

# **Sheboygan County Plan on Aging 2016-2018**

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## 2. Executive Summary

Programs for seniors in Sheboygan face the same issues as all human services programs, increasing populations and insufficient funding and resources. Among the issues identified facing Sheboygan County seniors were: transportation, being able to stay at home, loneliness, dental care, access to health food/nutrition, prevention falls, and elder abuse.

The population of people age 60 and over is growing faster than any other age group and it has become a very diverse group in terms of age, ethnicity, economic status, and personal interests. The key element to the Aging Plan for 2016-2018 will be increasing the awareness of and advocacy for senior programs in the community. The plan will identify the needs and wants of the seniors with an emphasis on supports that will enable the person to stay in their home and be a productive member of the community. In addition, activities are designed to maintain and improve the area of family care giving.

**3. Organization and Structure of the County Aging Unit  
3-A Mission Statement and Description of the Aging Unit**

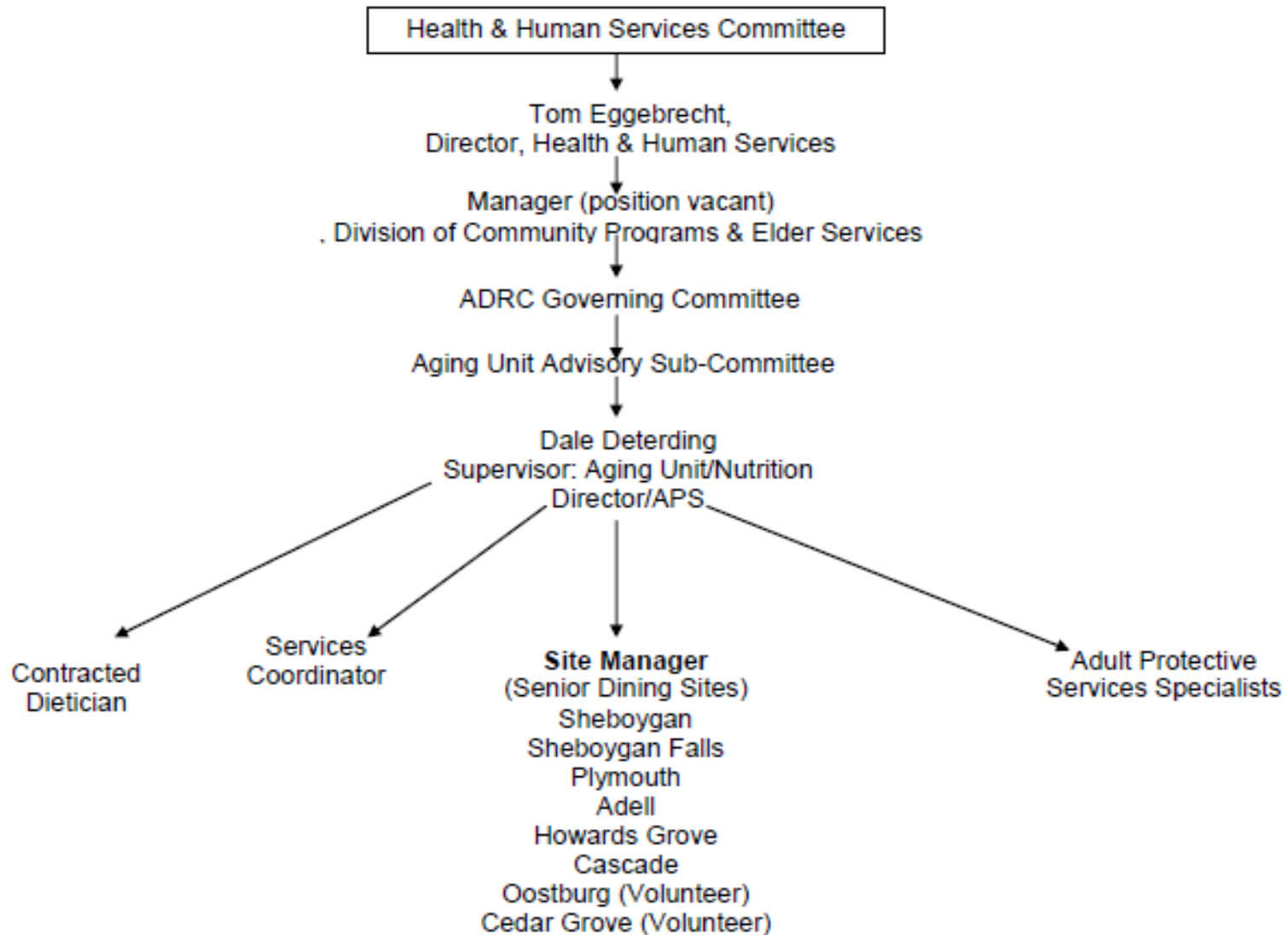
Mission Statement

As an integral part of the Aging and Disability Resource Center, The Aging Unit's mission is to educate, assist, and empower older adults to secure needed services. The services will enable seniors to lead independent, dignified, and meaningful lives as active members of the community.

The following individual is responsible for the development and presentation of the Sheboygan County 2016-18 Aging Plan:

Dale Deterding, Long Term Support-Elder Services Supervisor  
Email: [dale.deterding@sheboygancounty.com](mailto:dale.deterding@sheboygancounty.com) Phone: 920-467-4063

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



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

The Aging Unit is collocated with the ADRC unit at the Sheboygan County Aging and Disability Resource Center, 650 Forest Avenue, Sheboygan Falls, WI 53085, serving Sheboygan County. In addition, to being collocated, there are four staff positions whose duties overlap in each of the units.

One shared position is an APS (Adult Protective Services) specialist I&A (Information and Assistance) worker. This position is responsible for providing adult protective services (guardianships, elder abuse/self-neglect investigations, and annual protective placement reviews), in addition to providing assistance to individuals age 18-59 who need assistance with Medical Assistance and Medicare Part D. The National Family Caregiver Support Program (NFCSP) and the Alzheimer's Family Caregiver Support Program (AFCSP) are positions where there is overlap between the two units. The NFCSP staff person also does I&A work for the ADRC, while the AFCSP staff does short-term case management for the ADRC.

The last area of overlap is with the Title III-D Health Promotion Services grant. This position is a shared position between Public Health and the ADRC. This position oversees the evidence-based programming for the ADRC and Aging Units, both conducting health promotions classes and overseeing the volunteers and meal site managers who conduct health promotion classes, such as Walk with Ease, Stepping On, Living Well with Chronic Conditions, and Living Well with Diabetes.

The ADRC and Aging Units have and will continue to partner efforts in the years covered by this plan. The two units will continue to have a joint effort in marketing, celebratory events (Volunteer Banquet, Annual Senior Picnic, Disability Pride Day, etc.), increasing awareness community awareness about dementia-friendly communities, and developing a falls prevention collation.

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

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

<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.	<b>X</b>
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>
1. For an aging unit that is described in (1) or (2) above, organized as a committee of the county board of supervisors/tribal council, composed of supervisors and, advised by an advisory committee, appointed by the county board/tribal council. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.	
2. For an aging unit that is described in (1) or (2) above, composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	<b>X</b>
3. For an aging unit that is described in (3) above, the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
<b>Full-Time Aging Director:</b> The law requires that the aging unit have a full-time director as described below. Does the county have a full-time aging director as required by law?	<b>Yes</b>



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

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

“Members of a county/tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and no member may serve more than 2 consecutive 3-year terms.” In the case of county board/tribal council members, the requirement is 3 consecutive 2-year terms.

<b>Official Name of the County Aging Unit’s Policy-Making Body (list below)</b>			
<b>Health and Human Services Committee</b>			
<b>Name</b>	<b>Age 60 and Older</b>	<b>Elected Official</b>	<b>Year First Term Began</b>
<b>Chairperson:</b> Vernon C. Koch		Yes	2010
Jacob L. Van Dixhorn	X	Yes	2010
James Baumgart	X	Yes	2012
Brian C. Hoffmann	X	Yes	2012
Roger R. Otten	X	Yes	2010
Curtiss Nyenhuis	X	No	2008
Peggy M. Fieder	X	No	2010

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

If the aging unit has an advisory committee, listed below are the members of the advisory committee.

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

<b>Official Name of the County Aging Unit's Advisory Committee (list below)</b>			
<b>Aging Unit Advisory Sub-Committee</b>			
<b>Name</b>	<b>Age 60 and Older</b>	<b>Elected Official</b>	<b>Year First Term Began</b>
<b>Chairperson:</b> Zoran, Carol	X		2009
Gilligan, James	X		2013
Nowacki, Mary	X		2012
Hesslink, Gary	X		2014
Van DerMale, John	X		2012
Van Horn-Wieland, Joann	X		2014
Williams, David	X	X	2012
Deterding, Dale			2010

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

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

<b>Aging Unit</b>
<p>Name: <b>Dale Deterding</b>            Job Title: Long Term Support and Elder Services Supervisor            Telephone Number/email Address: (920) 467-4063 <a href="mailto:dale.deterding@sheboygancounty.com">dale.deterding@sheboygancounty.com</a></p>
<p>Brief Description of Duties: Oversee Aging Unit activities, Sheboygan County's Elderly and Disabled Transportation Program, Elder Abuse, and Adult Protective Services</p>
<p>Name: <b>Kaylie Fisher</b>            Job Title: Services Coordinator            Telephone Number/Email Address: (920) 467-4020 <a href="mailto:kayliefisher@sheboygancounty.com">kayliefisher@sheboygancounty.com</a></p>
<p>Brief Description of Duties:            Data entry and substitute site manager for the congregate and home delivered meals program. Recruit and schedule volunteer drivers for medical appointments. Coordinate special events for aging unit, e.g., Volunteer Banquet, Senior Picnic</p>
<p>Name: <b>Toni Becker</b>            Job Title: Dining Site Manager            Telephone Number/Email Address: (920) 946-6842 <a href="mailto:toni.becker@sheboygancounty.com">toni.becker@sheboygancounty.com</a></p>
<p>Brief Description of Duties:            Oversee the Sheboygan Falls and Howards Grove Senior Dining Sites. Conduct outreach for Sheboygan Falls and Howards Grove and surrounding area.</p>
<p>Name: <b>MaryJane Kempf</b>            Job Title: Dining Site Manager            Telephone Number/Email Address: (920) 946-3658 <a href="mailto:mary.kempf@sheboygancounty.com">mary.kempf@sheboygancounty.com</a></p>
<p>Brief Description of Duties:            Oversee the Adell, Oostburg, And Cedar Grove Senior Dining Sites. Operate county home-delivered meal program for southern part of county. Conduct outreach for the Adell, Oostburg, Cedar Grove, and surrounding area.</p>
<p>Name: <b>Darcy Vollrath</b>            Job Title: Dining Site Manager            Telephone Number/Email Address: (920) 207-2522 <a href="mailto:darcy.vollrath@sheboygancounty.com">darcy.vollrath@sheboygancounty.com</a></p>
<p>Brief Description of Duties:            Oversee the Sheboygan Senior Dining Site. Conduct outreach for the city of Sheboygan and surrounding area.</p>
<p>Name: <b>Susan Wenzel</b>            Job Title: Dining Site Manager            Telephone Number/Email Address: (920) 946-6847 <a href="mailto:susan.wenzel@sheboygancounty.com">susan.wenzel@sheboygancounty.com</a></p>
<p>Brief Description of Duties:            Oversee the Plymouth Senior Dining Site. Conduct outreach for Plymouth and surrounding area.</p>
<p>Name: <b>Christine Freund</b>            Job Title: Adult Protective Services Worker            Telephone Number/email address: (920) 467-4120 <a href="mailto:christine.freund@sheboygancounty.com">christine.freund@sheboygancounty.com</a></p>
<p>Brief Description of Duties: Adult protective services, Ch. 55 and 54. Elder abuse investigations, WATTS reviews.</p>

<p>Name: <b>Katherine Pruitt</b>  Job Title: Adult Protective Services Worker  Telephone Number/email address: (920) 467-4121 <a href="mailto:katherine.pruitt@sheboygancounty.com">katherine.pruitt@sheboygancounty.com</a></p>
<p>Brief Description of Duties: Adult protective services, Ch. 55 and 54. Elder abuse investigations, WATTS reviews.</p>
<p>Name: <b>SueAnn Schuh</b>  Job Title: Adult Protective Services Worker-Information &amp; Assistance  Telephone Number/email address: (920) 467-4129 <a href="mailto:sueann.schuh@sheboygancounty.com">sueann.schuh@sheboygancounty.com</a></p>
<p>Brief Description of Duties: Adult protective services, Ch. 55 and 54. Elder abuse investigations, WATTS reviews.</p>
<p>Name: <b>Patricia Hafermann</b>  Job Title: Elderly Benefit Specialist  Telephone Number/email address: (920) 467-4076 <a href="mailto:patricia.hafermann@sheboygancounty.com">patricia.hafermann@sheboygancounty.com</a></p>
<p>Brief Description of Duties: Assisting and advocating for individuals age 60+ with Social Security, Medicare, Medicaid, insurance, and advocacy issues.</p>
<p>Name: <b>Carol DeBauche</b>  Job Title: LTE-MIPPA (Medicare Improvement for Patients and Providers Act) Grant  Telephone Number/email address: (920) 467-4120 <a href="mailto:carol.debauche@sheboygancounty.com">carol.debauche@sheboygancounty.com</a></p>
<p>Brief Description of Duties: LTE working on MIPPA grant, increasing community awareness of Medicare Savings and Health Promotion programs. Assists seniors with SeniorCare and Medicare Part D applications.</p>

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## 4. Context

Sheboygan County has an estimated population of 115,290 (2014 Census Data est.). The city of Sheboygan is the largest city in the county with a population of 48,725 (2013 Census Data est.). Two other cities, Sheboygan Falls and Plymouth have populations of 7,773 and 8,391 respectively (2013 Census Data est.). The remainder of the county consists of small villages and rural residential settings.

The county totals 513 square miles and is bordered by Lake Michigan to the east, Manitowoc and Calumet counties to the north, Fond du Lac County to the west, and Washington and Ozaukee counties to the south. Sheboygan County continues to grow as a tourism location and is known as a retirement destination. Several large manufacturing firms, service industry, agriculture, and agriculture-related business are located in Sheboygan County and provide most of the employment opportunities.

The population of Sheboygan County aged 60 and older comprises approximately 34% of the county population, or 50,907 individuals. The following chart illustrates the breakout of the over 60 population based on the 2010 census:

2010 Age Groups	60-74	75-84	85+
Total number	12,192	8,395	2,738
Percentage	10.6%	7.3%	2.4%

(Source: U.S. Bureau of the Census, Census 2010, SF1; Prepared by Cindy Ofstead, DHS Bureau of Aging and Disability Resources, 10/2011)

The following chart shows the estimated increase in the over 60 aging population in Sheboygan County:

	2015	2020	2025	2030	2035
60+	25,754	29,641	33,090	35,044	35,913
65+	18,172	21,097	24,645	27,634	29,056
85+	2,719	2,649	2,761	3,177	3,995

Sheboygan County Public Health produced some of the studies that were used in the preparation of this plan. A group discussion was held on August 25, 2015 with 13 senior dining program participants. In addition, surveys were distributed to 40 seniors in the months of July and August 2015 for their input on the issues currently facing the aging population of Sheboygan County. Of the 40 surveys distributed, 18 were returned.

Among the issues identified facing Sheboygan County seniors were: transportation, being able to stay at home, loneliness, dental care, access to health food/nutrition, preventing falls, and elder abuse.

The need for transportation to medical appointments, jobs, nutrition sites, shopping and social events is an ongoing concern. The Elderly and Disabled Transportation program,

with the 85.21 and 5310 grants available through the Wisconsin Department of Transportation, provides services to seniors, age 60+, and people with disabilities. This is accomplished through a partnership with Sheboygan Shoreline Metro, doing business as Metro Connection. In addition to Metro Connection, the county also operates a Volunteer Driver program to provide rides to medically related appointments for seniors age 60+, who are not on Medicaid. These rides are provided on a donation-basis. The riders are given a letter by the driver indicating the number of miles driven, the cost of the ride (mileage multiplied by \$.51/mile), and emphasizing that no one is refused a ride if they are unable to pay. Seniors, who are on Medicaid, are directed to call MTM, the state contracted vendor for medical transportation and make their ride arrangements with them. Even with these sources of transportation, there are pockets of the county that appear to be underserved and seniors in those areas are in need of transportation services, especially for non-medical rides.

Providing information and assistance to help seniors maintain themselves at home is a primary goal of the Sheboygan County Aging Unit. To help accomplish that goal, the four, paid, meal site managers conduct at least one hour a day of outreach to seniors in the county. This outreach includes home visits with seniors, telephone conversations, and conversations at the meal site. The site managers provide a folder of information to the senior with information about different services available to assist the senior in remaining in his or her own home or apartment. The aging unit also is currently working with the ADRC on a quality improvement project to increase the number of referrals to the ADRC from the site managers.

The feeling of loneliness is a daily occurrence for some Sheboygan County seniors. A goal of the outreach conducted by the site managers is to invite and encourage seniors to attend the local meal sites. The meal site not only helps combat the issue of inadequate nutrition for the seniors, it also provides a very valuable social outlet. At the Sheboygan Falls meal site, several of the men attending the site began, attending after their spouses had passed away. They have developed friendships among the other widowers and help provide support for each other.

The dining site in the city of Plymouth is located in the Generations Building. The Generations Building was completed in May 2011 and is an effort to bring the generations together and be the “living room” for the county. The Generations Building houses the Plymouth Adult Activity Center, the Sheboygan County Dining Program, Here We Grow (a day care center for children), Head Start, and Family Services of Sheboygan County (an organization working with underprivileged children).

Monthly activities are planned involving the dining program and the children’s day care to promote intergenerational activity. In addition, teen-age volunteers from the local high school come and regularly teach the seniors how to use the computer. In 2014, the Generations Building received national recognition for its intergenerational efforts.

The aging unit continues to collaborate with the adult protective services (APS) unit and an APS worker comes to give a presentation on elder abuse at each of the sites at least once per year. In addition, as alerts regarding elder abuse issues come to the attention to the APS supervisor, they are passed on to the meal site managers to inform the seniors at their sites of whatever the issue may be.

The meal site managers also often are used to do the first visit with seniors referred to APS for issues of self-neglect. The site managers have received some training from the APS staff regarding warning signs and things to be aware of and report. Utilizing the site managers in this way has been very helpful because their visit sets up a different paradigm than that of the APS worker. The site manager can offer home-delivered meals, if needed, or invite the senior to attend meal site and participate in the activities. That approach has been found to be more welcoming and allows the senior to open up and discuss his/her situation in a more non-threatening manner. The aging unit supervisor is on the Sheboygan County Elder/Adult-at-Risk Interdisciplinary Team and participates in the team meetings attempting to address the issue of elder abuse in Sheboygan County.

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

Discussion regarding the 2016-2018 Sheboygan County Aging Plan occurred during the May 12 and July 14 Aging Sub-Committee meetings (notes are in attachment 1). On August 25, 2015, a group discussion with 13 Sheboygan County seniors was held at the Sheboygan County ADRC. In early August, surveys were distributed among the Senior Dining participants, both congregate and home delivered. Of the 40 surveys distributed, 18 responses were returned. (A copy of the survey can be found in Attachment 2.)

*Public Hearings on the 2016-2018 Sheboygan County Aging Plan draft will be held at the Adell Senior Center on November 3, 2016, at 9:30 a.m. and at the Aging and Disability Resource Center on November 4, 2016, at 10:00 a.m., in conjunction with a public hearing on the Department of Transportation's Elderly and Disabled Transportation Grant. A draft of the Aging Plan will be available for viewing at the Adell Senior Center and at the Aging and Disability Resource Center and on the Aging and Disability Resource Center web page beginning on October 15, 2015. Written comments will be accepted until November 11, 2015.*



## 6. Goals for the Plan Period

### ***Involvement of Older People in Aging-Related Program Development and Planning***

The Aging Unit is committed to involving seniors in the planning of services and programs. Traditionally, before each new program is developed, the seniors are surveyed for their input on how the service should be developed. For example, before the dining program started a newsletter, the participants were surveyed to ensure they would like a newsletter, voted on the name, and gave suggestions of what they wanted to read in the newsletter. In addition, the dining program has been a venue for county board members and state representative to talk with the seniors

#### **Goals:**

1. Invite county board members, state representatives, and federal representatives to visit one of the dining sites at least once per quarter per the 5 day/week site. This will allow the seniors to interact directly with those individuals who have the ability to influence the services they receive. This will result in 16 opportunities for seniors to interact with the decision makers spaced throughout the year. This will begin in January 2016 and will continue in 2017 and 2018.
2. Continue to use the dining program newsletter, "Seniors In Touch," to inform seniors of upcoming public hearings, projects, and/or surveys that need input from seniors in the decision making process. This will include, but not be limited to input on the annual Aging Plan program reviews, changes and/or additions to services through the dining program, etc. This will continue in 2016, 2017, and 2018.

### **The Elder Nutrition Program**

During the years covered by this Aging Plan, 2016-2018, the Sheboygan Senior Dining Program will undergo several projects to improve the dining program. These projects include, but are not limited to, work on revitalizing the dining program by pursuing state grants for project revitalization and/or expansion, conducting a NIATx project to work on streamlining the paperwork required by for the program, and increasing social outing opportunities for the program diners.

#### **Goals:**

1. Beginning January 1, 2016, the Aging Unit will convene a workgroup of 2 site managers and the service coordinator to revise the meal site manager handbook. The previous update of the entire manual occurred in 2000. The workgroup will review the policies and procedures governing the dining sites, outreach activities, aging unit activities, and referral processes to ensure the most current policies and procedures are reflected in the manual. In addition, the workgroup will develop a manual for the volunteer site managers. The workgroup will meet twice

per month, with the aim to have the review completed and the volunteer manual developed by January, 2017.

- In concert with the Health and Human Service department's implementation of a new data collection software program, the Aging Unit will conduct a NIATx Project working on reducing paperwork needed to operate the program. Currently, several of the forms in use required both staff and/or program participants to complete repetitive questions. Currently, there are seven forms used for the congregate and home-delivered meal program and the project aims to reduce that number to three. Beginning in November 2015, a team of site managers will review current forms used, identifying what data components are required and which are duplicative.
  - By January 2016, forms will be combined and eliminated where applicable, with prior approval from GWAAR.
  - In March 2016, the workgroup will review the usage of the new forms/process to determine if the goals of improving ease of use and efficiency were obtained.
  - In July 2016, the workgroup will reconvene to conduct a project to review the expansion of data entry responsibilities to each individual site manager, rather than the current process of one person having the primary responsibility. This process would apply only to the site managers employed by Sheboygan County Health and Human Services. Those sites overseen by volunteers would be exempt from this process.
2. In the years covered by this plan, the senior dining program will increase the social activities/events opportunities for the participants of the program.
- Beginning in 2016, an annual "dinner theater" event will be held in late October/early November. A test event was held in late October 2014, with 110 seniors attending. The meal was provided by Watson's Vending, the contracted food vendor for the program and a local theater group provided entertainment. This event was successful and feedback from participants indicated they were interested in having this type of event again.
  - Each year of this plan, the dining program will continue to sponsor a summer picnic and vendor fair. In 2015, over 450 seniors and 35 vendors participated. Feedback from participant and vendor surveys indicated that the event was very successful and participants and vendors were pleased with the event.
  - Beginning in 2016, the senior dining program will offer at least one "day trip" per year at the 5 day/week dining sites. One dining site has had trial events in previous years, with trips to an area cheese factory, a local garden renowned for its variety and beauty, Bookworm Gardens—a garden combining children's literature, the natural world, and imagination, and the Sheboygan Marsh—a county park that is also nature refuge. These trips were very well received and the participants enjoyed them and expressed

interest in doing more. This effort will result in, at minimum, 4 trips in 2016, 4 in 2017, and 4 in 2018.

### **Services in Support of Caregivers**

The National Family Caregiver Support Program (NFCSP) is a well-developed program in Sheboygan County. The Caregiver Coalition has been in operation since 2009. The Caregiver Coalition has developed several programs to assist caregivers. There is the "Caregiver Friends Support Group" (see schedule in attachment #3), "Caregivers Connect"-a series of educational/informative meetings for caregivers (see schedule in attachment #3), and "Connections: A Resource for Family Caregivers"-which is the Coalition's quarterly newsletter. Currently the NFCSP coordinator position is a shared position with the ADRC.

### **Goals:**

1. The current NFCSP coordinator is planning to retire in the first quarter of 2016. The AFCSP program is coordinated by a different staff position and is shared with the ADRC.
  - o The position will be evaluated and a decision to combine NFCSP and AFCSP will be made by June 30, 2016.
2. Continue the "Caregiver Friends Support Group," and hold a meeting on the second Tuesday of each month, except December. This will continue for 2017 and 2018.
3. Continue to sponsor the "Caregivers Connect" meetings 4 times per year. This will continue for 2017 and 2018.

### **Services to People With Dementia**

The Aging Unit has several projects to assist caregivers of individuals with Alzheimer's and other dementias. Those efforts include, but are not limited to assisting with sponsoring an annual caregiver conference, facilitating a support group for caregivers, and assisting with funding for respite/other services.

### **Goals**

1. The Aging Unit will begin a marketing/outreach effort to publicize the awareness of services available to families providing caregiving to someone with Alzheimer's. This effort will include, but not be limited to:
  - o Develop radio commercials to be played on local radio stations starting in January 2016. The aging unit will work with the radio to develop and record the commercials, and to develop a marketing plan that will maximize the time played and listeners reached. The commercials will play from January thru March 2016. Data will be compiled and reviewed to determine the effectiveness of the campaign. If effective, the effort will be repeated in years 2017 and in 2018.

2. Dementia Workgroup with Public Health was started in June 2015, with Public Health beginning to look at Alzheimer's as a preventable disease. The goal of this group will be to develop a task force and look at ways of making Sheboygan County a dementia-friendly county.
  - This group will meet, at minimum, 4 times per year.
  - The membership will grow into a task force to include representatives from both local hospitals, home health agencies, local business interested in participating, and other interested parties.
  - The group will use methods described in the "Dementia Friendly Communities Tool Kit."
  - This effort will continue in 2017 and 2018. The direction and specific activities will be determined as the task force meets and determines the direction of its efforts.
  
3. The Aging Unit has collaborated with the Alzheimer's Association and has arranged for a representative of the Alzheimer's Association to have monthly office hours at the ADRC, where the representative from the Association is present and will meet with caregivers and families and help address specific questions they may have. This partnership has been in existence for the past two years and the Association and families have found it to be beneficial.
  - The Aging unit will reserve a conference room for the Alzheimer's Association representative on the last Monday of the month, from 1 p.m. to 3 p.m. to meet with families and individuals for consultation.
  - This goal will be ongoing in 2016, 2017, and 2018.

### ***Healthy Aging***

The Sheboygan County Senior Dining Program has been supportive of the effort to provide health promotion opportunities to Sheboygan County seniors. Several health promotion classes have been hosted at the dining sites, including Stepping On, Walk with Ease, and Powerful Tools for Caregivers. The dining program will continue to collaborate with the ADRC to promote this effort in the years covered by this plan.

### **Goals:**

1. The Sheboygan County Senior Dining Program will continue to offer at least one Walk with Ease class per year at the four 5-day per week sites. All site managers are certified Walk with Ease instructors. Walk with Ease is an evidenced-based exercise program sponsored by the Arthritis Foundation and designed to teach individuals how to include walking into an exercise routine that includes walking at a comfortable level. It is a Level III program for funding purposes.
  - One Walk with Ease class will be offered per 5/week dining site,
  - At minimum, one Walk with Ease class will be offered at one of the 1 day/week dining sites or in a rural location per year of this plan.

2. Falls and injuries related to falls is a serious issue in Sheboygan County. From 2010-2012 (most recent data available), Sheboygan County averaged 36 more deaths per year over the state of Wisconsin average in that same period. To address this problem, the Aging Unit is leading an effort to establish a Falls Prevention Coalition. Several steps have been taken towards that effort. The Aging Unit has established a project with the city of Sheboygan Fire Department. The Sheboygan Fire Department, when called to assist someone who has fallen, completes a survey tool and offers the person an opportunity to have someone from the ADRC contact them to explore services/programs available. In 2015, the Aging Unit has collaborated with the senior centers in Sheboygan and Plymouth, in addition to Aurora Sheboygan Memorial Medical Center, and St. Nicholas Hospital to conduct a weeklong event with different sessions at each location to publicize Falls Prevention Week and raise awareness of the issue.
  - a. By January 2017, a Falls Prevention Coalition will be established. Members of the coalition will include, but not be limited to local fire and police departments, local hospitals and clinics, physical and occupational therapists, senior centers, ADRC/Aging Units, Public Health, and other interested community members. This coalition will meet on a quality basis and will establish priorities on how to address the issue on an ongoing basis.
  - b. For each of the years covered by this plan, the Aging unit will take the lead in arranging an event in concert with Falls Prevention Week, to increase the awareness of the seriousness of the issue for Sheboygan County. This could be, but not limited to, a “Falls Prevention Fair”-a one-day event with speakers, vendors, and demonstrations, or a weeklong event with sessions at different locations throughout the week. This will result in, at minimum, 1 event per year or a total of 3 for the length of this plan.
  - c. The Aging Unit will continue to collaborate with the ADRC to support the health promotion classes offered to the community. These classes include, but are not limited to Living Well with Chronic Conditions, Stepping On, Powerful Tools for Caregivers, and a new class that has been started, Living Well with Diabetes. In each of the years covered by this plan (2016, 2017, 2018) the Aging Unit will help to coordinate, at minimum:
    - i. 4 Living Well with Chronic Conditions,
    - ii. 4 Living Well with Diabetes,
    - iii. 5 Stepping On,
    - iv. 3 Powerful Tools for Caregivers classes per year.

### ***Local Priorities***

1. Conduct one “Live and Learn” session each quarter for a total of 4 sessions per year, which is an increase from the 3 sessions that were conducted in 2015. These sessions are educational in nature and provide seniors and their families

with information needed to make future decisions. For example, in 2015, the sessions included “Alternate Decision Makers,” Funeral Planning, and WisPACT trusts. The topics for 2016 have yet to be determined, but could include a session on “Welcome to Medicare,” planning for caregiving needs, etc. The elder benefit specialist will lead a committee comprised of Aging Unit and ADRC staff to determine the topics and timing of the sessions. These will continue in 2017 and 2018.

2. The Aging Unit will continue to work on outreach for the Medicare Improvement for Patients and Providers Act (MIPPA) grant that was received in January 2015. The purpose of this effort is to increase Medicare recipients awareness of and participation in the Medicare Savings and Health promotion programs. An LTE will be employed to assist with this effort and to assist the elder benefit specialist in with data entry, SeniorCare, and Medicare Part D applications. The duration of this grant will be for years 2016 and 2017 of this Aging Plan period.
3. The Aging Unit supervisor and Aging Unit service coordinator will participate on a marketing committee with ADRC staff to help publicize the services available and work done by the ADRC. These efforts include, but are not limited to newspaper, radio, TV, and computer advertising. In addition, the Aging Unit will collaborate with the ADRC to continue to sponsor the annual Senior Picnic and vendor fair (attendance averages approximately 450 seniors) and the annual Disability Pride Day (attendance was approximately 200 individuals). The Aging Unit will also help staff the ADRC informational booth at the Sheboygan Farmer’s Market, which is the first Wednesday of the month from July through October, for a total of 4 per year and a total of 12 for the time covered by this plan.

## 7. Coordination Between Titles III and VI

**NOT APPLICABLE** – there are no federally recognized tribes or reservations located within Sheboygan County.

DRAFT

**8. Budget**  
**(Submitted on an Excel Document)**

DRAFT



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

On behalf of the county, we certify

**Sheboygan County Aging and Disability Resource Center-Aging Unit**

(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 2016-2018. We assure that the activities identified in this plan will be carried out to the best of the ability of the tribe in compliance with the federal and state laws and regulations listed in the Assurances of Compliance with Federal and State Laws and Regulations for 2016-2018.

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

Signature and Title of the Authorized County Board Representative      Date

## 10. Assurances

The applicant certifies compliance with the following regulations:

### 1. Legal Authority of the Applicant

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

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

- The applicant must assure that outreach activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources 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 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 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 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 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 authorized Area Agencies on Aging access to and the right to examine all records, books, papers or documents related to the grant.
- The applicant must agree to cooperate and assist in any efforts undertaken by the grantor agency, or the Administration on aging, to evaluate the effectiveness, feasibility, and costs of the project.
- The applicant must agree to conduct regular on-site assessments of each service provider receiving funds through a contract with the applicant under the county or tribal plan.

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

- The applicant assures that the aging unit, and each service provider, shall not use Older Americans Act or state aging funds to supplant other federal, state or local funds.

- The applicant must assure that each service provider must continue or initiate efforts to obtain funds from private sources and other public organizations for each service funded under the county or tribal plan.

## **16. Regulations of Grantor Agency**

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

## **17. Older Americans Act**

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

## **18. Federal Regulations**

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

## **19. Wisconsin Elders Act**

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 and services for older individuals of the county
- (4) A private corporation that is organized under ch. 181 and
- (5) 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 sub. 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.

**11. Appendices**

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## Attachment #1

### SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES AGING UNIT ADVISORY SUB-COMMITTEE MINUTES

Aging and Disability Resource Center  
650 Forest Avenue  
Sheboygan Falls WI 53085  
Conference Room 105

**Date: May 12, 2015**      **Called to Order: 9:04 a.m.**      **Adjournment: 9:45 a.m.**

**MEMBERS PRESENT:** Carol Zoran, John VanDerMale, Gary Hesselink, Jim Gilligan, and Mary Nowacki

**MEMBERS ABSENT:** David Williams, Joann Wieland, and Kris Wheeler

**ALSO PRESENT:** Dale Deterding, Marie Seger, and Dagmar Ewald

Carol Zoran called the meeting to order at 9:04 a.m.

#### **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**

The Health and Human Services Department received an email from the County Clerk's Office noting that the agenda for the May 12, 2015 meeting was posted on May 4, 2015 at 2:00 p.m. in compliance with the Open Meeting Law.

#### **INTRODUCTIONS**

Everyone present gave a brief introduction.

#### **APPROVAL OF MINUTES – March 10, 2015**

Jim Gilligan motioned and John VanDerMale seconded for the approval of the minutes from the March 10, 2015 meeting. Motion carried unanimously.

#### **CORRESPONDENCE**

Mr. Deterding read a Thank You card from a person that has received transportation through the Volunteer Driver Program. He also read a Thank You card from an individual that received a Kohl's gift card through Share the Spirit Program and was able to purchase a spring coat.

#### **AGING UNIT**

##### **Update on Aging/ADRC Items in Proposed State Budget**

Marie Seger noted the proposals regarding the Aging and Disability Resource Center and the long term care will be taken out of the budget. Dale Deterding also noted that changes to Senior Care have not been officially taken out of the proposed budget. Carol Zoran made the recommendation that Devan LeMahieu should visit the Aging and Disability Resource Center and the meal sites to become familiar with the services that are offered.

### **Dining Program Review**

Dale Deterding noted that on April 16, 2015 the Greater Wisconsin Agency on Aging Resources (GWAAR) reviewed the Sheboygan Falls site. At this time Mr. Deterding has not received the final results for the review. However, the quality review showed the nutritionist reviews the eight meal sites four times per year, which is more often than required. This is to ensure the site managers are complying with the requirements.

### **Sheboygan Dining Site**

Mr. Deterding noted Zion Church an increase to the rent being paid, from to \$150.00/month to \$400.00/month. This increase would help offset the additional costs to the church for heating, maintenance, and other expenses. The Sheboygan meal site has been located at Zion Church for the past five years and they have not received a rent increase during that time. Mr. Gilligan recommended that Zion Church increase the rent by 1 to 2% per year instead of having such a large increase at one time. Mr. Hesselink recommended finding a different location that was government owned. Carol Zoran suggested the VFW Hall located on Evans Street in Sheboygan and Mary Nowacki made the suggestion of the UCC Church located across from Vollrath Bowl.

### **2016-2018 Aging Plan**

Dale Deterding noted that later this year a new Aging Plan would be written for 2016, 2017, and 2018. Mr. Deterding noted the focus plan for the committee members would be: 1) Program Development 2) Nutrition Program – attract more participants for congregate meals 3) Caregivers Support 4) Services for Dementia 5) Health Aging Programs 6) Local Priorities.

Mr. Deterding also noted to save the date of August 12, 2015 for the Disability Pride Day at the Sheboygan Farmers Market.

Dale Deterding also mentioned June 15, 2015 is Elder Abuse Awareness Day. A collection of personal hygiene items and cleaning supplies will be collected at forty different sites from June 1<sup>st</sup> thru June 15<sup>th</sup>.

### **PUBLIC INPUT ON AGENDA ITEMS**

Mary Nowacki started a discussion about the Senior Picnic and vendor fair. The Senior Picnic and vendor fair will be held on Wednesday, July 15, 2015 from 10:00 a.m. to 3:00 p.m. at the South High School Commons. The theme for the picnic is “Down on the Farm.” A live performance will be provided by Big Cedar Bluegrass band.

**PUBLIC INPUT ON NON-AGENDA ITEMS AND REQUESTS FOR FUTURE AGENDA ITEMS**

Mr. Deterding would like to request the 2016-2018 Aging Plan for a future agenda item.

**ADJOURNMENT**

John VanDerMale moved and Jim Gilligan seconded to adjourn the meeting at 9:45 a.m. Motion carried.

Patti Schmitt  
Recording Secretary

**SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES  
AGING UNIT ADVISORY SUB-COMMITTEE MINUTES**

Aging and Disability Resource Center  
650 Forest Avenue  
Sheboygan Falls WI 53085  
Conference Room 105

**Date: July 14, 2015**      **Called to Order: 9:03 a.m.**      **Adjournment: 10:05 a.m.**

**MEMBERS PRESENT:** Carol Zoran, John VanDerMale, Gary Hesselink, Joann Wieland, and Mary Nowacki

**MEMBERS ABSENT:** David Williams, Jim Gilligan, and Kris Wheeler

**ALSO PRESENT:** Dale Deterding

Carol Zoran called the meeting to order at 9:03 a.m.

**CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**

The Health and Human Services Department received an email from the County Clerk’s Office noting that the agenda for the July 14, 2015 meeting was posted on July 6, 2015 at 9:30 a.m. in compliance with the Open Meeting Law.

**INTRODUCTIONS**

Everyone present gave a brief introduction.

**APPROVAL OF MINUTES – May 12, 2015**

John VanDerMale motioned and Mary Nowacki seconded for the approval of the minutes from the May 12, 2015 meeting. Motion carried unanimously.

## **CORRESPONDENCE**

Mr. Deterding shared a letter from Greater Wisconsin Agency on Aging Resources (GWAAR) regarding the nutrition survey that was conducted.

The Aging Unit Advisory committee members viewed the Power Point that will be shown on the televisions in the South High Commons during the Senior Picnic on July 15, 2015. There will be thirty-five vendors at the vendor fair this year.

## **AGING UNIT**

### **Dining Program Review**

Dale Deterding noted that on April 16, 2015 the Greater Wisconsin Agency on Aging Resources (GWAAR) reviewed the Sheboygan Falls site. Mr. Deterding will share the results for the review at the next Aging Unit Advisory Committee meeting in September.

### **Dining Program Revitalization Grant – Discussion**

Mr. Deterding noted a second round of revitalization grants are being made available for the senior sites. Mr. Deterding would like to apply for this grant. He noted the senior population would like more flexibility. They are less interested in everyone sitting down and eating at the same time. Mr. Deterding noted other counties have worked with local restaurants for the senior dining programs and some have incorporated a salad bar into their meal program. The seniors seemed pleased because they enjoyed the different choices. The trend for Sheboygan County is fewer congregate meals are being served. Mr. Deterding noted approximately 500 fewer meals were served last year.

### **WI DOT Capital Equipment Grant – Discussion and Approval**

Mr. Deterding stated the 5310 grant is used to purchase vehicles in a partnership with Shoreline Metro. The grant was publicized on June 22<sup>nd</sup> and the deadline is August 28, 2015. Mr. Deterding noted they would like to downsize from medium size buses to mini buses. Some of the advantages to purchasing mini buses are they cost approximately \$10,000 less than a medium sized bus and they do not require CDL which will give more flexibility when hiring drivers. The mini bus will be able to transport ten ambulatory and two wheel chair riders.

### **2016-2018 Aging Plan – Discussion and Input**

Dale Deterding noted later this year a new Aging Plan will be written for 2016, 2017, and 2018. Mr. Deterding noted the five areas that need to be included are: 1) Nutrition Program 2) Alzheimer's and Family Support Program 3) Emergency Preparedness – Tornado, Fire 4) Evidence Based Prevention Programs - Stepping On, Walk with Ease, Living Well With Chronic Conditions 5) Local Issues – Falls Prevention Coalition

Carol Zoran thought more outreach with the Sheboygan Fire Department and medical community is needed. When seniors are admitted to the emergency room after a fall, information on falls prevention programs should be handed out when discharged. Mr. Deterding will also be attending the meal sites for the participants input on the Aging Plan.



Mr. Deterding also noted Falls Prevention Week is September 21 thru 25, 2015. Monday, September 21, 2015 a Durable Medical Equipment Fair will be held at the Senior Activity Center from 11:30 to 1:30. Tuesday, September 22, 2015 Safe Falling and Injury Prevention will be held at Sheboygan Memorial Medical Center from 1:00 to 3:00. Wednesday, September 23, 2015 Durable Medical Equipment Fair will be held at Generations from 1:00 to 3:00 and on Friday, September 25, 2015 Reality of Falling – Know the Risks will be held at St. Nicholas Hospital from 1:00 to 3:00.

**PUBLIC INPUT ON AGENDA ITEMS**

None

**PUBLIC INPUT ON NON-AGENDA ITEMS AND REQUESTS FOR FUTURE AGENDA ITEMS**

None

**ADJOURNMENT**

John VanDerMale moved and Gary Hesselink seconded to adjourn the meeting at 10:05 a.m. Motion carried.

Patti Schmitt  
Recording Secretary

## Attachment #2

### **Sheboygan County Aging Unit Survey**

The Sheboygan County Aging Unit is seeking input from seniors regarding development of service priorities for the 2016-2018 Aging Plan. Currently, the Aging Unit helps to provide the following services to Sheboygan County seniors: Transportation (Volunteer Drivers and Metro Connection), Telephone Reassurance calls, Home-Delivered Meals, Congregate Meal Sites (Adell, Cascade, Cedar Grove, Howards Grove, Oostburg, Plymouth, Sheboygan, Sheboygan Falls), Handy-Helpers, Health Promotion classes (Stepping On, Living Well with Chronic Conditions, and Walk with Ease).

Your input is needed to help us determine which areas to focus on and or develop to improve the quality of life for Sheboygan County seniors. Please take a few moments to answer the questions below. If you have any questions or would like more information, please call the Sheboygan County Aging and Disability Resource Center, 920-467-4100, and ask to speak with the Aging Unit Supervisor.

1. What do you feel are the needs of Sheboygan County seniors?
2. What are your concerns for the future?
3. If you have questions about available services do you know where to call?
4. What are some of the challenges facing younger seniors today?
5. What resources are needed?

## Attachment #3

# Caregiver Friends Support Group

A general support group for family caregivers  
(not dementia related)

Aging & Disability Resource Center  
650 Forest Avenue, Sheboygan Falls, WI 53085  
1:30-3:00 p.m. on the 2nd Tuesday Monthly

Co-Facilitators

Kathleen Manny, Community Services Specialist-Aging & Disability Resource Center of Sheboygan County  
Jane Jensen, Family Living Educator-UW-Extension Sheboygan County/Family Living

### If you are a family caregiver, please join us!

- learn about resources and events for caregivers
- share strategies and coping skills to deal with day to day challenges
- build new friendship connections and reduce stress and a sense of isolation

### 2015 Schedule

Tuesday, January 13	Tuesday, July 14
Tuesday, February 10	Tuesday, August 11
Tuesday, March 10	Tuesday, September 08
Tuesday, April 14	Tuesday, October 13
Tuesday, May 12	Tuesday, November 10
Tuesday, June 09	<b>December-No Meeting</b>

*Support groups provide a valuable resource to renew hope and turn problems into solutions!*

Call 467-4100 or 1-800-596-1919 for more information.





## “Caregivers Connect”

Community Education & Social Event  
650 Forest Avenue, Sheboygan Falls  
Calendar for 2015

Meet with other family caregivers in an informal, social environment to learn practical tips on a variety of topics that will assist you to better meet the physical, emotional, financial and spiritual challenges of caregiving. Call the Family Caregivers Coalition in Sheboygan County c/o Aging & Disability Resource Center at 920 467-4100 or 800-596-1919 for more information or to make a reservation.

(some events open to care recipient and/or professional caregivers as indicated below)

### Afternoon Events – 1:30-3:00 PM

#### **Thursday, March 19: Benevolent Touch - Using Touch for Comfort & Healing**

Presenter: Roxanne Taylor, RN, BSN Administrator at Oak Creek Assisted Living

Benevolent Touch is a positive, gentle, nurturing touch provided to ensure someone that they are in a safe, secure and caring environment. Caregivers learn how to enhance the quality of life for themselves and the person for whom they provide care by learning to give positive tactile contact. Enhance self-nurturing skills that reduce burn-out, improve stress reduction techniques, and foster greater energy and better performance levels. (open to family caregivers and care recipients)

#### **Thursday, June 18: Grief and Loss related to Caregiving**

Presenter: Nancy Simenz, Chaplain

Grief is not just the death of a loved one. We experience loss throughout our lives and we need to acknowledge that loss. Learn about the emotional impact of grief and how we heal from it. (open to family caregivers)

#### **Thursday, September 17: Legacy Letters - The Celebration of Your LIFE!**

Presenter: Tracy Cinealis, CSA, Senior Living Director at The Waterford at Plymouth

A legacy letter or “ethical will” may be one of the most cherished and meaningful gifts you can leave to your family. This is not a legal document. It is a heartfelt expression of what truly matters most in your life. Explore your legacy and start an outline of your life’s journey. (open to family caregivers)

### Evening Event – 6:00-7:30 PM

#### **Thursday May 21: Me, Myself, & I - Managing Stress & Compassion Fatigue through Self-Care**

Presenter: Kate Baer, Executive Director Mental Health America in Sheboygan County

While stress is a natural part of life, learning how to manage and cope with our stress in healthy ways is important for our overall well-being. Join this session as a caregiver to learn helpful tips on how to: identify your stressors, manage your stress with healthy responses, incorporate self-care tactics into everyday life to reduce burnout and ultimately live a happier, healthier life. (open to family caregivers and professional caregivers)

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