

# ROCK COUNTY, WISCONSIN



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE**  
**TUESDAY, OCTOBER 19, 2021 – 5:00 P.M.**  
**CALL: 1-312-626-6799**  
**MEETING ID: 860 5575 7952**  
**PASSCODE: 386664**

Join Zoom Meeting

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Meeting ID: 860 5575 7952

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If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Tuesday, October 19, 2021. To submit a public comment, use the following email: [haley.hoffman@co.rock.wi.us](mailto:haley.hoffman@co.rock.wi.us) .

### Join from a telephone:

- On your phone, dial the phone number provided above
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.
  
- Supervisors: Please identify yourself by name
- Please mute your phone when you are not speaking to minimize background noises

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**EDUCATION, VETERANS & AGING SERVICES COMMITTEE  
TUESDAY, OCTOBER 19, 2021 – 5:00 P.M.**

**Agenda**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – September 21, 2021
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
6. Review of Payments
7. Resolutions
8. Updates, Discussion and Possible Action
  - a. Discussion on future of Education, Veterans & Aging Services Committee
  - b. Rock County Aging Plan 2022-2024
  - c. Review and Discussion of 2022 Recommended Budget
9. Committee Requests and Motions
10. Adjournment

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**EDUCATION, VETERANS AND AGING SERVICES COMMITTEE**  
**Minutes – September 21, 2021**

**Call to Order.** Chair Rashkin called the meeting of the Education, Veterans and Aging Services Committee to order at 5:00 P.M. on Tuesday, September 21, 2021 via teleconference.

**Committee Members Present:** Supervisors Rashkin, Pam Bostwick, Taylor, Clasen, and Peer.

**Committee Members Absent:** None.

**Staff Members Present:** Josh Smith, County Administrator; Paul Crawford, Veterans Service Officer; and Paula Schutt, Director of Council on Aging.

**Others Present:** None.

**Approval of Agenda.** Supervisor Taylor moved approval of the agenda as presented, second by Supervisor Pam Bostwick. ADOPTED.

**Approval of Minutes – August 17, 2021.** Supervisor Peer moved approval of the minutes from August 17, 2021 as presented, second by Supervisor Taylor. ADOPTED.

**Citizen Participation, Communications, Announcements, Information.** Ms. Schutt announced her intent to retire effective 11/12/21.

**Transfers.** None.

**Review of Payments.** The committee accepted the report.

**Election of Vice Chair.** Chair Rashkin opened the nominations for Vice Chair of the EVAS committee. Supervisor Pam Bostwick nominated Supervisor Peer, second by Chair Rashkin. Supervisor Peer declined the nomination. Supervisor Clasen nominated Supervisor Taylor, second by Supervisor Rashkin. Supervisor Taylor accepted the nomination. Chair Rashkin asked for any other nominations. Hearing no other nominations, Chair Rashkin closed the nominations. The committee voted unanimously in favor of Supervisor Taylor as Vice Chair of the EVAS committee.

**Resolutions.**

**Purchase of Rock County Transit Vehicles and Amending the 2021 Council on Aging Budget**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021 does approve that a Purchase Order be issued to in the amount of \$84,182.

**BE IT FURTHER RESOLVED** that the 2021 budgeted fund sources for this purchase be amended as follows:

.....”

Supervisor Bostwick moved approval of the above resolution, second by Supervisor Taylor. Ms. Schutt said she will have a presentation at a near future County Board meeting on the condition of the current fleet/buses. ADOPTED.

**Updates, Discussion and Possible Action.** None.

**Committee Requests and Motions.** Chair Rashkin would like discussion on the future of the EVAS committee on the next agenda.

Supervisor Bostwick informed the committee she may not be available for the next committee meeting.

**Adjournment.** Supervisor Clasen moved adjournment at 5:15 P.M., second by Supervisor Taylor. ADOPTED.

Respectfully submitted,

Tracey VanZandt  
HR Secretary

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**  
FOR THE MONTH OF SEPTEMBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
30-3900-0000-63100	Office&Misc Exp	P2100883	09/23/2021	US BANK	SUPPLIES FOR COA	319.97
		P2100901	09/23/2021	MENARDS	SUPPLIES FOR SENIOR FAIR	54.44
		<b>Senior Citizen Program PROG TOTAL</b>				
30-3903-0000-62105	Food Services	P2101906	09/23/2021	BELOIT MEALS ON WHEELS INC	BELOIT MEALS ON WHEELS AUGUST	3,758.75
30-3903-0000-62119	Other Services	P2100503	09/23/2021	DE VERE COMPANY INC	OCT LEASE-CLINTON	218.00
		P2100955	09/23/2021	NUTRITION AND HEALTH ASSOCIATE	CONSULT SND DIETIAN	1,883.23
		<b>Nutrition Program PROG TOTAL</b>				
30-3904-0000-62105	Food Services	P2101171	09/02/2021	BEST EVENTS	2ND 1/2 JUNE SENIOR DINING	50,705.76
30-3904-0000-62119	Other Services	P2100900	09/23/2021	GREEN COUNTY HUMAN SERVICES	31 MEALS AT 9.58	1,202.18
		30-3904-0000-64124	Consumables	P2100503	09/23/2021	DE VERE COMPANY INC
		P2100883	09/23/2021	US BANK	DOJ BACKGROUND CHECK	10.00
<b>Delivered Meals PROG TOTAL</b>					<b>52,047.94</b>	
30-3905-0000-62410	R&M-Vehicles	P2100705	09/30/2021	GORDIE BOUCHER FORD LINCOLN ME	26-NEW TIRE	4,249.92
		P2100801	09/30/2021	BUDGET TRUCK AND AUTO BODY INC	26 REPAIRS	790.90
30-3905-0000-63501	Gas/Other Fuels	P2100812	09/23/2021	KWIK TRIP EXTENDED NETWORK	TRANSIT VANS-AUGUST	9,259.53
30-3905-0000-64629	Other Transport	P2100861	09/23/2021	VAN GALDER BUS COMPANY	BUS WASHES FOR AUGUST	100.00
		P2100883	09/23/2021	US BANK	JACKET & VEST TRANSIT	178.99
		P2100901	09/23/2021	MENARDS	27 GALLON TOTES	262.38
		P2100925	09/02/2021	FIRST ADVANTAGE OCCUPATIONAL H	DRUG TEST/ADMIN FEE	160.41
		P2101005	09/23/2021	BANDT COMMUNICATIONS INC	REPEATER RENT	672.00

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**  
FOR THE MONTH OF SEPTEMBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
<b>Elderly/Handicapped Transport PROG TOTAL</b>						<b>15,674.13</b>
30-3911-1406-64615	Client Costs					
		P2101832	09/02/2021	STATELINE FAMILY YMCA	CHILD SWIM LESSONS HARRISON	90.00
<b>III-E Under 60 Facility - Day PROG TOTAL</b>						<b>90.00</b>
30-3915-1405-64615	Client Costs					
		P2100856	09/30/2021	BRIGHTSTAR CARE	RESPITE SERVICES	359.96
		P2100860	09/30/2021	HOME AT EASE	RESPITE SERVICES	2,092.75
		P2100999	09/23/2021	ALTERNATIVE HOME CARE INC	RESPITE SERVICES	420.00
		P2101000	09/02/2021	ALBRECHT,JOCELYN	REIMBURSE RESPITE TO CLIENT	200.00
		P2101061	09/23/2021	HITER,LINDA	REIMBURSE RESPITE TO CLIENT	150.00
		P2101064	09/23/2021	AGE AT HOME LLC	RESPITE SERVICES	401.12
		P2101236	09/23/2021	NIPPLE,RHETA	REIMBURSE RESPITE TO CLIENT	90.00
		P2101497	09/02/2021	LARSON,VICKIE	REIMBURSE RESPITE TO CLIENT	495.00
		P2101833	09/02/2021	MARTINSEN,ALEACIA	RESPITE	435.00
		P2101834	09/02/2021	OLSON,JEANNE	RESPITE	112.50
		P2101839	09/02/2021	THORSON,WILLIAM	RESPITE	855.00
		P2101840	09/02/2021	JENSEN,MYRA	RESPITE	510.00
		P2101928	09/23/2021	THOMPSON,JANE	REIMBURSE RESPITE TO CLIENT	337.50
		P2101931	09/23/2021	OLSON,JEANNE	REIMBURSE RESPITE TO CLIENT	217.50
		P2101937	09/23/2021	OLVERA,NICOLAS	REIMBURSE RESPITE TO CLIENT	352.50
		P2101938	09/23/2021	PIERCE,JANICE	REIMBURSE RESPITE TO CLIENT	487.50
		P2101939	09/30/2021	GARDNER,SHANE	REIMBURSE RESPITE TO CLIENT	2,350.00
		P2101940	09/23/2021	THORSON,WILLIAM	REIMBURSE RESPITE TO CLIENT	461.02
		P2101960	09/30/2021	OLVERA,NICOLAS	REIMBURSE RESPITE TO CLIENT	345.00
<b>III-E In-Home Respite PROG TOTAL</b>						<b>10,672.35</b>
30-3915-1408-64615	Client Costs					
		P2100896	09/23/2021	MERCY HEALTH SAFE CONNECT	SERVICES-SCHMITZ-06 TO 11	210.00
		P2100960	09/23/2021	SCHULTZ,JOHN	REIMBURSE CLIENT FOR RESPITE	105.00
		P2101839	09/02/2021	THORSON,WILLIAM	RESPITE	183.98

**COMMITTEE REVIEW REPORT  
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FOR THE MONTH OF SEPTEMBER 2021**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
<b>III-E Supplemental Services PROG TOTAL</b>						<b>498.98</b>
30-3916-0000-62625	Outreach Service					
		P2101905	09/23/2021	HOOS WOODS RAPTOR CENTER	WEN WALK ON	270.00
		P2101943	09/30/2021	GRAY BREWING COMPANY INC	WEDNESDAY WALK TOUR ON	468.00
		P2101963	09/30/2021	RIVERSIDE GOLF COURSE	WEN WALKS	400.00
<b>Mobility Manager Grant PROG TOTAL</b>						<b>1,138.00</b>
30-3920-0000-62635	Homemaker					
		P2100856	09/02/2021	BRIGHTSTAR CARE	RESPIRE SERVICE	191.00
		P2100860	09/02/2021	HOME AT EASE	RESPIRE-LARSON	131.25
		P2100898	09/23/2021	CARTA,JAMES	REIMBURSE CLIENT FOR CHORES	95.00
		P2100999	09/23/2021	ALTERNATIVE HOME CARE INC	RESPIRE SERVICES	920.00
		P2101062	09/02/2021	BURNSIDE,ELEANOR	REIMBURSE RESPIRE TO CLIENT	140.00
		P2101063	09/23/2021	SEVERANCE,LINDA	REIMBURSE CLIENT FOR RESPIRE	192.00
		P2101837	09/02/2021	VANEGMOND,DAVID	RESPIRE	160.00
		P2101838	09/02/2021	LONG,MELISA	RESPIRE	147.09
		P2101841	09/02/2021	LOVE,DIANE	RESPIRE	117.50
		P2101930	09/23/2021	LARSON,LOYAL	REIMBURSE SUPPLIES TO CLIENT	296.00
		P2101959	09/30/2021	PECHNIK,LINDA	REIMBURSE RESPIRE TO CLIENT	150.00
30-3920-0000-62636	General Care					
		P2100856	09/30/2021	BRIGHTSTAR CARE	RESPIRE SERVICES	247.00
		P2101842	09/02/2021	PECHNIK,LINDA	RESPIRE	360.55
30-3920-0000-62637	Personal Care					
		P2100856	09/02/2021	BRIGHTSTAR CARE	RESPIRE SERVICE	120.00
		P2101062	09/02/2021	BURNSIDE,ELEANOR	REIMBURSE RESPIRE TO CLIENT	1,033.50
		P2101836	09/02/2021	PETITT,CHARLES D	RESPIRE	18.47
30-3920-0000-64653	In Home Respite					
		P2100856	09/23/2021	BRIGHTSTAR CARE	RESPIRE SERVICES	1,944.75
		P2100860	09/23/2021	HOME AT EASE	RESPIRE SERVICES-LARSON	99.75
		P2101064	09/23/2021	AGE AT HOME LLC	RESPIRE SERVICES	245.25
		P2101929	09/23/2021	LOVE,DIANE	REIMBURSE RESPIRE TO CLIENT	870.00
		P2101932	09/23/2021	OPIE,NICOLE	REIMBURSE RESPIRE TO CLIENT	1,050.00

**COMMITTEE REVIEW REPORT**  
**WITH DESCRIPTION**  
FOR THE MONTH OF SEPTEMBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
<b>Alzheimer's Support Program PROG TOTAL</b>						<b>8,529.11</b>
30-3920-1405-64615	Client Costs					
		P2101064	09/23/2021	AGE AT HOME LLC	RESPITE SERVICES FOR POWELL	80.00
<b>AFCSP In Home Respite PROG TOTAL</b>						<b>80.00</b>



**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**  
FOR THE MONTH OF SEPTEMBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
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I have reviewed the preceding payments in the total amount of **\$94,964.90**

Date:

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF SEPTEMBER 2021**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
38-3800-0000-63100	Office&Misc Exp	P2100297	09/16/2021	US BANK	OFFICE SUPPLIES	13.49
38-3800-0000-64200	Training	P2101846	09/16/2021	CVSO ASSOCIATION OF WISCONSIN	2021 CONFERENCE - FORMAL	280.00
38-3800-0000-64607	Burial Benefits	P2101850	09/16/2021	COOKSVILLE CEMETERY	VETS GRAVE CARE-COOKSVILLE	202.00
		P2101851	09/16/2021	TOWN OF NEWARK CEMETERY	VETS GRAVE CARE NEWARK-BAPTIST	216.00
		P2101852	09/16/2021	CLINTON CEMETERY ASSOCIATION	VETS GRAVE CARE-CLINTON CEMETE	216.00
		P2101854	09/16/2021	TOWN OF PLYMOUTH	VETS GRAVE CARE-MAPLE CEMETERY	132.00
		P2101855	09/16/2021	PLYMOUTH CEMETERY ASSOCIATION	VETS GRAVE CARE-PLYMOUTH CEMET	298.00
		P2101856	09/16/2021	LUTHER VALLEY CEMETERY ASSOCIA	VETS GRAVE CARE-LUTHER VALLEY	568.00
		P2101857	09/16/2021	EMERALD GROVE CEMETERY ASSOCIA	VETS GRAVE CARE-EMERALD GROVE	402.00
		P2101858	09/16/2021	FULTON CEMETERY ASSOCIATION	VETS GRAVE CARE-FULTON CEMETER	186.00
		P2101859	09/16/2021	TOWN OF ROCK	VETS GRAVE CARE-TOWN OF ROCK	130.00
		P2101860	09/16/2021	ORFORDVILLE LUTHERAN CEMETERY	VETS GRAVE CARE-ORFORDVILLE	342.00
		P2101861	09/16/2021	TOWN OF MAGNOLIA	VETS GRAVE CARE-TOWN OF MAGNOL	154.00
		P2101862	09/16/2021	MT PHILIP CEMETERY ASSOC	VETS GRAVE CARE- MT PHILIP	94.00
		P2101863	09/16/2021	TOWN OF TURTLE	VETS GRAVE CARE-SHOPIERE CEMET	504.00
<b>Veterans Services PROG TOTAL</b>						<b>3,737.49</b>

I have reviewed the preceding payments in the total amount of **\$3,737.49**

Date: Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

# Rock County Council on Aging 2022–2024 Aging Services Plan



Rock County Council on Aging  
1717 Center Ave, Suite 520  
Janesville, WI 53546  
[www.co.rock.wi.us/aging](http://www.co.rock.wi.us/aging)

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## Executive Summary

The mission of the Rock County Council on Aging is “To advocate for the independence, self-worth and dignity of residents of Rock County by assisting them to meet their varied health, nutritional, economic and social needs.

The County Council on Aging provides a variety of valuable services for the residents of Rock County. Among those are access to benefits information, services for caregivers, a variety of evidenced based health classes, shared ride transportation within the County, hot, nutritious lunches delivered Monday through Friday for those who are homebound and a congregate meal program to meet the social and nutritional needs of mobile seniors, as well as services from the Mobility Management program which include a walking program, a Tri-Shaw program and travel training.

Valuable information was gathered from the community engagement. The information gathered during our community engagement point to the three most used services of the COA as being Health Classes, Benefit Specialist and Congregate or Home Delivered meals. The statistics show that 94% of those surveyed had access to and/ or used a computer or smart phone. Because 41% said they did not know how and where to access information regarding services for seniors in Rock County, marketing must be increased. Staff will do this by growing the distribution of the free monthly newsletter.

The survey also identified the top three concerns of Rock County seniors to be their health, cost of or access to medications and assistance in the home. Those participating also identified the top three services they felt they would need in the next 3,5 or 10 years as assistance in the home, healthy aging workshops, and In home or personal care. Those who were caregivers felt the top three services most needed were in home care, public benefits, and resources to find help.

Rock County is facing several challenges. In the State Health Report, Rock County ranked 62 out of 72 counties within Wisconsin. Our continued partnership with the County Health Department will be needed and valued. This also points to our Healthy Aging programs as being very much needed in the next three years. There is also a lack of awareness of services offered by the Council on Aging. This fact is also proven in community feedback that was gathered.

At this writing, a major change to the aging unit is in the works. As of January 1, 2022, The Council on Aging will transition from a free standing County Department to being a division of the Aging and Disability Resource Center, located within the Human Services Department of Rock County. At this point in time, there are no major changes in services planned to the older population of Rock County, rather a continuation of what is already being offered.

The long path vision of the COA as we merge with the ADRC is to work seamlessly with them to greatly increase our public presence within the community, strive to introduce our services to a larger number of citizens and be cognizant of additional needs and services which emerge as our county residents age.

The Aging Unit director is a full time position, with oversight over each of the individual programs and those that supervise them. The policy making body of the aging unit is the Education, Veterans and Aging Committee (EVAs). This committee meets monthly on the third Tuesday of each month at 5:00 p.m. This body is comprised of five members of the Rock County Board of Supervisors. The aging unit also has a supervisory board currently comprised of 13 individuals from various locations and backgrounds within the County. It is headed by a Chairperson who is elected by the committee. This group meets monthly on the third Wednesday of the month at 9:00 a.m.

## Context

Rock County is centrally located in the southern part of Wisconsin; its county seat is Janesville. According to the 2015-2019 City, Towns & Village Profile, the population is 162,152. The Rock River bisects the county from north to south giving the County its name. The county is surrounded by Chicago, Illinois (80 miles southeast); Milwaukee, Wisconsin (70 miles east); and Madison, Wisconsin (30 miles north). Rock County is expected to have an increase in senior population over the next 30 years. Currently, there are a total of 64,739 households in Rock County, with 39.8 % of them (25,734) having one or more person age 60 and older residing there.

According to statistics obtained from the Department of Health Services, Rock County, like most other Wisconsin counties is predicting an expanding senior population through the year 2040. Those age 60 and older will grow from 18.9% of the population in 2010 to 27.9 % of the population in 2040 – an additional 20,771 individuals. Those 65 and older measure at 13.6 % of the population in 2010 and by 2040 will have grown to 22.7 %, an addition of 19,661 residents. Residents aged 85 and older will increase as well, going from 1.9 percent of the population in Rock County all the way to 4 % in 2040, an additional 4,273 people (the tail end of the aging boomer generation). By 2040, the remaining residents identified as Baby Boomers will be aged from 76 – 94.

While Rock County has traditionally not been extremely diverse, with 83 % of the total population currently identifying as Caucasian, with 19.5 % being 65 and over (26,167) . Hispanic/Latino comprises 9% of the total county population, with 3.9 % of those being 65 or older (580). Black/African American make up 4% of the County's population, 9.7 of those being 65 and over (775). Asian individuals make up 1% of the population with 10% of them being 60 and over (208). Just 2% of the population of Rock County identify as Native, and of those 12.3 are 65 and over(53).

Through community engagement, several needs have been highlighted. The survey identified the top three concerns of Rock County seniors to be their health, cost of or access to medications and assistance in the home. Those participating also identified the top three services they felt they would need in the next 3,5 or 10 years as assistance in the home, healthy aging workshops, and In home or personal care. Those who were caregivers felt the top three services most needed were in home care, public benefits, and resources to find help.

Across the various ethnic groups, it was found that needs will differ, as well as there being a bit more of a challenge in connecting with some groups, mostly due to language barriers. Efforts to engage the Latino population have shown very few of the elderly Latino population leaves their home for services. It was also discovered that many of the elder Latino residents will leave the area when they age and travel to Mexico. One of the more difficult to reach groups are the rural elderly. Through referrals from other agencies, we are able to connect with a number of rural homebound to provide home delivered meals. We also work closely with as number of other agencies within the aging network to provide referrals for services.

SAMS statistics from Sept 1, 2020 through Sept 30, 2021 show Rock County has served 1,034 non-minorities, 39 Black/African American, 5 American Indian/Native Alaskan, and 1 Hawaiian or Pacific Islander.

The State Health report identifies health as a critical issue within the County. Rock County ranks number 63 out of 72 states for Health issues and concerns. Much work remains to be done in the coming years to overcome this trend.

Partnerships and community resources will prove crucial over the next three years as we battle negative health trends and work to improve that ranking. Partners include The Rock County Health department, SSM Health and Mercy Health, Edgerton Hospital, several hospice groups, Arrowhead Library system, the ADRC, and area Senior Centers. Partners also include the many assisted living facilities as well as nursing homes, the State of Wisconsin, and GWAAR.

An additional service offered by the Rock County Council on Aging are several activities handled by the Mobility Management Program. The Wednesday Walks encourages individuals to exercise and socialize and they have grown greatly in the past two years. This program offers an improved quality of life by incorporating physical fitness with community engagement. This year 20 Wednesday Walk events were offered with a total participation of 570 individuals. This is an approximate 270% increase in participation from last year. Overall, average participation was 30 individuals, with the largest event attracting 53 individuals.

In 2018, The COA purchased two Tri-Shaws and this program has been growing since we partnered with the City of Janesville Recreation Department. The City has allowed us to keep a Tri-Shaw in storage at Palmer Park for the purpose of offering free rides to seniors and the disabled every Friday. The pilots navigate the bike trail for the rides. The Recreation Department advertised this service in their summer brochure. We also partnered with Aptiv Adult Day Center and The ADRC Memory Cafe. Community reservations were also scheduled upon request for seniors and persons with disabilities.

## Community Involvement in the Development of the Aging Plan

A survey was created, published and distributed via our website, senior centers, COA newsletter and links to the survey were published in local papers. Two focus groups (both on Zoom, due to COVID restrictions) were held, both of which were advertised via our website, our newsletter, senior centers and the area newsletters. No one participated in the zoom sessions that were offered. We received 145 responses to the survey.

On Tuesday, March 16, the Education, Veterans & Aging Committee met and Paula spoke about the Aging Plan. See Appendix B for Agenda and Minutes.

On Wednesday, February 17, 2021, GWAAR was a guest at our COA Advisory Committee meeting. Angie Sullivan spoke to the board members about the three year plan and the importance of it. (See appendix B for Agenda and minutes of the meeting).

Our findings from the survey are listed at the back of this report in Appendix A.

Community Engagement reports can be found in Appendix D

## County Population Projections Through 2040

	Ages 60 and Older	Ages 60 and Older	Ages 60 and Older	Ages 60 and Older	Ages 60 and Older	Ages 60 and Older	Ages 60 and Older	% Ages 60 and Older	% Ages 60 and Older
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County	2010	2015	2020	2025	2030	2035	2040	2010	2040
Rock	30,279	34,460	39,990	44,890	48,170	50,050	51,050	18.9%	27.9%

	Ages 65 and Older	Ages 65 and Older	Ages 65 and Older	Ages 65 and Older	Ages 65 and Older	Ages 65 and Older	Ages 65 and Older	% Ages 65 and Older	% Ages 65 and Older
County	2010	2015	2020	2025	2030	2035	2040	2010	2040
Rock	21,759	24,690	28,940	33,820	38,060	40,420	41,420	13.6%	22.7%

	Ages 85 and Older	Ages 85 and Older	Ages 85 and Older	Ages 85 and Older	Ages 85 and Older	Ages 85 and Older	Ages 85 and Older	% Ages 85 and Older	% Ages 85 and Older
County	2010	2015	2020	2025	2030	2035	2040	2010	2040
Rock	3,037	3,310	3,620	4,060	4,750	5,960	7,310	1.9%	4.0%

## Public Hearing Requirements

A public hearing will be held on Monday, October 25 at 1:00 p.m. at the Dr. Daniel Hale Williams Resource Center in the Beckman Mill Conference Room. The Resource Center is located at 1717 Center Ave, Janesville, WI.

Please see Appendix D for the Public Hearing Report

## Goals for the Plan Period

Focus area:	III B Supportive Services and Person Centered Service	Due Date
<b>Goal statement:</b>	Embrace New Transportation Technologies that allow passengers a more streamlined service and expand passenger choices.	Oct 2024
<b>Plan for measuring overall goal success.</b>		
By fall of 2024, we will be fully utilizing new computer software, that allows for touch free payment and enables clients to reserve rides on line and we will be able to offer transportation solutions that are currently not available. Using statistics we can compare how many unmet needs there were before the changes as opposed to after the changes.		
Specific strategies and steps to meet your goal:	Measure (How will you know the strategies and steps have been completed?)	Due Date
<b>Strategy 1: Begin evaluating software solutions so all possible companies receive RFP.</b>		
Action step: Check with other transportation programs in state for recommendations. Consult with Nick	Check list of gathered ideas completed	Feb 2022



Musson, the Transportation Specialist at GWWAR for his input.		
Action step: Work with IT Department for recommendations and schedule demonstrations	Gather list of recommended Software programs	March 2022
Action step: Choose the software candidates that fits needs and distribute RFPs	RFP's distributed	May 2022
<b>Strategy 2: Partner with Mobility Manager to explore beginning a volunteer driver program increasing consumer choice in transportation.</b>		
Action step: Set up meeting with Mobility manager to introduce plan	Meeting completed and Mobility Manager on board	June 2022
Action step: Work with Mobility Manager to develop action plan	Action plan completed	July 2022
Action step: Work with Mobility Manager to apply for funding to support program	Funding obtained	Sept 2022
<b>Strategy 3: Implement Volunteer Driver program</b>		
Action step: draft program guidelines	Guidelines complete	Dec 22
Action step: obtain volunteers for program	List of available volunteers created	March 23
Action step: Implement Program	Program begins	April 23
<b>Annual progress notes</b>		
<b>Focus area: III C</b>		<b>Due Date</b>
<b>Goal statement: Increase participation in both Congregate and HDM programs by growing public's awareness and access to nutrition services by increasing marketing that will target both clients and drivers.</b>		December 2024
<b>Plan for measuring overall goal success</b> – When the first six Facebook Live events have been scheduled and presented we will evaluate how each one went and note improvements needed. Enough new drivers will be recruited to staff an additional route. Also evaluate SAMS data to compare before and after for growth.		
<b>Specific strategies and steps to meet your goal:</b>	<b>Measure</b> ( <i>How will you know the strategies and steps have been completed?</i> )	<b>Due Date</b>
<b>Strategy 1: Create a series of "Facebook Live" events featuring easy recipes and volunteer opportunities.</b>		
Action step: Work with staff to create script for event	Script created	Jan – March 2022

Action step: Find six healthy, simple recipes to feature.	List of useable recipes completed	January – March 2022
Action step: Set dates for each event (1 per month)	Dates set and entered in upcoming event calendar	January – March 2022
<b>Strategy 2: Identify at least three volunteer drivers who can appear in live event and talk about why volunteering is so rewarding.</b>		
Action step: Staff will work with drivers to develop script	Talking points completed	March 2022
Action step: Record and publish first event	Event is on Facebook	April 2022
Action step: Record and publish one event monthly	Events appear on Facebook.	Sept 2022
<b>Strategy 3: Expand presentation to local cable channels</b>		
Action step: Locate local cable channels in areas in Rock County.	List of available channels completed	January 2023
Action step: Contact them to arrange taping	Contacts made and dates set	Feb 2023
Action step: Begin filming of episodes	Episodes filmed and run on local channels	June 2023
<b>Annual progress notes</b>		

<b>Focus area: Advocacy</b>		<b>Due Date</b>
<b>Goal statement: Strengthen support for key senior issues ( i.e. access to affordable healthcare, affordable housing and transportation) by giving older adults access to annual training to help them become affective advocates. End goal is to participate in Aging Advocacy Day at the state Capital.</b>		2024
<b>Plan for measuring overall goal success</b> – The number of trained advocates will increase by 3 and an advocacy committee will have been formed.		
<b>Specific strategies and steps to meet your goal:</b>	<b>Measure</b> ( <i>How will you know the strategies and steps have been completed?</i> )	<b>Due Date</b>
<b>Strategy 1: Create awareness of need for strong senior advocacy and offer training on being an effective advocate</b>		

Action step: schedule a guest appearance on WCLO radio to discuss senior advocacy.	Appearance scheduled and completed	Feb 2022
Contact GWAAR to arrange for a trainer And schedule Advocacy 101 Training annually between 1/1/22 – 12/31/24	Trainer found and sessions scheduled	Dec 2022 Dec 2023 Dec 2024
Conduct pre and post training evaluations to measure participant's growth in knowledge.	Participants will demonstrate increased knowledge of advocacy process	12/31/22 12/31/23 12/31/24
<b>Strategy 2: Work with trained advocates to create Advocacy Committee</b>		
Action step: Assist Committee in recruiting possible members	At least three additional members recruited	August 2023
Action step provide meeting space and schedule initial meeting	Meeting scheduled	September 2023
Action step: Provide committee members with contacts to assist them in locating community members to assist them with campaigns	Written plans will reflect input from adult populations being served.	Dec 2023
<b>Strategy 3: Continue to work with newly formed group to market activities and strengthen their work</b>		
Action step: Publish group information and on going advocacy information in monthly ADRC newsletter	Information appears quarterly in newsletter	12/31/24
Action step: Group will create mission statement, goal and list action steps	Mission statement will be published and shared.	12/31/24
Action step: Continue to notify group members of all available possibilities for advocacy	An effective method of sharing information will be established (email group)	
<b>Annual progress notes</b>		

<b>Focus area:</b> Enhance Ongoing Community Engagement (Racial Equity)	<b>Due Date</b>
<b>Goal statement:</b> To be able to more effectively serve the underserved populations in Rock County and reach more people.	2024
<b>Plan for measuring overall goal success</b> The Hispanic population in Beloit is 3,257. In Janesville it is 1,569. Total in Rock County is 5,953. With statistics we will keep count of the additional number of people we will be able to reach. Also through SAMS keep track of additional members of the groups who are served.	
<b>Specific strategies and steps to meet your goal:</b>	<b>Measure</b> ( <i>How will you know the strategies and steps have been completed?</i> ) <b>Due Date</b>

<b>Strategy 1: Contact the Latino Services Providers Coalition and arrange a meeting. In addition work with Health Net to reach underserved populations.</b>		
Action Step: At meeting work with Coalition members to develop questions and talking points on how to best address needs of LatinX Community.	List of suitable questions and talking points created	March 2022
Action Step: Identify and appoint known and trusted leader in LatinX Community to lead these scheduled events	Leader identified and committed to represent group at all meetings	July 2022
Action step:		
<b>Strategy 2: Schedule two Listening Sessions for individuals in underserved populations for fall of 2022. One in Beloit, One in Janesville.</b>		
Action step: Work with libraries and newspaper and Health Net to advertise event	event advertised	August 2022
Action step: Put fliers in location LatinX Community gather	Fliers distributed	August 2022
Action step: Hold events	Events held	October 2022
<b>Strategy 3: Gather Feedback from both meetings and determine what issues need to be addressed and in what order.</b>		
Action step: Work with leader of committee to develop plan on best way to address needs discovered	Written action plan will be completed	January 2024
Action step: Recruit representatives from minority populations to join advisory board.		January 2023
Action step:		
<b>Annual progress notes</b>		
<b>Focus area: III E</b>		<b>Due Date</b>
<b>Goal statement: Caregivers increase knowledge of and access to needed services and are comfortable accessing these services.</b>		Sept 2024
<b>Plan for measuring overall goal success –</b>		
Statistics will be used to keep track of number of people served and their statistics. As people call for services, each will be asked where they heard of the available services.		
<b>Specific strategies and steps to meet your goal:</b>	<b>Measure (How will you know the strategies and steps have been completed?)</b>	<b>Due Date</b>

<b>Strategy 1: Revitalize and expand Caregiver Coalition in Rock County</b>	By end of three year period will have added 5 members who have not been part of group previously.	
Action step: <b>Contact all partners who have attended in past to update them on future meetings.</b>	List created of all former partners and all have been contacted	March 2022
Action step: <b>Promote the Coalition to new agencies for future partnerships</b>	Lisa of possible partnerships is created and all have been approached.	April 2022
Action step: <b>Set a series of monthly meetings with specific topics and speakers</b>	Monthly meetings scheduled and on calendar May through Dec 2022	December 2022
<b>Strategy 2: Set a goal for Coalition to ensure underserved populations have access to and are comfortable accessing caregiver supports.</b>		
Action step: <b>Invite several members of the Latino Services Providers Coalition to join our Coalition</b>	Members have attended at least 1 meeting, with invitation to join group	Dec 2022
Action step: <b>Invite a representative of Health Net to join our coalition</b>	Member has attended at least one meeting with invitation to join group	Dec 2022
Action step: <b>Invite a member of the Beloit NAACP to join our Coalition</b>	Member has attended at least one meeting with invitation to join group	Dec 2022
<b>Strategy 3: Identify needs in the underserved communities</b>		
Action step: Create a chart of Caregiver needs within the underserved communities	Chart is created	March 2023
Action step: Create an action plan outlining how they will be addressed	Plan is created	April 2023
Action step:		
<b>Annual progress notes</b>		

<b>Focus area: III D</b>		<b>Due Date</b>
<b>Goal statement: Increasing opportunities for people to access health improvement classes</b>		December 2024
<b>Plan for measuring overall goal success –</b> We will find three additional individuals to be trained as instructors. We will be able to offer three new Health Promotion classes by fall of 2023. Statistics will tell us how many additional people we were able to offer the classes to by end of year.		
<b>Specific strategies and steps to meet your goal:</b>	<b>Measure (How will you know the strategies and steps have been completed?)</b>	<b>Due Date</b>
<b>Strategy 1: Meet with two Rock County Senior Centers to propose a</b>		

<b>partnership for offering Health Promotion Classes.</b>		
Action step: Create a plan with senior centers to advertise and attract individuals in their community interested in being trained as health promotion leader.	Meetings will have occurred and Senior Centers are on board with plan	March 2022
Action step: Create an MOU with centers	MOU Created and signed by all parties	April 2022
Action step: Determine which classes should be offered by working with the County Health Department and analyzing their Community Needs Assessment. Schedule training for instructors.	Three new instructors will be on board and their training will be scheduled	July 2022
<b>Strategy 2: Begin scheduling and promotion of new health promotion classes</b>		
Action step: Work with Senior Centers to schedule and assist in marketing at least two new classes per year	Both centers will have offered two new classes in 2022	December 2022
Action step: Determine where in County other classes could be held	At least two of the smaller communities in Rock County will have held one new class	December 2022
Action step:		
<b>Strategy 3: Continue to work with health agencies to identify leaders</b>		
Action step: Contact all former partners we have worked with and make them aware of a need for instructors	All agencies on list will have been contacted	Feb 2023
Action step:		
Action step:		
<b>Annual progress notes</b>		

<b>Focus area: Person Centered Service (Combined with IIIB goal)</b>	<b>Due Date</b>
<b>Goal statement: This goal is a part of the III B Focus area and is actually a secondary goal of the main one. The creation of a Mobility Management Volunteer driver program will increase consumer choice in transportation options.</b>	Dec 2024
<b>Plan for measuring overall goal success</b> A Volunteer Driver program will have been created and we can track how many people have been served with this program <p style="text-align: center;"><b>(See IIIB sheet for details)</b></p>	

## **Coordination Between Title III and Title VI**

The Native American population in Rock County accounts for 0.2% of the overall population. Per 2019 Census data there are 431 individuals that self-identify as either American Indian or Alaska Native of which 53 are age 65 or older.

Rock County does not have any designated tribal lands. While we are not aware of any tribal members in the county, it is possible there may be tribal members representing the Potawatomi or Ho-Chunk tribes that live in the county. With the planned addition of a casino located in Beloit, we anticipate the population of those identifying as Native American may increase in the next three years. Per Farmer's Market Voucher data there are 7 individuals identifying as being American Indian whom have received vouchers in the past year. Per SAMS data there are

Rock County Council on Aging is committed to providing equitable service to older adults and adults with disabilities regardless of race or ethnicity. Title III programs may support American Indians, Alaska Natives and Native Americans in the areas of nutrition, supportive services for older adults, and caregiver services. The nutrition and supportive services include congregate and home-delivered meals, information and referral, transportation, personal care, chores, health promotion and disease prevention, and other supportive services. Caregiver services include assisting families in caring for older relatives with chronic illness or disability, and grandparents caring for grandchildren. The Title III services provided to all older adults in Rock County are offered with the intent to help individuals live independently in their communities.

As the Council on Aging integrates with the ADRC, the aging unit will continue to employ creative outreach efforts and methods of communication to ensure that all populations are aware of services and resources provided through the aging unit. Additional efforts will be made to connect with hard to reach populations to provide increased awareness and education.

## **Organization, Structure and Leadership of the Aging Unit**

### **Primary Contact to Respond to Questions About the Aging Plan**

**Name:** Paula Schutt

**Title:** Director

**County:** Rock

**Organizational Name:** Rock County Council on Aging

**Address:** 1717 Center Ave Suite 520

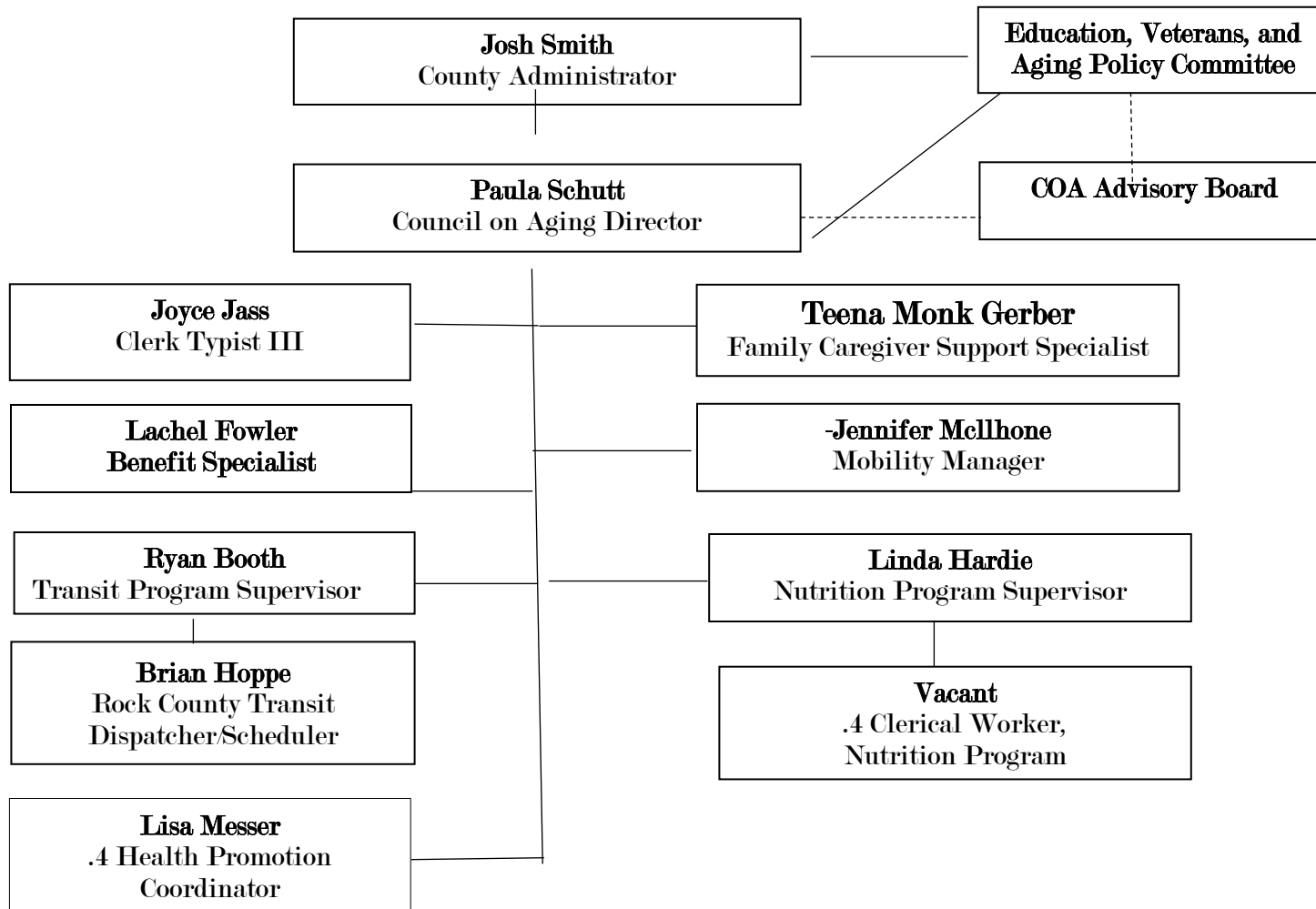
**City:** Janesville State: WI Zip Code: 53546

**Email Address:** [paula.schutt@co.rock.wi.us](mailto:paula.schutt@co.rock.wi.us) Phone # 608-757-5416

## Organizational Chart of the Aging Unit

### 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.)





## Staff of the Aging Unit

List the people employed by the aging unit. Include additional rows as needed.

<p>Name: <b>Paula Schutt</b>          Job Title: Council on Aging Director          Telephone Number/email Address: 608-757-5416 <a href="mailto:paula.schutt@co.rock.wi.us">paula.schutt@co.rock.wi.us</a></p>
<p>Brief Description of Duties: <b>oversees all department programs, creates and manages budget for department, oversees marketing. supervise employees, build relationships within the community, speak at public events</b></p>
<p>Name: <b>Lachel Fowler</b>          Job Title: Elder Benefit Specialist          Telephone Number/email Address: 608-757-5414 <a href="mailto:lachel.fowler@co.rock.wi.us">lachel.fowler@co.rock.wi.us</a></p>
<p>Brief Description of Duties: <b>Assists clients with all benefit programs (Medicare, Supplemental Insurance, Social Security, etc.)</b></p>
<p>Name: <b>Teena Monk-Gerber</b>          Job Title: Caregiver Support Specialist          Telephone Number/email Address: 608-758-8455 <a href="mailto:teena.monkgerber@co.rock.wi.us">teena.monkgerber@co.rock.wi.us</a></p>
<p>Brief Description of Duties: <b>Provides information, support and resources to assist caregivers. Oversees two grant programs, case management of clients enrolled in programs, facilitates support groups</b></p>
<p>Name: <b>Joyce Jass</b>          Job Title: Clerk Typist III          Telephone Number/email Address: 608-757-5472 <a href="mailto:joyce.jass@co.rock.wi.us">joyce.jass@co.rock.wi.us</a></p>
<p>Brief Description of Duties: <b>manages front desk, answers main phone line, fills in for transit dispatch when needed, processes bills, orders supplies</b></p>
<p>Name: <b>Lisa Messer</b>          Job Title: Health Promotion Coordinator          Telephone Number/email Address: 608-757-5309 <a href="mailto:lisa.messer@co.rock.wi.us">lisa.messer@co.rock.wi.us</a></p>
<p>Brief Description of Duties: <b>Facilitates a variety of evidenced based health workshops</b></p>
<p>Name: <b>Jennifer McIlhone</b>          Job Title: Mobility Manager          Telephone Number/email Address: 608-7575408 <a href="mailto:jennifer.mcillhone@co.rock.wi.us">jennifer.mcillhone@co.rock.wi.us</a></p>
<p>Brief Description of Duties: <b>Connects residents to alternate form of transportation, provides information on bus routes, travel training, facilitates and oversees Wednesday Walks and Cycling Without Age Programs.</b></p>
<p>Name: <b>Linda Hardie</b>          Job Title: Nutrition Supervisor          Telephone Number/email Address: 608-757-5474 <a href="mailto:linda.hardie@co.rock.wi.us">linda.hardie@co.rock.wi.us</a></p>

<p><b>Brief Description of Duties: Facilitates and oversees five senior congregate dining centers as well as overseeing the home delivered meal program. Manages home delivered meal volunteers. Works in conjunction with dietician to create and oversee monthly menu planning. Oversees the Senior Farmers Market Nutrition Program</b></p>
<p><b>Name: Tatiana March</b>  Job Title: Nutrition Program Assistant  Telephone Number/email Address: 608-757-5428 <a href="mailto:tatiana.march@co.rock.wi.us">tatiana.march@co.rock.wi.us</a></p>
<p><b>Brief Description of Duties: Assists Nutrition Supervisor in a variety of duties wherever needed, including nutrition assessments, working with dining center managers and a variety of other duties.</b></p>
<p><b>Name: Amanda Schmitt</b>  Job Title: Nutrition Clerk  Telephone Number/email Address: 608-757-5341 <a href="mailto:amanda.schmitt@co.rock.wi.us">amanda.schmitt@co.rock.wi.us</a></p>
<p><b>Brief Description of Duties: responsible for entering all data into state reporting program and is in charge of taking meal counts from site managers and turning in daily reports to caterer.</b></p>
<p><b>Name: Ryan Booth</b>  Job Title: Transportation Supervisor  Telephone Number/email Address: 608-757-5413 <a href="mailto:ryan.booth@co.rock.wi.us">ryan.booth@co.rock.wi.us</a></p>
<p><b>Brief Description of Duties: oversees vans and drivers that operate our “shared ride” program for clients in Rock County. Works in tandem with dispatcher. Trains drivers.</b></p>
<p><b>Name: Brian Hoppe</b>  Job Title: Transportation Dispatcher  Telephone Number/email Address: 608-757-5054 <a href="mailto:brian.hoppe@co.rock.wi.us">brian.hoppe@co.rock.wi.us</a></p>
<p><b>Brief Description of Duties: operates phone and radio to facilitate all dispatching of rides for the Specialized Transit program. Creates daily schedule for drivers.</b></p>

## Aging Unit Coordination with ADRCs

The Rock County Council on Aging, currently a free standing department within Rock County, will be merging with the ADRC of Rock County as of January 1, 2022. The two offices co-located in September 2021. Both departments will be under the oversight of the Human Services Department as of January 1, 2022. The current full time Director of the COA will become an Aging Supervisor, operating under the oversight of the Director of the ADRC.

## Statutory Requirements for the Structure of the Aging Unit

[Chapter 46.82 of the Wisconsin Statutes](#) sets certain legal requirements for aging units. Consider if the county or tribe is in compliance with the law. If the aging unit is part of an ADRC the requirements of [46.82](#) still apply.

<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.	X
(2) A unit, within a county/tribal department with the primary purpose of administering programs for older individuals of the county/tribe.	
(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>
For an aging unit that is described in (1) or (2) above, organized as a committee of the county board of supervisors/tribal council, composed of supervisors and, advised by an advisory committee, appointed by the county board/tribal council. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.	X
For an aging unit that is described in (1) or (2) above, composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
For an aging unit that is described in (3) above, the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
<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>Circle One</b> Yes No



## Role of the Advisory Committee

On Wednesday, February 17, 2021, GWAAR was a guest at our COA Advisory Committee meeting. Angie Sullivan spoke to the board members about the three year plan and the importance of it. (See appendix B for Agenda and minutes of the meeting).

## Membership 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 is a committee of the county board (46.82 (4) (b) (1)). If the aging unit has an advisory committee, list the membership of the advisory committee using the template provided below and include in the body of the aging plan. 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. There are no term limit requirements on advisory committees.

### Official Name of the County Aging Unit's Advisory Committee:

Name	Age 60 and Older	Elected Official	Start of Service
<b>Chairperson: Chuck Wilson</b>	yes	no	2021
Patricia Burhans	yes	no	2018
Sherril Gilbertson	yes	no	2018
Pam Bostwick	yes	yes	2021
Tom OBrien	yes	yes	2019
Vicky Gobel	yes	no	2020
Vicky O'Donnel	no	no	2017
Rena Dewar	yes	no	2019
Sue McGinnes	yes	no	2019
Debra Kraus	no	no	2019
Karen Ferguson	yes	no	2020
Janice Turner	yes	no	2018
Jack Kooyman	yes	no	2020

## **Budget Summary**

The aging unit is required to submit an annual budget to the AAA using a budget worksheet approved by BADR. Final budgets are to be submitted with the aging plan on November 5<sup>th</sup>, 2021. Due dates for annual aging unit budgets for CY 2023 and 2024 will be determined in cooperation with the AAAs and BADR and communicated with aging units when the dates are set.

GWAAR Budget summary information will be inserted into this document once the budget is completed.

## Verification of Intent

The purpose of the Verification of Intent is to show that county government has approved the plan. It further signifies the commitment of county government to carry out the plan. Copies of approval documents must be available in the offices of the aging unit.

Use the template provided below and include in the body of the aging plan.  
**(This will be filled out after the Board Approves the plan)**

### Verification of Intent Template

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

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

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

---

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

---

Signature and Title of the Authorized County Board Representative      Date

## **Assurances of Compliance with Federal and State Laws and Regulations**

A signed copy of this statement must accompany the plan. The plan must be signed by the person with the designated authority to enter into a legally binding contract. Most often this is the county board chairperson. The assurances agreed to by this signature page must accompany the plan when submitted to the AAA and BADR.

The assurances need not be included with copies of the plan distributed to the public.

Use the template provided below and include in the body of the aging plan.

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

On behalf of the county, we certify

---

(Give the full name of the county aging unit)

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

---

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

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Signature and Title of the Authorized County Board Representative	Date
---	------



## **The applicant certifies compliance with the following regulations:**

### 1. Legal Authority of the Applicant

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

### 2. Outreach, Training, Coordination & Public Information

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

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

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

### 4. Advisory Role to Service Providers of Older Persons

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

### 5. Contributions for Services

- The applicant shall assure that agencies providing services supported with Older Americans Act and state aging funds shall give older adults a free and voluntary opportunity to contribute to the costs of services consistent with the Older Americans Act regulations.
- Each older recipient shall determine what he/she is able to contribute toward the cost of the service. No older adult shall be denied a service because he/she will not or cannot contribute to the cost of such service.

- The applicant shall provide that the methods of receiving contributions from individuals by the agencies providing services under the county/tribal plan shall be handled in a manner that assures the confidentiality of the individual's contributions.
- The applicant must assure that each service provider establishes appropriate procedures to safeguard and account for all contributions.
- The applicant must assure that each service provider considers and reports the contributions made by older people as program income. All program income must be used to expand the size or scope of the funded program that generated the income. Nutrition service providers must use all contributions to expand the nutrition services. Program income must be spent within the contract period that it is generated.

## 6. Confidentiality

- The applicant shall ensure that no information about, or obtained from an individual and in possession of an agency providing services to such individual under the county/tribal or area plan, shall be disclosed in a form identifiable with the individual, unless the individual provides his/her written informed consent to such disclosure.
- Lists of older adults compiled in establishing and maintaining information and referral sources shall be used solely for the purpose of providing social services and only with the informed consent of each person on the list.
- In order that the privacy of each participant in aging programs is in no way abridged, the confidentiality of all participant data gathered and maintained by the State Agency, the Area Agency, the county or tribal aging agency, and any other agency, organization, or individual providing services under the State, area, county, or tribal plan, shall be safeguarded by specific policies.
- Each participant from whom personal information is obtained shall be made aware of his or her rights to:
  - (a) Have full access to any information about one's self which is being kept on file;
  - (b) Be informed about the uses made of the information about him or her, including the identity of all persons and agencies involved and any known consequences for providing such data; and,
  - (c) Be able to contest the accuracy, completeness, pertinence, and necessity of information being retained about one's self and be assured that such information, when incorrect, will be corrected or amended on request.
- All information gathered and maintained on participants under the area, county or tribal plan shall be accurate, complete, and timely and shall be legitimately necessary for determining an individual's need and/or eligibility for services and other benefits.
- No information about, or obtained from, an individual participant shall be disclosed in any form identifiable with the individual to any person outside the agency or program involved without the informed consent of the participant or his/her legal representative, except:
  - (a) By court order; or,
  - (b) When securing client-requested services, benefits, or rights.
- The lists of older persons receiving services under any programs funded through the State Agency shall be used solely for the purpose of providing said services, and can only be released with the informed consent of each individual on the list.

- All paid and volunteer staff members providing services or conducting other activities under the area plan shall be informed of and agree to:
  - (a) Their responsibility to maintain the confidentiality of any client-related information learned through the execution of their duties. Such information shall not be discussed except in a professional setting as required for the delivery of service or the conduct of other essential activities under the area plan; and,
  - (b) All policies and procedures adopted by the State and Area Agency to safeguard confidentiality of participant information, including those delineated in these rules.
- Appropriate precautions shall be taken to protect the safety of all files, microfiche, computer tapes and records in any location which contain sensitive information on individuals receiving services under the State or area plan. This includes but is not limited to assuring registration forms containing personal information are stored in a secure, locked drawer when not in use.

## 7. Records and Reports

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

## 8. Licensure and Standards Requirements

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

## 9. Civil Rights

- The applicant shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with that act, no person shall on the basis of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity under this plan.
- All grants, sub-grants, contracts or other agents receiving funds under this plan are subject to compliance with the regulation stated in 9 above.
- The applicant shall develop and continue to maintain written procedures which specify how the agency will conduct the activities under its plan to assure compliance with Title VI of the Civil Rights Act.
- The applicant shall comply with Title VI of the Civil Rights Act (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is

to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the service funded by the grant.

- All recipients of funds through the county/tribal or area plan shall operate each program or activity so that, when viewed in its entirety, the program or activity is accessible to and usable by handicapped adults as required in the Architectural Barriers Act of 1968.

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

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

#### 11. Political Activity of Employees

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

#### 12. Fair Labor Standards Act

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

#### 13. Private Gain

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

#### 14. Assessment and Examination of Records

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

#### 15. Maintenance of Non-Federal Funding

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

## 16. Regulations of Grantor Agency

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

## 17. Older Americans Act

Aging Units, through binding agreement/contract with an Area Agency on Aging must support and comply with following requirements under the Older Americans Act (Public Law 89-73) [As Amended Through P.L. 116-131, Enacted March 25, 2020] Reference: 45 CFR Part 1321 – Grants to State and Community Programs on Aging.

### Sec. 306. (a)

(1) provide, through a comprehensive and coordinated system, for supportive services, nutrition services, and, where appropriate, for the establishment, maintenance, modernization, or construction of multipurpose senior centers (including a plan to use the skills and services of older individuals in paid and unpaid work, including multigenerational and older individual to older individual work), within the planning and service area covered by the plan, including determining the extent of need for supportive services, nutrition services, and multipurpose senior centers in such area (taking into consideration, among other things, the number of older individuals with low incomes residing in such area, the number of older individuals who have greatest economic need (with particular attention to low income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas) residing in such area, the number of older individuals who have greatest social need (with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas) residing in such area, the number of older individuals at risk for institutional placement residing in such area, and the number of older individuals who are Indians residing in such area, and the efforts of voluntary organizations in the community), evaluating the effectiveness of the use of resources in meeting such need, and entering into agreements with providers of supportive services, nutrition services, or multipurpose senior centers in such area, for the provision of such services or centers to meet such need;

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

(A) services associated with access to services (transportation, health services (including mental health services), outreach, information and assistance (which

may include information and assistance to consumers on availability of services under part B and how to receive benefits under and participate in publicly supported programs for which the consumer may be eligible), and case management services);

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

(C) legal assistance;

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

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

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

(aa) set specific objectives, consistent with State policy, for providing services to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement;

(bb) include specific objectives for providing services to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas; and

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

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

(I) specify how the provider intends to satisfy the service needs of low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in the area served by the provider;

(II) to the maximum extent feasible, provide services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in accordance with their need for such services; and

(III) meet specific objectives established by the Area Agency on Aging, for providing services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas within the planning and service area; and

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

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

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

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

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

(I) older individuals residing in rural areas;

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

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

(IV) older individuals with severe disabilities;

(V) older individuals with limited English proficiency;

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

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

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

(5) Each Area Agency on Aging shall provide assurances that the Area Agency on Aging will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities, and individuals at risk for institutional placement, with agencies that develop or provide services for individuals with disabilities.

(6)(F) Each area agency will:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



(A) to provide benefits and services to older individuals, giving priority to older individuals identified in paragraph (4)(A)(i); and  
(B) in compliance with the assurances specified in paragraph (13) and the limitations specified in section 212;

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

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

### **Wisconsin Elders Act**

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

Wisconsin Statutes Chapter 46.82 Aging unit.

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

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

**Aging Unit; Creation.** A county board of supervisors of a county, the county boards of supervisors of 2 or more contiguous counties or an elected tribal governing body of a federally recognized American Indian tribe or band in this state may choose to administer, at the county or tribal level, programs for older individuals that are funded under 42 USC 3001 to 3057n, 42 USC 5001 and 42 USC 5011 (b). If this is done, the county board or boards of supervisors or tribal governing body shall establish by resolution a county or tribal aging unit to provide the services required under this section. If a county board of supervisors or a tribal governing body chooses, or the county boards of supervisors of 2 or more contiguous counties choose, not to administer the programs for older individuals, the department shall direct the Area Agency on Aging that serves the relevant area to contract with a private, nonprofit corporation to provide for the county, tribe or counties the services required under this section.

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

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

1. Work to ensure that all older individuals, regardless of income, have access to information, services and opportunities available through the county or tribal aging unit and have the opportunity to contribute to the cost of services and that the services and resources of the county or tribal aging unit are designed to reach those in greatest social and economic need.
2. Plan for, receive and administer federal, state and county, city, town or village funds allocated under the state and area plan on aging to the county or tribal aging unit and any gifts, grants or payments received by the county or tribal aging unit, for the purposes for which allocated or made.
3. Provide a visible and accessible point of contact for individuals to obtain accurate and comprehensive information about public and private resources available in the community which can meet the needs of older individuals.
4. As specified under s. 46.81, provide older individuals with services of benefit specialists or appropriate referrals for assistance.
5. Organize and administer congregate programs, which shall include a nutrition program and may include one or more senior centers or adult day care or respite care programs, that enable older individuals and their families to secure a variety of services, including nutrition, daytime care, educational or volunteer opportunities, job skills preparation and information on health promotion, consumer affairs and civic participation.
6. Work to secure a countywide or tribal transportation system that makes community programs and opportunities accessible to, and meets the basic needs of, older individuals.
7. Work to ensure that programs and services for older individuals are available to homebound, disabled and non-English speaking persons, and to racial, ethnic and religious minorities.
8. Identify and publicize gaps in services needed by older individuals and provide leadership in developing services and programs, including recruitment and training of volunteers, that address those needs.
9. Work cooperatively with other organizations to enable their services to function effectively for older individuals.
10. Actively incorporate and promote the participation of older individuals in the preparation of a county or tribal comprehensive plan for aging resources that identifies needs, goals, activities and county or tribal resources for older individuals.
11. Provide information to the public about the aging experience and about resources for and within the aging population.
12. Assist in representing needs, views and concerns of older individuals in local decision making and assist older individuals in expressing their views to elected officials and providers of services.
13. If designated under s. 46.27 (3) (b) 6., administer the long-term support community options program.
14. If the department is so requested by the county board of supervisors, administer the pilot projects for home and community –based long-term support services under s. 46.271.
15. If designated under s. 46.90 (2), administer the elder abuse reporting system under s. 46.90.
16. If designated under s. 46.87 (3) (c), administer the Alzheimer’s disease family and caregiver support program under s. 46.87.
17. If designated by the county or in accordance with a contract with the department, operate the specialized transportation assistance program for a county under s. 85.21.

18. Advocate on behalf of older individuals to assist in enabling them to meet their basic needs.

19. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.283 (1) (a) 1., apply to the department to operate a resource center under s. 46.283 and, if the department contracts with the county under s. 46.283 (2), operate the resource center.

20. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.284 (1) (a) 1., apply to the department to operate a care management organization under s. 46.284 and, if the department contracts with the county under s. 46.284 (2), operate the care management organization and, if appropriate, place funds in a risk reserve.

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

#### (4) Commission on Aging.

##### (a) Appointment.

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

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

##### (b) Composition.

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

1. For an aging unit that is described in sub. (1) (a) 1. or 2., organized as a committee of the county board of supervisors, composed of supervisors and, beginning January 1, 1993, advised by an advisory committee, appointed by the county board. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.

2. For an aging unit that is described in sub. (1) (a) 1. or 2., composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.

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

##### (c) Terms.

Members of a county or tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and no member may serve more than 2 consecutive 3-year terms. Vacancies shall be filled in the same manner as the original appointments. A county or

tribal commission on aging member appointed under par. (a) 1. may be removed from office for cause by a two-thirds vote of each county board of supervisors or tribal governing body participating in the appointment, on due notice in writing and hearing of the charges against the member.

(c) Powers and duties.

A county or tribal commission on aging appointed under sub. (4) (a) shall, in addition to any other powers or duties established by state law, plan and develop administrative and program policies, in accordance with state law and within limits established by the department of health and family services, if any, for programs in the county or for the tribe or band that are funded by the federal or state government for administration by the aging unit.

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

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

(a) 1. For an aging unit that is described in sub. (1) (a) 1., except as provided in subd. 2., a county or tribal commission on aging shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors or the tribal governing body that participated in the appointment of the county or tribal commission on aging. 2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors that participated in the appointment of the county commission on aging.

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

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

## Appendices

Appendix A ..... Responses to Survey

Appendix B ..... Minutes from Advisory and Governing Board Committees

Appendix C .....Community Engagement Reports

Appendix D.....Public Hearing Report

## Appendix A

Are you aware of the Council on Aging and services it offers to seniors?

- Answered: 171
- Skipped: 1

ANSWER CHOICES-	RESPONSES-
- Yes	
- No	
TOTAL	

If you have used the Council on Aging Services in the past or are you currently using services, please select the services you have used. If not, skip to question

3.

- Answered: 61
- Skipped: 111

ANSWER CHOICES-	RESPONSES-
- Caregiver Resources	
- Meals	
- Health Classes	

**ANSWER CHOICES-****RESPONSES-**

-  
Tri-Shaw Rides

-  
Benefit Specialist

-  
Transportation

-  
Wednesday Walks

Total Respondents: 61

**Do you have access to and use a computer or smart phone?**

- Answered: 171
- Skipped: 1

**ANSWER CHOICES-****RESPONSES-**

-  
Yes

-  
No

TOTAL

**Do you have access to internet?**

- Answered: 170
- Skipped: 2

**ANSWER CHOICES-****RESPONSES-**

-  
Yes

-  
No

TOTAL

**What are the top three concerns you have at this time?**

- Answered: 166
- Skipped: 6

**ANSWER CHOICES-****RESPONSES-**

-  
Affordable housing

Cost of or access to food

-  
Transportation

-  
Assistance in the home / Chores

-  
Finances

-  
Cost of or access to medications

-  
Health

-  
Other

-  
None of the above

Total Respondents: 166

What do you think you will need in the next 3 , 5 or 10 years to help you remain as independent as possible? Check as many as apply.

- Answered: 157
- Skipped: 15

**ANSWER CHOICES-**

**RESPONSES**

-  
Transportation

-  
Affordable Housing

-  
In home care / personal care

-  
Access to food / help with cost of food

-  
Assistance in the home

-  
Help with medications

-  
Healthy aging workshops

-  
Other

Total Respondents: 157

## Do you know where your nearest senior center is located?

- Answered: 171
- Skipped: 1

### ANSWER CHOICES-

### RESPONSES-

-  
Yes

-  
No

TOTAL

## Do you or have you in the past attended events there?

- Answered: 171
- Skipped: 1

### ANSWER CHOICES-

### RESPONSES-

-  
Yes

-  
No

TOTAL

## If you are a caregiver for a spouse, family member/friend, what resources are important to you?

- Answered: 109
- Skipped: 63

### ANSWER CHOICES-

### RESPONSES-

-  
Respite Care

-  
In home care

-  
Personal Care

-  
Transportation options

-  
Personal time away

-



Public benefits for older adults

-  
Long distance caregiving

-  
Isolation

-  
Resources to find help

-  
Information about illness

-  
Other

Total Respondents: 109

## Are there services, events or activities you have seen or heard of in other communities that you think would be helpful to seniors in Rock County?

bus outings for shopping trips

bingo, card games,

special events

fun things

cards

bus outings for shopping trips bingo, card games, special events

## What do you feel is the most effective way to publicize services we offer?

### ANSWER CHOICES-

### RESPONSES-

-  
Email

-  
Facebook

-  
Newspaper ads

-  
Council on Aging Newsletter

-  
Radio

-  
Personal letter

-  
Website

-  
Other

Total Respondents: 170

## Appendix B

### **COUNCIL ON AGING ADVISORY BOARD MINUTES Wednesday Feb 17, 2021, 9:00 a.m.**

- A. Call to Order:** The meeting of the Council on Aging Advisory Board was called to order at 9:00 a.m. by Chuck Wilson. All present were participating via ZOOM or the telephone.
- B. Approval of Agenda:** A motion was made by Tom Brien and seconded by Pat Burhans to approve the agenda.
- C. Roll Call:**  
 Present: Janice Turner, Patricia Burhans, Rena Dewar, Tom Brien, Karen Ferguson, Vicky O'Donnell, Debbie Kraus, Sherrill Gilbertson, Vicky Gobel, Jeff Didelot, Chuck Wilson, Pam Bostwick, Jack Kooyman  
  
 Excused: Sue McGinniss, Jeff Didelot  
  
 Unexcused: none  
  
 Staff Present: Paula Schutt, Lisa Messer, Lachel Fowler,
- D. Introduction of Visitors:** Angie Sullivan GWAAR and Ellen Wiegand Beloit Meal on Wheels
- E. Approval of January 20 Advisory Board minutes.** A motion was made by Tom Brien and seconded by Karen Ferguson. Motion carried.

**F. Citizen Participation, Communications and Announcements** – Ellen Wiegand announced that Beloit Meals on Wheels was celebrating their 50<sup>th</sup> Anniversary. Their March for Meals Campaign for this year is at Culvers in Beloit on Monday March 1. On March 17 they are partnering with Mary’s Catering from South Beloit and the South Beloit Business Men’s Hall to offer a Corned Beef and Cabbage Fund Raiser. Chuck Wilson also shared that the VA Clinic in Janesville has begun to offer vaccines to vets. If interested, please call the VA in Madison to register. Tom Brien said there is also a vaccine clinic located at Black Hawk Technical College.

**G. Monthly “This is Good to Know” Report** - Paula reviewed a list of aging terms that are commonly referred to in the Aging Network.

#### **H. Staff Reports:**

1. Caregiver Specialist - Julie was not in attendance but Paula reminded the committee about the upcoming play Steering Into the Skid.
2. Director: Paula reported that her first Virtual AMP class is going to begin tomorrow. She has also been working with Jennifer Thompson on the integration process. Both she and Jennifer will be speaking via ZOOM with several Counties in WI that have integrated. They have prepared a list of questions to ask each of them. Paula also asked for volunteers from the Board to come and help organize and pack up the storage closet before our move this summer.
3. Elder Benefit Specialist – Lachel is working on homestead tax credits and she is at Grinnell on Thursdays and Fridays. Maintenance built a “guard” for her to put up on the table when working with people and Grinnell has things in place as well for personal protection. Lachel reported she did the clients at Riverview Heights remotely. Scoville is scheduled for the middle of March. She has also been working with a number of people who are wanting to retire.

There was a short discussion on who at the COA had been able to receive their vaccine.

4. Mobility Management – Jennifer was not in attendance but Paula shared the snow shoe flier Jennifer had created and talked a bit about that event.
5. Transportation Supervisor – Ryan was not at the meeting.
6. Health Promotion Coordinator - Lisa shared her flier on the Living Well With Chronic Conditions class that is going to begin on March 9.

**I. New Business:** Angie Sullivan from GWAAR presented information on the 3 year Aging Plan that Rock County is beginning to work on. The plan covers 2022-2024. She explained how it worked and what goes into creating the plan. The plan covers the work the agency will do in the next three years to fill needs of Rock County residents. She discussed a variety of ways to contact underserved groups.

**Lachel asked if the ADRC has their own aging plan.** Angie said it is not the same, they have something they work on with their state entity. This particular plan concentrates on Older Americans Act Services.

**J. Old Business** – Paula reported that the transit drivers are now getting tested once per week for COVID.

**K. Board Membership Report Reports:**

1. County Board of Supervisors, Tom Brien reported that Rich Bostwick has been appointed as County Board chair, with Wes Davis as Co-Chair. There is also a new director that has been hired for Rock Haven as well as a new director of the Health Dept.
2. ADRC of Rock County, Vicky O'Donnell: nothing to report.

**L. Adjournment:** A motion was made by Tom Brien and seconded by Debbie Kraus to adjourn the meeting. Motion carried. *Minutes not official until approved by the Council on Aging Advisory Board.*

## **AMENDED 3/15/2021**

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### **EDUCATION, VETERANS & AGING SERVICES COMMITTEE TUESDAY, MARCH 16, 2021-5:00 P.M.**

#### **Agenda**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes - February 16, 2021
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
6. Review of Payments
7. Updates and Possible Action
  - A. Council on Aging- Paula Schutt
    - 1) Report on Mobility Management
    - 2) Report on 2021 Aging Plan
    - 3) Update on Nutrition Position
    - 4) Possible resolution supporting State budget proposals**
  - B. Veterans Office - John Solis
    - 1) VA Compensation Benefits
8. Committee Requests and Motions
9. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail [countvaclmin@co.rock.wi.us](mailto:countvaclmin@co.rock.wi.us) at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.



## EDUCATION, VETERANS AND AGING SERVICES COMMITTEE

Minutes - March 16, 2021

**Call to Order.** Chair Rashkin called the meeting of the Education, Veterans and Aging Services Committee to order at 5:01 P.M. on Tuesday, March 16, 2021 via teleconference.

**Committee Members Present:** Supervisors Rashkin, Pam Bostwick, Wilde (5:04 P.M.), Peer (5:04 P.M.) and Taylor.

**Committee Members Absent:** None.

**Staff Members Present:** Paula Schutt, Director of Council on Aging; Terri Carlson, Risk Manager; Julie Seeman, COA Caregiver Specialist; Jennifer McIlhone, Mobility Manager; John Solis, Veteran Services Officer; Randy Terro nez, Assistant to the Administrator; and Haley Hoff man, Office Coordinator.

**Others Present:** None.

**Approval of Agenda.** Supervisor Taylor moved approval of the agenda as presented, second by Supervisor Bostwick. ADOPTED.

**Approval of Minutes - February 16, 2021.** Supervisor Bostwick moved approval of the minutes from February 16, 2021 as presented, second by Supervisor Taylor. ADOPTED.

**Citizen Participation. Communications. Announcements.**  
**Information.** Haley Hoff man, new Office Coordinator in the County Administrator's Office was introduced.

**Transfers.** None.

**Review of Payments.** Supervisor Bostwick posed a question about payment to Green County for mileage. Paula Schutt clarified that the Council on Aging contracts with Green County when a Meals on Wheels recipient is close to the Green County / Rock County line. The committee accepted the report.

**Updates and Possible Action**

**Report on Mobility Management.** Ms. Schutt introduced Jennifer McIlhone, Mobility Manager. Ms. McIlhone shared her job duties with the committee.

**Report on 2021 Aging Plan.** Ms. Schutt provided an update on the County Aging Plan. The County Aging Plan is up and running. Ms. Schutt indicated that they are looking for participants to fill out the survey associated with the County Aging Plan that is located on the Council on Aging's website. The survey results will help with updating the County Aging Plan.

**Update on Nutrition Program.** Ms. Schutt provided an update on the Nutrition Program Supervisor recruitment. They have received applications and will be interviewing starting next week.

**Possible resolution supporting State budget proposals.** Supervisor Wilde referenced a conversation had at committee on February 16, 2021 regarding legislation regarding caregiver support. Supervisor Wilde discussed the importance of a resolution coming from the Education, Veterans and Aging Services Committee. All committee members agreed and expressed support for this potential resolution. Supervisor Wilde agreed to work with the Administrator's Office to compose a resolution.

**VA Compensation Benefits.** John Solis provided an update to the committee on VA compensation benefits. John Solis informed the committee that veterans can come to the Rock County Veterans Office for assistance applying for compensation benefits and other programs.

**Committee Requests and Motions.** Supervisor Bostwick inquired who works more with caregivers in regards to the possible resolution supporting caregiver support reference in above item 7.A.4.. Supervisor Bostwick requested that Julie Seeman, COA Caregiver Specialist, assist with the possible resolution. Julie Seeman and Paula Schutt agreed.

**Adjournment.** Supervisor Bostwick moved adjournment at 6:00 P.M., second by Supervisor Peer. ADOPTED.

Respectfully submitted , Haley Hoffman  
Office Coordinator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**



# APPENDIX C

## Community Engagement Report # 1

Complete one worksheet for each separate method used to elicit input from the community. i.e. 12 interviews conducted can be compiled on one sheet.

<b>Your County or Tribe:</b> Rock	<b>Your Name and Email:</b> Paula Schutt Paula.schutt@co.rock.wi.us
<b>Community Engagement Activity:</b> <input type="checkbox"/> Community Forum or Listening Session – virtual or in person <input type="checkbox"/> Focus Group Discussions – virtual or in person <input type="checkbox"/> Personal Interviews – by phone or in person <input type="checkbox"/> Facebook Live or Social Media Virtual Event <input checked="" type="checkbox"/> Paper or Internet Survey <input type="checkbox"/> Other (please describe): <hr/>	
<b>Date/s of Event or Effort:</b> Through May 30, 2021	<b>Number of Participants or Respondents:</b> Survey Monkey 145 responses Paper Survey 25 Total responses 170

**Key Issues Discussed: The survey asked the following questions:**

1. Are you aware of the Council on Aging and services it offers to seniors?
2. Have you used Council on Aging Services in the past or are you currently using services?
3. Do you know how and/or where to access information regarding services available for seniors in Rock County?
4. Do you have access to and use a computer and/or smart phone?
5. Do you have access to internet?
6. What are the top three concerns you have at this time?
7. What will you need in the next 3, 5, or 10 years to help you remain as independent as possible?
8. What areas would you like to learn more about?
9. Do you know where your nearest senior center is?
10. Do you or have you ever attended events there?
11. If you are a caregiver for a spouse or family member/friend, what resources do you feel are important?
12. Are there services or events you have seen or heard of in other communities that you think would be helpful to seniors in Rock County?
13. In what social activities would you like to participate?
14. What do you feel is the most effective way to publicize the services we offer?

**Key Takeaways/Findings:**

- Sixty percent of the people who took the survey were aware of the Council on Aging.
- Of those surveyed and used COA services in the past or are using currently, the top three programs reported as being accessed are Health Classes (39%), Benefit Specialist (37%) , Meals (34 %).

- A full 95.5 % of respondents reported having access to and using a computer or smart phone. 92% had access to the internet.
- A total of 59% were aware of how and where to access information regarding services available for seniors in Rock County.
- The top three concerns of the participants were
  - A. Health at 40%
  - B. Cost of or access to medications 27%
  - C. Assistance in the home /chores 23%
- When asked what they felt they would need in the next 3,5,10 years, the top three answers were
  - A. Assistance in the home at 51%
  - B. Healthy Aging Workshops at 43%
  - C. In home care/personal care at 36%
- A total of 85 % of respondents knew where their nearest senior center was located and 61% have attended events in the past
- For those respondents who were caregivers, the resources they felt were important to them were
  - A. In home care 33%
  - B. Information on public benefits 31%
  - C. Resources to find help 28%
- The top three most effective ways for people to obtain information on services was
  - A. Council on Aging Newsletter 49%
  - B. Email 43%
  - C. Facebook 42%

**Planned Response:**

A majority of people surveyed have concerns about health. Our IIID goal will cover this need by providing increased opportunities for people to access health improvement classes.

A little over half of the people surveyed have attended events in the past at their local senior center. Our IIID goal calls for a partnership with two of the larger senior centers in the County to offer additional opportunities for residents.

Our Goal for IIIC will provide a response for those who have concerns about nutrition and healthy living by allowing us to reach a larger number of people with our messages and live programs on Facebook.

Caregiver issues were a concern for many and our goal for IIIE will address that need by expanding awareness of services available for caregivers of underserved populations.

## Community Engagement Report # 2

<b>Your County or Tribe:</b> Rock County	<b>Your Name and Email:</b> Paula Schutt <a href="mailto:Paula.schutt@co.rock.wi.us">Paula.schutt@co.rock.wi.us</a>
---	--

<b>Community Engagement Activity:</b>	
<input checked="" type="checkbox"/> Community Forum or Listening Session – <u>virtual</u> or in person <input type="checkbox"/> Focus Group Discussions – virtual or in person <input type="checkbox"/> Personal Interviews – by phone or in person <input type="checkbox"/> Facebook Live or Social Media Virtual Event <input type="checkbox"/> Paper or Internet Survey <input type="checkbox"/> Other (please describe): <hr/>	
<b>Date/s of Event or Effort:</b> May 7, 2021 May 13, 2021	<b>Number of Participants or Respondents:</b> One
<b><u>Key Issues Discussed:</u></b>	
<ol style="list-style-type: none"> <li>1. Top three concerns at this time:</li> <li>2. What they will need in the next 3,5,10 years</li> <li>3. What would you like to learn more about?</li> </ol>	
<b>Key Takeaways/Findings:</b> We advertised our events (two of them) as “Let your Voice Be Heard”. We had them on Facebook, in our newsletter and a news release in local papers. No one signed up for the first one. Just one person signed up for the second one.	
Participant was most concerned about their health, assistance in the home and transportation.	

In the next 3,5,10 years they feel they will need reliable transportation, in home personal care and assistance in the home.

They want to learn more about healthy aging and nutrition.

**Planned Response:**

Our **IIIC goal** will address concerns with participant wanting to learn more about healthy aging and nutrition. Creating Facebook live events will bring an educational opportunity to those wanting to learn more.

Our **IIIB** goal to embrace new transportation technologies will allow us to assist more clients with ease, making transportation available to a larger number, as well as increasing transportation options for residents.

## Appendix D

## Public Hearing Report

Completed report, copy of hearing notice, and copy of actual comments taken during the hearing should be placed in the appendices of the aging plan.

<b>Date of Hearing:</b> <b>Monday October 25, 2021</b>	<b>County or Tribe:</b> <b>ROCK</b>
<b>Location of Hearing:</b>  Rock County Resource Center Beckman Mill Conference Room	<b>Accessibility of Hearing:</b> <input checked="" type="checkbox"/> Location was convenient, accessible & large enough <input type="checkbox"/> Provisions were made for hearing/visual impairments <input type="checkbox"/> Provisions were made for those who do not speak English <input type="checkbox"/> Hearings were held in several locations (at least one in each county your agency serves)  <input checked="" type="checkbox"/> Hearing was not held with board/committee meetings
<b>Address of Hearing:</b>  1717 Center Ave. Janesville, WI 53546	
<b>Number of Attendees:</b>  <b>0</b>	
<b>Public Notice:</b> <input checked="" type="checkbox"/> Official public notification began at least 2 weeks prior? Date: Monday, October 11, 2021  <input checked="" type="checkbox"/> <b>Notice must be posted</b> in a local/online newspaper, nutrition sites and senior centers plus at least one more avenue  <input checked="" type="checkbox"/> Print/online newspaper Janesville Gazette <input checked="" type="checkbox"/> Nutrition Sites <input checked="" type="checkbox"/> Senior centers (five area centers) <input checked="" type="checkbox"/> Newsletter, radio, TV, social media <input checked="" type="checkbox"/> Sent to partner agencies/individuals	

X Other COA Website and Facebook Page

Notifications include

X Date

X Time

X Location

X Subject of hearing

X Location and hours that the plan is available for examination

Where appropriate, notice was made available in languages other than English  
A copy of the notice is included with this report



**Summary of Comments:**

**Changes made to your plan as a result of the input received:**

Empty rectangular box for inputting changes to the plan.

## **Education, Veterans and Aging Services Committee**

	<u>Page</u>
Veterans Service Office.....	1
Personnel Summary.....	3
Financial Summary.....	4
Administrator's Comments.....	6

**CHARTER**  
**VETERANS SERVICE OFFICE**

**2022**

**OBJECTIVES AND STANDARDS**

1. Veteran Services

Assemble and verify, for accuracy and completeness, all necessary information concerning applications for veterans' state and/or federal benefits, and to ensure expeditious transmission of this information to the appropriate agencies. To provide appropriate information and assistance to all claimants requesting aid from the Veterans Service Office. This includes referral to and/or contact with other governmental agencies at all levels, as well as private and/or non-profit agencies that would meet the claimant's needs.

Standards:

- a. Ensure all procedures relating to claims adhere to Title 38 of the United States Code (USC), the Code of Federal Regulations (CFR) manual and/or Wisconsin Statute Chapter 45, and the Wisconsin Administrative Code. Maintain office statistics in order to compile and submit our annual production and goal report to the Wisconsin Department of Veterans Affairs (WDVA). This report fulfills the requirements to be awarded the annual WDVA County Veterans Service Office Grant.
- b. Benefit applications will be processed in a timely fashion to ensure deadlines with statutory requirements are met. Follow-up procedure, as required, will be utilized to ensure the needs of veterans, their families and their survivors are appropriately met.
- c. Provide personal and telephone counseling services to veterans, families and survivors as required. Provide a complete menu of services to veterans whose situations or disabilities prevent them from coming in to either office.
- d. Maintain an active and positive outreach and public relations program. Submit news releases to area media regarding veterans' issues and entitlements to ensure that the Rock County veteran's community remains informed on these issues.
- e. Seek representation on Veterans' Advisory Panels of state and federal elected officials to influence veterans' programs at both levels.

- f. Services provided by the Veterans Service Office include, but are not limited to, applications for state and federal benefits, counseling and referral for assistance where appropriate, financial, transportation, subsistence, housing, employment opportunities, drug and alcohol abuse, mental and physical disorders and general counseling with specialized practitioners.
- g. Obtain and maintain VA accreditation and applicable certifications through training with the Federal VA, Wisconsin Department of Veterans Affairs, National Association of County Veterans Service Officers and County Veterans Service Officers Association of Wisconsin.

2. Veterans Relief

Administer the Rock County Veterans Service Commission Fund in accordance with the Commission's policies and procedures regarding these benefits to Rock County Veterans as stated in Wisconsin Statutes, Chapter 45.81.

Standards:

- a. Provide payment for indigent burial, grave flag holders and maintenance of veterans' burial plots according to statutes.
- b. Provide emergency economic assistance to Rock County veterans in a discretionary manner pending approval by the Veterans Service Commission or County Veterans Service Officer. This assistance is to be provided on a voucher basis exclusively and will be limited to subsistence, transportation needs and temporary lodging only.
- c. Provide emergency economic assistance to Rock County veterans in a discretionary manner from the Rock County Veterans Donation Trust. To assist with rent, utilities, minor vehicle repairs and other needs not covered by the Veterans Service Commission.

**PERSONNEL SUMMARY**

**VETERANS SERVICE OFFICE**

**PERSONNEL - FULL TIME EQUIVALENT**

TITLE	2021 CURRENT	2022 ADMIN REC	INCREASE/ (DECREASE)
Veterans Service Officer	1.0	1.0	0.0
Deputy Veterans Service Officer II	1.0	1.0	0.0
Deputy Veterans Service Officer I	2.0	2.0	0.0
Total	4.0	4.0	0.0

**PERSONNEL MODIFICATIONS**

TYPE OF REQUEST	ORIGINAL POSITION / FROM	NEW POSITION / TO	DEPT REQ	ADMIN REC
N/A	-	-	-	-

# FINANCIAL SUMMARY

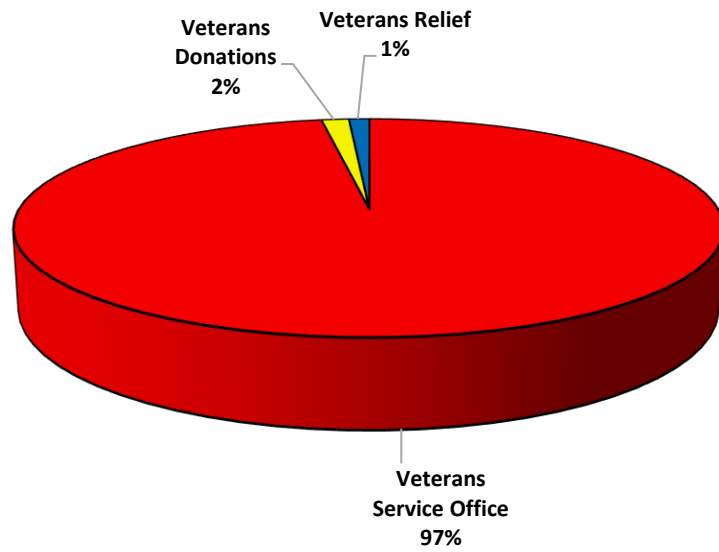
## VETERAN SERVICES

2022

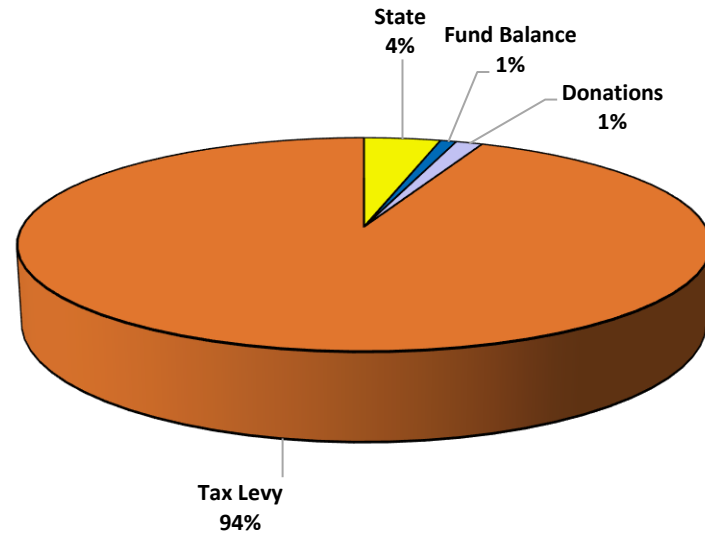
<u>REVENUES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Federal/State	\$14,300	\$14,300
Intergovernmental	0	0
Contributions	5,000	5,000
Fund Balance Applied	0	3,000
Transfers In	0	0
Deferred Financing	0	0
Sales Tax	0	0
Fees/ Other	0	0
Total Revenues	<hr/> \$19,300	<hr/> \$22,300
<u>EXPENDITURES</u>	<u>DEPARTMENT REQUEST</u>	<u>ADMINISTRATOR'S RECOMMENDATION</u>
Salaries	\$208,565	\$208,565
Fringe Benefits	97,131	97,131
Operational	36,470	36,470
Capital Outlay	0	0
Allocation of Services	0	0
Total Expenditures	<hr/> \$342,166	<hr/> \$342,166
<b><u>PROPERTY TAX LEVY</u></b>	<b>\$322,866</b>	<b>\$319,866</b>

**2022 BUDGET  
VETERANS SERVICE OFFICE**

EXPENDITURES BY PROGRAM



REVENUES BY SOURCE





## **ADMINISTRATOR'S COMMENTS**

### **VETERANS SERVICE OFFICE**

**2022**

#### **Budget Highlights**

##### **Revenue**

- The State of Wisconsin increased the state appropriation for the County Veterans Service Office (CVSO) Grant to \$14,300, an increase of \$1,300 or 10%. This is the first overall increase in state aid in approximately 30 years.
- The department is projecting a slight drop in donations for 2022, by \$1,500 or 23.1%, as the community organizations begin to rebuild their fund-raising programming. This is still a substantial increase from the donations received in 2020 that amounted to \$1,623 due to the pandemic impact. The fund balance at 12/31/21 is projected to be \$20,811.
- The Veterans Relief Account is used to provide short-term financial assistance to county veterans and their dependents. Funding is typically provided for items such as groceries and gasoline.
  - By State Statute, the financial assistance payments made to veterans must be reviewed by the three-member Veterans Service Commission.
  - In 2022, the department requested program expenses in the amount of \$3,754, the same amount as the prior year.
  - For 2021, tax levy funded 100% of program expense. For 2022, it is recommended that \$3,000 in fund balance be used and only \$754 in tax levy. The projected balance of the trust fund at 12/31/2021 is \$5,711. If the need for these funds exceeds the budgeted amount, sufficient fund balance is available to be appropriated.

##### **Expenditures**

- The department telephone account is up \$1,510 or 65.7% due to the addition of four cellphones that allow staff to work remotely.
- The department training account is down \$1,000 or 20.7% due to staff having the capability of receiving on-line training for required certification versus attending the national conference to receive their required certification.

### Personnel

- No personnel changes are requested for 2022.

### Summary

- The recommended tax levy for the Veterans Service Office is \$319,866, an increase of \$12,021 or 3.9% over the prior year.

**ROCK COUNTY, WISCONSIN  
P02 - 2022 BUDGET REPORT**

**ET EDUCATION,VETERANS,AGING SERV.**  
**38 VETERANS SERVICE OFFICE**

Org Key and Description	2019	2020	2021	Actual As of	12/31/2021	2022	2022	County
<u>Object Code and Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>6/30/2021</u>	<u>Estimate</u>	<u>Department Request</u>	<u>Admin Recommends</u>	<u>Board Approved</u>
<b>3800 VETERANS SERVICES</b>								
<b>Revenues:</b>								
4220 State Aid	13,000	13,000	13,000	13,000	13,000	14,300	14,300	0
4600 Contributions	0	0	6,500	0	0	0	0	0
<b>Total Revenues</b>	<b>13,000</b>	<b>13,000</b>	<b>19,500</b>	<b>13,000</b>	<b>13,000</b>	<b>14,300</b>	<b>14,300</b>	<b>0</b>
<b>Expenditures:</b>								
6110 Productive Wages	190,217	196,689	198,877	88,819	193,403	207,865	207,865	0
6140 FICA	14,539	15,032	15,214	6,787	14,795	15,902	15,902	0
6150 Retirement	12,476	13,277	13,424	5,995	13,055	13,511	13,511	0
6160 Insurance Benefits	69,525	64,140	67,846	66,800	67,846	67,533	67,533	0
6170 Other Compensation	120	123	127	127	127	131	131	0
6210 Professional Services	931	947	997	489	997	1,017	1,017	0
6221 Telephone Services	1,908	3,471	2,300	1,905	3,810	3,810	3,810	0
6240 Repair & Maintenance Serv	163	108	300	0	0	0	0	0
6249 Sundry Repair & Maint	1,396	1,396	1,396	1,396	1,396	1,396	1,396	0
6310 Office Supplies	2,166	798	1,500	410	1,089	1,400	1,400	0
6320 Publications/Dues/Supscription	116	216	216	106	216	216	216	0
6330 Travel	1,228	1,778	2,100	152	900	2,100	2,100	0
6420 Training Expense	2,647	2,001	4,840	217	1,787	3,840	3,840	0
6460 Program Expenses	6,099	5,491	6,559	0	6,259	6,559	6,559	0
6532 Building/Office Lease	8,957	9,410	7,895	6,414	7,895	8,132	8,132	0
6710 Equipment/Furniture	0	4,179	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>312,488</b>	<b>319,056</b>	<b>323,591</b>	<b>179,617</b>	<b>313,575</b>	<b>333,412</b>	<b>333,412</b>	<b>0</b>
 <b>COUNTY SHARE</b>	 <b>(299,488)</b>	 <b>(306,056)</b>	 <b>(304,091)</b>	 <b>(166,617)</b>	 <b>(300,575)</b>	 <b>(319,112)</b>	 <b>(319,112)</b>	 <b>0</b>

**ROCK COUNTY, WISCONSIN  
P02 - 2022 BUDGET REPORT**

ET EDUCATION,VETERANS,AGING SERV.  
38 VETERANS SERVICE OFFICE

Org Key and Description <u>Object Code and Description</u>	2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Budget</u>	Actual As of <u>6/30/2021</u>	12/31/2021 <u>Estimate</u>	2022 <u>Department Request</u>	2022 <u>Admin Recommends</u>	County <u>Board Approved</u>
<b>3805 VETERANS DONATIONS</b>								
<b>Revenues:</b>								
4600 Contributions	3,485	1,623	6,500	0	2,000	5,000	5,000	0
<b>Total Revenues</b>	<b>3,485</b>	<b>1,623</b>	<b>6,500</b>	<b>0</b>	<b>2,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>
<b>Expenditures:</b>								
6490 Other Supplies	5,854	6,128	6,500	385	2,000	5,000	5,000	0
<b>Total Expenditures</b>	<b>5,854</b>	<b>6,128</b>	<b>6,500</b>	<b>385</b>	<b>2,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>
 <b>COUNTY SHARE</b>	 <b>(2,369)</b>	 <b>(4,505)</b>	 <b>0</b>	 <b>(385)</b>	 <b>0</b>	 <b>0</b>	 <b>0</b>	 <b>0</b>

**ROCK COUNTY, WISCONSIN  
P02 - 2022 BUDGET REPORT**

ET EDUCATION,VETERANS,AGING SERV.  
38 VETERANS SERVICE OFFICE

Org Key and Description	2019	2020	2021	Actual As of	12/31/2021	2022	2022	County
<u>Object Code and Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>6/30/2021</u>	<u>Estimate</u>	<u>Department Request</u>	<u>Admin Recommends</u>	<u>Board Approved</u>
<b>3810 VETERANS RELIEF</b>								
<b>Revenues:</b>								
4640 Fund Balance	0	0	0	0	0	0	3,000	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>0</b>
<b>Expenditures:</b>								
6130 Per Diems	421	110	700	0	240	700	700	0
6140 FICA	33	8	54	0	16	54	54	0
6330 Travel	7	0	0	0	0	0	0	0
6460 Program Expenses	2,348	895	3,000	497	1,000	3,000	3,000	0
<b>Total Expenditures</b>	<b>2,809</b>	<b>1,013</b>	<b>3,754</b>	<b>497</b>	<b>1,256</b>	<b>3,754</b>	<b>3,754</b>	<b>0</b>
 <b>COUNTY SHARE</b>	 <b>(2,809)</b>	 <b>(1,013)</b>	 <b>(3,754)</b>	 <b>(497)</b>	 <b>(1,256)</b>	 <b>(3,754)</b>	 <b>(754)</b>	 <b>0</b>

**ROCK COUNTY, WISCONSIN  
P02 - 2022 BUDGET REPORT**

**ET EDUCATION,VETERANS,AGING SERV.**  
**38 VETERANS SERVICE OFFICE**

Org Key and Description <u>Object Code and Description</u>	2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Budget</u>	Actual As of <u>6/30/2021</u>	12/31/2021 <u>Estimate</u>	2022 Department <u>Request</u>	2022 Admin <u>Recommends</u>	County Board <u>Approved</u>
<b>Total For Location: VETERANS SERVICE OFFICE</b>	<b>(304,666)</b>	<b>(311,574)</b>	<b>(307,845)</b>	<b>(167,499)</b>	<b>(301,831)</b>	<b>(322,866)</b>	<b>(319,866)</b>	<b>0</b>

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**ET EDUCATION,VETERANS,AGING SERV.**  
**38 VETERANS SERVICE OFFICE**

Org Key and Description <u>Object Code and Description</u>	2019 <u>Actual</u>	2020 <u>Actual</u>	2021 <u>Budget</u>	Actual As of <u>6/30/2021</u>	12/31/2021 <u>Estimate</u>	2022 Department <u>Request</u>	2022 Admin <u>Recommends</u>	County Board <u>Approved</u>
<b>TOTAL FOR EDUCATION,VETERANS,AGING SERV.</b>	<b>(304,666)</b>	<b>(311,574)</b>	<b>(307,845)</b>	<b>(167,499)</b>	<b>(301,831)</b>	<b>(322,866)</b>	<b>(319,866)</b>	<b>0</b>