



ADRC Advisory Committee Agenda
Jefferson County Human Services Department
1541 Annex Road, Jefferson, WI 53549
Health/Human Services Conference Room

Date: Tuesday, November 7, 2017

Time: 1:00 p.m.

Committee Members: Earlene Ronk, Chair; Ellen Haines, Russell Kutz, Marcia Bare, Carolyn Niebler, Connie Stengel, Ellen Sawyers, Jeanne Tyler,

1. Call to order
2. Roll call (establishment of a quorum)
3. Certification of compliance with Open Meetings Law
4. Approval of the agenda
5. Approval of the ADRC Advisory Committee minutes from 10/03/2017
6. Communication
7. Public comment (Members of the public who wish to address the committee on specific agenda items must register their request at this time)
8. Advocacy Updates from GWAAR – Greater Wisconsin Agency on Aging Resources and /or ORCD – Office of Resource Center Development
9. Discuss ADRC Report, Dominic Wondolkowski – ADRC Supervisor
10. Discuss Senior Dining Program Updates– Leigh Fritter, Nutrition Program Supervisor
11. Discussion on Caregiver Conference
12. Discussion and Possible Action on updated ADRC Advisory Committee By-Laws/membership
13. Discussion and update on the 2018 Transportation Plan
14. Discussion and possible action on approving the 2016-2018 Aging Unit Plan
15. Discussion and possible action on approving the 2018 Aging Unit Annual Budget
16. Discussion on items for the Next Agenda
17. Adjournment

Next scheduled meetings: December 5, 2017

January 2, 2018

February 6, 2018

March 6, 2018

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.



Aging & Disability Resource Center Advisory Committee
Minutes of Meeting
Tuesday, September 5, 2017

Call to Order

The meeting was called to order by Ronk at 1:00 p.m.

Roll Call

Present: Earlene Ronk, Chair; Carolyn Niebler, Connie Stengel, , Russell Kutz, Marcia Bare, Jeanne Tyler & Ellen Sawyers,

Also Present: Sharon Olson, Leigh Fritter and Dominic Wondolkowski, Sue Torum, staff, and Linda Branson and Mary Vohs as interested community members.

Certification of Compliance with Open Meetings Law

Olson certified compliance.

Approval of Agenda

The agenda was reviewed and approved unanimously.

Approval of 06/06/2017 Minutes

Motion by Kutz, second by Bare, to approve the June 6, 2017, with an edit that the meeting was conducted at the Rainbow Hospice Center. Motion for approval with correction unanimously carried.

Communications

None.

Public Comment

Linda and Mary shared that they were interested in becoming an ADRC Advisory Board Member.

Advocacy Updates:

Olson shared that today **The Assembly's Aging and Long-Term Care Committee has scheduled a public hearing on AB 432.** This bill would cut the required training hours for nurse aides by more than one-third. The legislation prohibits the Department of Health Services from requiring instructional programs for certified nurse aides (CNAs) to exceed the federal required minimum total training hours (currently 75 hours) or minimum hours of supervised practical training (clinical experience) specified in the federal regulation (currently 16 hours and is included as part of the total 75 hours). Wisconsin currently requires 120 hours of training which includes at least 32 clinical hours. Legislators have indicated the bill was intended to get direct care workers into the workplace faster to help alleviate the workforce shortage.

Governance: Review Candidate for Nutrition Project Committee Vacancy

Carol Battenberg who recently retired from the ADRC Advisory Committee applied to become a member of the Nutrition Project Council approved unanimously to recommend to the Human Services Board for review.

Discussion: ADRC Report:

Dominic Wondolkowski updated the committee on the following items:

Key Outcome Indicator: For the second month in a row, our KOI was met. In August, 25 of 25 functional screens provided by staff (100%) were calculated within the 14-day time frame.

ADRC Budget & Marketing: It is anticipated there will be funding available in the 2017 budget to do some additional marketing of the ADRC to help grow the customer base as per our current Business Plan. Under consideration is have a billboard ad (there is billboard space available in Johnson Creek), running an advertisement at a local movie theatre, etc. Also much needed is to market to the Hispanic population. Considerations for this include placing an ad in the quarterly publication, "Conexiones Latinas". The ADRC has only a few printed materials in a Spanish version and Wondolkowski will pursue getting translation quotes for additional printed materials (i.e. Benefit Guide).

MCO/IRIS/IM ADRC Roundtable Meeting: The quarterly meeting occurred on August 11, 2017. Announcements included personnel changes at CARE WI. Discussion included the handling of discrepancies and room & board rates for a person already in a facility. Overall, a productive meeting.

MCO-ContinuUS announced a name change to "Inclusa". On 9-5-17, DHS sent the ADRC a new MCO Option Chart which staff use for enrollment counseling. The closest office for Jefferson Co. members will now be in Janesville (it was Lone Rock, WI. with ContinuUs).

ADA Assessment and Repairs: JK Plumbing completed repairs to the ADRC lobby bathrooms to be ADA compliant. Final bill is \$3,350. Still pending is the installation of a full glass door by Jefferson Glass Co.

ABC's of Medicare Presentation: Elder Benefits Staff-Alyssa Kulpa and Denise Grossman held another workshop at the Watertown Hospital. The event was well attended with 35 participants. Per usual, staff had ADRC brochures to market the ADRC.

Upcoming Events:

Aging & Disability Network Conference-Sept. 6-8, 2017: Wondolkowski and one other staff will attend the conference. Day 1 offers a pre-conference session: Board Members-Leadership & Partnership. Wondolkowski invited Advisory Committee members to attend, noting the session is free.

YOST or Young and Old Stick Together Training: Once again ADRC staff (EBS, Dementia Care Specialists, ADRC Division Manager & Supervisor) will partner with other organizations to provide training to a select group of students from Waterloo High School. The event is scheduled for Wed. Sept. 13, 2017. Presentation will include Normal Aging: Fact or Fictions, Dealing with Grief & loss, assistive technology, hearing impairment and understanding memory loss.

Presentation to MS Support Group: Wondolkowski is scheduled to present to this support group at Fort Atkinson Hospital on September 18, 2017 at 7 p.m.

Senior Dining Program Updates:

Leigh Fritter discussed the information that was shared at the Nutrition Project Council. The Annual Regional Fall nutrition staff training was discussed as it will be occurring in October. The theme of the training "More than a meal" and how Jefferson County's meal program covers the seven dimensions of wellness for the meal participants. She stated that there were nutrition site assessment completed at each meal site by the site manager and nutrition project council representative. A fire drill to prepare meal participants in the event of a fire at each site, as well as Leigh would be completing the nutrition site assessment at each site. Fritter also discussed the meal participant satisfaction survey that will be provided in October to home delivered meal participants as well as congregate meal members. Olson and Fritter also discussed their visit to Feil's catering which caters the Nutrition Program's meals. Fritter noted that there are still two volunteer opportunities in the Rome/Sullivan area for home delivered meal drivers.

Presentation by Sue Torum, Dementia Care Specialist

UW-Oshkosh Dementia Training for Crisis Responders: Sue Konkell, Dementia Care Specialist is qualified to provide this training which was funded in part by a Crisis Grant that ended 6/30/17. We expect to have 237 individuals trained by the end of September. Sue is also qualified to teach the Challenging Behavior Specialist training and will be offering this to various groups later this fall.

Dementia Coalitions/Networks: Sue Konkell is facilitating discussions with the Watertown & Fort Atkinson Dementia Coalitions to ensure that they continue in both communities. She is following a change model that engages people at various levels of participation and has identified two people that may be "local champions," to take on the leadership of the group.

Sue Torum and Sue Konkell met with the Geriatric Point Team at Fort HealthCare about the Dementia Care Hospital Tool and at their request it was reduced to one page. The team is also operationalizing procedures to ensure that staff are trained on dementia to maintain the Dementia Friendly Business status (purple angel).

The Music & Memory Program has been given a lot of attention in hopes of reaching those who need it. There will be a WFAW Radio segment on it on 9/8/17, a community presentation at the Waterloo Library on 10/5 and last week Reaching out Respite was contacted to see if they have any referrals. They were very excited to have been asked because they do a lot of music programs as part of their regular programming.

Brain & Fitness, a.k.a. LEEPS, is also being reinvigorated. This program is being offered as a collaborative effort between the Dementia Care Specialist Program and Your Friends in Action. The policies and procedures are being reviewed so that the program is well established before Cathy returns or the new person starts.

The ADRC has a goal to increase the number of Memory Screens being done in 2017. At year-end 2016, there were 45 screens documented. As of today (9/5), 56 have been done. There are still 3 communities where screening is being offered so we may exceed the current goal.

St. Luke's Church in Rome has asked for Dementia Friendly Community Training. Sue K. will be doing this later this month.

Sue Torum & Sharon Olson are working on organizing a caregiver event in November and have worked to reduce the current waiting lists for AFCSP & NFCSP.

Torum reported on other Outreach/Marketing Activities, including:

- ✓ YOST (Young & Old Stick Together)
- ✓ Ball Corp Employee Fair
- ✓ Fairhaven Presentation
- ✓ The ADRC's dementia resources, including Assist Guide, various brochures and the ADRC website have been updated.
- ✓ The countywide employee E-News is being sent information on dementia on a monthly basis.

Torum explained more about ***Project Lifesaver & Dementia Registry*** and asked for feedback from the group on how to move forward.

Review and approve the Updated ADRC Orientation Manual

Olson shared the new ADRC binders with the updated Orientation Manual. Since the last orientation manual was updated a couple years ago, the references to the funding program and the budgets were updated.

Review and approve updated ADRC Advisory Committee By-Laws

Olson shared that when she orientation manual, the last by-laws she had were that the board would be 11 members. Since the ADRC Advisory Board serves as a cohesive board to serve the ADRC as well as the Aging Programs, Olson reviewed with Christine See the Regional Quality Specialist for the ADRC, ORCD – Office of Resource Center Development, as well as Carrie Porter of GWAAR for the Aging programs. Christine referenced the ADRC Technical Assistance Document #16 but advised that this may change once all the counties are in family care. Carrie was checking into this matter so at this time the by-laws are on hold.

Discuss and review Transportation

The Transportation Program's KOI is to meet qualifying ride requests 100% of the time. In August, there were 429 scheduled 1-way trips, 47 were canceled and 8 trips were nc/ns leaving 382 trips for the Driver Escort Program. The Veteran's Van provided 71 one-way trips provided. 1 day was cancelled due to not having a driver.

Discuss Updates on Alzheimer's Family & Caregiver Support Program (AFCSP) – 2017 - \$33,053

The AFCSP wait list has been cleared. Present program participants - 8 households

Discuss Updates on National Family Caregiver Support Program (NFCSP) 2017 - \$39,920.

The NFCSP wait list has been cleared. Present program participants - 30 Care Recipients.

Discuss Updates on Title 3 Housekeeping Program

Our wait list for the Title IIIB – Housekeeping Assistance program has been cleared at this time 28 consumers being served with no waiting list.

Discuss and review Unmet Needs Data from Social Assistance Management System (SAMS)

Wondolkowski reported for the first eight months of 2017, there have been 26 documented unmet needs. Of the 26 entries, the most common unmet needs include housing/accessible housing (10) and transportation (5). The towns of Fort Atkinson, Watertown, Eagle and unknown town were identified as the towns with the highest unmet housing needs (2 per town/ 8 total of 10). Lake Mills has the highest recorded unmet need for transportation (2 out of 5 entries). Although data numbers are limited, not surprising, a lack of affordable, low-income housing and a lack of available, low-cost transportation are consistently two unmet needs in the county. The highest unmet housing needs is identified in the larger cities of Jefferson County (i.e. Watertown). Lake Mills does not have a cab service, which may be the reason for the highest unmet transportation need. Uber may be an alternative transportation service to close the gap on this unmet need.

Discuss and Review Adult Protective Services:

APS attended the National Adult Protective Services Conference the last week of August. A great opportunity that was offered for the first time in Wisconsin

Discuss Future Agenda Items:

Look at our Aging Plan for goals.

Adjourn: A motion to adjourn was made by Sawyers, seconded by Tyler and passed unanimously.

Respectfully submitted,

Sharon Olson, Manager,
Aging & Disability Resources Division



Aging & Disability Resource Center Advisory Committee
Minutes of Meeting
Tuesday, October 3, 2017

Call to Order

The meeting was called to order by Ronk at 1:00 p.m.

Roll Call

Present: Earlene Ronk, Chair; Carolyn Niebler, Ellen Haines, Connie Stengel, Russell Kutz, Marcia Bare, Ellen Sawyers, & Jeanne Tyler

Also Present: Sharon Olson, Leigh Fritter and Dominic Wondolkowski, and Mary Vohs as interested committee members.

Certification of Compliance with Open Meetings Law

Olson certified compliance.

It was determined that the committee was in compliance with the Open Meetings Law.

Approval of Agenda

Motion by Sawyers, second by Kutz. The agenda was reviewed and Olson shared that Number 13 discussion will be on hold until a response from GWAAR is received. Approved unanimously.

Approval of 06/06/2017 Minutes

Russ Kutz made a motion to approve the September 5, 2017 meeting minutes as written, Ellen Haines seconded. Motion carried 8/0.

Communications

None.

Public Comment

Mary Vohs shared that she is interested in becoming an ADRC Advisory Board Member.

Advocacy Updates from from GWAAR – Greater Wisconsin Agency on Aging Resources and /or ORCD – Office of Resource Center Development:

- The 2017-19 Biennial Budget has been passed as 2017 Wisconsin Act 59. Items of interest included in the final budget are:
 - On-going funding for the Dementia Care Specialist program. Funding for the 19 existing Dementia Care Specialist positions is included for FY 2018 and an expansion to 24 positions is funded in FY 2019.
 - Funding and position authority for two positions at the Board on Aging and Long-Term Care for ombudsman services for people aged 60 or older who are receiving services through IRIS (Include, Respect, I Self-Direct).
 - Changes to the Medical Assistance Purchase Plan (MAPP) and Elderly, Blind, and Disabled (EBD) Medically-Needy Medicaid (MA) programs to expand income and asset eligibility and allow more working individuals with disabilities to get needed health coverage.
 - A 2% rate increase for Medicaid personal care (MAPC) in each year of the biennium.
 - \$50,000 in each year for the Alzheimer's Disease Research Center at the University of Wisconsin – Madison.

- A 2% increase for specialized transportation assistance for counties (s. 85.21 Elderly and Disabled Transportation Assistance Program).
- A \$297,000 increase for tribal transportation aids over the two year budget period.

Other Updates:

- Recent Spam Phone calls were made to IRIS Participant and Participant –Hired Workers. The callers sought personal information about the IRIS participant or demanded the IRIS Participant make payment to avoid being arrested. The callers said they were from the IRIS Program , IRIS consultant agencies or fiscal employer agents.
- Wisconsin’s receipt of the inaugural Pacesetter Prize award for Choice of Setting and Provider by The SCAN Foundation
(http://www.thescanfoundation.org/?_sm_au_=inVPWSw3ofR4MJJs)!

Governance: Review Candidate for for ADRC Advisory Board – Mary Vohs

Mary is interested in being a member of the ADRC Advisory Board. Marcia Bare made a motion to accept and recommend to the Human Services Board for review, Connie Stengel seconded. Motion carried 8/0.

Discussion: ADRC Report:

Dominic Wondolkowski updated the committee on the following items:

For the third month in a row, the Key Outcome Indicator reference functional screens was met.

Current marketing efforts include (1) ADRC advertisement on the back page of each 2018 quarterly publication of “Conexiones Latinas”. Cost \$320/year. Also under consideration is (2) Translation of ADRC documents from English to Spanish by service provider Elizabeth Pizano at \$20/hour; and (3) A combined ADRC and Dementia Care billboard advertisement in Johnson Creek using DC grant funds. Total cost for production of sign and two months advertisement is \$1500.

MCO “Inclusa” has a new brochure. The Baraboo office supports Jefferson county members.

The Aging & Disability Network Conference was held Sept. 6-8th . Wondolkowski attended several sessions including Board Members-Leadership & Partnership training.

YOST or Young and Old Stick Together event was held Sept 13th at Waterloo High School. 37 students were trained on topics including normal aging and memory loss. Wondolkowski also met with four members of the MS Support Group at Fort Hospital on Sept. 18th.

Senior Dining Program Updates:

Leigh Fritter discussed that the Annual Regional Fall nutrition staff training will be next week. The theme of the training “More than a meal” She stated that there were nutrition site assessment completed and she has been going to the sites for a practice fire drill.

Discussion on Caregiver Conference

Olson shared that in recognition of National Family Caregiver Month, the Aging & Disability Resource Center of Jefferson County is hosting an event called, Mind, Body & Spirit: Caring for the Caregiver.

The event will be held on Thursday, November 9th at the Johnson Creek Community Center, 417 Union Street, Johnson Creek. This event is free and caregivers are welcome to drop in anytime between the hours of 10:00 a.m. – 2:00 p.m.

The event has many offerings including Healthy Eating Cooking Demonstrations, learning about the benefits of essential oils, and health screenings including blood pressure, depression, nutrition risk and caregiver stress. Hands on activities include learning meditation techniques, making stress relieving balls, trying out adaptive equipment and making a personalized pendant. There will also be a resource table with books, DVD's and pamphlets. If there is something a caregiver needs, but doesn't know where to find it, they are sure to find it here! Chair massages will also be available by appointment.

Review and approve updated ADRC Advisory Committee By-Laws

This item will be revisited with the full committee at the next meeting when more information is available.

Discuss and review Transportation

Olson shared information on a couple projects that are being provided in a couple couple counties in the state. Committee view the YouTube Ted talks of Cycling without Age. Olson also shared that a survey is being created to ask consumers using our transportation program on what their other needs may be for transportation. Olson will share information at next meeting.

Discuss and review Aging Plan Goals

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.

- The committee discussed looking at when the Student Government Day is offered and an incentive to be to invite their grandparent or another older adult to partake in the event. The last couple of events that were offered had about 6 people attend and that included committee members. With this date change, we may need to update and review our plan.

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.

- Technology is being reviewed by Leigh and Sharon. In our initial review of program practice is that technology may not be our most cost effective option. There is still time to work on this.

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.

- Olson shared that she had stated a bi-monthly newsletter that will also be available on the ADRC website for Caregivers. There has been a couple months that it was monthly due to getting information out to caregivers. All the caregivers of AFCSP and NFCSP programs are sent with a few other community requests.

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.

- In 2016, the ADRC staff with the Dementia Care Specialist has completed 45 memory screens. Data from January to October 1, is that we have increased at 60% as there were 76 screens completed thus far.

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

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.

- Lee Clay has been our providers in teaching the Care Talks program and UW Madison requested that we conduct a second session that they will fund.

By 9/31/2018, 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.

Discuss and Review ADRC Policies:

ADRC Supervisor-Wondolkowski reviewed three policies:

Access to Other Programs and Benefits. The goal is a commitment to link customers to government programs and benefits to which they are entitled and/or are eligible for.

Information and Assistance Follow-Up Policy. The goal is ADRC staff are expected to follow-up with the people who contact them for information and assistance, to determine outcomes and provide additional assistance in locating or using services as appropriate. Prevention and Early Intervention Plan. The goal is for people to receive help, where possible, to retain or improve functioning and to delay or prevent the need for comprehensive, long-term care services. The ADRC of Jefferson Co. offers education through the Living Well with Chronic Conditions, Stepping On and Medicare Workshops, to name a few.

Discuss Future Agenda Items:

Olson shared that we will need to be reviewing budgets and Aging Plan at next meeting. No other agenda items shared at this time.

Adjourn: Ellen Haines made motion to adjourn at 2:59, Jeanne Tyler seconded. Motion carried 8/0.

Respectfully submitted,

Sharon Olson, Manager,
Aging & Disability Resources Division