Rainbow Hospice, Conexiones Latinas, Second Harvest and various staffing agencies. The staffing agencies receive Title III B and E funding for services and supports needed by caregivers and care recipients in addition to those needed by older adults who do not have a caregiver. Meals and transportation are provided to managed care recipients under contract.

Transportation services continue to top the list of unmet needs across the county and across the age groups. The non-profit organizations in Jefferson County have quarterly roundtable meetings and they are interested in hearing from the county's ad hoc transportation committee in March 2016. The ultimate goal is to build collective capacity to more effectively meet the needs of Jefferson County families and their communities.

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

Surveys were sent to all Home Delivered Meal Participants and to caregivers. In total, over 200 surveys were mailed. In addition Senior Dining Managers were asked to collect feedback from meal participants by informing them of the planning process and asking them what are their top issues or concerns. Most of the feedback we received centered on the current services they were getting, or they expressed an interest in seeing if additional help was available. These concerns do not require any changes to the goals of the plan nor do they require additional focus areas as they can be addressed on a day-to-day basis and are generally easily resolved. Another recurring concern mentioned by several people, centered on the fear of becoming dependent others due to declining health conditions and/or running out of money. One person wrote, "Will there still be home health care help for those that need it, or will the government privatize it and make it entirely unaffordable?"

Two public hearings were held at the ADRC on Monday, October 12th.

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by an "open mic." Ron Cz-in of Avol's Books in Madi-will moderate. New this is an "after party" at the e Carpe for socializing, ng word games, renga com-al poetry writing, and .

he century-old brick build-with gorgeous bar, good dedicated performance e and screened porch over-ng the Rock River is the ct place for poetic party-said Kent.

turday morning, there will etic activities at the Fort nson Farmer's Market, ng them the Poetry Path.

Lehman, director of the ridge Humanities Coun-ill be doing "stand-up po-so new this year is a Poet-

and baffled by the position of women during her lifetime, 1878-1951.

During the presentation, "Digging into Wintergreen Ridge," Door County poet and poet advocate Nancy Rafal and other members of the Solitary Plovers Study Group will delve into Niedecker's poem "Wintergreen Ridge." Niedecker wrote it following a trip which included a visit to the Ridges Sanctuary in Door County, and uncover some interesting facts and interpretations of this long poem.

"The Writing is Everything: A Life of Poetry and Art" will be presented by David Wilk.

In 1975, fewer than five years after Niedecker's death, Wilk edited an entire issue of his influential journal TRUCK to

Roundtable Poets will provide an opportunity to meet with poets in small groups for discussion about their work and the poetic process. This year's notable and award-winning poets include Cathryn Cofell of Appleton, Nick Demsky from Racine; Fabu from Madison; and Lisa Vihos of Sheboygan.

"The roundtable events have been a highlight of past festivals and we are very excited with the pairing of poets we have participating this year," said Shea.

Full biographies are available at www.lorineniedecker.org.

The festival will conclude with a presentation, "Gesture and Silence in Poetry of Place" by 2015-16 Wisconsin Poet Laureate.

(Continued on A11)

Walker mulls high court replacement

MADISON (AP) — Gov. Scott Walker will consider appointing to a vacancy on the Wisconsin Supreme Court one of the candidates running to fill the 10-year term.

Walker has three criteria for filling the remainder of Justice Patrick Crooks' term, which runs through the end of July. Being a candidate for the full term which begins in August does not exclude anyone from consideration.

Appeals Court judges JoAnne Kloppenburg and Rebecca Bradley, along with Milwaukee County Circuit Judge Joe Donald, had all announced their plans to run before Crooks died.

NOTICE OF PUBLIC HEARING

The Aging & Disability Resource Center (ADRC) of Jefferson County will be conducting two public hearings to review and comment on the draft **2016-2018 Aging Unit Plan**. The plan focuses on Senior Dining, Home Delivered Meals, Services in Support of Caregivers, Services to People with Dementia and Healthy Aging.

Time & Place

- Monday, October 12, 2015
10:00 a.m.
Fort Atkinson Senior Center
307 Roberts Street, Fort Atkinson
- Monday, October 12, 2015
5:00 p.m.
Aging & Disability Resource Center
1541 Annex Road, Jefferson

Those persons unable to attend the hearing who wish to submit comments in advance may do so by mailing their comments prior to the hearing to the Aging & Disability Resources Division Manager at the ADRC, 1541 Annex Road, Jefferson, WI 53549. The plan will be available for public inspection prior to the hearing at the ADRC between the hours of 8:00 am-4:30 pm Monday thru Friday.

Persons with disabilities that require special accommodations wishing to attend the hearing should contact the person listed above prior to 10/7. The telephone number to call is 920/674-8136. The location of the hearings are accessible to persons with disabilities.

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planned for their nearby effort. Coordinating and staffing the to "get moving" together, family bonding.

"We are always interested in recruiting new members," said JUMP committee member den-

area to share their ideas for en-couraging wellness within their communities.

following areas: Youth Appren-ticeships, Certified Co-ops, NC-CER (National Center for Con-

of 900 hours over two years. Cyndy Sandberg, Jefferson County School-to-Career coord-

6. Goals for the Plan Period

6-A. Involvement of Older People in Aging-Related Program Development and Planning

Key Outcome Indicator: Throughout the duration of the 2016-2018 Aging Unit Plan, no less than 6 new opportunities will be created for older people to learn about programs, services and advocacy.

Goal 1: In order to increase the opportunity for seniors to engage in discussions about Aging-Related Program Development & Planning, the ADRC Advisory Committee will hold one-fourth of its meetings in different locations by 12/31/16.

Goal 2: To increase awareness about aging programs, services and advocacy options in Jefferson County, the ADRC Advisory Committee's monthly agenda and meeting minutes will be distributed to every senior center, apartment complex and dining site on a monthly basis by 12/31/2016.

Goal 3: By 12/31/2017 the ADRC will offer one Senior Statesmanship Program to expand older adult's knowledge about the role of county and municipal governments and learn how they can effectuate change.

Goal 4: In order to increase older adult's knowledge about advocacy and how they can effectively influence public policy, GWAAR will be asked to provide POWER workshops in Jefferson County by 12/31/2018.

6-B. The Elder Nutrition Program

Key Outcome Indicator: 100% of seniors completing satisfaction surveys will report that they are not experiencing hunger or food insecurity.

Goal 1: In order to increase awareness of local food resources, the program's nutritionist will complete 6 on-site trainings by 12/31/2016.

Training and information packets will include information about:

- Food Pantries
- Farmer's Markets & the Senior Farmer's Market Voucher Program
- FoodShare Benefits
- Emergency Food Options
- Eating Healthy on a Budget

- Accessing a Benefit Check Up

Goal 2: In order to increase awareness of local food resources, the program's the Nutrition Coordinator will mail packets containing information about local food resources to 100% of home delivered meal participants by 12/31/2016.

Goal 3: In order to improve health literacy among Home Delivered Meal participants, the Nutritionist will administer the **Newest Vital Sign (NVS)** Tool to 100% those who score 6+ on the Nutrition Check Tool, indicating that they are at high nutritional risk. Those who score 0-1 on the NVS will be provided additional nutrition education and counseling services on a 1:1 basis each quarter by 12/31/2016.

Goal 4: To ensure that the Nutrition Program maintains compliance with of the required elements under Chapter 8 of the Policy & Procedure Manual, the Nutrition Coordinator's job description will be updated to include all of the required duties of a Nutrition Director by 3/1/2017.

Goal 5: In order to reduce paperwork by 75%, technology will be purchased and used to communicate monthly information between the office and sites by 6/30/2018.

6-C. Services in Support of Caregivers

Key Outcome Indicator: 100% of caregivers surveyed indicate that they were linked to helpful, appropriate services provided by or arranged through the Alzheimer's and/or National Family Caregiver Support Programs.

Goal 1: In order to strengthen and educate the county's caregiving network, information on caregiving will be shared quarterly with Community Care Alliance members by 12/31/2016.

Goal 2: In order to raise awareness about caregiver programs and resources available through the ADRC, marketing materials specifically for caregivers will be developed by 6/30/2016.

Goal 3: In order to increase awareness and coordination between the organizations that serve and support caregivers, the ADRC will distribute a quarterly Communique via an organized list serve by 12/31/2017.

Goal 4: In order to increase awareness and participation in caregiver programs, the ADRC will implement GWAAR's outreach and marketing plan by 9/30/2018.

6-D. Services to People with Dementia

Goal 1: In order to minimize the stress involved in care transitions, the Jefferson County Person Centered Dementia Care Alliance will develop and pilot a person

centered care planning tool for caregivers to utilize when their loved one transitions from one setting to another. The tool will be ready for use by 1/31/2016.

Goal 2: In order to increase understanding of and sensitivity to people with dementia and their caregivers, the Jefferson County Board of Supervisors, County Administrator and every county department will be offered Dementia Friendly training by 6/30/2016.

Goal 3: In order to promote the importance of early diagnosis, the Dementia Care Specialist program will see a 25% increase in the number of educational events that offer memory screenings by 12/31/2017.

Goal 4: In order to foster a dementia capable culture, the number of Dementia Friendly Businesses will see a 50% increase by 12/31/2018.

6-E. Healthy Aging

Key Outcome Indicator: 100% of class participants report that they increased knowledge about ways to manage chronic health conditions and/or prevent falls.

Goal 1: In order to improve balance and prevent falls, *A Matter of Balance* and *Stepping On*, two evidenced based falls prevention programs will be offered sequentially by 12/31/2016.

Goal 2: In order to increase Medicare beneficiary's knowledge about Medicare's Preventative Benefits the Elder & Disability Benefit Specialists will complete one training by 12/31/2017.

Goal 3: In order to improve communication between caregivers and their medical providers, Jefferson County will partner with Waukesha, Iowa and Green County's in the **Care Talks** program through CAARN by 12/31/2017.

Goal 4: By 9/30/2018, a Healthy Aging Resource Fair will be held to promote and potentially increase the number of individuals participating in evidenced based prevention programs and the Senior Dining Program.

6-F. Local Priorities

In order to increase participation in Healthy Aging Programs, transportation will be offered to 100% of those who need it by 12/31/2016.

In order to increase awareness of the ADRC and aging programs, a Business Plan will be developed with key pieces implemented by 12/31/2016.