

Tuesday,
September 11, 2018
12:45 p.m.

**JOINT
Human Services Board &
Aging & Disability Resource
Center Advisory Committee**

*Aging & Disability Resource Center
ADRC
916 North 14th Avenue
Sturgeon Bay WI*

The purpose of this hearing is to allow the public to offer feedback on the county's proposed 3 year Aging plan

AGENDA

PUBLIC HEARING FOR PROPOSED 2019-2021 AGING UNIT PLAN

1. Call the Public Hearing to order at 12:45 pm
2. Establish Quorum & Introductions
3. Ground Rules for the Public Hearing
4. Public Comments
5. Close Public Comments
6. Discussion of Public Input
7. Adjourn the Public Hearing

Deviation from the order shown may occur

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.

Posted _____, 2018 _____

**County Plan on Aging
2019-2021
Template and Self-Assessment Form**

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 - a. Assessment Only - National Family Caregiver Support Program
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**Yellow Highlight indicates sections required for annual assessment*

• Verification of Intent

This plan represents the intent of the county to assure that older people have the opportunity to realize their full potential and to participate in all areas of community life.

On behalf of county, we certify that these organizations have reviewed the plan, and have authorized us to submit this plan which outlines activities to be undertaken on behalf of older people during 2019-2021.

We assure that the activities identified in this plan will be carried out to the best of the ability of the county.

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

Heleah Bacon, Human Services Board - ADRC Advisory Chair 7-16-2018
Signature, and Title of the Chairperson of the Commission on Aging Date

Heleah Bacon, Human Services Board - ADRC Advisory Chair 7-16-2018
Signature, and Title of the Authorized County Board Representative Date



**Aging and Disability Resource Center of Door County
ADVISORY BOARD - NOTICE OF PUBLIC MEETING**

Thursday, March 1st, 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. **Adopt Agenda**
4. **Approve Minutes from the 11/20/2017 Meeting**
5. **Public Comment**
6. **Old Business**
 - Building Project Update
 - Staffing Update
 - Operations Update
 - Marketing Update
7. **New Business**
 - Proposed Bylaws for Nutrition Advisory Council
 - Proposed Bylaws for Combined ADRC-Senior Advisory Board
 - Three Year Aging Plan – Public Input
 - Unmet Needs
 - Meeting Code
8. **Confirm Next Meeting Date and Time**
 - The next meeting is tentatively scheduled for April 16, 2018 at 3:00 p.m.
9. **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:

ADRC Advisory Board - Minutes

Monday, March 1, 2017 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 3:05 p.m. by Helen Bacon. Members present were: Helen Bacon, Christine Andersen, Judy Larson, Lucille Kirkegaard, Tom Krueck, and Tami Leist. Absent were; Robert Sullivan and Melissa Wolfe and Julie Kudick. Other persons present were Joe Krebsbach, Jake Erickson. 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 Tom Krueck and seconded by Christine Andersen to adopt the agenda. The motion was carried unanimously.

4. Approve Minutes from 011/20/2017 Meeting

- Spell out Airs under Old Business.
- A motion was made by Christine Andersen to approve the minutes with correction and was seconded by Tom Krueck. The motion was carried unanimously.

5. Public Comment

- Tom spoke about how the public was raving about the new building.

6. Old Business

- **Building Project Update.** The backup generator was being worked on about 2 weeks ago. That has been fixed and we were awarded permanent occupancy. We were given 11 acoustic panels with local photographs and they will be hung on the walls soon. Tom asked about the hearing loop. Jake explained that they are active in the dining room and the large activity room. Our wireless is 10 times faster than before. We are working on a building needs list, such as, toilet height, media carts that are lockable so that we can place our tech equipment in there, clocks, garbage cans, more tables and chairs, etc. We have been getting good feedback from those that visit the facility.
- **Staffing Update.**
 - **Congrats to Cathy Keller.** Jake announced to the committee that Cathy Keller started as the Activities/Volunteer Coordinator at the beginning of January. She has been doing a fantastic job and we have a lot of new volunteers.
 - **Reorganization of the Front Desk.** Wendy and Barb's job as front office support was reorganized to create a back office support and a front office support. Barb is now front office support working with the consumers and front desk duties and Wendy is back office support working with the daily data collection and reporting. Also in moving Wendy to back office support we were able to create a Nutrition line which is 920-746-2523.
- **Operations Update.**
 - Jake talked about a building usage policy to help set guidelines for what the building could be used for and the days and hours it would be used. This policy would included weekends and non work hours.
 - The committee discussed how to get people in that feel like they don't need the services of the building. Many options were brought up, such as; the tours, being ambassadors of the ADRC and reaching out to the community. Jake mentioned that when someone says this isn't for them to ask them why they feel that way and what are their interests or hobbies. This will help facilitate a conversation about what we have to offer.

- Update on attendance. There were 346 new Scan Cards made in the month of February. Comparing nutrition from February 2017 to February 2018 there were 261 different individuals and 959 meals served in 2017, whereas, there were 516 unduplicated individuals and 1400 meals in 2018. Contributions in February 2017 were \$2729 times 12 it would be \$32,000 and in February 2018 we had \$4,231 and if we times that by 12 we got \$51,000.
 - New Activities and classes include: PC Computer class and a Mac computer class. Stepping On put on by Learning In Retirement (LIR). Some of these classes have over 100 signed up to attend. Athletic Trainer, Alyssa, from 1:30-2:30 on Wednesdays. Alyssa gives an overview of how the exercise equipment works. We have been talking to an Exercise Physiologist. He specializes in exercise programs for adults with disabilities, and autism. We also have the Brewers, Aging Mastery Program, Chess group, Rotary Club.
 - We are still learning what we need before scheduling regular meetings with outside organizations.
 - We have 15 new volunteers
- **Marketing Update.** Jake showed the Eagle County website to show how we were modeling our website after. He altered the design a little. Tweak has set up a Facebook page for the ADRC.

7. New Business

- **Proposed Bylaws for the Nutrition Advisory Council.** Skipped
 - **Proposed Bylaws for the Combined ADRC-Senior Advisory Board.** We are restructuring the ADRC Advisory Board and the Senior Advisory Board. They will be combined and the Nutrition Advisory Council will be a stand alone committee. The Nutrition program is a big program and there is a lot to it. We felt that the Nutrition took a backseat when combined with the Senior Advisory Committee. A motion was made by Tom Krueck and seconded by Lucille Kudick to move forward with the proposed bylaws. The motion passed unanimously.
 - **Three Year Aging Plan – Public Input.** The Advisory Board discussed the Three Year Aging Plan. Jake mentioned that there was an activities interest survey put out that had a decent response. He also mentioned the Caregiver Coalition. Jake referred to the GWAAR handout Questions to Gather Preliminary Ideas From the Public and the board discussed options and ideas in which they could help. The Three Year Aging Plan will need to be drafted by the end of summer.
 - **Unmet Needs.** The committee has been discussing some unmet needs throughout the meeting in other agenda items. Southern Door, Northern Door, and Washington Island are listed among the unmet needs.
 - **Meeting Code – 216**
8. **Confirm Next Meeting Date and Time** The next meeting of the ADRC Advisory Board will be held on Monday, April 16th, 2018 at 3:00 p.m. at the ADRC.
9. **Adjourn.** A motion to adjourn was made by Lucille Kirkegaard and seconded by Judy Larson. The motion was carried unanimously. Meeting was adjourned at 5:00 p.m.

Recorded by Barb Snow



**Aging and Disability Resource Center of Door County
ADVISORY BOARD - NOTICE OF PUBLIC MEETING**

MONDAY, April 23rd, 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 3/01/2018 Meeting
5. Public Comment
6. Introductions
7. Old Business
 - Operations Update
 - Staffing Update
 - Marketing Update
8. New Business
 - New Board Orientation
 - Three Year Aging Plan – Public Input Update
 - Elect Chairperson and Vice Chairperson
 - Unmet Needs
 - Meeting Code
9. Confirm Next Meeting Date and Time
 - The next meeting is tentatively scheduled for June 18, 2018 at 3:00 p.m.
10. 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:

ADRC Advisory Board - Minutes

Monday, April 23, 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 3:05 p.m. by Helen Bacon. Members present were: Helen Bacon, Christine Andersen, Judy Larson, Lucille Kirkegaard, Tom Krueck, Mike Green, and Carol Moellenberndt. Absent were; Tami Leist and Melissa Wolfe. Other persons present were Jake Erickson and Jenny Fitzgerald. 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 3/01/2018 Meeting

- Change Dates from 2017 to 2018.
- A motion was made by Christine Andersen to approve the minutes with correction and was seconded by Judy Larson. The motion was carried unanimously.

5. Public Comment – No Public

6. Introductions – Board members introduced themselves.

7. Old Business

• Operations Update.

- Jake compared the participation numbers for the last year. February 2018 we had 20 new volunteers. To date we made 346 participation cards. In February of 2017 we had 216 unduplicated participants and served 950 meals and in February 2018 we had 516 unduplicated participants and served 1500 meals. March of 2018 we served just shy of 2000 meals. In November 2017 we had approximately 700 calls to both numbers and in February 2018 we had approximately 1200 incoming calls to just the 2372 number. Program participation numbers for February 2017 we had 557 total participants and for February 2018 we had 2028 participants. We have new programs and partnerships such as, LIR which has had 4 classes already and there are 6 total classes some with as many as 90 plus participants.

• Staffing Update.

- Cathy Keller was hired on as our Volunteer and Activities Coordinator.
- The Nutrition program did not build in extra staff. To help fit the need for additional staff we have been recruiting volunteers to help with cleaning tables, set the dining room, and rolling silverware.
- Friday is our Volunteer Appreciation breakfast with the Red Flag training after breakfast.

• Marketing Update.

- We get 1800 copies of our monthly newsletters and went from 18 pages to 24 pages to currently 28 pages. LPI is also helping to revamp the newsletter to clean it up and give it a better look.
- Frank Devillers has approached the ADRC in doing a Bingo event where people would pick up the bingo cards weekly. Lucille said that the fall or winter would be better for bingo and Tom wants to wait until the surveys come back, he also mentioned that we should make sure that with our increased numbers we should see if we can meet the needs before marketing to more people.

- TWEAK has started our Facebook page and they are working on our website, brochures, magnets and bookmarks.
- 8. New Business**
- **New Board Orientation.**
 - Jake asked the board "what do you want out of this group? What do you want from the ADRC?" The board was handed a binder and asked to go over that binder and bring back questions.
 - **Three Year Aging Plan – Public Input Update**
 - The Three Year Aging plan has to have the draft submitted by the end of summer and finalized in November. The State encourages us to collect the public input. We have had the Caregiver Community Conversations and an activities interest survey done. We have a survey out that will help Tom develop a questionnaire that board members could use to talk to consumers.
 - **Elect a Chairperson and Vice Chairperson.** The Advisory Board conducted a ballot vote and elected Helen Bacon as the Chairperson and Christine Andersen as the Vice Chairperson.
 - **Unmet Needs.** Tabled
 - **Meeting Code – 411**
- 9. Confirm Next Meeting Date and Time** The next meeting of the ADRC Advisory Board will be held on Monday, May 21st, 2018 at 3:00 p.m. at the ADRC.
- 10. Adjourn.** Meeting was adjourned at 5:30 p.m.

Recorded by Barb Snow



**Aging and Disability Resource Center of Door County
ADVISORY BOARD - NOTICE OF PUBLIC MEETING**

Monday, May 21st, 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 4/23/2018 Meeting**
5. **Public Comment**
6. **Committee Response**

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

8. **New Business**
 - Board Orientation
 - Review and Approve Confidentiality Policy
 - Three Year Aging Plan Update
 - Unmet Needs
 - Meeting Code

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

10. **Confirm Next Meeting Date and Time**
 - The next meeting is tentatively scheduled for June 18, 2018 at 3:00 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:

ADRC Advisory Board - Minutes

Monday, May 21, 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, Mike Green, Judy Larson, Lucille Kirkegaard, Carol Moellenberndt, and Tom Krueck.. Absent were; Tami Leist and Melissa Wolfe. 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 Mike Green, and seconded by Christine Andersen to adopt the agenda. The motion was carried unanimously.

4. Approve Minutes from 04/23/2018 Meeting

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

5. Public Comment – None

6. Committee Response - None

7. Old Business

- **Operations Update.**
 - The nutrition program has grown at our meal sites. Meals and participant comparison from 2017 to 2018 are: Jan 2017 we had 976 participants and Jan 2018 we had 1101 participants which is a 13% increase. Feb 2017 we had 1262 participants and in Feb 2018 we had 1648 participants with a 31% increase. March 2017 we had 1434 participants and in March 2018 we had 1916 participants with a 34% increase. In April 2017 we had 1240 participants and in April 2018 we had 1708 participants with a 38% increase. Home Delivered Meals are down a little. In Feb 2017, we had 1284 Home Delivered Meals and in Feb 2018 we had 1251 Home Delivered Meals. In March 2017 we had 1510 Home Delivered Meals and March 2018 we had 1461 Home Delivered Meals. April 2017 we had 1314 Home Delivered Meals and in April 2018 we had 1347 Home Delivered Meals up 3%. Frozen meals have also seen an increase. In March we have made 234 scan cards and in April we made 213 Cards. We have also had one day where we served 60 meals more than we have ever served totaling 220 people served in one meal setting. One of the questions asked was how sustainable is the meal program with the increase in participants compared to the staffing we have. Jake explained that in the beginning it was tough, however, we do have a new Limited Term Employee (LTE) Robyn that helps in the kitchen from 10:30 am to 2:00 pm as well as a Senior Aide who can work up to 20 hours a week as well as volunteers to help. Joe and Jake have started budget talks for 2019, these talks have included the addition of kitchen staff to support the increase in participation.
- **Staffing Update.**
 - Anna Zahorik our Information and Assistance Specialist has accepted a job at the Brown County ADRC and will be leaving us May 30th. Joe explained to process to the board on how they go about refilling the position. Jake noted it could be around November of this year before the new I&A Specialist is ready to start working with consumers directly.

8. New Business

- **Board Orientation.** Jake reviewed the Board Orientation Guide that is in the ADRC Binder with the ADRC Advisory Board. He went over Complaints and Grievances stating that if you hear any to please bring them to Jake or Jenny. Jake also went over Analyzing and Raising Awareness about Unmet Needs. Jake stated that the board should work together by keeping their eyes and ears open to the community and identifying challenges in the community at large and from the other communities for unmet needs.
 - **Review and Approve Confidentiality Policy.** Jake reviewed the ADRC's 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.
 - **Three Year Aging Plan – Update.** The timeline for the Three Year Aging Plan is as follows: The Draft is due July 20th, the Final is due November 2nd. We will have a joint NAC/ADRC on July 16th at 3:00 pm to discuss the plan. The September 11th meeting at 1:30 pm will have the following three groups present for a joint meeting: the Human Services Board, NAC Advisory Committee and the ADRC Advisory Board. The purpose for the combined meeting is to hold a public hearing where the Three Year Aging Plan is presented to the public. We can include public feedback gathered from other community wide initiatives. For example, we can utilize the results and feedback the Door County Community Foundation received from their Growing Older in Door County initiative. Tom discussed the survey and how he will use the survey to create the questions for the board to conduct their information sessions.
 - **Unmet Needs.** – Tabled for next meeting.
 - **Meeting Code – 464**
9. **Confirm Next Meeting Date and Time** The next meeting of the ADRC Advisory Board will be held on Monday, June 18th, 2018 at 3:00 p.m. at the ADRC.
10. **Adjourn.** A motion to adjourn was made by Judy Larson and seconded by Mike Green. The motion was carried unanimously. Meeting was adjourned at 5:15 p.m.

Recorded by Barb Snow



**Aging and Disability Resource Center of Door County
ADVISORY BOARD - NOTICE OF PUBLIC MEETING**

Monday, June 18th, 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 5/21/2018 Meeting**
5. **Public Comment**
6. **Committee Response**

7. **Old Business**
 - Operations Update
 - Staffing Update
 - Scope of Services Review
 - Three Year Aging Plan Update

8. **New Business**
 - Review and Approve Complaint and Appeal Policy
 - Unmet Needs
 - Meeting Code

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

10. **Confirm Next Meeting Date and Time**
 - The next meeting is tentatively scheduled as a joint meeting with Human Services Board, ADRC Advisory Committee and Nutritional Advisory Council for July 16th, 2018 at 3:00 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:

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.



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:

Joint ADRC Advisory Board & Nutrition Advisory Council - Minutes

Monday, July 16, 2018 at 3:00 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 meeting to order at 3:00

- The meeting was called to order at 3:00 p.m. by Helen Bacon. Members present were: Helen Bacon (ADRC), Megan Lundahl (NAC), Mike Green (ADRC & NAC), Christine Andersen (ADRC & NAC), Sue Clemens (NAC), Lynn Ballendux (NAC), Carmen Schroeder (NAC), Tom Krueck (ADRC), Judy Larson (ADRC). Absent were: Jenny Spude (NAC), Melissa Wolfe (ADRC), Tami Leist (ADRC), Carol Moellenberndt (ADRC), and Lucille Kirkegaard (ADRC). Other persons present were Jake Erickson, Jenny Fitzgerald and Joe Krebsbach. Barb Snow took minutes.

2. A quorum was established and the meeting continued.

3. Review and approve the agenda

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

4. Review and approve the Minutes of the 6/18/2018 Nutritional Advisory Council Meeting

- A motion was made by Christine Andersen to approve the minutes and was seconded by Megan Lundahl. The motion was carried unanimously.

5. Review and approve the Minutes of the 6/21/2018 ADRC Advisory Committee Meeting

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

6. Public Comment – No Public

7. Council Response – ADRC and NAC introduce themselves.

8. Old Business

• Operational Update.

- Jake referred to the letter that was included in the packet and sent out in the ADRC newsletter about the increase in the meal program from \$4.00 to \$5.00 and the increase in the fitness room from \$5.00 to \$10.00 both starting August 1st. The committee had questions on what they should tell consumers that are asking about the increase and why the fitness room cost doubling. Jake explained that the increase in the fitness room will go into an equipment replacement fund and the increase in the meal program will go toward operational cost. If they cannot afford to pay then they can talk to Jake or Jenny. The committee suggested a discounted annual price versus a monthly cost for those that opt to pay annually. They would also like a cost of the new equipment and how to get donations or work on sponsorship of these areas. Jake agreed to put it on the agenda for the next meeting.
- Jenny discussed the new activities, classes and events such as; Brain Enrichment, 3 new computer classes, musicians, dance class, yoga class, exercise physiologist, Strong and Stable, Hearing Support Group, and the Brewers trip this fall to name a few; since we have been in the new building.
- August 1st Publicly Funded Long Term Care programs will reach entitlement. This means that there will not be a waitlist for anyone who is interested in assistance in Long Term Care programs such as Family Care or IRIS and other Long Term Care programs.
- The front public parking lot will be paved tomorrow. There will be a shuttle from the fairgrounds parking lot to the ADRC.

- **Staffing Update**
 - The Information & Assistance application has closed and Jake will be reviewing the applications and setting the interviews by next Wednesday. The committee asked for a copy of the description for the Information & Assistance position. Jake will bring it to the next meeting.
- **Review and Approve Three Year Aging Plan Draft**
 - Jake referred to the Executive Summary in the agenda packet. He explained that the Executive Summary summarized the whole Aging Plan on one page. He also pointed out the 3rd paragraph and discussed which concerns rose to the top as priorities, noting especially caregiver support and finding in-home care in northern Door and southern Door county.
 - Jake and Tom explained to the NAC what the one on one interviews were. Tom expressed his hope that the World Café approach will happen during the 3 year Aging Plan. Lynn asked if they should sit down with people at lunch and talk to them.
 - Jake went over Section 6 Goals for the Plan Period with the committees. The committee members asked to change the wording in Focus Area 6-A Advocacy Related Events in the first goal to say "facilitate" versus "create. Jake reviewed the goals in Focus Area 6-B The Elder Nutrition Program and Focus Area 6-C Services in Support of Caregivers. In Focus Area 6-D Services to People with Dementia, Tom mentioned in the first and second goal to take out the number since the program is new and there are not any existing consumers. Also in the third goal Jake and Jenny discussed that we held 2 memory screen events last year and the goal is to expand to other parts of Door county. Jake discussed Focus Area 6-E Healthy Aging and Focus Area 6-F Local Priorities.
 - Mike Green made a motion and Lynn Ballendux seconded the motion and the committees approved of the Three Year Aging Plan Draft.

9. New Business

- **Three Year Aging Plan Next Steps**
 - The next steps for the Three Year Aging Plan are listening sessions, a formal public hearing that is tentatively scheduled for September 11th at 12:45 p.m. The Human Services Board along with the ADRC Advisory Board and the Nutrition Advisory Council will meet in October.
- **Unmet Needs**
 - Handicap spots
 - Transportation options from the car to the door.
- **Meeting Code – 716**

10. Future Agenda Items – Donations and fundraising information.

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.

- Meeting was adjourned at 5:00 p.m.

The minutes for this meeting were recorded by Barb Snow.

Notice of Public Meeting
Friday, February 16th, 2017
09:00 a.m. – 11:00 a.m.

**COMBINED SENIOR
SERVICES ADVISORY
COMMITTEE / NUTRITION
ADVISORY COUNCIL**

Door County Community Center
916 N. 14th Avenue
Sturgeon Bay, WI 54235

Advisory Committees for the Door County Aging Unit with the Human Services Board

AGENDA

1. Call meeting to order at 09:00 a.m.
2. Read Opening Statement – “Aging Network Statement”
3. Review and approve the agenda
4. Review and approve the Minutes of the 09/15/2017- Joint Senior Services Advisory Committee / Nutrition Advisory Council meetings
5. Public Comment

Senior and Community Center:

6. Building Project Update
7. Staffing Updates & Reorganization
8. Marketing Update
9. Three Year Aging Plan – Public Input
10. Proposed Bylaws for Combined ADRC/Senior Services Advisory Committee

Nutrition related agenda items:

11. Proposed Bylaws for Nutrition Advisory Council
12. Volunteer Recruitment
13. Nutrition Program Number
14. Meals Report
15. Meal Site Updates/Carmen

Ideas for future meeting agenda items:

- a) Tentative future meeting date: Friday, April 20th, 2018 from 9:00 a.m. – 11:00 a.m.
- b) Adjournment

MENU: Tuna Casserole, Peas/Carrots, Fruit, Strawberry-Lemon Square, Rye Bread

Deviation from the order shown may occur.

Members of the Door County Board of Supervisors and / or its subunits may be in attendance at this meeting to listen and gather information. Notice is hereby given that the above meeting may constitute a meeting of the Door County Board of Supervisors or one of its subunits. However, no official action will be taken except by the Senior Services Advisory Committee or Senior Services Nutrition Advisory Council.

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 48 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

Posted-- 7/19/2017

Notice of Public Meeting
Friday February 16th, 2018
09:00 a.m. – 11:00 a.m.

**COMBINED SENIOR
SERVICES ADVISORY
COMMITTEE / NUTRITION
ADVISORY COUNCIL**

Door County Senior Resource Center

*916 N. 14th Avenue
Sturgeon Bay, WI 54235*

Advisory Committees for the Door County Aging Unit with the Human Services Board

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.

1. Call meeting to order at 09:05 a.m.
 - Meeting was called to order at 9:05 a.m. by Mike Green Members present are: Mike Green, Sue Clemens, Lynn Ballendux, Carol Moellenberndt, Judy Larson, Carmen Schroeder, Jennifer Spude and Christine Andersen. Others present are: Jake Erickson, Jenny Fitzgerald and Cathy Keller, and minutes were recorded by Barb Snow
2. Opening Statement .- "Aging Network Statement" was put on hold until one was found that was more appropriate.
3. Review and approve the agenda
 - A motion was made by Lynn Ballendux to approve the agenda and 2nd by Sue Clemens. Motion was carried unanimously.
4. Review and approve the Minutes of the 09/15/2017- Joint Senior Services Advisory Committee / Nutrition Advisory Council meetings
 - A motion was made to approve the minutes with corrections by Christine Anderson and 2nd by Lynn Ballendux. Motion was carried unanimously.
5. Public Comment
 - None

Senior and Community Center

6. Building Project Update
 - Jake welcomes the SSAC/NAC Advisory Council to the new building. They will do an informal tour after the meeting.
 - The building was closed yesterday due to a power outage. Three weeks ago we were given temporary occupancy. We have 30 days to address the things on our list. Yesterday was the final step to permanent occupancy. The generators and back-up power switches checked out fine and we were back in the building by noon.
 - We are compiling a building needs list. We wanted to move in and get familiar with the building and see how things worked and make a list of what needs to change or be added. Suggestions can go to Jake, Jenny or Cathy. There is some limited additional funding set aside to get things that are needed.
7. Staffing Updates & Reorganization
 - Jake introduced Cathy Keller the new Activities & Volunteer Coordinator. He explained that Cathy started in January and the position is now full time. Cathy stated that there is a lot of interest in volunteering.
 - Jake stated that we are working on a facility usage policy. This will help decide how the building can be used outside of the normal business hours. They are also gathering a list of inquiries and interests on using the building and working through them.
 - In the old building Wendy and Barb shared the front desk responsibilities. Since moving to the new building we created a hard divide between Wendy's responsibilities and Barb's responsibilities. Barb is Front Office support with Wendy as the backup. Wendy is Back Office Support and records daily entry participation. We created a nutrition line (746-2523) with Wendy so that nutrition calls were able to go directly to her.
 - We no longer have 2 numbers for the front desk. All calls come in on the 746-2372 number.
 - The newsletter is submitted by the 15th or 2nd full Friday.
8. Marketing Update
 - The ADRC is working with TWEAK which has been a huge success. Our challenges were getting the word out there and marketing. With the \$26,500 integration funding we were able to contract with TWEAK and they have created a Facebook page; ADRC Door County/Community Center. The first month there were 1,300 connections by end of January there were 13,000 connections. Derek Bourneville posts on Facebook Monday, Wednesday, and Friday. He has recently taken pictures and interviewed with the Strong Women group and will post on Facebook next week.
 - WBDK did a live Facebook tour and there were also news stories done on the ADRC.
 - Other areas TWEAK is helping with is a website, business cards, and brochures.

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 48 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

Posted- 7/19/2017

9. Three Year Aging Plan – Public Input

- Jake presented a handout that will help guide us in focusing on what we want to accomplish and change in our program and community. GWAAR wants public feedback on the three year Aging Plan. They would like to know the issues/challenges in the Door County community on aging and ADRC from the outside. Jake asked the committee to help gather input by having conversations with the groups they are in. they could identify 5 questions that want to ask and collect feedback. Jake reminded them that the conversations need to be recorded. Other options include putting a survey together through Survey Monkey with questions that include age groups, male vs. female, zip code, and whether they live alone among other areas. The Three Year Aging Plan draft is due at the end of summer.

10. Proposed Bylaws for Combined ADRC/Senior Services Advisory Committee

- The Senior Services Advisory Committee is separating from the Nutrition Advisory Council and merging in with the ADRC Advisory Committee. The committee discussed the possibility that the meetings occur at each meal site. They also brought up that there would need to be equal representation from each area. A motion was made by Christine Andersen to move forward and separate the Nutrition Advisory Council. Carmen Schroeder second the motion. The motion was carried unanimously.
- Need a facilitator for the Strong Women Program

Nutrition related agenda items:

11. Proposed Bylaws for Nutrition Advisory Council

- The committee read through the bylaws and pointed out areas that needed to be fixed. As well as decided how the members would transition into the new committee. Christine Anderson motioned that the bylaws be passed with corrections. Carmen Schroeder second the motion. The motion was carried unanimously.

12. Volunteer Recruitment

- We have a number of needs volunteers could help with. The kitchen has become overwhelmed with the volume of new people. There have been 182 new people in the last 3 weeks. The only increase in staff was that Cathy Keller, the Activities/Volunteer Coordinator position, went from part time to full time. The committee presented options such as; DVR program, Tammy Walls at the Sunshine House, Senior Aides program. We did lose a senior aid because of the size of the building. Priority volunteer opportunities include, clearing tables, setting tables, wiping tables, rolling silverware.

13. Nutrition Program Number

- The number of participants from February 1–14, 2017, was 211 participants and 530 meals and from February 1–14, 2018, was 382 participants and 789 meals.

14. Meals Report – talked about with Nutrition Program Number

15. Meal Site Updates/Carmen

- Haven't set mealsite visitations yet, still working on it.
- Nutrition presentation April 20th will be in the newsletter and in a classroom setting.

Ideas for future meeting agenda items:

- a) Tentative future meeting date: Friday, April 20th, 2018 from 9:00 a.m. – 11:00 a.m.
- b) Adjournment at 11:03
 - Judy Larson made a motion to adjourn Lynn Ballendux second it.

MENU: Tuna Casserole, Peas/Carrots, Fruit, Strawberry-Lemon Square, Rye Bread

Deviation from the order shown may occur.

Members of the Door County Board of Supervisors and / or its subunits may be in attendance at this meeting to listen and gather information. Notice is hereby given that the above meeting may constitute a meeting of the Door County Board of Supervisors or one of its subunits. However, no official action will be taken except by the Senior Services Advisory Committee or Senior Services Nutrition Advisory Council.

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 48 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

Posted– 7/19/2017

Notice of Public Meeting
Friday, April 20th, 2018
09:00 a.m. – 11:00 a.m.

Door County: NUTRITION
ADVISORY COUNCIL

Door County Community Center
916 N. 14th Avenue
Sturgeon Bay, WI 54235

Advisory Committees for the Door County Aging Unit with the Human Services Board

AGENDA

1. Call meeting to order at 09:00 a.m.
2. Review and approve the agenda
3. Review and approve the Minutes of the 02/16/2018- Joint Senior Services Advisory Committee / Nutrition Advisory Council meetings
4. Public Comment

5. Orientation
6. Three Year Aging Plan – 2018 Nutrition Program Goal
7. Meals Report
8. Volunteer Recruitment
9. Meal Site Updates/Carmen
10. Election of Chairperson and Vice Chairperson

Ideas for future meeting agenda items:

- a) Tentative future meeting date: Friday, June 15th, 2018 from 9:00 a.m. – 11:00 a.m.
- b) Adjournment

MENU: Crab Pasta Salad, Garden Salad, Lemon Bars, Whole Grain Roll, Cheese Stick

Deviation from the order shown may occur.

Members of the Door County Board of Supervisors and / or its subunits may be in attendance at this meeting to listen and gather information. Notice is hereby given that the above meeting may constitute a meeting of the Door County Board of Supervisors or one of its subunits. However, no official action will be taken except by the Senior Services Advisory Committee or Senior Services Nutrition Advisory Council.

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 48 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

Posted– 7/19/2017

Nutrition Advisory Council - Minutes

Friday, April 20, 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 Jake Erickson. Members present were: Christine Andersen, Jenny Spude, Mike Green, Sue Clemens, Lynn Ballendux, and Megan Lundahl. Other persons present were Jake Erickson and Jenny Fitzgerald. Wendy Schubert took minutes. A quorum was established and the meeting continued.

2. Review and approve the agenda

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

3. Review and approve the Minutes of the 2/16/2018 – Joint Senior Services Advisory Committee/NAC Meeting

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

4. Public Comment – No Public

5. Orientation

- The NAC Committee members and ADRC Staff introduced themselves to Megan Lundahl. Megan Lundahl explained that she is on the County Board of Supervisors.
- The committee reviewed the organizational chart since the integration of the Aging Unit and the ADRC. The committee also reviewed the Nutritional Advisory Council handbook. Jake reviewed the expectations of advocating for the community, inviting people to our Nutrition sites and making recommendations to the Assistant Director. Council members agreed that visiting other mealsites for the purpose of gathering input would be beneficial to understanding what meal site participants thought of the nutrition program.
- GWAAR provides parameters but the membership of the Nutritional Advisory Council should include members from all areas of Door County as well as representation from home delivered meal participants.

6. Three Year Aging Plan – 2018 Nutrition Program Goal

- Increasing our presence and scope of service throughout Door County was discussed as the overarching goal for the next three year plan.
- One suggestion for the next three years was to reevaluate meal site locations and the days we serve meals out of those meal site locations. The Council also discussed the need to reevaluate the Southern Door meal site location, specifically the Forestville location, because currently the meal site does not meet program requirements. Jake will have a timeline for next meeting on when to relocate the Southern Door meal site.
- The Three Year Aging Plan rough draft is due end of July 20th and the final plan must be submitted by November 2.
- The Council reviewed Section 6B of the current Three Year Aging Plan.

7. Meals Report

- The Council reviewed the NSIP meals comparison report. Jake provided an overview of the report and where we are at today at this time compared to last years meal numbers.
- The number of participants served by our home delivered meal program is down from last year by roughly 3%. Jake explained that this is largely due to attrition within the program participation. However, participation is growing from month to month within the current year. In February of 2018 we served a total of 1251 meals and in March of 2018 we served a total of 1461 meals.

- The number of participants served by our congregate meal program has increased substantially compared to last year at this time. The number of participants has increased overall by roughly 30%. This is thought to be a result of the new building. Specifically, our Sturgeon Bay meal site numbers have grown exponentially. In February of 2018 we served a total of 1648 meals and in March of 2018 we served a total of 1916 meals.
- 8. Volunteer Recruitment**
- Since the move to the new building we have focused on the recruitment of volunteers to help support the increased workload of our nutrition program. That has gone well. We have recruited additional volunteers to help deliver home delivered meals, serving the congregate meals and bussing the dining room at the Sturgeon Bay meal site.
- 9. Mealsite Updates/Carmen**
- Carmen was not present. But Jenny provided an update on the meal site annual evaluations and mentioned that all meal site evaluations have been scheduled to be completed for this year.
- 10. Elect a Chairperson and Vice Chairperson.**
- The Nutrition Advisory Committee nominated Mike Green as the Chair person and Sue Clemens as the Vice Chairperson. Motion was passed unanimously.
- 11. Confirm Next Meeting Date and Time**
- The next meeting of the NAC will be held on Friday, June 22nd, 2018 at 9:00 a.m. at the ADRC.
- 12. Adjourn.**
- Meeting was adjourned at 11:00 a.m.

The minutes for this meeting were recorded by Wendy Schubert.

Notice of Public Meeting
Friday, June 22nd, 2018
09:00 a.m. – 11:00 a.m.

**Door County: NUTRITION
ADVISORY COUNCIL**

Door County Community Center
916 N. 14th Avenue
Sturgeon Bay, WI 54235

Advisory Committees for the Door County Aging Unit with the Human Services Board

AGENDA

1. Call Meeting to Order at 09:00 a.m.
2. Establish Quorum
3. Review and Approve Agenda
4. Review and Approve Minutes from the 04/20/2018 Meeting
5. Public Comment
6. Council Response

7. Old Business
 - Operational Update
 - Staffing Update
 - Three Year Aging Plan Update

8. New Business
 - Meal Cost Allocation Worksheet Review
 - Suggested Meal Contribution Increase
 - Summer DVR Temporary Employment
 - Meal Site Updates/Carmen
 - Meeting Code

9. Future Agenda Items

10. Confirm Next Meeting Date and Time
 - The next meeting is tentatively scheduled as a joint meeting with ADRC Advisory Committee and Nutritional Advisory Council for July 16th, 2018 at 3:00 p.m.

11. Adjournment

MENU: Baked Cod, Au Gratin Potatoes, Green Beans, Melon Cubes and Rye Bread

Deviation from the order shown may occur.

Members of the Door County Board of Supervisors and / or its subunits may be in attendance at this meeting to listen and gather information. Notice is hereby given that the above meeting may constitute a meeting of the Door County Board of Supervisors or one of its subunits. However, no official action will be taken except by the Senior Services Advisory Committee or Senior Services Nutrition Advisory Council.

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 48 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

Posted– 7/19/2017

Nutrition Advisory Council - Minutes

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 Carmen 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.

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
- Intergenerational activities and events
- Access to resource information
- Caregiver support
- Transportation

The public input we received strongly underscores 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 those top concerns and are identified as areas of importance in our delivery of services to older adults. And as such, we have developed a number of specific goals built into the six required focus areas of our plan. Please see Section 6 of our plan for the full details regarding those goals.

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.

Organization and Structure of the Aging Unit

3-A Mission Statement and Description of the Aging Unit

Mission Statement: The Aging and Disability Resource Center of Door County offers a friendly, personal and timely approach to providing information, assistance and access to community resources. The goal is to keep the citizens of the county active and engaged in their own well-being and with their communities.

Current contacts related to the plan include the Human Services Director, Joseph Krebsbach, ADRC Director, Jake Erickson and Assistant ADRC Director, Jennifer Fitzgerald. Please see below for contact information:

Joseph Krebsbach
Human Services Director
(920)746-7155
jkrebsbach@co.door.wi.us

Jake Erickson
ADRC Director
(920)746-2545
jerickson@co.door.wi.us

Jennifer Fitzgerald
Assistant ADRC Director
(920)746-2544
jfitzgerald@co.door.wi.us

Address of the Aging Unit

Aging and Disability Resource Center of Door County
916 N. 14th Avenue
Sturgeon Bay, WI 54235

Hours of Operation

Monday-Friday
8:00 a.m. – 4:30 p.m.

Phone Number: (920)746-ADRC (2372)

Email: ADRC@co.door.wi.us

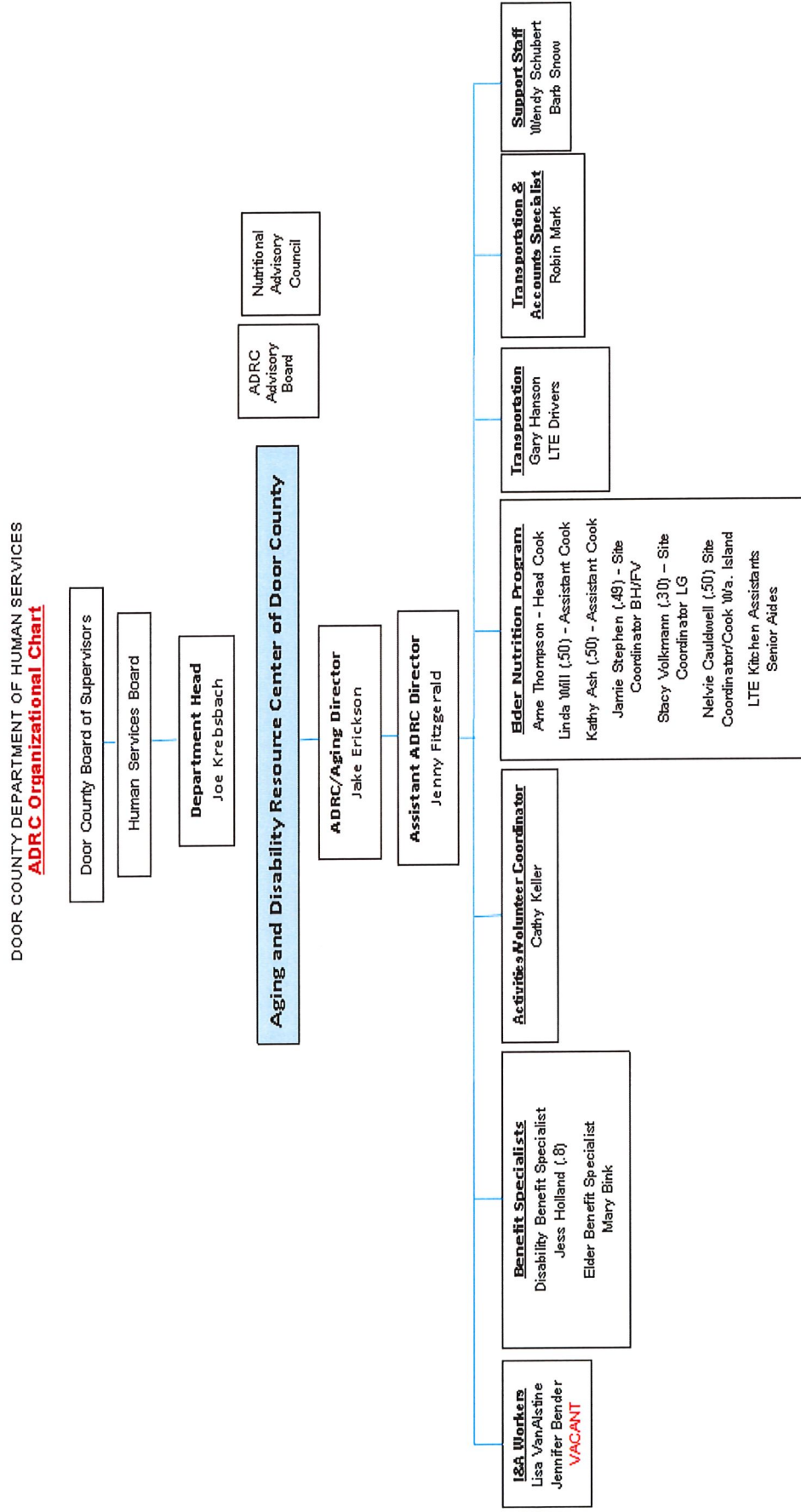
Website: www.adrcdoorcounty.org

Facebook Page: www.facebook.com/ADRCDoorCounty

In 2016, the County Board, agreed to move forward with a new building to house both the ADRC and what was formerly known as the Senior Resource Center. A great deal of public input went into this process around the building itself and programs and services, including public hearings, presentations throughout the county, and discussions at the current Senior Center. The new building was built throughout the 2017 calendar year. We moved into the new building in early January of 2018. It was our intention to use the new building opening as the impetus to integrate all our services to the populations served by the ADRC and Aging Unit programs. The timing could not have been more advantageous for an Aging/ADRC integration initiative in Door County!

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

Provide an organizational chart, which clearly depicts the place of the aging unit, the policy-making body, and (where applicable) the advisory committee, in relation to the county government. (Not-for-profit aging units will not include their relationships to county government in the organization chart)



3. Organization and Structure of the County Aging Unit 3-C Aging Unit Coordination with ADRCs

Over the past year and a half the ADRC and Aging Unit (Senior Resource Center) have worked diligently towards integrating both entities as two separate divisions into one agency functioning together towards a common goal.

Our integration progress gained a lot of momentum in the summer of 2017, when we officially moved to one agency name, "Aging and Disability Resource Center (ADRC) of Door County", one agency phone number, (920)746-2372(ADRC) and one agency email ADRC@co.door.wi.us. Shortly after the changes previously mentioned, the organizational supervision of the Adult Protective Services (APS) Unit was moved to the Department of Human Services and removed from the ADRC Unit.

In August of 2017 we made the decision to restructure a few key positions within our organization to help staff and the community gravitate toward the idea of one program. We started by reclassifying our Aging Program Manager position to Assistant ADRC Director. In October of 2017, Jennifer Fitzgerald was hired as our new Assistant ADRC Director. This position was changed to directly report to the ADRC Director. The Assistant ADRC Director position still oversees the day-to-day operations of our nutrition, transportation, caregiving and health promotion programs for the ADRC of Door County. In preparation for our move into a building almost four times that of our previous building, the County Board of Supervisors approved the additional funding to move our Activities and Volunteer Coordinator position from a part-time to a full-time position.

In January 2018 we moved into our beautiful new building. We could not be happier with the additional space. The move into the new building was the perfect platform to inform our community of our new identity as the ADRC of Door County. A week before the move we held a community open house event where we had more than 2,000 people attend in just a two hour period of time.

Our process in becoming an integrated Aging Unit and ADRC took a little bit of time but continues to have a number of great impacts on the way we provide services to our community. As an organization it has allowed us the ability to become more fluid and break down the old "silos" that once existed between our two aging units. Pulling all services and programs under one organizational roof has simplified the understanding our community holds in what the ADRC can provide.

Our integration efforts are never complete as we continue to work on streamlining our practices and improving the lines of communication between different areas within our organization. However, the decision to become an integrated Aging Unit was what allowed us the opportunity to start working on becoming a more effective organization overall.

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

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

Organization: The law permits one of three options. Which of the following permissible options has the county chosen?	Check One
1. An agency of county/tribal government with the primary purpose of administering programs for older individuals of the county/tribe.	
2. A unit, within a county/tribal department with the primary purpose of administering programs for older individuals of the county/tribe.	X
3. A private nonprofit corporation, as defined in s. 181.0103 (17).	
Organization of the Commission on Aging: The law permits one of three options. Which of the following permissible options has the county chosen?	Check One
1. For an aging unit that is described in (1) or (2) above, organized as a committee of the county board of supervisors/tribal council, composed of supervisors and, advised by an advisory committee, appointed by the county board/tribal council. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.	
2. For an aging unit that is described in (1) or (2) above, composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	X
3. For an aging unit that is described in (3) above, the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
Full-Time Aging Director: The law requires that the aging unit have a full-time director as described below. Does the county have a full-time aging director as required by law?	Yes

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

The commission is the policy making entity for aging services and an aging advisory committee is not the commission. Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

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

Official Name of the County Aging Unit’s Policy-Making Body (list below)			
Human Services Board			
Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Helen Bacon	Yes	Yes	2018
Bob Bultman	No	Yes	2018
Megan Lundahl	No	Yes	2015
Nissa Norton	No	Yes	2018
Laura Viles Wotachek	No	Yes	2017
Wayne Kudick	Yes	Yes	2015
Thomas Leist	Yes	Yes	2004
Joe Miller	Yes	Yes	2013
Robert Nau	Yes	Yes	2015

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

If the aging unit has an advisory committee, listed below are the members of the advisory committee. *An aging advisory committee is required if the commission (policy making body) does not follow the Elders Act requirements for elected officials, older adults and terms or if the commission (i.e. policy-making body) is a committee of the county board.*

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

Official Name of the County Aging Unit’s Advisory Committee (list below)			
ADRC Advisory Committee			
Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Helen Bacon	Yes	Yes	2018
Christine Anderson (Vice Chair)	No	No	2013
Lucille Kirkegaard	Yes	No	2017
Tom Krueck	No	No	2013
Mike Green	Yes	No	2018
Melissa Wolfe	No	No	2016
Judith Larson	Yes	No	2013
Tami Leist	No	No	2014
Carol Moellenberndt	Yes	No	2017

Official Name of the County Aging Unit's Advisory Committee (list below)			
Nutritional Advisory Council			
Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Mike Green	Yes	No	2013
Megan Lundahl	No	No	2018
Jenny Spude	No	No	2014
Lynn Ballendux	Yes	No	2014
Sue Clemens	Yes	No	2014
Carmen Schroeder	No	No	2012
Christine Anderson	No	No	2013

For assessment only – Please update the Commission on Aging and Aging Advisory membership and answer questions below.

<i>Please answer "Y" or "N"</i>	2019	2020	2021	Describe
Has the organization of the <i>Aging Unit</i> changed this past year?				
Has the organization of the <i>Commission on Aging</i> changed this past year?				
Does the aging unit have a full-time aging director?				
Is the membership of the Commission on Aging in Compliance?				

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

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

<p>Name: Jake Erickson Job Title: ADRC/Aging Unit Director Telephone Number/Email Address: 920-746-2545 jerickson@co.door.wi.us</p>
<p>Brief Description of Duties: Development, administration, and operation of programs and services offered by the ADRC and the Aging Unit, in accordance with State and Federal laws, rules, and regulations. Some of the key services provided are: information and assistance, benefits counseling, long-term care options counseling as well as a full array of Older Americans' Act services in our Aging Unit. This position is also responsible for the overall coordination and integration of these program areas that serve older adult persons, persons with physical or developmental disabilities, and their families.</p>
<p>Name: Jennifer Fitzgerald Job Title: Assistant ADRC Director Telephone Number/Email Address: (920)746-2544 jfitzgerald@co.door.wi.us</p>
<p>Brief Description of Duties: Assists the ADRC/Aging Unit Director in the overall program administration for the ADRC of Door County including budget preparation, program and staff development, outreach and community collaboration. Is responsible for coordination of the Caregiver Coalition and other caregiving programs, acts as the Nutrition Director and Transportation Director.</p>
<p>Name: Cathy Keller Job Title: Activities & Volunteer Coordinator Telephone Number/Email Address:</p>
<p>Brief Description of Duties: This position works closely with the Assistant ADRC Director and will coordinate volunteers, health promotion programs, activities and various events connected to the Aging and Disability Resource Center of Door County.</p>
<p>Name: Wendy Schubert Job Title: Office Assistant Telephone Number/Email Address: 920-746-2542 wschubert@co.door.wi.us</p>
<p>Brief Description of Duties: SAMS data entry, meal counts, transportation coordination, completes various reports as well as receptionist duties.</p>
<p>Name: Gary Hanson Job Title: Bus Driver Telephone Number/Email Address: 920-746-2372 ghanson@co.door.wi.us</p>
<p>Brief Description of Duties: Provides transportation Services.</p>
<p>Name: Arne Thompson Job Title: Cook Telephone Number/Email Address: 920-746-2372 athompson@co.door.wi.us</p>
<p>Brief Description of Duties: Prepares meals according to safe food practices.</p>
<p>Name: Linda Will Job Title: Assistant Cook</p>

Telephone Number/Email Address: (920)746-2372 lwill@co.door.wi.us
Brief Description of Duties: Assists Cook in preparing meals according to safe food practices.
Name: Kathy Ash Job Title: Assistant Cook Telephone Number/Email Address: (920)746-2372 kash@co.door.wi.us
Brief Description of Duties: Assists Cook in preparing meals according to safe food practices.
Name: Jamie Stephan Job Title: Nutrition Site Manager Telephone Number/Email Address: 920-746-2372 jstephan@co.door.wi.us
Brief Description of Duties: Delivers, serves and cleans up at Meal Sites.
Name: Stacy Volkmann Job Title: Nutrition Site Manager Telephone Number/Email Address: 920-746-2372 svolkman@co.door.wi.us
Brief Description of Duties: Delivers, serves and cleans up at Meal Sites.
Name: Nelvie Cauldwell Job Title: Nutrition Site Manager/Cook Telephone Number/Email Address: 920-847-2522 ncauldwell@co.door.wi.us
Brief Description of Duties: Prepares meals and manages the meal site on Washington Island.
Name: Robin Mark Job Title: Transportation & Accounts Specialist Telephone Number/Email Address: 920-746-2372 rmark@co.door.wi.us
Brief Description of Duties: Responsible for the oversight of the Door to Door Public Transportation System. In addition the position will perform various and numerous accounting duties, related the ADRC and Aging Programs.
Name: Mary Bink Job Title: Elderly Benefit Specialist Telephone Number/Email Address: 920-746-2546
Brief Description of Duties: Provides information, assistance and representation to county residents over 60 years and older about their public benefits and a wide variety of programs. Provides direct application assistance and acts as an advocate on their behalf.
Name: Jessica Holland Job Title: Disability Benefit Specialist Telephone Number/Email Address: 920-746-7154 jholland@co.door.wi.us
Brief Description of Duties: Responsible for providing information and assistance, counseling, consultation and representation to all county residents between the ages of 18 and 59, regarding public benefits and eligibility requirements of programs available to them. Services provided will meet all the State Department of Health Services' requirements as contained in the <i>Disability Benefit Specialist Program Policies and Procedures</i> and the <i>Disability Benefit Specialist Scope of Services</i> documents.
Name: Lisa VanAlstine Job Title: Information & Assistance Specialist Telephone Number/Email Address: 920-746-2315 lvanalstine@co.door.wi.us
Brief Description of Duties: Responsible for providing the general public, but particularly adults who are elderly, physically disabled, developmentally disabled, or with mental health or substance abuse disorders, with information, referral, and assistance to a wide range of community

resources; informing and educating people about their options; and assisting in connecting them to programs and services, including public and privately funded options. The Information and Assistance Specialist also provides intake, eligibility determination, and enrollment into and disenrollment from long-term managed care.

Name: **Vacant**

Job Title: Information & Assistance Specialist

Telephone Number/Email Address: 920-746-2476

Brief Description of Duties: Responsible for providing the general public, but particularly adults who are elderly, physically disabled, developmentally disabled, or with mental health or substance abuse disorders, with information, referral, and assistance to a wide range of community resources; informing and educating people about their options; and assisting in connecting them to programs and services, including public and privately funded options. The Information and Assistance Specialist also provides intake, eligibility determination, and enrollment into and disenrollment from long-term managed care.

Name: Jennifer Bender

Job Title: Information and Assistance Specialist

Telephone Number/Email Address: (920)746-7154 jbender@co.door.wi.us

Brief Description of Duties: Responsible for providing the general public, but particularly adults who are elderly, physically disabled, developmentally disabled, or with mental health or substance abuse disorders, with information, referral, and assistance to a wide range of community resources; informing and educating people about their options; and assisting in connecting them to programs and services, including public and privately funded options. The Information and Assistance Specialist also provides intake, eligibility determination, and enrollment into and disenrollment from long-term managed care.

Name: Barbara Snow

Job Title: Office Assistant – Human Services – ADRC

Telephone Number/Email Address: 920-746-2544 bsnow@co.door.wi.us

Brief Description of Duties: Responsible for providing the general public, but particularly adults who are elderly, physically disabled, developmentally disabled, or with mental health or substance abuse disorders, with information and assistance about a wide variety of public and privately funded community resources, including referral to the appropriate ADRC staff person(s). Also performs a variety of receptionist / data entry / fiscal / and simple information and assistance functions

4. Context

Who are the current and future older adults living in Door County?

Door County's widely held attractiveness has drawn a very diverse population reflecting the arts, community engagement and those who truly love being surrounded by beautiful landscape. There are many older adults who vacation here for years and decide upon retirement to make Door County a more permanent fixture in their lives. And others who have part time residences desiring a warmer setting from November to April.

However, those who have moved here independent of the rest of their family more often struggle to develop a strong network of natural support, generally because their familial support is long distance. And when experiencing a health crisis or some other difficulty in managing their affairs, they are challenged in maintaining their independence and quality of life.

Door County is also home to families and individuals who have lived here for generations. And although these group of older adults tend to have a more expansive network of friends and family. This group can experience a similar challenge because their family is not always readily available because many adult children are still working or raising a family.

Over the past five years Door County, similar to the rest of the State of Wisconsin, has entered the start of a pretty significant demographic shift. The next generation, more commonly known as "The Baby Boomers", has started to reach retirement age. The trend of those reaching retirement age and calling Door County their new home will most certainly continue in the future and will likely increase as the number of baby boomers enter retirement.

According to the Wisconsin Department of Health Services – Division of Long Term Care, 31 percent of Door County residents in 2010 were 60 years of age or older. This proportion of Door County's population is projected to reach 47 percent by the year 2030. This is a 16 percent increase with respect to those in the target group to be served. Door County ranks as one of the top five counties with respect to the proportion of the target population in the State of Wisconsin.

The reality of over one-third of Door County residents eligible for some level of service trending up to a proportion nearing one-half within one decade means this plan must begin to prepare for the future. The large number of "Baby Boomers" reaching retirement will present our community with a number of unique challenges we have never experienced before.

However, this next generation of older adults is not completely a negative one. This generational cohort entering retirement will provide a lot of benefits as well. A larger population of older adults can also mean countless hours of volunteer time and

community engagement. There is a great potential to explore new and creative ways to utilize the time and talents of our “Baby Boomers” in a way that can help address the added needs and demand on services.

What needs have been identified?

To gain a greater understanding of the needs and services concerning older adults, we utilized a variety of methods to collect necessary input. The information collected included a blend of other organization’s efforts to complement our own and was used as motivation in writing our 2019-2021 Aging Plan. Please see Section 5 - Public Involvement in the Development of the County Aging Plan for a more detailed description of those efforts and the results. The following list is a summary of those efforts:

- Throughout the summer of 2016, the Door County Community Foundation led a robust community engagement effort entitled, “Growing Older in Door County”. Nearly 500 people attended more than 3 dozen neighborhood conversations about aging in Door County.
- In January of 2018, we moved into our brand new building. Understanding there was a lot of excitement and anticipation for the grand opening of our new building, we utilized that opportunity to distribute an “Activity Interest Survey”. We wanted to know what our community was interested in with the additional space of our new building. We received 95 surveys. (Please see Attachment 1)
- Shortly after the distribution of our “Activity Interest Survey” we also created and distributed an ADRC Questionnaire. We distributed the questionnaire throughout the County and received a total of 184 responses. (Please see Attachment 2)
- Throughout April and May of this year, we held three community caregiver conversations. This was a collaborative effort through the Door County Caregiver Coalition. We held the conversations in Sturgeon Bay, Fish Creek and Brussels to provide an opportunity for those who lived in various parts of our County the opportunity to participate. Around 40 people attended between the three conversations. (Please see Attachment 3)
- Lastly, we asked our ADRC Advisory Committee members to help us in our attempt to gain a greater understanding of the needs in our community. So we asked each member to conduct 5 or 6 one-on-one interviews. These interviews were conducted all across the County.

The questionnaires, community conversations, surveys and interviews identified the following as primary needs in the county by older adults. These needs are in no particular order.

- **Physical/Health Condition:** Older adults want to remain independent and in their own homes as long as possible. The ability to do so often times depends on the physical health of the individual. We have received a lot of input that older adults living in Door County would like to see more opportunities to work on improving their overall physical health through exercise programs and health education classes or workshops.

At the moment we have an ever-growing variety of health promotion classes and workshops currently being offered through the ADRC in partnership with other key community organizations such as the Door County Medical Center, YMCA of Door County, UW-Extension and Public Health. However, most of these opportunities are offered in Sturgeon Bay. Over the next three years, we hope to expand the number of health promotion classes and workshops we have to offer throughout the county.

- **Isolation and Staying Connected:** Due to physical, financial and geographical barriers, we have a growing population of older adults and adults living with a disability who feel disconnected from the rest of the community. Our community of older adults, adults living with disabilities, their families and caregivers would like to see more of a presence from the ADRC in other places throughout Door County outside of Sturgeon Bay. There is a fairly strong perception that the ADRC does a great job of meeting the needs in Sturgeon Bay but could improve their efforts in meeting the needs of those from the northern and southern portions of our county.
- **Caregiver Support:** This is an ever-growing concern and will most likely be the greatest need our community will have to face for the next fifteen to twenty years. The demand for in-home care is already at a point where it outweighs the supply of paid caregivers. Finding caregivers in Northern Door and on Washington Island can be even harder to come by. Our paid caregivers do not get paid enough and usually leave during the summer and fall months to wait tables or work somewhere within our tourism industry where they can earn a substantial amount more. We have also heard a lot of feedback from family caregivers themselves asking for more opportunities to receive more formal training on how to provide adequate and proper care for their loved ones.
- **Intergenerational Opportunities:** This need strongly emerged and was identified by older adults, as well as the community at-large, who participated in the “Growing Older in Door County” initiative. When asked what individuals wanted to see change throughout the community, there was a strong response in favor of a more integrated community. Individuals living in Door County would like more opportunities to interact with one another across the age spectrum. A lot of individuals expressed a lack of sense of community across generations throughout the entire peninsula and this feeling was not exclusive to one aging cohort. There was also a strong response in favor of increasing the understanding of issues facing older adults by everyone in the community as well.
- **Transportation:** Access to transportation on a regular basis is a need that our Door County older adult population identify as a top concern. The lack of transportation in a rural county can contribute to the feeling of being isolated and not as connected to the rest of the community. Over the next three years, we intend to explore the transportation concern and make every effort to come up with some creative solutions. At the moment we are working alongside a public transportation consultant who is assisting our local Transportation Resource IP (TRIP) group in

their exploration on how we can improve our public transportation here in Door County as a whole. Specifically, the ADRC we work towards improving the transportation offered to older adults on getting to and from our satellite meals sites. Those meal sites include: Washington Island, Liberty Grove, Baileys Harbor and the Brussels Community Center.

How is the aging network organized to support older persons in the county?

As mentioned in our organizational information above, we have benefited in a number of ways from the integration of our Aging Unit and ADRC. From an external perspective, it is so much easier now that we are one agency for the general public to understand what services and programs our aging network can provide. As opposed to before when we were trying to explain what the ADRC could provide separate from the Aging Unit. Since we have become an integrated aging unit, we have received a lot of positive feedback from consumers and community partners in favor of the integration.

Consistent with the staffing and organizational changes that were made, we also explored the make-up of our three advisory boards representing the aging population in our community. As a result, we combined our ADRC Advisory Committee with our Senior Services Advisory Committee leaving our Nutritional Advisory Council a stand-alone group. These organizational changes were all made to create a seamless system of service delivery for older adults, adults living with a disability, their families and caregivers in Door County.

The management and administration of the ADRC falls under the responsibility of the Department of Human Services. Falling under the guidance of our Department of Human Services allows the ADRC to maintain strong and healthy working relationships with the other divisions within the Department. These other divisions include: Adult Protective Services, Economic Support, Behavioral Health, Community Support Program, Children and Families Team which includes the CLTS program and our Coordinated Community Support Unit. These strong working relationships allow us to serve our community at a much higher level than we would be able to do independently. Once again it allows not only the ADRC but our entire Human Service Department the ability to break down those organizational "silos".

How are older adults supported by the Aging Unit and ADRC through programs and services?

The ADRC offers a single point of entry for anyone seeking information and assistance on issues affecting older adults, adults living with a disability, their caregivers and families. The information and assistance we provide is unbiased and free. Services are provided over the phone, in an office visit or in a visit to an individual's home. We also provide after hour or weekend appointments when requested.

Specifically, the ADRC in Door County supports older adults through a variety of programs and services. Our combined unit includes our information and assistance services, long term care options counseling, benefit specialist services, family caregiver support, hot and frozen home delivered meals, congregate meals at five different meal sites throughout the county, volunteer opportunities and health promotion programs.

When working with someone for the first time, either the older adult or a family member, we attempt to schedule an in-person meeting. The purpose of the initial in-person meeting is to gather more information on what is going on and to build a trusting relationship with the consumer or family member. During the initial meeting it is common that the individual or their family member will identify a number of concerns. When presented with a number of needs, we assist the consumer or their family in prioritizing those needs based on the consumer's wishes. After the initial meeting and throughout the working relationship we periodically follow up with our consumers or their family members. The follow-up piece is essential in determining where the individual is at and if they need further assistance.

The ADRC of Door County also supports older adults in gaining access to publicly funded long term care. And for the last three years Door County has been a Family Care county. During which we have continued to actively work on reducing our long term care waiting list and assisting those who qualify with their enrollment into Managed Care or IRIS. In August of 2018, we will have reached entitlement and have an ability to determine eligibility a little quicker ultimately connecting older adults and adults living with disabilities to needed long term care services.

Finally, moving into our new building has tremendously increased our ability to support older adults through the enhancement of programs and services. The ADRC of Door County is still a fairly new resource in the minds of those living in our community and the media attention we received during the move shed a brighter spotlight on what programs and services we can provide. But since the move, we have had people stop by every day who have never been to the ADRC before just to check out the building and ask about the programs and services we have to offer. In the first three months we had over 600 individuals new to our agency register to participate in a variety of programs. Our congregate meal site in Sturgeon Bay has increased by roughly 40%. Our fitness room participation has increased by almost 50% and the call volume at the front desk through our main telephone number has increased by almost 60%.

What are the challenges for the Aging Unit?

The ultimate goal for our ADRC, now and in the foreseeable future, is to maintain the quality of our services and support we currently provide older adults. And there are two big challenges that create a barrier in our ability to continue to achieve our ultimate goal. Those two barriers are the following:

- Door County's geographical layout
- The rapid growth of our aging population in Door County

Providing adequate services throughout the county is extremely difficult at times. Door County covers a vast range geographically. It is 90 miles from the southwest corner to the northeast tip. Washington Island accessible by ferry brings an additional, but valued, dimension to the County. The peninsula encompasses sparsely populated agricultural regions as well as a number of small towns and villages along its coastal landscape. Because of our geographical layout and the way our population is dispersed widely throughout the county, we have a growing trend of isolated and disconnected older adults.

Although we provide services such as frozen meals and meals on wheels outside of the Sturgeon Bay area, we continue to be limited in providing our full array of services in the outlying areas of the county. Over the next three years, we plan to focus a good amount of time and energy on expanding our programs and services to meet the needs of older adults, adults living with a disability, their families and caregivers throughout the county. For more detailed examples of programs and services we plan to expand, please see Section 6: Goals for the Plan Period.

What are the resources and partnerships?

Door County is a resource rich community with a high number of for profit and nonprofit organizations serving our target population. There is also positive and far reaching collaboration between those different groups. These groups have an intense concern over the growth of the target population and are more than happy to sit around a solution-focused table.

As an example of this kind of collaboration, our ADRC already partners with hospital staff in areas related to memory care, physical rehabilitation and nutrition programming. Hospital staff regularly give health-related presentations at our Sturgeon Bay meal site and regularly collaborate with our ADRC staff. The work with the hospital is indicative of the kind of collaboration that occurs. Door County has had a very strong support of our I-Team from various county government units as well as private entities. The ADRC continues to collaborate with church and civic group for provisions of our meals programs and in outlying areas of the county.

Another essential resource we must continue to utilize and involve in addressing the various concerns mentioned above, is the strong sense of community engagement around the county. We have a very active community of older adults happy to volunteer their time. Since the move to our new building, we have also seen a dramatic interest in the amount of older adults who want to get involved. This is not surprising as there are many older adults living in Door County who are volunteering their time for two or more different organizations. The increase in human capital is a great opportunity for our Door County community.

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

Please use the [Public Input Report form](#) to explain how you gathered information and ideas from the public prior to developing your plan. Attach completed forms to the plan.

Before submitting the final plan to the Area Agency on Aging (AAA), the aging unit must conduct one or more public hearings on the draft plan. Please use the [Public Hearing Report form](#) to document your public hearings and attach forms to the plan.

Public Input Report

Complete one worksheet for each separate method of public input used. i.e. 12 interviews conducted can be compiled on one sheet.

Your County or Tribe: Door	Your Name and Email: Jake Erickson, jerickson@co.door.wi.us
Type of Public Input: <input type="checkbox"/> Community Forum or Listening Session <input checked="" type="checkbox"/> Focus Group Discussions <input type="checkbox"/> Structured Interviews (with individuals) <input type="checkbox"/> Paper or Internet Survey <input type="checkbox"/> Other (please describe): _____	
Date/s of Event or Effort: Throughout the Summer of 2016	
Number of Participants or Respondents: Nearly 500 people attended 45 structured neighborhood conversations about aging in Door County. To ensure that voices were heard from every segment of Door County, special outreach was made to low-income individuals, young adults, the LGBTQ community and Spanish-speaking residents. To reach specific populations, the ADRC was an active participant in helping facilitate and host a few of the neighborhood conversations.	
Key Issues Discussed: The following questions were asked during the neighborhood conversations: <ul style="list-style-type: none"> • Tell us something you love about Door County. • Whether a young child entering kindergarten, or about to celebrate your 90th <ul style="list-style-type: none"> ○ Why is that important? ○ What difference would that make? ○ What would that look like? ○ How have you experienced that in your life? • How are our aspirations reflected in what the community says it wants? <ul style="list-style-type: none"> ○ What are our shared dreams for aging in Door County? • What can we do as individuals and/or organizations to incorporate this info into our lives and/or work? • Now that we've learned what our community wants, how can we change what we do on a daily basis? <ul style="list-style-type: none"> ○ Where could we use what we are learning? ○ What are the possibilities for moving ahead? • What can we do collectively? 	
Key Takeaways/Findings: Here is a summary of what was taken away from these conversations. <ol style="list-style-type: none"> 1. The community would like to see the following as they grow older: <ol style="list-style-type: none"> a. An intergenerational community where people experience and enjoy one another b. Involvement of people: People connecting with their neighbors c. More diverse and welcoming community d. Forums and settings where we can talk about hard issues and be heard e. Integrated and expanded educational opportunities: connected to our community f. Connected to each other within and beyond Door County: housing, roads, transportation and fast speed internet 	

2. How we want to face growing older:
 - a. Connected community with a sense of security, stay connected to one another
 - b. Change in attitude about "senior" to see it as an asset, huge strength to the community
 - c. More intergenerational activities and housing, tangible ways for us to come together in diverse groups
 - d. Better understanding of issues facing each and every one of us, informed and engaged
 - e. Adequate wages for caregivers to earn while living here, ability to earn a living
 - f. Better infrastructure, connectivity and connection to services
 - g. Greater understanding and ability to access services when needed

3. The challenges we face:
 - a. Those without a strong support network, feel isolated and unsafe
 - b. Geography keeps us disconnected
 - c. Do not have enough opportunities to connect across generations
 - d. Door County is not a viable place to live for those who could help provide care for individuals as they age, difficulty filling open caregiving jobs
 - e. Residents are unaware of the services that are available, local governments are disconnected and at times unresponsive to the issues we care about

Any Planned Response? We plan on responding to the various concerns that were expressed throughout the "Growing Older in Door County" initiative by focusing on addressing them throughout the next three years. This was a fantastic community wide effort. The amount of energy and time that went into making this initiative a success was truly impressive.

Public Input Report

Complete one worksheet for each separate method of public input used. i.e. 12 interviews conducted can be compiled on one sheet.

Your County or Tribe: Door	Your Name and Email: Jennifer Fitzgerald jfitzgerald@co.door.wi.us
Type of Public Input: <input type="checkbox"/> Community Forum or Listening Session <input type="checkbox"/> Focus Group Discussions <input type="checkbox"/> Structured Interviews (with individuals) <input checked="" type="checkbox"/> Paper or Internet Survey <input type="checkbox"/> Other (please describe): _____	
Date/s of Event or Effort: During open house of new building 1/29/18	
Number of Participants or Respondents: 82 Responses	
Key Issues Discussed: Upon moving into our new building at the end of January 2018 an activity survey was put together to distribute to our consumer during our open house. The goal was to see what our current and possible new consumers interests were or looking for when attending our center in order to get them more involved.	
Key Takeaways/Findings: Since the open house and have 82 completed survey we found the 66% of people are more likely to attend classes in the late morning from 10am – 12pm, followed by early afternoon 1pm – 3pm at 50%. We concluded that the top 10 activities that people wanted to participate in were bus trips, live music, computer classes, arts and crafts, movie nights, bingo, baking, painting and drawing, community engagement and brain fitness. We also looked at volunteerism interest and concluded the following: 20% interest in MOW program 36.7% serve during a noon meal 43.3% Help at our daily check in station 16.7 Deliver our monthly newsletters 6.7% help with tax preparation program 23.3% decorate for an event or celebration	
Any Planned Response? Since opening we have worked on expanding our bus trips to two trips per month and adding some larger trips during the year. Our live music has increased tremendously, having many of our regular performers ask to play 2x a month instead of once. We have also had more local musicians interested in playing here as well adding to our music selection. We have added 3 different computer classes each a different level of knowledge, our art class is growing and another craft class has been added. We have added more nutrition programs regarding cooking for 2, nutrition for the young at heart and healthy cents. We are currently working with a variety of community partners, such as public health, behavioral health services, Door County Medical Center and NWTC for an intergenerational program to name a few to collaborate to bring in more programs. We recently started a brain fitness class called Brain enrichment developed by a psychologist, the goal of this class is to maintain cognitive functioning (thinking and memory skills). Regarding volunteerism the volunteer coordinator has been and will continue to work with interested people who want to volunteer and to find jobs that match their interests and with also help us.	

Public Input Report

Complete one worksheet for each separate method of public input used. i.e. 12 interviews conducted can be compiled on one sheet.

Your County or Tribe: Door	Your Name and Email: Jennifer Fitzgerald jfitzgerald@co.door.wi.us
Type of Public Input: <input type="checkbox"/> Community Forum or Listening Session <input type="checkbox"/> Focus Group Discussions <input type="checkbox"/> Structured Interviews (with individuals) <input checked="" type="checkbox"/> Paper or Internet Survey <input type="checkbox"/> Other (please describe): _____	
Date/s of Event or Effort: In our monthly newsletter we inserted a survey that was intended to help us gain an understanding of what the needs are of the people in the community that we serve including Washington Island, Northern Door, Southern Door and Sturgeon Bay.	
Number of Participants or Respondents: 184 Respondents throughout the county	
Key Issues Discussed: The survey asked several questions starting with what part of the county do you live in, gender and age, where you receive or look for news around the county, are you aware of the ADRC, what do you feel are the main challenges in your life, are you providing assistance or support for a family member or friend, Are you receiving assistance or support for a family member or friend, do you know someone who is living with dementia or Alzheimer's, do you currently live alone and lastly what are some issue that you are aware of that aren't being met?	
Key Takeaways/Findings: The finding of this survey provided us the knowledge that 59% that completed the survey were from the Sturgeon Bay area, 25% from Northern door, 14% from Southern door and .54% from Washington Island. 72% of respondents were women, 36% of people that responded were between the ages of 70 – 79 years old and 33% were from 80- 89 years old. The resources mainly used to find out about news around the county were the advocate newspaper at 70% and the Pulse newspaper at 67%. Followed by WDOR radio station at 47%. 97% of the respondents were aware of The Aging & Disabilities Resource Center. The main challenges in their life were physical fitness, health/ prescription medication and financial. 77% of participants are not provided assistance or support to family or friend. Only 12% of respondents are receiving assistance of support for a family member or friend. 49% know someone with dementia or Alzheimer's, 50% did not know anyone with dementia or Alzheimer's and 50% of people are living alone within these 4 areas in the county.	
Any Planned Response? Knowing that a large percentage of people in the community know about the ADRC we want to continue to educate them on what services we provide and how we can help them. In order to continue to reach out to our consumers we are going to focus on providing our news/program updates to the newspapers and WDOR radio, we will still use facebook to reach the younger audience as well as distribute our newsletter throughout the community. Knowing that 50% of the population lives alone we need to start to prepare for what resources they will need in the future.	

Public Input Report

Complete one worksheet for each separate method of public input used. i.e. 12 interviews conducted can be compiled on one sheet.

Your County or Tribe: Door	Your Name and Email:
Type of Public Input: <input checked="" type="checkbox"/> Community Forum or Listening Session <input type="checkbox"/> Focus Group Discussions <input type="checkbox"/> Structured Interviews (with individuals) <input type="checkbox"/> Paper or Internet Survey <input type="checkbox"/> Other (please describe): _____	
Date/s of Event or Effort: Community Caregiver Conversations March 14 th at the ARDC, April 11 th YMCA Fish Creek and May 16 th at Brussels Community Center	
Number of Participants or Respondents: 20	
Key Issues Discussed: During our 3 planned conversations in various areas around the county many participants, some being care providers, caregivers and others in the community came together to talk about caregiving needs here in Door County. During those conversations many felt that workers were paid poorly, there was a disjointedness of services, caregivers were overwhelmed causing burnout, many felt there is a lack of caregivers in certain areas to help provide support and service providers don't always know about caregivers until crisis mode therefore needing help right away.	
Key Takeaways/Findings: Our finding, depending on the areas in the county that you live there were there huge needs for personal caregivers, a caregiver salary also plays a large part of the shortage since many cannot live on such low wages. People wanted to know how do we find out about available services and if they are properly trained or not. A need for more personal caregivers either family or paid are a huge need. The need to train the caregivers and family more so they feel comfortable doing their job.	
Any Planned Response? To help provide caregivers with more knowledge, training, confidence and tools to be able to complete daily tasks with the ones they are caring for. By providing general caregiving tips provide families with information on how to stay healthy and positive. Making sure they are not trying to solve the problems alone. Brainstorm possible solution with other family members, a social worker or care manager, doctor, and friends including virtual ones—who may have experienced similar ones. An increase of marketing the services and providing of the information on the funding that can help supports caregivers.	

Public Input Report

Complete one worksheet for each separate method of public input used. i.e. 12 interviews conducted can be compiled on one sheet.

Your County or Tribe: DOOR	Your Name and Email: Jake Erickson, jerickson@co.door.wi.us
Type of Public Input: <input type="checkbox"/> Community Forum or Listening Session <input type="checkbox"/> Focus Group Discussions <input checked="" type="checkbox"/> Structured Interviews (with individuals) <input type="checkbox"/> Paper or Internet Survey <input type="checkbox"/> Other (please describe): _____	
Date/s of Event or Effort: Throughout May and June 2018	
Number of Participants or Respondents: Twenty two individuals were interviewed.	
Key Issues Discussed: <p>The following was a suggested guide one of our ADRC Advisory Board members developed to help the other advisory board members in conducting their one-on-one interviews. Use your own style or words to encourage the person or persons you're with to feel comfortable and share their thoughts. Keep the conversation light and informal. We are interested in anything that will help the 3 year aging plan with public input.</p> <p>Introduction: Recently, a survey was made available to Door County residents to obtain some basic information and concerns. Almost 200 people responded to the questionnaire. This was the first step in getting public input for a 3 year aging plan for the county. Now you are part of the next level of getting public input. With your time and help, we are trying to further our preparation by obtaining your thoughts and opinions. There are key areas I would like you to speak about.</p> <p>First – Challenges facing seniors Second – The nature and availability of caregiving Third – The role county services can play in the lives of seniors.</p> <ol style="list-style-type: none"> 1. In times of challenges, the survey found physical fitness the major issue. Financial and healthcare concerns were also noted. <ol style="list-style-type: none"> a. Do you feel the same way? If yes, why? If no, what? b. Is there anything county services might do to help in this area? Probe as appropriate to get opinions or ideas with regard to the challenges facing seniors. 2. While relatively few people filling out the survey were giving or receiving assistance, caregiving has been growing issue in Door County. <ol style="list-style-type: none"> a. What are your feelings about this issue? b. What do you think can be done to try and meet the growing needs in the future? 3. What is your opinion of current county services for seniors? 	

a. What would you like to see happen with county services over the next three years?

Ask if there is anything they would like to include in an aging plan in the future.

Our ADRC Advisory Board members did a fantastic job and also mentioned that the process in conducting the 1-on-1 interviews was extremely eye opening. The effort went really well and there have been recent talks about doing something like this every year.

Key Takeaways/Findings: Everyone who was interviewed, regardless of location or age, felt that physical fitness and the ability for individual's to remain in their homes as long as possible was the number one concern. Most interviewees identified the overall importance of staying active to maintain their independence. There was a varied response regarding the availability and access to quality fitness classes and programs. For those interviewees that have been to the ADRC and utilized the fitness room, the feedback was all positive.

Isolation and staying connected to the rest of the community came up quite a bit throughout most of the interviews. Most who expressed this concern, shared that they feel Door County has a lot to offer in terms of resources but part of the issue is the general public's lack of knowledge.

Caregiving and the lack of respite opportunities or in-home care came up as a large concern for everyone who was interviewed. Interviewees felt that in-home caregivers were not paid enough and that the hourly rate they are paid is not a livable wage. The idea that both informal and paid caregivers need more opportunities for quality training was shared quite a bit as well.

Any Planned Response? We used a lot of the information and public feedback that was gathered through the 1-on-1 interviews to develop the goals in the three year aging plan. The big takeaway and message we have heard loud and clear, is that our community, including our older adult population, want to see more opportunities to stay connected to the entire community.

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 by December 31, 2019.				
In addition to the goal above, the ADRC will help facilitate the creation of self-directed Door County Advocacy Coalition by December 31, 2020.				
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: Washington Island, 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.				

<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.</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.</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.</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.</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 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.</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.</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.</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.</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 of Door County older adults. Which will result in a 10% increase in Evidence Based Program participation compared to the previous year.</p>			
<p>Focus Area 6-F. Local Priorities</p>			
<p>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.</p>			
<p>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.</p>			
<p>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.</p>			
<p>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.</p>			

For Assessment Only

Part IV: Progress on the Aging Unit Plan for Serving Older People – National Family Caregiver Support Program (NFCSP)

This section is not required for tribal aging units.

Minimum Service Requirements: *The minimum service requirements of NFCSP must be provided by the aging unit or contracted with another agency. Please indicate who provides these services.*

Service	Aging Unit (X)	Other Agency (please list)
Information to caregivers about available services		
Assistance to caregivers in gaining access to the services		
Individual counseling, support groups, and training to caregivers		
Respite care		
Supplemental services (e.g., transportation, assistive devices, home modifications, adaptive aids, emergency response systems, supplies, etc.)		

Caregiver Coordination: *To ensure coordination of caregiver services in the county, the aging unit shall convene or be a member of a local family-caregiver coalition or coordinating committee with other local providers who currently provide support services to family caregivers.*

Does the aging unit belong to a local caregiver coalition?

YES NO

Name of Coalition: Door County Caregiver Coalition

If YES, please provide a brief update on coalition activities conducted each year.

If NO, please explain plan for compliance.

2019 Activities:

2020 Activities:

2021 Activities:

7. Coordination Between Titles III and VI

If the county includes part or all of a federally recognized tribe or is home to a significant population of tribal members, describe how the County and Tribal aging units will work together to coordinate and ensure the provision of services to tribal elders. Provide a narrative describing collaboration efforts and goals for each year of the plan. **Not Applicable**

Progress notes to be completed during self-assessment process.

Provide goals for each year of the plan.	Progress Notes	2019	2020	2021

9. Compliance with Federal and State Laws and Regulations

On behalf of the county, we certify

Door County ADRC
(Give the full name of the county aging unit)

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

Heleen I. Bacon, Human Services Board, ADRC Advisory Chair 7-16-2018
Signature and Title of the Chairperson of the Commission on Aging Date

Heleen I. Bacon, Human Services Board, ADRC Advisory Chair 7-16-2018
Signature and Title of the Authorized County Board Representative Date

Assurances

The applicant certifies compliance with the following regulations:

1. Legal Authority of the Applicant

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

2. Outreach, Training, Coordination & Public Information

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

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

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

4. Advisory Role to Service Providers of Older Persons

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

5. Contributions for Services

- The applicant shall assure that agencies providing services supported with Older Americans Act and state aging funds shall give older adults a free and voluntary opportunity to contribute to the costs of services consistent with the Older Americans Act regulations.
- Each older recipient shall determine what he/she is able to contribute toward the cost of the service. No older adult shall be denied a service because he/she will not or cannot contribute to the cost of such service.
- The applicant shall provide that the methods of receiving contributions from individuals by the agencies providing services under the county/tribal plan shall be handled in a manner that assures the confidentiality of the individual's contributions.
- The applicant must assure that each service provider establishes appropriate procedures to safeguard and account for all contributions.
- The applicant must assure that each service provider considers and reports the contributions made by older people as program income. All program income must be used to expand the size or scope of the funded program that generated the income. Nutrition service providers must use all contributions to expand the nutrition services. Program income must be spent within the contract period that it is generated.

6. Confidentiality

- The applicant shall ensure that no information about, or obtained from an individual and in possession of an agency providing services to such individual under the county/tribal or area plan, shall be disclosed in a form identifiable with the individual, unless the individual provides his/her written informed consent to such disclosure.
- Lists of older adults compiled in establishing and maintaining information and referral sources shall be used solely for the purpose of providing social services and only with the informed consent of each person on the list.
- In order that the privacy of each participant in aging programs is in no way abridged, the confidentiality of all participant data gathered and maintained by the State Agency, the Area Agency, the county or tribal aging agency, and any other agency, organization, or individual providing services under the State, area, county, or tribal plan, shall be safeguarded by specific policies.

- Each participant from whom personal information is obtained shall be made aware of his or her rights to:
 - (a) Have full access to any information about one's self which is being kept on file;
 - (b) Be informed about the uses made of the information about him or her, including the identity of all persons and agencies involved and any known consequences for providing such data; and,
 - (c) Be able to contest the accuracy, completeness, pertinence, and necessity of information being retained about one's self and be assured that such information, when incorrect, will be corrected or amended on request.

- All information gathered and maintained on participants under the area, county or tribal plan shall be accurate, complete, and timely and shall be legitimately necessary for determining an individual's need and/or eligibility for services and other benefits.

- No information about, or obtained from, an individual participant shall be disclosed in any form identifiable with the individual to any person outside the agency or program involved without the informed consent of the participant or his/her legal representative, except:
 - (a) By court order; or,
 - (b) When securing client-requested services, benefits, or rights.

- The lists of older persons receiving services under any programs funded through the State Agency shall be used solely for the purpose of providing said services, and can only be released with the informed consent of each individual on the list.

- All paid and volunteer staff members providing services or conducting other activities under the area plan shall be informed of and agree to:
 - (a) Their responsibility to maintain the confidentiality of any client-related information learned through the execution of their duties. Such information shall not be discussed except in a professional setting as required for the delivery of service or the conduct of other essential activities under the area plan; and,
 - (b) All policies and procedures adopted by the State and Area Agency to safeguard confidentiality of participant information, including those delineated in these rules.

- Appropriate precautions shall be taken to protect the safety of all files, microfiche, computer tapes and records in any location which contain sensitive information on individuals receiving services under the State or area plan. This includes but is not limited to assuring registration forms containing personal information are stored in a secure, locked drawer when not in use.

7. Records and Reports

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

8. Licensure and Standards Requirements

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

9. Civil Rights

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

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

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

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

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

11. Political Activity of Employees

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

12. Fair Labor Standards Act

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

13. Private Gain

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

14. Assessment and Examination of Records

- The applicant shall give the Federal agencies, State agencies and the Bureau of Aging and Disability Resources Resource's authorized Area Agencies on Aging access to and the right to examine all records, books, papers or documents related to the grant.
- The applicant must agree to cooperate and assist in any efforts undertaken by the grantor agency, or the Administration on aging, to evaluate the effectiveness, feasibility, and costs of the project.

- The applicant must agree to conduct regular on-site assessments of each service provider receiving funds through a contract with the applicant under the county or tribal plan.

15. Maintenance of Non-Federal Funding

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

16. Regulations of Grantor Agency

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

17. Older Americans Act

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

Sec. 306(A), AREA
PLANS

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

(A) services associated with access to services (transportation, health services (including mental health services), outreach, information and assistance (which may include information and assistance to consumers on availability of services under part B and how to receive benefits under and participate in publicly supported programs for which the consumer may be eligible), and case management services);

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

(C) legal assistance;

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

(4)(A)(i)(I) provide assurances that the area agency on aging will—

- (aa) set specific objectives, consistent with State policy, for providing services to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement;
- (bb) include specific objectives for providing services to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas; and

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

- (ii) provide assurances that the area agency on aging will include in each agreement made with a provider of any service under this title, a requirement that such provider will—
 - (I) specify how the provider intends to satisfy the service needs of low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in the area served by the provider;
 - (II) to the maximum extent feasible, provide services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in accordance with their need for such services; and
 - (III) meet specific objectives established by the area agency on aging, for providing services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas within the planning and service area; and

(4)(A)(iii) With respect to the fiscal year preceding the fiscal year for which such plan is prepared, each area agency on aging shall—

- (I) identify the number of low-income minority older individuals and older individuals residing in rural areas in the planning and service area;
- (II) describe the methods used to satisfy the service needs of such minority older individuals; and
- (III) provide information on the extent to which the area agency on aging met the objectives described in clause (a)(4)(A)(i).

(4)(B)(i) Each area agency on aging shall provide assurances that the area agency on aging will use outreach efforts that will identify individuals eligible for assistance under this Act, with special emphasis on—

- (I) older individuals residing in rural areas;
- (II) older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
- (III) older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
- (IV) older individuals with severe disabilities;
- (V) older individuals with limited English proficiency;

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

(VII) older individuals at risk for institutional placement; and

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

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

(6)(F) Each area agency will:

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

(9) Each area agency on aging shall provide assurances that the area agency on aging, in carrying out the State Long term Care Ombudsman program under section 307(a)(9), will expend not less than the total amount of funds appropriated under this Act and expended by the agency in fiscal year 2000 in carrying out such a program under this title.

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

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

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

(C) an assurance that the area agency on aging will make services under the area plan available, to the same extent as such services are available to

older individuals within the planning and service area, to older Native Americans.

(13)(A) Each area agency on aging shall provide assurances that the area agency on aging will maintain the integrity and public purpose of services provided, and service providers, under this title in all contractual and commercial relationships.

(13)(B) Each area agency on aging shall provide assurances that the area agency on aging will disclose to the Assistant Secretary and the State agency--

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

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

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

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

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

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

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

(A) to provide benefits and services to older individuals, giving priority to older individuals identified in paragraph (4)(A)(i); and

(B) in compliance with the assurances specified in paragraph (13) and the limitations specified in section 212;

18. Federal Regulations-

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

19. Wisconsin Elders Act

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

Wisconsin Statutes Chapter 46.82 Aging unit.

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

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

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

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

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

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

14. If the department is so requested by the county board of supervisors, administer the pilot projects for home and community –based long–term support services under s. 46.271.
15. If designated under s. 46.90 (2), administer the elder abuse reporting system under s. 46.90.
16. If designated under s. 46.87 (3) (c), administer the Alzheimer’s disease family and caregiver support program under s. 46.87.
17. If designated by the county or in accordance with a contract with the department, operate the specialized transportation assistance program for a county under s. 85.21.
18. Advocate on behalf of older individuals to assist in enabling them to meet their basic needs.
19. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.283 (1) (a) 1., apply to the department to operate a resource center under s. 46.283 and, if the department contracts with the county under s. 46.283 (2), operate the resource center.
20. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.284 (1) (a) 1., apply to the department to operate a care management organization under s. 46.284 and, if the department contracts with the county under s. 46.284 (2), operate the care management organization and, if appropriate, place funds in a risk reserve.

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

(4) Commission On Aging.

(a) Appointment.

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

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

(b) Composition.

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

1. For an aging unit that is described in sub. (1) (a) 1. or 2., organized as a committee of the county board of supervisors, composed of supervisors and, beginning January 1, 1993, advised by an advisory committee, appointed by the county board. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.
2. For an aging unit that is described in sub. (1) (a) 1. or 2., composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.
3. For an aging unit that is described in sub. (1) (a) 3., the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.

(c) Terms.

Members of a county or tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and no member may serve more than 2 consecutive 3-year terms. Vacancies shall be filled in the same manner as the original appointments. A county or tribal commission on aging member appointed under par. (a) 1. may be removed from office for cause by a two-thirds vote of each county board of supervisors or tribal governing body participating in the appointment, on due notice in writing and hearing of the charges against the member.


(c) Powers and duties.

A county or tribal commission on aging appointed under sub. (4) (a) shall, in addition to any other powers or duties established by state law, plan and develop administrative and program policies, in accordance with state law and within limits established by the department of health and family services, if any, for programs in the county or for the tribe or band that are funded by the federal or state government for administration by the aging unit. Policy decisions not reserved by statute for the department of health and family services may be delegated by the secretary to the county or tribal commission on aging. The county or tribal commission on aging shall direct the aging unit with respect to the powers and duties of the aging unit under sub. (3).

(5) Aging Unit Director; Appointment. A full-time aging unit director shall be appointed on the basis of recognized and demonstrated interest in and

knowledge of problems of older individuals, with due regard to training, experience, executive and administrative ability and general qualification and fitness for the performance of his or her duties, by one of the following:

- (a) 1. For an aging unit that is described in sub. (1) (a) 1., except as provided in subd. 2., a county or tribal commission on aging shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors or the tribal governing body that participated in the appointment of the county or tribal commission on aging.
- 2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors that participated in the appointment of the county commission on aging.
- (b) For an aging unit that is described in sub. (1) (a) 2., the director of the county department under s. 46.215, 46.22 or 46.23 of which the aging unit is a part shall make the appointment, subject to the personnel policies and procedures established by the county board of supervisors.
- (d) For an aging unit that is described in sub. (1) (a) 3., the commission on aging under sub. (4) (b) 3. shall make the appointment, subject to ch. 181.

 Jake Evidson 07/20/2018

Signature of Authorized Representative **Date**

11. Appendices

Attachment 1: Activity Interest Survey



Activity Interest Survey

Name _____

What are the best times for you to participate in programs and activities? Please check all that apply.

- | | |
|------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Early Mornings (8am – 10am) | <input type="checkbox"/> Lunchtime (Noon-1pm) |
| <input type="checkbox"/> Late Morning (10am – 12pm) | <input type="checkbox"/> Early Afternoon (1pm-3pm) |
| <input type="checkbox"/> Late Afternoon (3pm-4:30pm) | |

In order to provide quality programs and activities that meet the needs of the community, we are asking for your support to determine the types of programs and activities you would like to participate in. The following is a list of activities, classes, and events. Please indicate the likelihood of your participation using the scale below.

1 – unlikely to participate 2 – likely to participate 3 – definitely would participate

- | | | | |
|--------------------------------------|------------------------------|---------------------------------------|-------------------------|
| ___ Live Music | ___ Creative Writing | ___ Dance | ___ Education |
| ___ Community Engagement | ___ Billiards/Ping Pong | ___ Aerobics (Zumba, Pilates, etc...) | ___ Knitting/Crocheting |
| ___ Yoga | ___ Gardening | ___ Book Club | ___ Pickleball |
| ___ Movie Night | ___ Painting/Drawing Classes | ___ Bus Trips | ___ Bingo |
| ___ Cards (Euchre, Bridge, Cribbage) | ___ Computer Classes | ___ Photography | ___ Game Nights |
| ___ Theater/Drama | ___ Arts & Crafts | ___ Brain Fitness | ___ Baking/Cooking |
| | | ___ Caregiver | |

Please list any other activities you might like to see offered by the ADRC of Door County below:

List the top 3 activities in which you would like to participate from the options above:

1. _____ 2. _____ 3. _____

Interested in running an activity/program? Please write your idea and contact information below:

Activity/Program _____

Phone Number _____ E-mail _____

Would you be interested in volunteering for:

- | | |
|----------------------------------------|------------------------------------|
| ___ Meals on Wheels program | ___ Deliver our monthly newsletter |
| ___ Serve during a meal | ___ Other |
| ___ Help at our daily check in station | |

You can also fill this survey out online at xxx

Attachment 2: ADRC Questionnaire

Every three years, the Aging and Disability Resource Center of Door County is required by the State of Wisconsin to complete a strategic plan that serves as a platform to create, improve and expand services we provide our community. It is required to receive federal funding through the Older Americans Act. The working document is known as our "Three Year Aging Plan" and will cover years 2019-2021. Our staff and advisory committee members all participate in the development of this plan, but most important is input from you. Please fill this questionnaire out and return it to us.

1. What part of Door County do you live?

Northern Door Washington Island Southern Door Sturgeon Bay

2. What is your gender? _____

3. How old are you?

Under 40 40-49 50-59 60-69 70-79 80-89 90+

4. Where do you receive or look for information on the news around Door County? (Check all that apply)

WDOR Radio Station WBDK Radio Station 106.9 Lodge Radio Station
 Peninsula Pulse Newspaper Advocate Newspaper Facebook Other: _____

5. Are you aware of the Aging and Disability Resource Center of Door County?

Yes No

6. What do you feel are the main challenges in your life? (Check all that apply)

Financial Mental Health Transportation Healthcare/Prescription Medication
 Nutrition Isolation Caregiving Physical Fitness Other: _____

7. Are you providing assistance or support for a family member or friend?

Yes No

8. Are you receiving assistance or support for a family member or friend?

Yes No

9. Do you know someone who is living with dementia or Alzheimer's?

Yes No

10. Do you currently live alone?

Yes No

11. In an effort to improve the services provided to the older adult population of Door County, we would be interested in knowing if there are any issues that you are aware of that aren't being met? Please write your comment on the back of this questionnaire.

Attachment 3: Community Caregiving Conversations

Sunshine House, Neighbor to Neighbor and the ADRC invite you to join us for 1 of 3 Community Conversations around caregiving *and* a showing of the PBS documentary *Care*.

Dates and Locations

March 14th: 1:00 pm - ADRC, 916 N 14th Ave., Sturgeon Bay

April 11th: 11:00 am - Northern Door YMCA, Fish Creek

Brussels Community Center - TBD



Care

Please join the conversation and learn more about:

- What services are available?
- What the cost of services are?
- What resources are available to help pay for services?
- What needed services are missing?
- What the demand is for caregivers?
- What caregivers are paid?



Although we'd rather not think about it, we're all aging. And if we're lucky enough to live a long life, most of us will need help. 90% of Americans want to age at home, but who will provide the care we'll need?

Care pulls back the curtain on the largely unseen world of home elder care. With a verité eye, it follows the stories of care workers and their clients. We meet undocumented Vil who lovingly cares for 93 year-old Dee — long an independent businesswoman, who lives 3,000 miles away from her close family. We go to work with Laurie, mother of 5, who tends wheelchair-bound Larry in a tiny rural town. We meet Tom whose husband, a CBS executive, suffers from severe Parkinson's disease and requires 24/7 help.

Care depicts the beauty and social importance of home based care. It also reveals the cracks in a system that leaves workers earning poverty wages and families struggling to pay for the care they need. The film raises critical questions to invite dialogue and engagement before we hit a care crisis.

The CARE documentary illuminates the close relationships between direct care workers and the older adults and families whom they serve; the challenging working conditions faced by direct care workers; and the barriers older adults and family caregivers experience in accessing home-based direct care.



Sunshine House Inc.



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