



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

Monday, July 15th, 2019 – 2:30 P.M.
ADRC of Door County @ The Community Center
916 N. 14th Avenue, Sturgeon Bay, WI 54235

AGENDA

- 1. Call to Order at 2:30 p.m.**
- 2. Establish Quorum**
- 3. Review and Approve Agenda**
- 4. Review and Approve Minutes from the 05/20/2019 ADRC Advisory Committee Meeting**
- 5. Public Comment**
- 6. Committee Response**

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

- 8. New Business**
 - New Website Overview
 - Electronic Resource Directory
 - Freedom From Falls Campaign
 - Disability Employment Awareness Month – Job Fair in October
 - Unmet Needs
 - Meeting Code

- 9. Items to be placed on a future agenda**

- 10. Confirm Next Meeting Date and Time**
 - The next ADRC Advisory Committee meeting is tentatively scheduled for September 16th, 2019 at 2:30 p.m.

- 11. 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:

Aging & Disability Resource Center Advisory Board - Minutes

Monday, May 20th, 2019 at 2:30 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 meeting to order at 2:30

- The meeting was called to order at 2:30 p.m. by Helen Bacon. Members present were: Helen Bacon, Mike Green, Tom Krueck, Roxanne Boran, Carol Moellenberndt, Melissa Wolfe, Lucille Kirkegaard and Tami Leist. Absent were: Vic Verni. Other persons present were Sherry Schuelke, 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 Mike Green and seconded by Tom Krueck to adopt the agenda. The motion was carried unanimously.

4. Review and approve the Minutes of the 03/18/2019 ADRC Advisory Committee Meeting

- A motion was made by Melissa Wolfe to approve the minutes and was seconded by Mike Green. The motion was carried unanimously.

5. Public Comment – None

6. Council Response – None

7. Welcome Sherry Schuelke!

- Sherry is the Regional Quality Specialist for the Office of Resource Center Development. She is one of five Regional Quality Specialists and covers the east side of Wisconsin and is also the Liaison for all 11 Tribal ADRC's.

8. Old Business

• Introductions

- The ADRC Board Members introduced themselves to Sherry Schuelke.

• Approve New ADRC Advisory Committee Members

- Jake referenced the New ADRC/NAC Committee Member Bio's handout and asked for the board's vote on the new members. Lucille Kirkegaard motioned to accept the new board members. Carol Moellenberndt seconded the motion. The motion was carried unanimously.

• Operations Update

- TWEAK Marketing has been working on the new ADRC website which will launch June 10th. Tweak also worked on a Meals on Wheels video with the volunteer drivers, MOW's recipients, and ADRC Nutrition Staff. Jake showed the video to the board. Jake said that the video will possibly be shown on the Facebook page and the Website. The board commented that they were happy to see that the socialization was highlighted. Other comments include, the subtitles were a little hard to read on the background they were shown on, can it be mentioned that the volunteers are able to see if there are any problematic situations with MOW's recipients – another set of eyes, also if the video can be shown to the City Council. Tom asked if there was a training for volunteer drivers. Jenny responded that she just completed a training with volunteer drivers going over guidelines and reminders and problematic situations and what to do when that arises.
- Jenny discussed the Caregiver support program updates. There is caregiver support information in our caregiver library with books and videos that can be checked out. Jenny has a caregiver program scheduled for almost every month this year, such as, but not limited to; Mindful Meditation on May 23rd, How to say Yes with Someone with Dementia by UWGB, the Caregiver Conference is November 15th.

- Jake will be doing outreach at Aurora with their clinical team doing an ADRC overview on Friday, May 24th at noon. Also June 14th is the Washington Island Annual Open House Resource Fair from 11-1 with Washington Island Community Health Program (WICHP) and the ADRC will be there along with Unity Hospice, Door Tran, Public Health, Alzheimer's Association, the Memory Clinic, Green Bay Home Medical Equipment, Green Bay NWTC, The Veterans Administration to name a few.
- We have started the ADRC Ambassador program. We have 8 Ambassadors that we have started training. Ambassadors will meet and greet new participants and help explain our services as well as give them a tour of the ADRC. They will also show them the dining area and introducing them to other participants or eating with them to make them feel more welcome.
- The Aging Mastery Program (AMP) is returning for 5 weeks, Tuesdays and Thursdays, starting next week. The board was invited to attend and bring a spouse or friend as well. There is a different topic and an expert speaker for each topic each time they meet. If you are interested in attending please contact Cathy Keller or Jenny Fitzgerald.
- Helen and Jake talked to the board about their trip to Madison for Aging Advocacy Day. They were able to talk to Andre Jacques and Joel Kitchens. There were approximately 327 people from all over the state. There were 6 talking points Some topics that were discussed was an increase in hours for the Disability Benefit Specialists, and Elderly Benefits Specialists pay as well as getting a Dementia Specialist in all ADRC's. Helen mentioned that board members should sign up next year.
- Jake referred to the Human Services Statistics handout. Helen mentioned that people showed up to County Board meeting to share their stories about how important Door 2 Door is to them. She mentioned that the hope is that the County Board move transportation out of Human Services and into their own department and hire a manager. They would need buy-in from the city and townships. Next meeting is May 28th at 9:00 am.
- **Staffing Update**
 - Jake explained that they need help in the Nutrition Program. They hired Robyn Joly as part time to fill Linda Will's position. They are looking for an LTE (Limited Term Employee) from 6:00 am to 2:30 pm for 16 hours a week. They need a couple LTE's to help keep from being short staffed. They will rotate 2, 8 hour days. Jake asked the board if they know of anyone interested please refer them. The Nutrition program is also looking for an On Call Casual prep cook to fill in when other kitchen staff take vacations or there is an illness. This includes filling in at the meal sites when needed. Tom mentioned looking into NWTC or the School district for internships. Jake noted that we have worked with supportive employment and job coaching during the summer.

9. New Business

- **Elect Chair and Vice-Chair Positions**
 - The ADRC By-laws state that April 1st or the 1st meeting after the Full County Board meeting we will have an election for chair and vice-chair.
 - Tom nominates Helen for Chair and Lucille seconds the nomination. The motion was carried unanimously.
 - Carol nominates Mike for Vice-Chair and Lucille seconds the nomination. The motion was carried unanimously.
- **Review Three Year Aging Plan: 2018 Self-Assessment**
 - Jake explained that every year we are required to look back on the prior year of the 3 Year Aging Plan and fill out an assessment. Jake went over the Bureau of Aging and Disability Resources Aging Unit Self-Assessment for 2018 handout. Jake reviewed the goals and explained why there were some areas marked "goal was not accomplished". He reminded the board that the 2018 plan was set before we moved into the new building. Other reasons listed were that goals changed or were amended. This helps GWAAR gather information connecting all Aging Units in a real effective way that we can learn from.
- **Disability Employment Awareness Month – Job Fair in October**
 - Jake met with Adam Paronto with Door County Medical Center/Rehab about job fair for individuals who have disabilities and inviting employers. It will be structured a lot like the Caregiver conference with booths set up and breakout sections to help individuals learn how to apply for jobs. Include Turning Point, Write on Door County (for resume writing), Jess Holland CCot, We are Hope, Sunshine House, High School Special Ed teachers, etc. Tentative date for the Job fair is Wednesday, October 9th.
- **Unmet Needs**
 - Helen briefly discussed emails she had with Christina with Economic Development Statistical Analysis to paid caregivers in the county.
- **Meeting Date and Time**
 - Monday, July 15th at 2:30 pm here at the ADRC/Community Center.

- **Meeting Code** – 566

10. Items to be placed on a Future Agenda

- World Café - Group.

11. Confirm Next Meeting Date and Time

- The next ADRC Advisory Committee meeting is tentatively scheduled for July 15th, 2019 at 2:30 p.m.

12. Adjourn.

- A motion was made by Tami Leist and seconded by Melissa Wolf to adjourn.
- Meeting was adjourned at 4:30 p.m.

The minutes for this meeting were recorded by Barb Snow.



Greater Wisconsin
Agency on Aging Resources, Inc.

National Family Caregiver Support Program (Title III-E) Carry-Over Funds 2019

Each year GWAAR receives carry-over funds that are a result of underspending in the Title III-E program across the state. These funds are to be given back to Aging Units to be spent on services that fall within the guidelines of the NFCSP. All carry-over funds must be spent, and services delivered by December 31, 2019. The guidelines for receiving and utilizing the funds are laid out below.

Requesting GWAAR Title III-E Carry-Over Funds

Title III-E carry-over money can be used for the following things to support caregivers in the community:

- Enroll additional caregivers in the NFCSP program to receive respite or supplemental services
 - Start or expand a caregiver-related project/resource
- Support an event aimed to educate or increase awareness of caregiving issues
 - Create or enhance a marketing campaign
 - Other projects or resources that will enhance support to caregivers and fall within NFCSP guidelines

Priority will be given to:

- Projects that serve those with the greatest social or economic need
- Agencies who have not received additional funds in the past year
- Agencies who are up-to-date on SAMS, Fiscal and REDCap reporting
- Agencies who do not have a history of underspending

Please note: All carry-over funds must be spent, and services delivered by December 31, 2019

Submission Guidelines

Submission must include:

1. Amount of money requested
2. Description of how funds will be spent.
 - If money will be given directly to caregivers, indicate if you have a wait list policy or if they are new enrollees as well as the amount to be given to each caregiver
 - If money is for a project, event or marketing, provide details about what the money will specifically be used for and if there are any community partners involved

Questions can be directed to:

Jane Mahoney
OAA Consultant – Caregiver Support Specialist
jane.mahoney@gwaar.org
608-228-8096



Greater Wisconsin
Agency on Aging Resources, Inc.

**National Family Caregiver Support Program (Title III-E)
Carry-Over Funds 2019
Application**

County or Tribe: _____ Date: _____

Applicant Organization: _____

Contact Name: _____ Email: _____

Amount Requested: _____

Describe how you plan to use the money:

- If money will be given directly to caregivers indicate the amount to be given to each caregiver. Please include your wait list policy if you have one.
- If money is for a project, event or marketing, provide details about what the money will specifically be used for and if there are any community partners involved

Will you be able to use the total amount requested by December 31, 2019? _____

Signature of Aging Unit Director: _____ Date: _____

Email application to Jane.mahoney@gwaar.org by July 19, 2019

AGING/ADRC/TRIBAL ADRS ONE-TIME AND CARRYOVER FUNDING REQUEST APPLICATION
Funding Request 2019

Please complete this form to request 2019 one-time funding. Completion of this form is voluntary; however, the information requested is required as part of the one-time funding approval process. Completed forms should be submitted to DHSRCTeam@wisconsin.gov.

NOTE: Applicants must be directors of a county/tribal aging unit or ADRC or tribal ADRS supervisors

Aging Unit/ADRC/Tribe Name ADRC of Door County			
Phone (920)746-2545		Email jerickson@co.door.wi.us	
Address 916 N. 14 th Avenue		City Sturgeon Bay	Zip Code 54235

General Requirements

Project Area (check all that apply)

- Aging and ADRC Integration Planning and Transition
- ADRC and Tribal ADRS Sustainability and Improvement

Affirm that the request meets the following requirements:

- Funding is for one-time costs only.
- Costs will be incurred in 2019 (calendar year 2019 for counties, federal fiscal year 2019 for tribes).
- Costs are allowed under the ADRC or Tribal ADRS Scope of Services.
- Funds are not for capital expenses.
- If shared across multiple business units, a cost allocation methodology is attached.
- Requested funding will not supplant existing funding as demonstrated on the attached budget projection.

Project Narrative

Clearly address how the requested funding addresses a critical problem. Provide all of the following:

1. A clear explanation of the functional problem or issue that will be addressed with one-time and/or carryover funding. For physical plant requests, accessibility/ADA assessments are not required but could be included to further explain the issue.
2. An analysis of the causes of the problem or issue.
3. A determination and description of what other mitigation measures have taken place to address the issue.
4. A clear explanation of how the one-time funding will demonstrate improvement of the ADRC's or tribal ADRS' program, contributing to the long-term sustainability in the community and/or moving the organization towards integration.

Attached to the one-time funding application.

\$16,339.00 Request amount (must be at least \$5,000)

Funding Request and Budget Projection Worksheet

Complete all sections of the worksheet (F-02034). The worksheet has two tabs: the funding request worksheet and the budget projection worksheet. Both should be completed. For the funding request worksheet, provide a description of each requested item, and indicate the amount of funding requested for each requested item.

Required Signatures indicating support and approval of the funding request and plans for integration.		
SIGNATURE – Aging Director <i>Same as below we are integrated</i>	Date Signed	Print name
SIGNATURE – ADRC Director <i>[Signature]</i>	Date Signed 4/29/19	Print name Jake Erickson
SIGNATURE – Tribal ADRS Supervisor	Date Signed	Print name
SIGNATURE – Tribal ADRS	Date Signed	Print name

One-Time Funding Project Narrative

1. A clear explanation of the functional problem or issue that will be addressed with one-time and/or carryover funding. For physical plant requests, accessibility/ADA assessments are not required but could be included to further explain the issue.

The ADRC of Door County intends to use the one-time funding opportunity to address both an issue and a functional problem related to the improvement of our consumers' access to helpful resources and supports. First, the issue is in respect to our consumers' lack of access to their own technology, such as a computer or the Internet. As a solution, we are requesting funding to purchase equipment to set-up four community computer workstations. And secondly, the functional problem has to do with the inefficient organization of the informational material in our resource room (brochures, pamphlets, etc.). Various ADRC staff utilize the informational material in our resource room when working with our consumers, their families or caregivers and community partners. As a solution to this problem, we'd like to purchase office equipment to help us organize that room.

2. An analysis of the causes or problems.

The first issue we'd like to address is our consumer's lack of personal technology, such as a computer or high speed internet. We live in an ever-growing society that depends on access to the internet. Individuals today, more than ever before, are using technology to stay connected to friends and family through social media, to gain access to helpful information and news or to find a job opportunity. In our work to support and empower older adults and adults living with disabilities, we often times come across additional challenges of those we are serving when they do not have access to a device or computer and the internet. We know the cause of this problem is due to a combination of things. The cost of high speed internet can be expensive for individuals living on a fixed or limited income. Computers, tablets, smart phones and other pieces of technology used to gain access to the internet can also be costly to purchase and to replace. Furthermore, Door County is a rural community and as such a number of residents do not have access to the internet simply because they live in an area that does not have the adequate infrastructure which allows them internet capability.

The second problem we'd like to address is the inefficient organization of our resource room. Our resource room houses all of the informational material that various ADRC staff utilize when working with older adults, adults living with a disability, their families and caregivers. Over a year ago we moved into our new building. At that time funding was not set aside to purchase the much needed office equipment to efficiently organize our new resource room. We have done our best to use a varied assortment of file cabinets to try and organize the many brochures, pamphlets and other pieces of informational material in an efficient manner. However, as a result the informational material is not always convenient or timely for the staff to find. Furthermore, the resource room that we frequently bring consumers and community partners in is not the most professionally appealing.

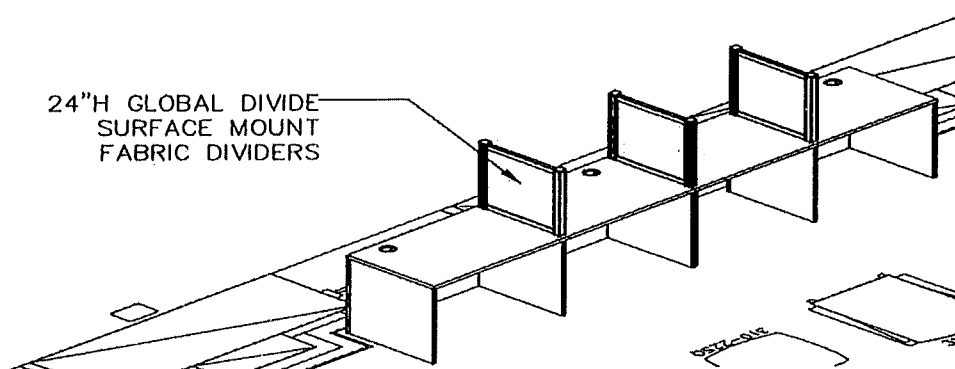
3. A determination or description of other mitigation measures have taken place to address the issue.

At the present moment we have a public high speed internet network that anyone can access when visiting our building. And we have a lot of consumers who take advantage of the internet while they are here. Unfortunately, for individuals who do not have a computer, laptop, enough smartphone data or tablet device, they do not have the opportunity to access the internet while in our building. We would love to provide those individuals visiting our building the opportunity to use a computer workstation with a large screen monitor the same opportunity. Additionally, we offer weekly one-on-one appointments with our "Gadget Guy". He shows individuals how to use a variety of different computers and devices. We also offer two different computer classes. One for PC computer users and the other is for Apple computer users.

As mentioned above, we are currently using a variety of file cabinets, all different sizes and colors, to house all of our informational material related to resources and supports. This system is okay but definitely not the most effective way to organize all the many different pieces of informational material.

4. A clear explanation of how the one-time funding will demonstrate improvement of the ADRC's or tribal ADRS Program, contributing to the long-term sustainability in the community and/or moving the organization towards integration.

Having the ability to offer individuals access to the Internet via community computer workstations would allow older adults and adults living with a disability the opportunity to stay connected and research community supports and resources. Individuals could also utilize the community computer workstations to apply for services. Additionally, we could offer additional educational opportunities for individuals on how to use the computers. Attached below is an illustration of the workstation without the computer equipment.



Using the one-time funding to purchase more appropriate office equipment to help organize all of our informational material would greatly improve our ADRC's efficiency in connecting those we work with to helpful services and supports. Ultimately connecting people to the resources and supports in a timelier manner improves a consumer's overall experience. The more positive someone's experience is in working with the ADRC the more likely they are to encourage others to reach out for help. "Word-of-mouth" marketing is the most effective form of outreach in Door County.