



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

Monday, January 21st, 2019 - 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 10/19/2018 Nutritional Advisory Council Meeting**
5. **Review and Approve Minutes from the 10/22/2018 ADRC Advisory Committee Meeting**
6. **Public Comment**
7. **Committee Response**

8. **Old Business**
 - Operations Update
 - Staffing Update

9. **New Business**
 - Three Year Aging Plan 2019 Goals Review
 - NAC/ADRC Advisory Committee Compositions
 - Meeting Date and Time
 - Meeting Code

10. **Items to be placed on a future agenda**

11. **Confirm Next Meeting Date and Time**
 - The next ADRC Advisory Committee meeting is tentatively scheduled for March 18th, 2019 at 3:00 p.m.
 - The next NAC meeting is scheduled for March 18th, 2019 at 9 a.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

Friday, October 19, 2018 at 9:00 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 Mike Green. Members present were: Megan Lundahl, Mike Green,, Lynn Ballendux, Carmen Schroeder, Sue Clemens, Jenny Spude (Late). Absent were: Christine Andersen. Other persons present were 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 Carmen Schroeder and seconded by Sue Clemens to adopt the agenda. The motion was carried unanimously.

4. Review and approve the Minutes of the 7/16/2018 Nutritional Advisory Council Meeting

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

5. Read Statement

6. Public Comment – No Public

7. Council Response – No Response.

8. Old Business

• Operational Update.

- Jenny discussed the Congregate Meals and Meals on Wheels handout with the board. Jenny mentioned that the Congregate meals participants for all the mealsites are up 29% and is up by about 4000 participants compared to 2017. Meals on Wheels are down 4%. Jenny explained that part of this is caused by those that use the service temporarily while recovering. Meals on Wheels serves between 55 and 60 participants at the moment.
- Every 2 years an Request for Proposal (RFP) is released for food vendors. The vendors will apply for a 2 year contract and we will pick the best offer.
- Jenny referred to the updated Nutrition Brochure handout in the packet. The brochure has not been submitted to the printer yet but will be shortly. The committee reviewed the brochure and mentioned the phone numbers and the transportation information in the brochure.

• Staffing Update

- There is one more budget meeting in November to approve another kitchen staff.
- The Disability Benefit Specialist position is still open until October 31st. The position is a 24 hour position. Mary Bink the Elderly Benefit Specialist is covering for the DBS. Jess will be moving into the Information and Assistance Specialist position and start training when she returns October 29th. She will be working 3 days a week for awhile before transitioning into full time.

• Three Year Aging Plan Update

- The final draft of the Three Year Aging Plan submitted November 2nd with comments that were submitted from the Public hearing.
- Mike asked if we had a plan for frozen meals for power outages at our mealsite locations.
- Jenny mentioned that she has already talked to Brussels about a freezer at that location and they are able to have a freezer there.

9. New Business

• Southern Door Meal Site Relocation Update

- The Southern Door meal site had 12 people the first day and as many as 23 people in one day since opening. Some of the Forestville participants are attending the Brussels meal site.
- **Temporary Relocation of the Washington Island Mealsite**
 - The Washington Island Community Center kitchen is being renovated. We gave them some of the equipment from the old building to use and they are making some adjustments to the kitchen for space and convenience. Jenny was on Washington Island working with Nelvie to set up the mealsite in the Bethel Church. They were closed this week to set up the temporary location. They should be ready to open end of March beginning of April. They have an average of 10 people eating at the mealsite.
- **Meal Site Updates/Carmen**
 - Carmen brought some information to the committee to explain how she and Arnie decide portion sizes for menu's. They had to reschedule the Baileys Harbor Meal site because of short staff.
- **1-on-1 Interviews**
 - The board would like to work on questions at the next meeting.
- **2019 Meeting Schedule and Locations**
 - 5 Meal sites and 6 meetings. Need to check on cost and approval for mileage and maybe getting a county van. Other ideas were alternate sites each year with visiting 2 or 3 a year. Having a January joint meeting, March in Baileys Harbor, May in Brussels, August in Washington Island because of the Packer Party, and September in Liberty Grove, with November being in Sturgeon Bay.
- **Refill Council Position**
 - Jenny Spude will step down so that we can look for a replacement, possibly from Southern Door.
- **Meeting Code – 119**
- 10. **Future Agenda Items**
 - Questions for 1 – on 1
- 11. **Confirm Next Meeting Date and Time**
 - The next Nutritional Advisory Council meeting is tentatively scheduled for December 21st, 2018 at 9:00am.
- 12. **Adjourn.**
 - A motion was made by Lynn Ballendux and seconded by Megan Lundahl to adjourn. The motion was carried unanimously
 - Meeting was adjourned at 10:20 a.m.

The minutes for this meeting were recorded by Barb Snow.

ADRC Advisory Board - Minutes

Monday, October 22, 2018 at 03:00 p.m.
The Community Center, 916 N. 14th Ave., Sturgeon Bay, WI

Business Meeting

1. Call to Order

The meeting was called to order at 3:05 p.m. by Helen Bacon. Members present were: Helen Bacon, Judy Larson, Lucille Kirkegaard, Mike Green, Carol Moellenberndt, Tami Leist, and Tom Krueck. Absent were; Christine Andersen and Melissa Wolfe. Other persons present were Jake Erickson, Jenny Fitzgerald and Cathy Keller. 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 Mike Green, and seconded by Tom Krueck to adopt the agenda. The motion was carried unanimously.

4. Approve Minutes from 08/20/2018 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.

- Cathy Keller spoke to the board about the upcoming activities. Cathy told the board about the lunch entertainment, Health events, Learning in Retirement classes, Computer classes, Art classes and Exercise classes. We also have a Brain Enrichment class a foot clinic, Powerful Tools for Caregivers class, Living Well with Diabetes, Living Well with Chronic Conditions and flu shots.
- Jake mentioned that in 2019 we are trying to invest more time in health and wellness and that we have great partnerships with the YMCA and the Hospital. There is a place for everyone here in the new building compared to the small old building.
- Jake talked about the Building Dedication and the speakers at the dedication, among which were, State Representative Joel Kitchens, State Senator Caleb Frostman, Ann Olson from the Office for Resource Center Development with DHS. Ann Olson spoke on the radio about how impressed she was with the building.
- Tomorrow is the Healthy Living Fair at the Sturgeon Bay YMCA.
- On October 2nd the Forestville meal site was relocated to the Brussels Community Center. There were between 15 and 20 participants attending the Brussels meal site, some were from Forestville.
- Thursday October 25th, Brussels will have their open house. George Sawyn will be playing guitar during this time.
- The Washington Island meal site will be relocated temporarily to Bethel Church during the kitchen renovation. Jenny went up to help Nelvie during the transition.
- Jake mentioned that we are looking for Meals on Wheels Volunteers. If the board knows of anyone willing to volunteer they should contact Wendy at 920-746-2372.
- The Caregiver Conference is November 8th. We are expecting between 80 and 100 people. If anyone has any questions they can call Jenny at 920-746-2544.

- **Staffing Update.**
 - Jessica Holland was hired as the new Information and Assistance Specialist. She will be back next Monday to start training.
 - The Disability Benefit Specialist vacancy has gone from 32 hours a week to 24 hours a week. They had three interviews for the position. It takes 1 to 1 1/2 months for an orientation process and training before they can take any calls.
- **Three Year Aging Plan**
 - The Three Year Aging Plan is the same information at the last board meeting. Tom asked if we can get back to the 1-on-1 people and let them know what is happening. He also asked to address caregiving, housing and transportation. The committee discussed at length housing issues and caregiving problems within the county. Tom asked to be a part of the caregiving part of the Aging Plan. Jake mentioned forming an Advocacy group. Brown County as an Advocacy group and the board asked if we could talk to them or have them talk to the board.
- 8. New Business**
- **Senior Space Check-In**
 - Jake talked about replacing the Schedulesplus check-in station with Senior Space Check-in system. LPI, who also prints our newsletters, are the contacts for Senior Space. They have better options than our current check-in station, such as, a kiosk, easier to operate software, better customer service, and hard cards that we would not have to print as well as possible credit card options. Jake hopes to get this going by the beginning of the year.
- **Creative Outreach**
 - Jake talked about how there are a lot of businesses in the community that do not know we as an ADRC exist. He is hoping to work on outreach for the next year to help get the ADRC more known to Door County businesses..
- **Unmet Needs – Training Opportunities for Caregivers**
 - Tabled – Next meeting talk about Advocacy and Caregiving.
- **Meeting Date and Time**
- **Meeting Code – 222**
- 9. Confirm Next Meeting Date and Time** The next meeting of the ADRC Advisory Board and Nutrition Advisory Council will be held on Monday, December 17th, 2018 at 3:00 p.m. at the ADRC.
- 10. Adjourn.** A motion to adjourn was made by Mike Green and seconded by Carol Moellenberndt. The motion was carried unanimously. Meeting was adjourned at 5:00 p.m.

Recorded by Barb Snow

- SAMS Agency Call Report

Who made contact (Caller Type):

No. of Calls	Caller Type
830	(Self)
173	11-Legal Decision Maker
198	12-Caregiver
589	13-Relative/Friend/Neighbor/Comm Mbr
618	14-Agency/Service Provider
943	15-ADRC Contacted Consumer/Designee
1,179	16-ADRC Initiated Collateral Contact
3	99-Other
4533	Total

Topic Categories discussed during call:

No. of Calls	Topic Category
83	Abuse and Neglect
150	Adaptive Equipment
1	Addictions
3	ADRC Complaint
2	ADRC Printed Material
109	Alzheimer's and Other Dementia
37	Ancillary Services
177	Assisted Living (AFH, CBRF, RCAC)
57	Budget Assistance
371	Caregiving
2	Community I&R
12	Complaints (other)
7	Education
3	Emergency Preparedness
30	Employment
71	End of Life
237	Food
172	Health
2	Health Promotion
817	Home Services
330	Housing
108	Income Maintenance
44	Insurance
124	Legal Services
3	MDS Section Q Referrals

- SAMS Agency Call Report

9	Medical Home Care
85	Mental Health
2	Non MDS Section Q
149	Nursing Home
114	Other
1,841	Public Benefits LTC Programs
338	Public Benefits, Other
40	Recreation/Socialization
5	Referral for Evaluation
56	Referral for Financial-Related Needs
8	Referral for Private Pay Options
2	Taxes
92	Transportation
76	Unmet Need – Housing
1	Unmet Need – Rent/Mortgage Assistance
9	Unmet Need – Utility Assistance
7	Veterans
5	Volunteer Opportunities
31	Youth in Transition
4533	Total

ADRC Activity:

No. of Calls	ADRC Activity
279	Administrative (Select exclusively.)
516	Attempted Contact (Select exclusively.)
18	Community Partners (Select exclusively.)
15	Complaints/Advocacy
27	Customer Initiated Follow-up
132	Long-Term Care Functional Screen
3	Memory Screen
231	Provided Assistance with MA Application Process
232	Provided Brief or Short-Term Service Coordination
30	Provided Disenrollment Counseling
86	Provided Enrollment Counseling
112	Provided Follow-up
2,998	Provided Information & Assistance
202	Provided Options Counseling
35	Referral to ADRC
4533	Total

- SAMS Agency Call Report

Consumer Age Group:

No. of Calls	Consumer Age Group
6	100 - 150
164	17 - 21
930	22 - 59
3,410	60 - 99
4510	Total

Referred By:

No. of Calls	Referred By
1	Assisted Living
3	Called Before
1	Economic Support
1	Friend/Family
2	Hospital
5	Internal Referral
1	Other Agency
14	Total

Disability:

No. of Calls	Disability
295	00-Alzheimer's/Irreversible Dementia
467	01-Developmental/Intellectual Disability
3,132	02-Elderly: Age 60 or Older
398	03-Mental Health
1,154	04-Physical Disability
2	05-Substance Use
158	06-Unknown (Select exclusively.)
4512	Total

Monthly Total

No. of Calls	Total Minutes	Month
364	41,932	January, 2018
465	202,352	February, 2018
490	1,027	March, 2018
446	1,032	April, 2018
563	20,493	May, 2018
429	840	June, 2018
272	852	July, 2018
340	70,203	August, 2018

SAMS Agency Call Report

1/16/2019

- SAMS Agency Call Report

319	27,172	September, 2018
274	815	October, 2018
260	44,837	November, 2018
311	45,305	December, 2018
4533	456860	Total

EBS Program Statistics

Date Printed : 1/11/2019

Call Date On or After : 01-01-2018
 Call Date On or Before : 12-31-2018

Topic(s) : (Any)
 Primary Care Manager(s) : (Any)
 Provider(s) : (Any)
 Client's Residential County(ies) : (Any)

CLIENTS AND CASES

Total Unduplicated Clients :	516	Carryover Cases :	0
New Clients :	323	Cases Opened :	808
		Cases Closed :	747
Total Hours Spent on Legal/Benefits Assistance :	538	Cases Remaining Open :	61

CLIENT CHARACTERISTICS

Age Group	Client Count	%
0-59 :	27	5.2 %
60-69 :	243	47.1 %
70-79 :	135	26.2 %
80-89 :	83	16.1 %
90-99 :	25	4.8 %
100+ :	0	0.0 %
Unknown :	3	0.6 %

Rural Status	Client Count	%
Is Rural :	514	99.6 %
Is Not Rural :	2	0.4 %
Unknown :	0	0.0 %

Gender	Client Count	%
Female :	301	58.3 %
Male :	213	41.3 %
Unknown :	2	0.4 %

Lives Alone Status	Client Count	%
Lives Alone :	202	39.1 %
Does Not Live Alone :	306	59.3 %
Unknown :	8	1.6 %

Race	Client Count	%
American Indian/Native Alaskan :	1	0.2 %
Asian :	0	0.0 %
Black/African American :	1	0.2 %
Native Hawaiian/Other Pacific Islander :	1	0.2 %
Non-Minority (White, non-Hispanic) :	503	97.5 %
White-Hispanic :	1	0.2 %
Other :	3	0.6 %
Missing/Unknown :	6	1.2 %

Income Status	Client Count	%
At or Below 100% of the FPL :	111	21.5 %
Above 100% of the FPL :	403	78.1 %
Unknown :	2	0.4 %

MONETARY IMPACT

	Dollars	%
Federal Funds :	\$ 3,198,073	81.8 %
State Funds :	\$ 665,884	17.0 %
Other Funding Sources :	\$ 45,799	1.2 %
GRAND TOTAL :	\$ 3,909,756	

EBS Program Statistics

Date Printed : 1/11/2019

Call Date On or After : 01-01-2018

Call Date On or Before : 12-31-2018

Topic(s) : (Any)

Primary Care Manager(s) : (Any)

Provider(s) : (Any)

Client's Residential County(ies) : (Any)

CLOSED CASES BY OUTCOME

Topic Outcome	# of Cases	% of Cases
01a-Advice/Brief Service	57	7.6 %
01b-Advice/Extended Service	0	0.0 %
02-Insufficient Merit to Proceed	0	0.0 %
03-Medical Paperwork/Claims Assistance Provided	1	0.1 %
04-Documents Completed/Successful Outcome	660	88.4 %
05-Documents Completed/Unsuccessful Outcome	6	0.8 %
06-Appropriate Action Taken/Successful Outcome	11	1.5 %
07-Appropriate Action Taken/Unsuccessful Outcome	2	0.3 %
08-Approved at Application or Renewal	0	0.0 %
09-Denied at Application or Renewal/Not Appealed	0	0.0 %
10-Approved at Reconsideration	0	0.0 %
11-Denied at Reconsideration/Not Appealed	0	0.0 %
12-Approved at ALJ/Fair Hearing	0	0.0 %
13-Denied at ALJ/Fair Hearing/Not Appealed	0	0.0 %
14-Settlement Negotiated without Litigation	0	0.0 %
15-Referral to Legal Services Corporation	0	0.0 %
16-Referral to Private Attorney, Pro Bono	0	0.0 %
17-Referral to Private Attorney, Non Pro Bono	0	0.0 %
19-Client Withdrew/Lack of Contact	4	0.5 %
20-Client Left Geographic Service Area	0	0.0 %
21-Client Died	6	0.8 %

CLOSED CASES BY TOPIC GROUP

Topic Group	# of Cases	% of Cases
A - Health Insurance Benefits	601	80.5 %
B - Income Benefits (Cash/In-kind)	113	15.1 %
C - Community Services and Supports	15	2.0 %
D - Housing and Utilities	17	2.3 %
E - Consumer Issues	1	0.1 %
F - Surrogate Decision Making	0	0.0 %
G - Civil Rights	0	0.0 %
H - Other	0	0.0 %

Date/Time viewed: 01/16/2019 8:41 AM

Year: 2018

Month: January

ATTENDANCE

Date Range: 01/01/2018 through 01/16/2019

Total Participation: 28086

TOTAL PARTICIPATION

Unduplicated Participants: 2178

Members Participating: 1950

Non-Members Participating: 228

Breakout: ATTENDED ONLY

Unduplicated Participants: 2099

Members: 1898

Non-Members: 201

Breakout: CONFIRMED ONLY

Unduplicated Participants: 351

Members: 294

Non-Members: 57

VOLUNTEERING

Date Range: 01/01/2018 through 01/16/2019

Volunteering (# / Hours): 1815 / 3160.0 hours

of Unique Volunteers: 85

EVENTS

Date Range: 01/01/2018 through 01/16/2019

No of Public Events in Range: 211

No of Private Events in Range: 0

Date Range: 01/01/2018 TO 12/31/2019 **SUBMIT**

MEMBERSHIPS

ALL RECORDS - no specific dates

Current # of Members: 2532

Yearly Members: 2531

Monthly Members: 1

Total Revenue from Monthly Members: \$0.00

Total Revenue from Yearly Members: \$25.00

[BACK](#)

1A. Participation Summary - All Events

ADRC of Door County

Report Range: 1/01/2018 12:00am to 12/31/2018 11:59pm

Schedule Name	Attended & Walk-In	Confirmed	TOTAL ATTENDANCE (Attended + Confirmed)
Cards & Games	3207	111	3318
Classes	177	0	177
Community Lead Programs Health/Wellness	567	5	572
Community Lead Programs Non Health/Wellness	75	0	75
Crafts	417	2	419
Dining	16165	1061	17226
Health & Wellness	5159	5	5164
Meetings	39	0	39
Trips	37	0	37
TOTALS	25843	1184	27027

GWAAR - DODGE CO COMMISSION ON AGING

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Cong Meals, FFY 2018 :	1782	1697	1545	1841	1530	1428	1349	1348	1279	1258	1080	780	
Cong Meals, FFY 2019 :	1035	934	843	0	0	0	0	0	0	0	0	0	
% Diff vs Prior Year :	-42%	-45%	-45%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	
% Diff vs Prior Month :	33%	-10%	-10%	-100%	0%	0%	0%	0%	0%	0%	0%	0%	
2018 Total :	16,917			2019 Total :			2,812			% Diff :			-83%

GWAAR - DOOR CO SENIOR RESOURCE CENTER

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Cong Meals, FFY 2018 :	1446	1161	1170	1102	1649	1921	1708	2074	1992	1792	2229	1781	
Cong Meals, FFY 2019 :	2060	1619	1688	97	0	0	0	0	0	0	0	0	
% Diff vs Prior Year :	42%	39%	44%	-91%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	
% Diff vs Prior Month :	16%	-21%	4%	-94%	-100%	0%	0%	0%	0%	0%	0%	0%	
2018 Total :	20,025			2019 Total :			5,464			% Diff :			-73%

GWAAR - DUNN CO OFFICE ON AGING

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Cong Meals, FFY 2018 :	1434	1280	1155	1129	1165	1304	1264	1501	1352	1391	1483	1317	
Cong Meals, FFY 2019 :	1460	1410	1283	0	0	0	0	0	0	0	0	0	
% Diff vs Prior Year :	2%	10%	11%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	
% Diff vs Prior Month :	11%	-3%	-9%	-100%	0%	0%	0%	0%	0%	0%	0%	0%	
2018 Total :	15,775			2019 Total :			4,153			% Diff :			-74%

GWAAR - EAU CLAIRE ADRC

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Cong Meals, FFY 2018 :	764	760	613	488	645	770	669	747	661	610	804	661	
Cong Meals, FFY 2019 :	813	736	640	0	0	0	0	0	0	0	0	0	
% Diff vs Prior Year :	6%	-3%	4%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	
% Diff vs Prior Month :	23%	-9%	-13%	-100%	0%	0%	0%	0%	0%	0%	0%	0%	
2018 Total :	8,192			2019 Total :			2,189			% Diff :			-73%

GWAAR - FLORENCE CO AGING UNIT

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Cong Meals, FFY 2018 :	525	547	414	438	468	482	441	530	480	479	542	520	
Cong Meals, FFY 2019 :	635	453	435	180	0	0	0	0	0	0	0	0	
% Diff vs Prior Year :	21%	-17%	5%	-59%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	
% Diff vs Prior Month :	22%	-29%	-4%	-59%	-100%	0%	0%	0%	0%	0%	0%	0%	
2018 Total :	5,866			2019 Total :			1,703			% Diff :			-71%

GWAAR - DODGE CO COMMISSION ON AGING

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Cong Meals, FFY 2017 :	1442	1459	1340	1310	1287	1421	1313	1590	1656	1536	1837	1629
Cong Meals, FFY 2018 :	1782	1697	1545	1841	1530	1428	1349	1348	1279	1258	1080	780
% Diff vs Prior Year :	24%	16%	15%	41%	19%	0%	3%	-15%	-23%	-18%	-41%	-52%
% Diff vs Prior Month :	9%	-5%	-9%	19%	-17%	-7%	-6%	0%	-5%	-2%	-14%	-28%
2017 Total :	17,820			2018 Total :			16,917			% Diff : -5%		

GWAAR - DOOR CO SENIOR RESOURCE CENTER

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Cong Meals, FFY 2017 :	1349	1276	1115	976	1262	1434	1240	1369	1379	1222	1458	1391
Cong Meals, FFY 2018 :	1446	1161	1170	1102	1649	1921	1708	2074	1992	1792	2229	1781
% Diff vs Prior Year :	7%	-9%	5%	13%	31%	34%	38%	51%	44%	47%	53%	28%
% Diff vs Prior Month :	4%	-20%	1%	-6%	50%	16%	-11%	21%	-4%	-10%	24%	-20%
2017 Total :	15,471			2018 Total :			20,025			% Diff : 29%		

GWAAR - DUNN CO OFFICE ON AGING

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Cong Meals, FFY 2017 :	1405	1372	1347	1259	1166	1382	1224	1485	1451	1331	1411	1285
Cong Meals, FFY 2018 :	1434	1280	1155	1129	1165	1304	1264	1501	1352	1391	1483	1317
% Diff vs Prior Year :	2%	-7%	-14%	-10%	0%	-6%	3%	1%	-7%	5%	5%	2%
% Diff vs Prior Month :	12%	-11%	-10%	-2%	3%	12%	-3%	19%	-10%	3%	7%	-11%
2017 Total :	16,118			2018 Total :			15,775			% Diff : -2%		

GWAAR - EAU CLAIRE ADRC

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Cong Meals, FFY 2017 :	715	778	645	520	721	770	784	721	734	655	823	655
Cong Meals, FFY 2018 :	764	760	613	488	645	770	669	747	661	610	804	661
% Diff vs Prior Year :	7%	-2%	-5%	-6%	-11%	0%	-15%	4%	-10%	-7%	-2%	1%
% Diff vs Prior Month :	17%	-1%	-19%	-20%	32%	19%	-13%	12%	-12%	-8%	32%	-18%
2017 Total :	8,521			2018 Total :			8,192			% Diff : -4%		

GWAAR - FLORENCE CO AGING UNIT

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Cong Meals, FFY 2017 :	456	481	365	324	327	368	359	426	461	394	461	436
Cong Meals, FFY 2018 :	525	547	414	438	468	482	441	530	480	479	542	520
% Diff vs Prior Year :	15%	14%	13%	35%	43%	31%	23%	24%	4%	22%	18%	19%
% Diff vs Prior Month :	20%	4%	-24%	6%	7%	3%	-9%	20%	-9%	0%	13%	-4%
2017 Total :	4,858			2018 Total :			5,866			% Diff : 21%		

GWAAR - DODGE CO COMMISSION ON AGING

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
HD Meals, FFY 2018 :	1771	1777	1525	1938	1638	1996	2233	2271	2204	2062	2437	1939
HD Meals, FFY 2019 :	2557	2252	1944	0	0	0	0	0	0	0	0	0
% Diff vs Prior Year :	44%	27%	27%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%
% Diff vs Prior Month :	32%	-12%	-14%	-100%	0%	0%	0%	0%	0%	0%	0%	0%

2018 Total : 2019 Total : % Diff :

GWAAR - DOOR CO SENIOR RESOURCE CENTER

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
HD Meals, FFY 2018 :	1339	1263	1216	1134	1251	1461	1347	1525	1494	1335	1569	1297
HD Meals, FFY 2019 :	1460	1386	1283	426	0	0	0	0	0	0	0	0
% Diff vs Prior Year :	9%	10%	6%	-62%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%
% Diff vs Prior Month :	13%	-5%	-7%	-67%	-100%	0%	0%	0%	0%	0%	0%	0%

2018 Total : 2019 Total : % Diff :

GWAAR - DUNN CO OFFICE ON AGING

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
HD Meals, FFY 2018 :	992	962	915	995	949	911	793	853	772	851	886	783
HD Meals, FFY 2019 :	1253	1140	1082	0	0	0	0	0	0	0	0	0
% Diff vs Prior Year :	26%	19%	18%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%
% Diff vs Prior Month :	60%	-9%	-5%	-100%	0%	0%	0%	0%	0%	0%	0%	0%

2018 Total : 2019 Total : % Diff :

GWAAR - EAU CLAIRE ADRC

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
HD Meals, FFY 2018 :	4587	3584	4614	4326	4539	5001	4527	5014	4832	4899	5194	4263
HD Meals, FFY 2019 :	5067	4813	4709	0	0	0	0	0	0	0	0	0
% Diff vs Prior Year :	10%	34%	2%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%
% Diff vs Prior Month :	19%	-5%	-2%	-100%	0%	0%	0%	0%	0%	0%	0%	0%

2018 Total : 2019 Total : % Diff :

GWAAR - FLORENCE CO AGING UNIT

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
HD Meals, FFY 2018 :	317	273	203	263	234	270	306	340	299	300	305	254
HD Meals, FFY 2019 :	310	246	215	106	0	0	0	0	0	0	0	0
% Diff vs Prior Year :	-2%	-10%	6%	-60%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%
% Diff vs Prior Month :	22%	-21%	-13%	-51%	-100%	0%	0%	0%	0%	0%	0%	0%

2018 Total : 2019 Total : % Diff :

GWAAR - DODGE CO COMMISSION ON AGING

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
HD Meals, FFY 2017 :	1738	1828	1789	1823	1803	1988	1670	1900	1890	1668	1969	1675
HD Meals, FFY 2018 :	1771	1777	1525	1938	1638	1996	2233	2271	2204	2062	2437	1939
% Diff vs Prior Year :	2%	-3%	-15%	6%	-9%	0%	34%	20%	17%	24%	24%	16%
% Diff vs Prior Month :	6%	0%	-14%	27%	-15%	22%	12%	2%	-3%	-6%	18%	-20%
2017 Total :	21,741			2018 Total :			23,791			% Diff : 9%		

GWAAR - DOOR CO SENIOR RESOURCE CENTER

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
HD Meals, FFY 2017 :	1387	1242	1338	1340	1284	1510	1314	1521	1523	1426	1632	1346
HD Meals, FFY 2018 :	1339	1263	1216	1134	1251	1461	1347	1525	1494	1335	1569	1297
% Diff vs Prior Year :	-3%	2%	-9%	-15%	-3%	-3%	3%	0%	-2%	-6%	-4%	-4%
% Diff vs Prior Month :	-1%	-6%	-4%	-7%	10%	17%	-8%	13%	-2%	-11%	18%	-17%
2017 Total :	16,863			2018 Total :			16,231			% Diff : -4%		

GWAAR - DUNN CO OFFICE ON AGING

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
HD Meals, FFY 2017 :	1013	967	923	997	1070	1377	1104	1192	1197	973	1094	828
HD Meals, FFY 2018 :	992	962	915	995	949	911	793	853	772	851	886	783
% Diff vs Prior Year :	-2%	-1%	-1%	0%	-11%	-34%	-28%	-28%	-36%	-13%	-19%	-5%
% Diff vs Prior Month :	20%	-3%	-5%	9%	-5%	-4%	-13%	8%	-9%	10%	4%	-12%
2017 Total :	12,735			2018 Total :			10,662			% Diff : -16%		

GWAAR - EAU CLAIRE ADRC

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
HD Meals, FFY 2017 :	4434	4323	4612	3964	3774	4922	4063	4404	4469	4318	4648	4072
HD Meals, FFY 2018 :	4587	3584	4614	4326	4539	5001	4527	5014	4832	4899	5194	4263
% Diff vs Prior Year :	3%	-17%	0%	9%	20%	2%	11%	14%	8%	13%	12%	5%
% Diff vs Prior Month :	13%	-22%	29%	-6%	5%	10%	-9%	11%	-4%	1%	6%	-18%
2017 Total :	52,003			2018 Total :			55,380			% Diff : 6%		

GWAAR - FLORENCE CO AGING UNIT

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
HD Meals, FFY 2017 :	355	361	448	513	384	471	402	420	385	329	369	289
HD Meals, FFY 2018 :	317	273	203	263	234	270	306	340	299	300	305	254
% Diff vs Prior Year :	-11%	-24%	-55%	-49%	-39%	-43%	-24%	-19%	-22%	-9%	-17%	-12%
% Diff vs Prior Month :	10%	-14%	-26%	30%	-11%	15%	13%	11%	-12%	0%	2%	-17%
2017 Total :	4,726			2018 Total :			3,364			% Diff : -29%		



"Building a community that values, empowers and supports seniors, adults with disabilities and their caregivers"

VOLUNTEER POSITON DESCRIPTION ADRC AMBASSADOR

Volunteer Position Title: ADRC Ambassador

Position Summary:

The ADRC Ambassador welcomes and assists customers, professionals, and visitors entering the ADRC. Volunteers working in this capacity answer questions, provide information, and direct people to the location they need, thus creating an atmosphere in the ADRC that is caring, yet efficient.

Location: The ADRC Ambassador works in the Welcome Center area of the ADRC's main office at 300 S Adams St, Green Bay, WI 54301.

Responsibilities:

. 70049

- Cordially greets customers, professionals, and visitors upon arrival. Ascertains customers and or visitors needs and directs them accordingly.
- Provides assistance to customers, professionals, and visitors by obtaining wheelchairs, or other services as needed. Escorts or transports customers who need help to their destination within the ADRC.
- Assists customers with checking in for events throughout the ADRC.
- Assists customers with filling out walk in forms.
- Assists customers in calling for a cab as needed.
- Conducts reminder calls to customers for upcoming registered events.
- Keeps the front hallway clear and unobstructed for customer's drop-off and pick-up.
- Monitors the overall appearance of the ADRC entrances
- Performs related duties as required.

Reports to: Administrative Services Coordinator at the Aging & Disability Resource Center

Length of Appointment & Time Commitment: The ADRC Ambassador is assigned to at least one day per week for a minimum of 2 hours. The day of week and will be determined by the ADRC Ambassador and Administrative Specialist/Office Assistant. This position is an ongoing position.

Qualifications: Mature, dependable, and caring individual who has the ability to communicate courteously and effectively with customers, professionals, visitors, and staff. Must be able to maintain strict confidentiality of customer information.

Support: Training for this position will be provided. In addition, the Administrative Support Team will be available for questions and assistance.

Age Requirement: None

Dress Code: Business Casual

Devon Christianson, Director
300 South Adams Street, Green Bay, WI 54301 • (920) 448-4300
TTY: (920) 448-4335, Fax: (920) 448-4306
BC_Aging_Disability_Resource_Center@co.brown.wi.us



COMMITMENT TO NON-DISCRIMINATION

In accordance with Civil Rights Compliance Standards, you will not be denied services or discriminated against because of religion, age, race, sex, disability, physical condition, sexual orientation or developmental disability. Reasonable accommodations will be made for disabilities in accordance with the Americans with Disabilities Act. If you require such an accommodation, please contact the Aging & Disability Resource Center 72 hours prior to the need for the accommodation. If you are denied services for any reason and would like to file a grievance form, you may receive a copy of this form by calling 448-4300. The TTY telephone number for the hearing impaired is 448-4335.

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
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 by December 31, 2019. Resulting in at least five individuals participating in the training program by the goal deadline.			
In addition to the goal above, the ADRC will help facilitate the creation of self-directed Door County Advocacy Coalition by December 31, 2020. Resulting in at least six meetings being held throughout the 2020 calendar year.			
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. Resulting in at least twelve separate advocacy related articles being distributed in our monthly newsletter in the year 2020.			
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. Resulting in at least 14 individuals attending the first bus trip to the capital.			
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: Washington Island, Brussels Community Center, Baileys Harbor Town Hall and Liberty Grove Town Hall. Resulting in a 15%			

<p>increase in the frozen meals distributed in the southern and northern Door County.</p>			
<p>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. A pre/posttest will show that 75% increased their knowledge of healthy aging as it relates to healthy eating.</p>			
<p>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. Resulting in a 15% increase in that meal site's participation.</p>			
<p>Focus Area 6-C. Services in Support of Caregivers</p>			
<p>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. Resulting in at least 5 caregivers participating in each monthly caregiver training.</p>			
<p>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. Resulting in at least 40 caregivers joining the group by the end of 2020.</p>			
<p>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. Resulting in at least 25 packets being distributed to caregivers new to their role.</p>			
<p>Focus Area 6-D. Services to People with Dementia</p>			
<p>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</p>			

<p>partnership with the Dementia Crisis Planning Workgroup will implement the Purple Tube Project which will result in piloting the new initiative by December 31, 2019. Resulting in at least 15 individuals diagnosed with dementia participating in the project.</p>		<p>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 by December 31, 2020. Resulting in at least 5 individuals participating the program.</p>		<p>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.</p>	
<p>Focus Area 6-E. Healthy Aging</p>					
<p>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. Resulting in at least 15 new referrals to our evidence based fall prevention classes.</p>		<p>In an effort to improve the physical fitness and balance of older adults throughout the county, the ADRC will start one new Evidence Based Program (Strong Bones, Fit and Strong) on Washington Island, Northern Door and Southern Door by December 31, 2020. Resulting in at least 20 new participants in our evidence based programming by the end of 2020.</p>		<p>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 amongst Door County older adults. Which will result in a 10% increase in Evidence Based Program participation compared to the previous year.</p>	

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. Resulting in at least 12 older adults and children participating in each intergenerational event.					
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. Resulting in an increase of two new consumers from Southern and Northern Door County a week.					
In an effort to prevent isolation amongst older adults living alone, the ADRC will partner with Neighbor to Neighbor and create a "Friendly Phone Call" volunteer program by the December 31, 2021. Resulting in the participation of at least 10 individuals in the new volunteer program by the end of the year.					
In an effort to reduce isolation and increase the participation in our Northern and Southern Door County Congregate meal program, the ADRC will start a "Lunch & Ride" program in both of those communities by December 31, 2020. Resulting in a 10% increase to our Congregate meal sites in Northern and Southern Door County.					

**DOOR COUNTY ELDERLY NUTRITION PROGRAM
NUTRITION ADVISORY COUNCIL
BYLAWS
(Effective April 2018)**

Article I: Advisory Council Name and Jurisdiction

The name of this Committee shall be called the Door County Nutrition Advisory Council. Jurisdiction of this committee is the geographical area of Door County, WI.

The Door County Nutrition Advisory Council shall be an advisory body to the Human Services Committee of the Door County Full Board of Supervisors. According to procedures, "a full-time ADRC/Aging Unit Director shall be appointed on the basis of recognized and demonstrated interest in, and knowledge of, challenges of older adults, with due regard to training, experience, executive and administrative ability and general qualifications and fitness for the performance of his/her duties." This individual is directly responsible to the Director of the Human Services Department, who in turn, is directly responsible to the County Administrator.

The Door County Nutrition Advisory Council shall advise the ADRC Director, Assistant ADRC Director and Nutrition Program staff on all matters relating to the delivery of nutrition and nutritional supportive services within the program area. All recommendations and suggestions of the Nutrition Advisory Council must be in accord with federal and state policies and procedures and take into consideration the nutrition budget.

ARTICLE II: Nutrition Advisory Council Purpose

It is the responsibility of the Nutrition Advisory Council to be a point of contact for individuals, family members and caregivers regarding the nutritional programs provided in Door County. They are to represent and speak on behalf of nutrition participants and to advise the ADRC Director and Assistant ADRC Director on matters relating to the delivery of nutrition and nutrition supportive services within the program area including:

1. Make recommendations regarding the food preference of participants.
2. Make recommendations regarding days and hours of site operations and locations.
3. Make recommendations regarding site furnishings with regard to disabled or handicapped participants.
4. Make recommendation regarding supportive social services to be conducted at the site.
5. Give support and assistance to the ongoing development of the Nutrition Program.
6. Actively promote the participation of older individuals in the preparation of the counties comprehensive plan for aging resources.
7. Promote Advocacy and communication to the general public about the Nutrition Program.

ARTICLE III: Council Composition

At least 51% of the Nutrition Advisory Council must consist of members who are sixty (60) years of age or older. Members are appointed by the Door County Administrator and approved by the Door County Board of Supervisors.

The Nutrition Advisory Council shall consist of seven (7) members.

- One (1) participant or representative from each Nutrition Program Dining Site (Forestville, Sturgeon Bay, Baileys Harbor, Liberty Grove and Washington Island) for a total of five (5) committee members overall.
- Two (2) home delivered meal program participants or representatives.

Appointments shall be for a term of 3 years, with a limit of two consecutive three year terms.

Article IV: Filling Vacancies

The ADRC Director and Assistant ADRC Director or designee, or any member of the Nutrition Advisory Council, may recommend prospective members for eligibility screening and acceptance by the Council.

Article V: Council Meetings

Provisions of the WI Open Meetings Law and Roberts Rule of Order shall be followed. A simple majority of the Nutrition Advisory Council will constitute a Quorum for transaction of business at the respective meetings.

- The Nutrition Advisory Council shall meet a minimum of six (6) times per calendar year. Each of the five (5) Nutrition Program Dining Sites will host one meeting per calendar year.
- The first meeting of the year following the April Full County Board meeting will be for the purpose of electing Council Officers and any other business for the Council.
- A quorum to conduct business will be four (4) council members.
- Notice of the meetings will be sent by email unless otherwise requested by a member no later than 48 hours prior to the next council meeting.
- Agendas will be prepared jointly with the ADRC Director, Assistant ADRC Director and Council Chair.
- Special Meetings of the Nutrition Advisory Council may be called by the Chairperson, by 51% of the council membership or by the ADRC Director. Time and place of such meetings will be determined by the person(s) calling the meeting and the members shall be informed by email unless otherwise requested 5 days prior to the meeting.
- Members should attend all Nutrition Advisory Council meetings whenever possible. If a member fails to attend three (3) meetings per year without a valid excuse, the ADRC Director or Assistant ADRC Director shall recommend to the County Board of Supervisors that this person be removed as a member.

Article IV: Election of Officers

The Nutrition Advisory Council shall elect from its members the following officers: Chair and Vice-Chair. The ADRC Director and Assistant ADRC Director (or his/her) designee shall serve as Secretary.

The Nutrition Advisory Council shall hold nomination and election of officers at the first meeting of the calendar year following the April Full County Board meeting. The term of office for the elected officers shall be one year. The officers elected shall assume office at the first meeting of the new calendar year after their appointment.

Any vacancies of officers shall be filled by a majority vote of the Council. Any officer elected or appointed by the Council may be removed with reason by a majority vote.

Section I - Duties of the Chair

The Nutrition Advisory Council Chair shall preside at all meetings of the council and work with the ADRC Director and Assistant ADRC Director in preparing agendas. The Chair will assure that the Council follows through on approved motions made at meetings. He or she shall call special meetings of the Council, with prior notice given, when necessary.

In the event of a resignation of any officer, the Chair shall recommend a replacement to the Council for confirmation. The Chair shall appoint Committees (when necessary to assist the Council in its responsibilities) with the approval of the Nutrition Advisory Council and shall be an ex-officio member of all Council Committees.

Section II - Duties of the Vice-Chair

The Vice-Chair shall preside and perform the duties of the Chair (in his or her absence) and shall perform all other duties that may be assigned to him or her by the Chair.

Section III - Duties of the Secretary

The Secretary shall record the minutes of all meetings of the Nutrition Advisory Council and assist in distributing them to all members. The Secretary shall be the custodian of records including the bylaws, minutes, correspondence and other important information.

Article X: Amendments to Bylaws

These Bylaws may be altered, amended or repealed as deemed necessary by a majority vote of the Council. Notice of the proposed bylaw changes shall be made to the membership at least one week prior to their first consideration. Voting on the amendments shall take place at the next regular meeting.

The Door County Nutritional Advisory Council approved and amended the Door County Nutritional Advisory Council Bylaws on Friday, February 16, 2018.

**DOOR COUNTY AGING AND DISABILITY RESOURCE CENTER (ADRC) &
AGING UNIT ADVISORY COMMITTEE BYLAWS
(Effective April 2018)**

Article I: Advisory Committee Name

The name of this Committee shall be called the Door County Aging and Disability Resource Center (ADRC) Advisory Committee. The Door County ADRC Advisory Committee shall represent and advocate for older adults (persons over 60 years of age), adults living with a physical or developmental disability (persons 17 ½ to 59 years of age) and their families.

Article II: Committee Purpose

1. To improve the quality of life for older adults, adults living with a physical or developmental disability and their families by helping them remain independent and engaged within their own community.
2. To represent, empower and advocate on behalf of older adults, adults living with a physical or developmental disability and their families.
3. To identify and promote Aging and Disability Resource Center (ADRC) of Door County programs and services that will help older adults and adults living with a physical or developmental disability to maintain dignity, independence and active lifestyles.
4. To guide Aging and Disability Resource Center (ADRC) of Door County staff to serve, advocate and respond to the needs of Door County older adults, adults living with a physical or developmental disability and their families.
5. To support Aging and Disability Resource Center (ADRC) of Door County staff on program and service design, development and oversight.
6. To advise Aging and Disability Resource Center (ADRC) of Door County staff on the composition, implementation and administration of the Door County Three Year Aging Plan and ADRC Annual Plan.

ARTICLE III: COMMITTEE POWERS AND DUTIES

The powers and duties of the Door County Aging and Disability Resource Center Advisory Committee shall be exercised and performed in conformity with the laws, ordinances and resolutions of Door County.

ARTICLE IV: COMMITTEE MEMBERSHIP

Section I - Committee Appointing Authority

The members of the Door County ADRC Advisory Committee shall be appointed by the Door County Administrator and approved by the Door County Board of Supervisors.

Section II - Committee Membership

The Door County ADRC Advisory Committee membership shall consist of nine (9) members who represent and advocate for older adults, adults living with a physical or developmental disability and their families. Fifty-one percent of members must be 60 years and older. At least one-fourth (1/4) of the membership of the board will consist of individuals who belong to an ADRC target group or their family members, guardians, or other advocates. Members shall be chosen on the basis of recognized ability and

demonstrate an interest in services for older adults, adults with physical or developmental disabilities, or adults with mental health or substance abuse issues. No person shall be appointed who has a conflict of interest as determined by state law or regulations or by county ordinance.

The board shall be composed of:

- Five (5) citizens representing older adults
- One (1) citizen representing adults living with a physical disability
- Two (2) citizens representing adults living with a developmental disability
- One (1) member of the County Board, who also sits on the Human Services Board

The Door County ADRC Advisory Committee membership represents all income levels and minority backgrounds of the population in Door County. All Door County ADRC Advisory Committee members must reside within Door County and act according to county, state and federal Older Americans Act guidelines.

Door County ADRC Advisory Committee membership does not include members with a real or potential conflict of interest. All members shall abide by the Door County ADRC conflict-of-interest policy and any member of an agency or organization that receives funds from the Aging and Disability Resource Center (ADRC) of Door County may not be a member of the ADRC Advisory Committee.

Section III - Committee Membership Tenures

Membership terms are three (3) years. No member may serve more than (2) consecutive full terms. If a member vacancy occurs mid-term, a replacement member may fulfill the remaining term of the departing member and begin their tenure following mid-term placement. Term limits will be so arranged that the terms of one-third (1/3) of the membership shall expire each year.

Section IV - Committee Membership Absences

Any member who has more than three (3) unexcused absences, in a twelve (12) month period, from regular Door County ADRC Advisory Committee meetings will resign their position on the Committee. An unexcused absence means that the absentee did not notify Aging and Disability Resource Center (ADRC) of Door County staff that they would be unable to attend the meeting.

ARTICLE V – COMMITTEE OFFICERS

Section I - Elected Officers

Elected officers shall consist of a Chairman and Vice Chairman.

Section II - Election of Officers

The officers shall be elected yearly during the first ADRC Advisory Committee Meeting that follows the April Full County Board meeting, by a majority vote of the members present. If the election of officers is not held at the first meeting following the Full County Board's April meeting, the election shall be held as soon thereafter as possible. Each officer shall hold their office until their successor has been duly elected.

Section III Term of Officers

The officers shall be elected for a one (1) year term. Officers shall assume duties at the next Door County ADRC Advisory Committee meeting following their appointment.

Section IV - Officer Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled for the unexpired portion of the term by Chair appointment. Appointment to temporarily fill an officer position does not constitute automatic succession to the officer position.

Section V - Chair

The Chair shall be the principal executive officer of the Door County ADRC Advisory Committee and shall supervise all ADRC Advisory Committee business. The Chair shall appoint all sub-committees. The Chair shall preside at regular and special meetings of the ADRC Advisory Board and be prepared to report to the Door County Board of Supervisors and/or its committees.

Section VI – Vice Chair

In the absence of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform other duties that may be assigned to them by the Chair of the ADRC Advisory Board. If both the Chair and Vice Chair are absent, the members present will decide who will chair the Door County ADRC Advisory Board meeting.

ARTICLE VI – OTHER COMMITTEES

Section I - Other Committees

The Chairman shall appoint other committees as necessary for the transaction of Door County ADRC Advisory Committee business.

ARTICLE VII – COMMITTEE MEETINGS

Section I - Committee Meeting Location

The Door County ADRC Advisory Committee official meeting location shall be within the geographical boundaries of Door County.

Section II - Committee Annual Meeting

The Door County ADRC Advisory Committee Annual meeting shall be held yearly for the purpose of electing officers and transacting other business as may come before the ADRC Advisory Committee. The annual meeting will be held during the first meeting prior to the Full County Board April meeting.

Section III - Committee Regular Meetings

The Door County ADRC Advisory Committee shall meet a minimum of six (6) times per calendar year. A written meeting agenda shall be sent to ADRC Advisory Committee members no later than 48 hours prior to before mentioned ADRC Advisory Committee meetings.

Section IV - Special Committee Meetings

Door County ADRC Advisory Committee special meetings may be called by, or at the request of, the Chair or at the request of the ADRC Director. Door County ADRC Advisory Committee special meeting notices shall be given at least three (3) days previously thereto by written notice sent by mail or oral notice to each ADRC Advisory Committee member.

Section V - Closed Meetings

Closed meetings or closed special meetings may be called by the ADRC Advisory Committee Chair and the ADRC Director. Attendance at closed meetings or during closed special meetings will be limited to those requested by the ADRC Advisory Committee Chair and the ADRC Director.

Section VI - Quorum and Voting Rights

- A minimum of one-half (50%) of the elected membership or five (5) members shall constitute a quorum for the transaction of business.
- An ADRC Advisory Committee member shall not be qualified to vote upon any issue directly affecting the interest of an organization or agency of which they are an employee or officer.
- A majority (51%) of Door County ADRC Advisory Committee members present who are qualified to vote shall constitute a quorum sufficient to approve any motion.

Section VII - Meeting Manner of Acting

The majority act of Door County ADRC Advisory Committee members present at a meeting, which a quorum is present, shall be the act of the ADRC Advisory Committee unless the act of a greater number is required by law or by these Bylaws. All ADRC Advisory Committee meetings will be governed by Roberts Rule of Order.

Section VIII - Meeting Compliance with the Wisconsin Open Meetings Law

It is the responsibility of each Door County ADRC Advisory Committee member to comply with the Wisconsin Open Meetings Law.

ARTICLE VIII - AMENDMENTS TO BYLAWS

These Bylaws may be altered, amended or repealed and new Bylaws adopted by a two-thirds (2/3) majority of the Door County ADRC Advisory Committee if at least ten (10) days written notice has been given to each ADRC Advisory Committee member as to the proposed intention to alter, amend or repeal or to adopt new Bylaws at any regular or special meeting.

The Door County ADRC Advisory Committee approved and amended the Door County ADRC Advisory Committee Bylaws on Thursday, March 1, 2018.