



**Joint Aging and Disability Resource Center and Nutritional
Advisory Committee - NOTICE OF PUBLIC MEETING**

Monday, July 16th, 2018 - 3:00 P.M.
ADRC of Door County @ The Community Center
916 N. 14th Avenue, Sturgeon Bay, WI 54235

AGENDA

1. Call to Order at 3:00 p.m.
2. Establish Quorum
3. Review and Approve Agenda
4. Review and Approve Minutes from the 6/18/2018 Nutritional Advisory Council Meeting
5. Review and Approve Minutes from the 6/21/2018 ADRC Advisory Committee Meeting
6. Public Comment
7. Committee Response

8. Old Business
 - Operations Update
 - Staffing Update
 - Review and Approve Three Year Aging Plan Draft

9. New Business
 - Three Year Aging Plan Next Steps
 - Unmet Needs
 - Meeting Code

10. Items to be placed on a future agenda

11. Confirm Next Meeting Date and Time
 - The next Nutritional Advisory Council meeting is tentatively scheduled for August 17th, 2018 at 9:00am.
 - The next ADRC Advisory Committee meeting is tentatively scheduled for August 20th, 2018 at 3:00 p.m.

12. Adjourn

In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting should contact the Office of the County Clerk at (920)746-2200. Notification 72 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

Deviation from the printed order may occur.

Posted:

Nutrition Advisory Council - Minutes

2 of 10

Friday, June 22, 2018 at 09:00 a.m.

The Community Center, 916 N. 14th Ave., Sturgeon Bay, WI

THESE MINUTES HAVE NOT BEEN REVIEWED AND APPROVED BY THIS BOARD AND ARE SUBJECT TO REVIEW AND REVISION BY THE BOARD AT THEIR NEXT REGULARLY SCHEDULED MEETING.

Business Meeting

1. Call meeting to order at 9:00

- The meeting was called to order at 9:00 a.m. by Megan Lundahl. Members present were: Mike Green, Sue Clemens, Lynn Ballendux, and Megan Lundahl. Absent were: Christine Andersen, Jenny Spude, and Carnen Schroeder. Other persons present were Jake Erickson and Jenny Fitzgerald. Barb Snow took minutes.

2. A quorum was established and the meeting continued.

3. Review and approve the agenda

- A motion was made by Lynn Ballendux and seconded by Megan Lundahl to adopt the agenda. The motion was carried unanimously.

4. Review and approve the Minutes of the 4/20/2018 Meeting

- A motion was made by Sue Clemens to approve the minutes and was seconded by Lynn Ballendux. The motion was carried unanimously.

5. Public Comment – No Public

6. Council Response – Council advises that we post the NAC Agenda in the ADRC.

7. Old Business

• Operational Update.

- Jake went over the comparison report for Meals. Congregate meals are up by a significant amount. In April 2018 there were 1708 congregate meals served up 51% from May 2017 and in May 2018 there was 2073 congregate meals served up 21% from April 2018. In 2017 there were 15471 meals served and from January to May 2018 there were 13159 meals served. Home Delivered Meals (HDM) are right where we were last year. In May 2017 there were 1521 HDM and in May 2018 there were 1529 HDM. Home Delivered Meals have to meet a certain criteria to see if they are eligible. They are reviewed once a year, and sometimes sooner depending on circumstances. Jenny will be doing reassessments. Contributions are also up. On August 1st we will be raising our suggested contribution from \$4.00 to \$5.00.
- Jake asks the committee to consider what they want in these meetings. Mike mentioned the committee becoming more involved. The committee would like the comparison meal chart in the agenda packet. Megan said that she would like anything the committee would like to her to bring back to the Human Services Board and the County Board.

• Staffing Update

- Budget conversations have started for next year. A request to increase the amount of kitchen staff was approved and LTE hours have been increased with more flexibility.
- The request for permission to fill the I&A position previously held by Anna Zahorik has been submitted.

• Three Year Aging Plan Update

- Jake discussed Section 6 and the 3 goals for the Three Year Aging Plan. He mentioned that one of the goals was to move the Southern Door Mealsite from Forestville to Brussels. July 16th at 3:00 pm the ADRC Advisory Committee and the Nutrition Advisory Council will review the Aging Plan. The Three Year Aging Plan draft will be submitted July 20th. There will be public hearings and listening sessions scheduled from August through September. Tentative sites include; Brussels, Forestville, Baileys Harbor, Washington Island, Liberty Grove or Sister Bay, and Egg Harbor. Jake will have a tentative schedule on locations and times for the July 16th meeting. The final Aging Plan will be presented to committees and

boards in October and the submission of the final plan will be November 2nd. Jake asks the council if they think there are any unmet needs we are not meeting out in the community. Things the council mentioned is Meals on Wheels in Northern Door and Southern Door. They also mentioned more colaberation with churches in Northern Door. Megan brought up nutrition education. Jenny mentioned that our newsletter has recipes and Carmen Schroeder does "Tasting with Carmen". Other ideas the committee presented was maybe a blurb about what the meal contains that can go out with the meal.

- Jake mentioned that he was up at the Sister Bay Library and they discussed the need for the ADRC up there.
- We had 48 new participants to the exercise room. We will be increasing our exercise room cost from \$5 to \$10 August 1st.
-

8. New Business

• Meal Cost Allocation Worksheet Review

- Jake explained the Meal Cost Allocation Worksheet with the committee.

• Suggested Meal Contribution Increase – This was discussed in the Operational Update.

• Summer DVR Temporary Employment

- The ADRC has 2 High School age gentlemen starting on Monday from DVR. One will work from 10:00-2:00 Monday through Thursday and the other will work 10:00-2:00 Monday, Wednesday, and Friday. They will help with cleaning tables and chairs, fill shakers, and help with the kitchen. They are accompanied by their job coaches to start and will be here until school starts.

• Meal Site Updates/Carmen. – Skipped

• Meeting Code - 188

9. Future Agenda Items – Let Jenny or Barb know.

10. Confirm Next Meeting Date and Time

- The next meeting is a joint meeing with the NAC and ADRC Advisory Board and will be held on Friday, July 16-2018 at 3:00 p.m. at the ADRC.

11. Adjourn.

- Meeting was adjourned at 10:52 a.m.

The minutes for this meeting were recorded by Barb Snow.

ADRC Advisory Board - Minutes

Monday, June 18, 2018 at 03:00 p.m.
The Community Center, 916 N. 14th Ave., Sturgeon Bay, WI

THESE MINUTES HAVE NOT BEEN REVIEWED AND APPROVED BY THIS BOARD AND ARE SUBJECT TO REVIEW AND REVISION BY THE BOARD AT THEIR NEXT REGULARLY SCHEDULED MEETING.

Business Meeting

1. Call to Order

The meeting was called to order at 3:00 p.m. by Helen Bacon. Members present were: Helen Bacon, Christine Andersen, Judy Larson, Lucille Kirkegaard, Carol Moellenberndt, Tami Leist, Melissa Wolfe and Tom Krueck. Absent were; Mike Green. Other persons present were Jake Erickson, Jenny Fitzgerald, and Joe Krebsbach. Barb Snow took minutes.

2. Establish a Quorum

- A quorum was established and the meeting continued.

3. Adoption of Agenda

- A motion was made by Christine Andersen, and seconded by Judy Larson to adopt the agenda. The motion was carried unanimously.

4. Approve Minutes from 05/21/2018 Meeting

- A motion was made by Judy Larson to approve the minutes and was seconded by Carol Moellenberndt. The motion was carried unanimously.

5. Public Comment – None

6. Committee Response - None

7. Old Business

• Operations Update.

- New participants from February to April in 2017 was 172 and new participants in 2018 was 558. Jake mentioned that they are entering into budget season and having conversations on now that we have been in the building for 6 months what do we need?

• Staffing Update.

- The Information and Assistance Specialist went through the Human Services Board and was approved to refill that position. The Admin Committee will review it tomorrow and then the position will be posted.

• Scope of Services

- The committee reviewed the Scope of Services. Jake noted that I & A's had 10 days to followup and that they were obligated to offer home visits and after hours appointments to fit the needs of the consumer.

• Three Year Aging Plan

- The Committee talked about the interviews they are doing. Carol and Lucille have completed 5, Tom has 3 done and 2 more scheduled, and Helen has one typed up. Lucille recapped her interviews for the committee. She said that some of the issues she heard about was isolation especially up north, the need for care and financial needs conflict, Door Tran is limited on weekends, and the need for expanded Meals on Wheels up north. Lucille said the people are afraid to ask for help because they are afraid their independence will be compromised.

- Jake reviewed the Public Hearing Template handout in the packet. August through September will have public hearings scheduled. The official Public Hearing is September 11th. Other public conversations will be scheduled in Washington Island, Brussels, Sister Bay, Baileys Harbor, and Forestville. Jake will get tentative dates and times and locations and send them out to the board. The Public Hearing Report can include things such as Discuss Door County, Growing Older in Door County, the Community Caregiver Conversations, and the Community Needs Assessment on Washington Island.
- The committee also reviewed Section 3 and 6 in the handout.

8. New Business

- **Review and Approve Complaint and Appeal Policy.**
 - If we get a complaint internal and external it will be brought up to the board for discussion. The board passed unanimously.
- **Review and Approve Confidentiality Policy.**
 - Jake reviewed the Confidentiality policy with the board. He explained that the board should be aware of who they are talking to and what information they are sharing out in the public. A motion was made by Tom Krueck to approve the Confidentiality Policy and seconded by Mike Green. The motion carried unanimously. Each board member signed and turned in their Confidentiality Agreement.
- **Unmet Needs.**
 - Look at handicap stop and see what is required.
- **Meeting Code – 828**

9. Confirm Next Meeting Date and Time The next meeting of the ADRC Advisory Board and Nutrition Advisory Council will be held on Monday, July 16th, 2018 at 3:00 p.m. at the ADRC.

10. Adjourn. A motion to adjourn was made by Helen Bacon and seconded by Melissa Wolfe. The motion was carried unanimously. Meeting was adjourned at 5:15 p.m.

Recorded by Barb Snow

July 2018 Newsletter Article

As you know earlier this year we moved into a brand new building. We could not be happier to have more space which ultimately provides us a greater opportunity to fulfill our mission in serving older adults, adults living with a disability, their families and caregivers in a variety of ways.

The new building is much bigger than our old building and has increased our operational costs quite a bit. In order to continue to operate at the standard of excellence we believe you and other program participants deserve, we are increasing the monthly exercise room rate from \$5.00 to \$10.00 and the suggested meal contribution from \$4.00 to \$5.00 per meal.

You might be wondering what your monthly contributions to each of these programs are used for. Your monthly contribution to use the exercise room is placed in a fund that is utilized to maintain the current equipment and purchase needed equipment. This fund allows us the ability to stay on top of necessary maintenance and repairs to keep our fitness equipment in good working condition. Some of the equipment in our exercise room we brought over from the old building and will need to be replaced in the future. Your monthly contributions provide us the means to do that as well.

Since the move to the new building, the participation in our Nutrition Program has increased tremendously. We think this is fantastic and exciting news. Personally, I have enjoyed meeting a lot of new people during the Noon meal and looking out onto a full dining room of smiling and laughing people will never be something I'll grow tired of. However, the increase in participation also means the increase in our costs to prepare enough meals.

Your monthly meal contributions help to offset the cost of preparing the meals which are essential to maintaining a standard of excellence for the nutrition services we provide our community. Contributions from participants, their families and others directly fund the meals we provide and are combined with federal, state and local funds to provide this service.

Please contribute what your budget allows. You will NEVER be denied a meal if you are unable to contribute. This is what it says: a suggestion. We understand that individual finances will determine the amount, if any, a person can contribute. Regardless of your contribution, you are always welcome at our table or to receive a home-delivered meal.

Your continued participation and support in our program is much appreciated. If you have any questions or concerns regarding the suggested meal contribution increase please do not hesitate to contact us.

Please be advised the rate increase will take effect August 1, 2018.

Executive Summary

There is a great deal of change happening in Door County that will greatly influence our Aging and Disability Resource Center and certainly the implementation of our 2019-2021 Aging Plan and Budget. Our three year aging plan is built on input from older adults, the ADRC and Nutritional Advisory Committees, a review of the current service delivery challenges and population trends. As we look forward to the next three years in providing services to older adults, their families and caregivers, this plan will be used to provide us the direction necessary to stay focused on improving the quality of lives for older adults in Door County.

In planning to create new services and programs and exploring opportunities to enhance existing ones, there are a few realities we must keep in mind. We recognize the unique environment in which the need exists here in Door County. Perhaps the most significant realism our agency and community at large will face over the next few decades is the rapid growth of our older adult population. Between 2010 and 2030, Door County's population of individuals who are 60 years of age and older is projected to increase by 16 percent. Which means that over a ten year period of time, nearly one out of every two people living in Door County will be 60 years of age or older. The increase in this proportion of Door County's population also comes at a time when the total population is not increasing at the same rate. The demand for services will continue to increase when the availability to meet those growing needs is limited.

In an effort to help us identify the top concerns from older adults living in Door County, we held a series of caregiver listening sessions, distributed a questionnaire and conducted one-on-one interviews. The following concerns rose to the top as priorities:

- Isolation and staying connected to the community at-large
- Physical health and condition
- Access to resource information
- Caregiver support
- Transportation

This information strongly emphasizes the significance of the services we provide older adults, their families and caregivers here in Door County. Furthermore, these findings help us build a plan that directly addresses the concerns and are identified as areas of importance in our delivery of services to older adults. As such, we have developed a number of goals built into the six focus areas. Please see Section 6 of our aging plan for the full details regarding each focus area.

In summary, this plan advocates for maintaining the independence, safety and overall well-being of older adults through the services and programs delivered by the Aging and Disability Resource Center of Door County in conjunction with other community partners.

6. Goals for the Plan Period

Progress notes to be completed during self-assessment process.

Aging Unit Plan Goals <i>(write at least one goal per focus area per year - add extra boxes as needed – put cursor to the left of the box and click the + sign)</i>	Progress Notes <i>(briefly summarize only those activities completed as of Dec. of each year)</i>	check if completed		
		2019	2020	2021
Focus Area 6-A. Advocacy Related Activities				
In an effort to empower older adults to get involved in advocating for issues regarding policies that may affect their lives, the ADRC will create an advocacy training program designed to develop older adults who are willing and able to work with legislators and local officials on community educational initiatives that will support the overall quality of seniors living in Door County by December 31, 2019.				
To improve older adult’s understanding of local, state and federal policies, the ADRC will include at least one advocacy related article in our monthly newsletter throughout the 2020 calendar year.				
In order to increase the participation of Door County older adults during the annual Aging Advocacy Day in Madison, the ADRC will coordinate a bus trip to attend the event by December 31, 2021.				
Focus Area 6-B. The Elder Nutrition Program				
To provide easier access of frozen meals to individuals living in southern and northern Door County, the ADRC will establish a weekly frozen meal pick-up time and location at every congregate meal site by December 31, 2019. Those meal sites will include: Brussels Community Center, Baileys Harbor Town Hall and Liberty Grove Town Hall.				
In order to improve the nutrition among both congregate and home delivered meal participants, the ADRC will utilize the “Eat Well, Age Well” materials at all dining sites and to all home delivered meal participants every month throughout the 2020 calendar year.				

In an effort to increase congregate meal site participation, the ADRC will start a second soup and salad bar program at a congregate meal site outside of Sturgeon Bay by December 31, 2021.			9 of 10	
Focus Area 6-C. Services in Support of Caregivers				
In an effort to support family caregivers, the ADRC in partnership with the Door County Caregiver Coalition will hold a caregiver specific training once a month throughout the calendar year of 2019.				
In order to increase the support and resource sharing between Door County caregivers regardless of location, the ADRC in partnership with the Door County Caregiver Coalition and the monthly in-person caregiver support groups, will create a private caregiver Facebook Page linked to the ADRC website by December 31, 2020.				
To assist individuals who might find themselves relatively new to the role of caregiving, the ADRC in partnership with the Door County Caregiver Coalition will develop a “Welcome to Caregiving Orientation” packet by December 31, 2021. The packet will contain material such as helpful tips and tricks for a new caregiver and information regarding local resources and assistive technology.				
Focus Area 6-D. Services to People with Dementia				
To ensure first responders in Door County are better prepared to effectively respond to someone with dementia in the event of a crisis, the ADRC in partnership with the Dementia Crisis Planning Workgroup will implement the Purple Tube Project which will result in piloting the new initiative with at least three new individuals and their caregivers by December 31, 2019.				
To enhance the quality of life for an individual diagnosed with dementia and their caregivers, the ADRC of Door County will implement the Music and Memory Program with at least three individuals living with dementia and their caregivers by December 31, 2020.				
In order to increase early detection of memory loss and dementia, the ADRC will hold 4 memory screening events throughout Door County resulting in at least 20 memory screens being completed by December 31, 2021.				

Focus Area 6-E. Healthy Aging

10 of 10

To prevent older adults from further injury and re-hospitalization due to frequent falls, the ADRC in partnership with the Door County Emergency Services Department will develop a direct referral process that EMS can utilize to connect the older adults to the ADRC for additional support and follow up by December 31, 2019.				
In an effort to improve the physical fitness and balance of older adults throughout the county, the ADRC will start two brand new Evidence Based Programs (Strong Bones, Fit and Strong) on Washington Island and in Southern Door by December 31, 2020.				
In order to increase the participation in healthy aging programs, the ADRC will partner with the Door County Medical Center, local medical clinics, YMCA and Public Health to start a quarterly Health Prevention and Promotion Coalition by December 31, 2021. The overall mission of this group will be to concentrate community efforts on addressing the top health concerns of Door County older adults. Which will result in a 10% increase in Evidence Based Program participation compared to the previous year.				
Focus Area 6-F. Local Priorities				
In an effort to connect younger generations with older adults, the ADRC will host at least 4 intergenerational events (i.e. Monthly Book Reading with Older Adults and Preschool Children or Introduction to Facebook and Social Media where local high schoolers teach older adults) by December 31, 2019.				
In order to improve the access of older adults to ADRC services such as information and assistance, benefit counseling and long term care options counseling, the ADRC will schedule weekly office hours in Northern Door and Southern Door throughout the 2020 calendar year.				
In an effort to prevent isolation amongst older adults living alone, the ADRC with partner with Neighbor to Neighbor and create a friendly visitor volunteer program by the December 31, 2021.				