

County/Tribal Plan on Aging 2010-2012

Vilas County

DRAFT

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EXECUTIVE SUMMARY

The aging network, in general, and the Vilas County Commission on Aging, in particular, is at a crossroads... a place in time when critical decisions must be made.

Transportation services, nutrition programs, benefit information and assistance, Handyman and Chore programs, caregiver training and education must continue. A Regional transportation plan must be addressed, and Aging Disability Resource Centers organized. All current services must continue and new services added, while finding new and better ways to operate. We will need to do more with less. Apparently the status quo is the new increase.

Vilas County is projected, by the Department of Human Services, to have the second largest percentage of persons over the age of 65 in the state, through 2030. The combination of static funding and the expanding mature population place increasing pressure on the aging network and the Vilas County Commission on Aging. The number of "Boomers" entering the age of eligibility may well double over the next 25 years. Static funding must buy goods and services that are increasing in cost due to inflation, and for a number of individuals that is rapidly expanding. The situation is intensified by the recession facing the entire country.

The width of the service line will be maintained and expanded to meet the needs of consumers. We will strive to be, within policy, guidelines and budget, market driven. More discretion will be applied to the depth of each service.

Without changing services and supports, an image shift should be undertaken to attract younger, more image conscious members of the demographic group. Further, increased attention will need to be paid to consumers, caregivers and families of persons diagnosed with Alzheimer's disease and dementia related disorders.

Focus Area goals are the practical expression of what we believe consumers of the Vilas County Commission on Aging will require over the course of this plan. In spite of the formidable challenges ahead, the Vilas County Commission on Aging will adhere to its mission, and pursue, vigorously, the goals published in this document.

**COUNTY APPROVAL OF THE PLAN FOR OLDER PEOPLE
FOR 2010-2012**

Vilas County

County/Tribe

This plan represents the intent of the county/tribe 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 the designated county/tribe, 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 2010-2012.

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

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

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

Signature, and Title of the Authorized County Board/Tribal Council Date

SECTION 1 - ORGANIZATION AND STRUCTURE OF THE AGING UNIT

Section I-A Overview of the Aging Unit

VILAS COUNTY COMMISSION ON AGING

Mission Statement

8/08

We, the Vilas County Commission on Aging, are a professional agency, dedicated to advocating for the community, working with consumers to access resources, empowering them to make positive life changes. With high ethical standards, we partner with other agencies whenever that alliance benefits the consumer.

Utilizing federal, state and local funding, along with consumer donations, we provide a wide array of services and supports to maintain and enhance the health and wellness of our consumers.

We serve Vilas County consumers who are residents, 60 years of age or greater, their caregivers, families, as well as people with disabilities.

SECTION 1 - ORGANIZATION AND STRUCTURE OF THE AGING UNIT

Section 1-B Organizational Chart of the Aging Unit

VILAS COUNTY COMMISSION ON AGING

ORGANIZATION CHART

Citizens of Vilas County

Vilas County Board of Supervisors

Committee Chair

Committee Vice-Chair
Elected Board Member

Committee Members

Director

Commission on Aging Staff

Coordinator
Handyman Program
Chore Services
Alzheimer's Support

Coordinator
Caregiver Support
Friendly Visitor
Health & Wellness
Information & Assistance

Coordinator
Administrative Support
Transportation
Transportation Sub-
Committee
Nutrition Program
Nutrition Program Staff
Nutrition Advisory Council
Information & Assistance

Benefit Specialists
Information & Assistance
Referral
Technical Assistance

SECTION 1 - ORGANIZATION AND STRUCTURE OF THE AGING UNIT

Section 1-C Statutory Requirements for Aging Units

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/tribe chosen?	Check One
1. An agency of county/tribal government with the primary purpose of administering programs for older individuals of the county/tribe.	X
2. A unit, within a county/tribal department with the primary purpose of administering programs for older individuals of the county/tribe.	
3. A private nonprofit corporation, as defined in s. 181.0103 (17).	
Organization of the Commission on Aging -The law permits one of three options. Which of the following permissible options has the county/tribe 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/tribe have a full-time aging director as required by law?	Yes/

SECTION 1 - ORGANIZATION AND STRUCTURE OF THE AGING UNIT

Section 1-D Membership of the Policy-Making Body

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

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

Official Name of the Aging Unit’s Policy-Making Body-			
Name of Individual	Age 60 and Older	Elected Official	Year First Term Began
Erv Teichmiller	X	X	2008
Dennis Nielsen	X	X	2004
Mary Platner	X	X	2008
Betty Gussick	X		2005
Betty Hansen	X		2006
Pat Haller	X		2009
Shirley Haws	X		2008
Kris Main	X		2009
Danielle Montgomery			2008
Robert Myers	X		2009
June Wedell	X		2008
Chris Wise	X		2007

SECTION 1 - ORGANIZATION AND STRUCTURE OF THE AGING UNIT

Section 1-F Staff of the Aging Unit

Listed below are the people employed by the aging unit as the aging unit director, nutrition director, lead information and assistance specialist, benefit specialist, transportation coordinator, and caregiver coordinator. Attach additional pages as needed.

Name: Joe Fortmann Job Title: Director Telephone Number/email Address: 715-479-3626, jofort@co.vilas.wi.us
Brief Description of Duties: Direct operation of county aging unit, including various committee activity, Caregiver Support, Handyman, Chore, Health & Wellness, Friendly Visitor, Information & Assistance, Nutrition, Transportation, Referral, Technical Assistance. Partner with Community Options, United Way, Food Pantry, Community Dinners, Daybreak Respite Care, Alzheimer's Association, others.
Name: Sue Richmond Job Title: Administrative/Nutrition/Transportation Coordinator Telephone Number/email Address: 715-479-3625, surich@co.vilas.wi.us
Brief Description of Duties: Coordinate office activity, process documents, maintain budget, coordinate nutrition and transportation programs
Name: Donna Barron Job Title: Program Coordinator Telephone Number/email Address: 715-479-3725
Brief Description of Duties: Coordinate Caregiver Support, Friendly Visitor, Health & Wellness, Information & Assistance
Name: Penny LaFata Job Title: Program Coordinator Telephone Number/email Address/email Address: 715-479-3726 pelafa@co.vilas.wi.us
Brief Description of Duties: Coordinate Chore and Handyman programs, Alzheimer's supports

Name: Connie Gengle

Job Title: Benefit Specialist

Telephone Number/email Address: 715-479-3628 cogeng@co.vilas.wi.us

Name: Pamme Williams

Job Title: Benefit Specialist

Telephone Number/email Address: 715-479-3630 pawill@co.vilas.wi.us

Brief Description of Duties: Operate benefit counseling, referral, technical assistance

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SECTION 2 - CONTEXT

The Environment

Vilas County is situated in far north central Wisconsin, sharing the state line with Michigan's Upper Peninsula. The natural beauty is beyond compare. Pristine lakes, rivers, spectacular shore line and primeval forests are the natural resource. For that reason, the recreation and resort industries have, and continue to, thrive. People who have vacationed in Vilas County do so year after year. They like the place! Because the area is so well liked, Vilas County has become a magnet for retirees.

**Vilas County: July 1, 2007
Population**

Age Group	Males	Females	Total	Percent Change from 2000
0-14	1,537	1,414	2,951	-15.7%
15-19	666	593	1,259	2.9%
20-24	501	466	967	45.4%
25-29	483	444	927	14.4%
30-34	459	461	920	-11.8%
35-39	578	606	1,184	-17.8%
40-44	738	741	1,479	-5.9%
45-54	1,782	1,888	3,670	22.9%
55-64	1,948	1,981	3,929	31.1%
65-74	1,521	1,476	2,997	8.9%
75-84	804	903	1,707	9.4%
85+	212	352	564	17.0%
Total	11,229	11,325	22,554	7.2%

Age Group	Males	Females	Total	Percent Change from 2000
0-17	1,926	1,744	3,670	-15.5%
18-44	3,036	2,981	6,017	1.8%
45-64	3,730	3,869	7,599	27.0%
65+	2,537	2,731	5,268	9.9%
Total	11,229	11,325	22,554	7.2%

Source: Bureau of Health Information and Policy, Division of Public Health, Wisconsin Department of Health Services.

It is quite clear from the chart above where the largest increases in population exist. Socio-economic status of Vilas County residents, seasonal and year-around, range from the very wealthy, to the impoverished.

A document titled, "Wisconsin's "Elder Boom"", projects that the population of persons greater than 65 years of age will be between 21% and 24% of the total county population by 2010. In hard numbers, that translates to between 4620 and 5280 individuals. Ten years down the road, the percentage increases to greater than 27%, or more than 6,000 people over the age of 65.

Source: Wisconsin Department of Administration Demographic Services,
Bureau of Aging and Disability Resources

Keep in mind that the current population will continue to age while the 'baby boomers', entering their sixth decade, will increase the size of the population segment, as a whole.

How will these population shifts affect Vilas County? How will Vilas County choose to respond?

In general terms, the Vilas County Commission on Aging can foresee an increase in the depth of the services offered, but less an issue with the width of the service line... more people being served, similar service offerings.

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SECTION 3 - PLANNING PROCESS

The Vilas County Commission on Aging features several doorways into the planning process. Operating committees include:

- Commission on Aging
- Nutrition Advisory Council
- Transportation Sub-Committee, Attachment #1
- ADRC/HSC Committee, Attachment #2

The COA follows, closely, Open Meeting Law and protocols. Each committee, with the exception of the ADRC/HSC Committee, has majority of at-large, or community members. All members, including at-large, community members, are expected to bring local issues to the committees. Such issues are weighed for substance, validity. Following, appropriate action can be recommended, developed and enacted.

There exists a standing, monthly agenda item for Public Comment.

A copy of Committee Member Job Description and Expectations is included.

Attachment #1

VILAS COUNTY COMMISSION ON AGING

Transportation Providers

Organization	Contact
Headwaters, Inc.	Julie Deaton
Lac du Flambeau Seniors and Disabilities	Danielle Montgomery
Lakeland Retirement Foundation	Holly Schwartz
Northwoods Seniors, Inc.	Robert Maxwell
Phelps Senior Citizens Club, Inc.	Gloria Ellingham
St. Germain Prime Timers, Inc.	Verdelle Mauthe
S.E.R.V.E., Inc.	Karen Stanton

Drivers

Phelps Senior Citizens Club, Inc.	Richard Peterson
Northwoods Seniors, Inc.	Tom Pekarske

Transportation Sub-Committee, 2009

Last Name	First Name
Nielsen	Dennis
Haller	Patricia
Haws	Shirley
Main	Kris
Myers	Robert
Wedell	June
Wise	Chris

Attachment #2

ADRC/HSC COMMITTEE

Last	First	City	State
Bauman	Al	Lac du Flambeau	WI
Bedish	Maynard	Eagle River	WI
Fortmann	Joe	Eagle River	WI
Platner	Mary	St. Germain	WI
Rayala	Charles	Manitowish Waters	WI
Schiek	Greg	Eagle River	WI
Teichmiller	Erv	Arbor Vitae	WI

SECTION 4 - FEDERALLY REQUIRED FOCUS AREAS

Focus Area – Emergency Preparedness Plans

Goals Statement: Although not specifically included in the Vilas County Emergency Operations Plan, the Vilas County Commission on Aging is ready to assist in serving the special needs of mature consumers in the event of a disaster or other large scale emergency.

Goal #1

- A. Develop lists of contact information
 1. Vilas County Commission on Aging, Staff List
 2. Vilas County Senior Dining Sites, Attachment #3
 3. Vilas County Senior Organizations, Attachment #4

Resources Available

Resources include emergency food pantry, central kitchen, shelter and transportation, including assistance with the unique challenges associated with evacuation of the frail and elderly. Further, the commission maintains the SAMS database with web-based contact information for all consumers, in particular, those who may be in greatest need during an emergency.

Primary Contact to Access Services

Joe Fortmann, Director
Office phone: 715-479-3626
Cell phone: 715-617-9079
E-mail: jofort@co.vilas.wi.us

Alternate Contact

Sue Richmond, Transportation & Nutrition Coordinator
Office phone: 715-479-3625
Cell phone: 540-471-9304
Email: surich@co.vilas.wi.us

Nutrition Sites, Food, Central Kitchen, Shelter

Primary Contact For All Sites

Joe Fortmann, Director
Office phone: 715-479-3626
Cell phone: 715-617-9079
E-mail: jofort@co.vilas.wi.us

Alternate Contact

Sue Richmond, Transportation & Nutrition Coordinator
Office phone: 715-479-3625
Cell phone: 540-471-9304
Email: surich@co.vilas.wi.us

Nutrition Site/Kitchen/Senior Center

Site Contact:

S.E.R.V.E., Kalmar Center
1011 N. Railroad St.
Eagle River, WI 54521

Karen Stanton, 715-479-5850

Senior Center

Site Contact

PrimeTimers
Community Center
Hwys 155 & 70
St. Germain, WI 54558

Verdelle Mauthe, 715-542-2951

Transportation

Vans, fourteen passenger buses, private automobiles are available. Contacts are as follows:

Primary Contact

Sue Richmond, Transportation & Nutrition Coordinator
Office phone: 715-479-3625
Cell phone: 540-471-9304
Email: surich@co.vilas.wi.us

Alternate Contact

Joe Fortmann, Director
Office phone: 715-479-3626
Cell phone: 715-617-9079
E-mail: jofort@co.vilas.wi.us

Goal #2

Goal Statement: The COA will research, develop, print, laminate and distribute a Home Emergency Plan to a maximum of 75 Home Delivered Meal consumers as well as other consumers deemed to be at risk. This goal will be complete by June 30, 2010 and include the following:

- Information on meal site closings
 - Due to weather conditions
School closing equals meal site closing
 - Declared emergency

- How to stay warm if power is lost
“Cold Weather Spells Danger” sheet
- List of food items to have on hand

Goal #3

Goal Statement: Emergency Bucket

Refresh food supplies to each bucket holder on an annual basis.

- Home Emergency Plan, as listed in Goal #2
- Food items
 - Canned juice, 3
 - Canned vegetables, 3
 - Canned fruit, 3
 - Canned meat/fish, 3
 - Canned soup, 3
 - Dessert, 3
 - Canned/packageged beverages
 - . Canned milk, 2
 - . Tea bags, 6
 - . Cocoa mix, 3
 - . Instant coffee
 - . Dry milk
 - . Bottled water
 - Jar peanut butter
 - Jar jelly
 - Dry crackers
- Small flashlight/batteries
- Manual can opener

Attachment #3

**VILAS COUNTY COMMISSION ON AGING
Nutrition Program Dining
Sites**

For reservations please call 24 hours in advance!

Location	Address	City	State	Zip	Days of Svc
Boulder Beer Bar	5509 HWY M, PO Box 317	Boulder Junction	WI	54512	Mon/Wed/Thurs
Fibbers	8679 Big St. Germain Lk. Rd.	St. Germain	WI	54558	Mon/Wed/Fri
Kalmar Senior Cntr.	1011 N. Railroad St.	Eagle River	WI	54521	Mon-Fri
Lac du Flambeau Wellness Cntr.	125 Old Abe Rd./Hwy 47	Lac du Flambeau	WI	54538	Mon/Wed/Fri
Phelps Senior Center	2383 Hwy 17	Phelps	WI	54554	Mon/Wed/Fri
1938 North LLC	4103 Hwy B	Land O' Lakes	WI	54540	Mon/Wed/Thurs

Attachment #4

VILAS COUNTY SENIOR ORGANIZATIONS

Organization	Street/P.O. Box	City	State	Zip	Phone
Headwaters, Inc.					
Lac du Flambeau Veterans, Aging, LTC	P.O. Box 700	Lac du Flambeau	WI	54538	715-588-3303
Lakeland Retirement Foundation	P.O. Box 1815	Woodruff	WI	54568	715-356-9118
Northwoods Seniors, Inc.	6893 Marjorie Dr.	Manitowish Waters	WI	54545	715-686-2983
Phelps Senior Citizens, Inc.	4343 Maple Rd.	Phelps	WI	54554	715-545-8306
St. Germain Prime Timers	P.O. Box 119	Sayner	WI	54560	715-542-2951
S.E.R.V.E., Inc.	1011 N. Railroad St.	Eagle River	WI	54521	715-479-5850

SECTION 4 - FEDERALLY REQUIRED FOCUS AREAS

Focus Area - Transportation Coordination

Goal #1

Goal Statement: By 6/31/12, the Vilas County Commission on Aging, Transportation Sub-Committee, will have in place, consistent policy for acquisition and operation of vehicles through the 53/10 grant process. This policy will affect all clubs, transportation providers operating funds re-granted through the COA.

<u>Action Plan</u> <u>Action</u>	<u>Responsibility</u>	<u>Due</u>
1. Review existing policy and procedure	Sub-Committee Chair Coordinator Director	12/31/10
2. Develop and draft policy to address the diverse set of options under which transportation providers operate	Sub-Committee Coordinator Director	6/30/11
3. Submit policy to state agencies and Corporation Counsel for review	Director	7/11
4. Incorporate state agency and corporation counsel revisions	Coordinator Director	10/11
5. Present final draft to COA for approval	Director	1/12

Goal #2

Goal Statement: By 12/31/11, the Vilas County Commission on Aging will participate, effectively, in the Tri-County Transportation meetings, including Forest and Oneida Counties, and in the WI DOT regional transportation coordinating meetings to increase and improve service in the region.

<u>Action Plan</u> <u>Action</u>	<u>Responsibility</u>	<u>Due</u>
1. Facilitate/attend Tri-County Meetings	Director, Coordinator	Quarterly
2. Provide Vilas County Input	Director, Coordinator	Ongoing As Needed
3. Participate in Regional Coordination Meetings	Director,	As Scheduled

	Coordinator	
4. Report to the COA	Director Coordinator	Monthly
5. Open House to gain input from Vilas County Consumers	Director Coordinator	7/09

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SECTION 4 - FEDERALLY REQUIRED FOCUS AREAS

Focus Area - Family Caregiver Support Activities

Across program lines...

- **Information to caregivers about available services**
 1. Full page COA informational ad published 3 times per year, 2 local newspapers
 - a. Constructed to mimic news articles
 - b. Caregiver Services Coordinator builds page
 - c. Includes information about available services
 - d. See attached
 2. Radio public service announcements
 3. Press releases to local newspapers, radio and television
 4. Local outreach through personal announcements by meal site managers at 6 meal sites
 5. Hard copy announcements delivered to Home Delivered Meals consumers
 6. One-on-one contacts through COA staff and committee members
 7. Distribution of more than 3,500 Vilas County Senior Resource Directories
 8. Postings in libraries, retail locations, restaurants, malls, community centers, more
- **Assistance to caregivers in gaining access to services**
 1. Three trained staff, capable of providing Information & Assistance
 2. All staff provide referral if unable to provide formal services
 3. Each contact is served in some way
- **Individual counseling, organization of support groups, and training to caregivers to assist in making decisions and solving problems related to their caregiving roles**
 1. Alzheimer's Family Caregiver Support Program
 2. Offer training, education, workshops
 - a. Caring for the Caregiver
 - b. Powerful Tools for Caregivers
 - c. Palliative Care workshop
 - d. Understanding Alzheimer's Disease
 3. Access to Alzheimer's Association and Northern Wisconsin Memory Diagnostic Center
 4. Services through Daybreak Adult Respite Care
 5. Access to and partnering with Alcoholics Anonymous, Alzheimer's Support Groups, Eagle River and Woodruff, Chronic Pain Support Group, Grief Support Groups, Horizons Cancer Support Group, Stroke Support Group, for services and supports coordination and training opportunities

6. In-office counseling done on a scheduled and walk-in basis
- **Respite care to enable caregivers to be temporarily relieved from their caregiving responsibilities**
 1. Access to and board representation with Daybreak Adult Respite Care, Eagle River
 2. Access to Pastime Club Adult Day Care, Woodruff
 3. COA provides monetary support in the form of reimbursement to consumers using Pastime and Daybreak services
 4. COA provides monetary support of Daybreak program
- **Supplemental services, on a limited basis, to complement the care provided by caregivers**
 1. Monetary support, reimbursement, for disease related goods and services

Goals #1 & #2 Statement: The Vilas County Commission on Aging will partner with community agencies and providers, such as Eagle River Community Hospital, Vilas County Social Services, University of Wisconsin Extension, Vilas County Department of Public Health and local units of government to provide education, information and access to services. Determine and use methods to attract more than minimum numbers of attendees.

Goal #1

Living Well With Chronic Conditions

1. Six week workshop
2. Operated spring and fall
3. Internal session evaluation process to determine effect for consumers
4. Sites
 - a. Local to courthouse
 - b. Remote from courthouse
5. Sessions/Dates
 - a. One complete by 11/30/09
 - b. One complete by 5/31/10
6. Responsibility
Caregiver Specialist

Goal #2

Research, develop, implement partnering with, at minimum, one other county, (Oneida), to increase interest and attendance at caregiver workshops and seminars.

Multiple session workshops and seminars

- 1. See Goal #1

Single session workshops and seminars

- 1. Research available presentation materials and requirements
- 2. Organize presentation materials and presentation
- 3. Determine partnering possibilities
- 4. Set dates and locations
- 5. Market and advertise sessions
- 6. One complete by 6/30/10
- 7. One complete by 12/31/10
- 8. Responsibility
Caregiver Specialist

Goal #3

Goal Statement: Increase access to and attendance at Daybreak Respite Care. Increase number of attendees by four.

<u>Action</u>	<u>Responsibility</u>	<u>Due</u>
Develop statement of need based on input from stakeholders	Director	1/10
Develop response plan Research funding sources to increase hours of service	Daybreak Board Director	6/1/10
Apply for funding	Daybreak Board	6/10
Following anticipated award, adjust service schedule	Director Daybreak Board	1/11
Plan and execute marketing, advertising, and public relations	Director Daybreak Board	3/11

SECTION 5 - LOCALLY DETERMINED FOCUS AREAS

Focus Areas – ADRC/MCO Formation, Falls Prevention & Fire Safety

Goal #1

Goal Statement: The Vilas County Commission on Aging seeks to identify and initiate dialog with Social Services Departments, Aging Departments, Tribal Organizations and others concerned with organization of Aging Disability Resource Centers and Managed Care Organization links to achieve consensus and develop working relationships. Partnering is fundamental to advance the process with counties and other organizations not already committed.

ADRC/MCO Organization

<u>Action</u>	<u>Responsibility</u>	<u>Due</u>
1. Identify possible stakeholders	Director	5/09
2. Partner with Oneida Aging Department Director to plan first stakeholder meeting	Director	6/09
3. Conduct first meeting		
a. Gather information from group about plans, desires, partnering wishes		
b. Assess desire for next meeting	Director	7/09
4. Communicate results to stakeholders	Director	8/09
5. Discuss, develop direction	Stakeholders Director	9/09
6. Begin partnering process	Stakeholders Director Local counties	1/10
7. Develop guidelines for equitable Partnerships, agreements	Stakeholders	9/10
8. Develop proposal for DHS	Partners	3/11

Goal #2

Goal Statement: The COA is committed to provide useable, practical education and training for consumers. The COA will partner with counties, local units of government, healthcare providers and others in researching, developing and presenting these valuable programs and services.

Balance, Falls Prevention Education

1. Partnering with Spine & Sport Physical Therapy
2. Set schedule, partnering with Spine & Sport
3. Include time for questions with demonstrations
4. One twenty minute session in each Nutrition Program site
5. Evaluation
 - a. Self test
 - b. Achieve comfort level with normal movement
 - c. Achieve higher level of safety
 - d. Fewer falls and injuries
6. Sessions to begin 6/10
7. Complete by 12/31/10
8. Sessions to be repeated annually
9. Responsibility
Director

Goal #3

o provides useable, practical education and training for consumers. The COA will partner with counties, local units of government, healthcare providers and others in researching, developing and presenting these valuable programs and services.

Fire Prevention/Fire Safety

1. Partner with local fire departments
2. Events to take place during, October, National Fire Prevention Month
3. One twenty minute session in each Nutrition Program site
4. Evaluation
 - a. Self test
 - b. Achieve knowledge about how to survive a fire

c. Participate in EDITH demonstration
Exit Drills In The Home

5. Sessions to begin on or about October 1, 2009 and 2010
6. Sessions to be complete on or about October 31, 2009 and 2010
7. Session to be presented annually
8. Responsibility
Director

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SECTION 6 - Budgets

See Attachment I

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County/Tribal Aging Unit Budget - 2010

Name of County/Tribe:

Vilas

Report for:

Budget

Title III-B Budget Amount:

\$ 37,605

Section 6-B Title III-B Supportive Services

Expenditure Category	Title III-B Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration	9,880		1,098			72,085			83,063
2. Personal Care									-
3. Homemaker									-
4. Chore	5,000		556			22,057			27,613
5. Home Del Meals									
6. Adult Day Care									-
7. Case Management									-
8. Congregate Meals									
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation	1,000	17,002	111		85,008		6,500	7,000	116,621
12. Legal/Ben. Assist.	1,881		209			32,036			34,126
13. Nutrition Education									-
14. Info. & Assistance	9,483		1,054						10,537
15. Outreach	2,500		278						2,778
16. Public Information									-
17. Counsel. & Training									-
18. Temporary Respite									-
19. Med.Mgt/Scr./Edu.									-
20. Advoc./Lead.Devel.									-
21. Other	7,861		874						8,735
Total	37,605	17,002	4,180	-	85,008	126,178	6,500	7,000	283,473

Remaining Budget Balance
 Percent of Access to Services
 Percent of Legal/Ben. Assist.
 Percent of In-Home Services
 Total Non-Federal Match

-
 35% **Ok - You provide at least 6% of your allocation to Services Associated with Access to Services.**
 5% **Ok - You provide at least 5% of your allocation to Legal/Benefit Assistance Services.**
 13% **Ok - You provide at least 7% of your allocation to In-Home Services.**
 21,182 **Ok - Minimum Match Met**

County/Tribal Aging Unit Budget - 2010

Name of County/Tribe:

Vilas

Report for:

Budget

Title III-C1 Budget Amount:

\$ 96,844

Section 6-C1 Title III-C1 Congregate Meals

Expenditure Category	Title III-C1 Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals	26,148		2,905						29,053
6. Adult Day Care									
7. Case Management									
8. Congregate Meals	70,696		7,856				30,000	25,000	133,552
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation									-
12. Legal/Ben. Assist.									
13. Nutrition Education									-
14. Info. & Assistance									-
15. Outreach									-
16. Public Information									-
17. Counsel. & Training									
18. Temporary Respite									
19. Med.Mgt/Scr./Edu.									
20. Advoc./Lead.Devel.									
21. Other									-
Total	96,844	-	10,761	-	-	-	30,000	25,000	162,605

Remaining Budget Balance

-

Percentage of HDM

27% **Ok - You provide no more than 45% of your allocation to Home Delivered Meals.**

Total Non-Federal Match

10,761 **Ok - Minimum Match Met**

County/Tribal Aging Unit Budget - 2010

Name of County/Tribe:

Vilas

Report for:

Budget

Title III-C2 Budget Amount:

\$ 22,578

Section 6-C2

Title III-C2 Home Delivered Meals

Expenditure Category	Title III-C2 Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals	22,578		2,509			5,350	44,000	35,000	109,437
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation									-
12. Legal/Ben. Assist.									
13. Nutrition Education									-
14. Info. & Assistance									-
15. Outreach									-
16. Public Information									-
17. Counsel. & Training									
18. Temporary Respite									
19. Med.Mgt/Scr./Edu.									
20. Advoc./Lead.Devel.									
21. Other									-
Total	22,578	-	2,509	-	-	5,350	44,000	35,000	109,437

Remaining Budget Balance

-

Total Non-Federal Match

2,509 **Ok - Minimum Match Met**

County/Tribal Aging Unit Budget - 2010

Name of County/Tribe:

Vilas

Report for:

Budget

Nutrition Services Incentives Program (NSIP) Budget Amount:

\$ 16,725

Section 6-NSIP Nutrition Services Incentives Program (NSIP)

Expenditure Category	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration								
2. Personal Care								
3. Homemaker								
4. Chore								
5. Home Del Meals			7,870					7,870
6. Adult Day Care								
7. Case Management								
8. Congregate Meals			8,855					8,855
9. Nutrition Counsel.								
10. Assisted Transpo.								
11. Transportation								
12. Legal/Ben. Assist.								
13. Nutrition Education								
14. Info. & Assistance								
15. Outreach								
16. Public Information								
17. Counsel. & Training								
18. Temporary Respite								
19. Med.Mgt/Scr./Edu.								
20. Advoc./Lead.Devel.								
21. Other								
Total	-	-	-	16,725	-	-	-	16,725

Remaining Budget Balance

0

County/Tribal Aging Unit Budget - 2010

Name of County/Tribe:

Vilas

Report for:

Budget

Title III-D Budget Amount:

\$ 2,587

Section 6-D Title III-D Disease Prevention and Health Promotion Services

Expenditure Category	Title III-D Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									-
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									-
15. Outreach									
16. Public Information	1,627		181						1,808
17. Counsel. & Training	300		33						333
18. Temporary Respite									
19. Med.Mgt/Scr./Edu.	660		75						735
20. Advoc./Lead.Devel.									
21. Other									-
Total	2,587	-	289	-	-	-	-	-	2,876

Remaining Budget Balance

-

Percent of Med. Mgt/Scr./Edu.

26% **Ok - You provide at least 25.44% of your allocation to Medication Management/Screening/Education.**

Total Non-Federal Match

289 **Ok - Minimum Match Met**

County/Tribal Aging Unit Budget - 2010

Name of County/Tribe:

Vilas

Report for:

Budget

Title III-E Budget Amount:

\$ 15,637

Section 6-E Title III-E Family Caregiver Support Program

Expenditure Category	Title III-E Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									-
3. Homemaker									-
4. Chore									-
5. Home Del Meals									
6. Adult Day Care									-
7. Case Management									-
8. Congregate Meals									
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation									-
12. Legal/Ben. Assist.									-
13. Nutrition Education									
14. Info. & Assistance	8,000								8,000
15. Outreach	1,490								1,490
16. Public Information	3,647								3,647
17. Counsel. & Training	2,500								2,500
18. Temporary Respite									-
19. Med.Mgt/Scr./Edu.									-
20. Advoc./Lead.Devel.									
21. Other									-
Total	15,637	-	-	-	-	-	-	-	15,637

Remaining Budget Balance

-

Percent of Suppl. Services

0% **Ok - You provide no more than 20% of your allocation to Supplemental Services.**

Total Non-Federal Match

- **Not Ok - Your Cash Match and/or In-Kind Match does not meet the Mimimum Match requirement.**

County/Tribal Aging Unit Budget - 2010

Name of County/Tribe:

Vilas

Report for:

Budget

AFCSP Budget Amount:

\$ 7,418

Section 6-AFCSP State Alzheimer's Family and Caregiver Support Program

Expenditure Category	AFCSP Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
19. Med.Mgt/Scr./Edu.									
20. Advoc./Lead.Devel.									
21. Other	7,418								7,418
Total	7,418	-	-	-	-	-	-	-	7,418

Match for Title III-E 7,418

Note: To avoid duplication of match this will be adjusted on the Summary Page.

Remaining Budget Balance -

County/Tribal Aging Unit Budget - 2010

Name of County/Tribe:

Vilas

Report for:

Budget

State Elderly Benefit Services Budget Amount:

\$ 28,215

Section 6-BS

State Elderly Benefit Services

Expenditure Category	State Elderly Benefit Services Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.	28,215		3,135		3,956				35,306
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
19. Med.Mgt/Scr./Edu.									
20. Advoc./Lead.Devel.									
21. Other									
Total	28,215	-	3,135	-	3,956	-	-	-	35,306

Remaining Budget Balance

-

Total Non-Federal Match

3,135 **Ok - Minimum Match Met**

County/Tribal Aging Unit Budget - 2010

Name of County/Tribe:

Vilas

Report for:

Budget

State Elder Abuse Services Budget Amount:

\$ 12,707

Section 6-EA

State Elder Abuse Direct Services

Expenditure Category	State Elder Abuse Services Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
19. Med.Mgt/Scr./Edu.									
20. Advoc./Lead.Devel.									
21. Other									-
Total	-	-	-	-	-	-	-	-	-

Remaining Budget Balance

12,707

County/Tribal Aging Unit Budget - 2010

Name of County/Tribe:

Vilas

Report for:

Budget

State Senior Community Services Budget Amount:

\$ 6,715

Section 6-SCS

State Senior Community Services

Expenditure Category	State SCS Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									-
3. Homemaker									-
4. Chore									-
5. Home Del Meals	6,715		747						7,462
6. Adult Day Care									-
7. Case Management									-
8. Congregate Meals									-
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation									-
12. Legal/Ben. Assist.									-
13. Nutrition Education									-
14. Info. & Assistance									-
15. Outreach									-
16. Public Information									-
17. Counsel. & Training									-
18. Temporary Respite									-
19. Med.Mgt/Scr./Edu.									-
20. Advoc./Lead.Devel.									-
21. Other									-
Total	6,715	-	747	-	-	-	-	-	7,462

Remaining Budget Balance

-

Total Non-Federal Match

747 **Ok - Minimum Match Met**

County/Tribal Aging Unit Budget - 2010

Name of County/Tribe:

Vilas

Report for:

Budget

Section 6-Other

Other Budget

Expenditure Category	Federal/State Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									-
2. Personal Care									-
3. Homemaker									-
4. Chore									-
5. Home Del Meals									-
6. Adult Day Care									-
7. Case Management									-
8. Congregate Meals									-
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation						28,000			28,000
12. Legal/Ben. Assist.									-
13. Nutrition Education									-
14. Info. & Assistance									-
15. Outreach						950			950
16. Public Information									-
17. Counsel. & Training									-
18. Temporary Respite									-
19. Med.Mgt/Scr./Edu.									-
20. Advoc./Lead.Devel.									-
21. Other						1,593			1,593
Total	-	-	-	-	-	30,543	-	-	30,543

County/Tribal Aging Unit Budget - 2010

Name of County/Tribe:

Vilas

Report for:

Budget

Total Budget Amount:

\$ 247,031

Summary Budget

Expenditure Category	Federal/State Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration	9,880	-	1,098	-	-	72,085	-	-	83,063
2. Personal Care	-	-	-	-	-	-	-	-	-
3. Homemaker	-	-	-	-	-	-	-	-	-
4. Chore	5,000	-	556	-	-	22,057	-	-	27,613
5. Home Del Meals	55,441	-	6,161	7,870	-	5,350	44,000	35,000	153,822
6. Adult Day Care	-	-	-	-	-	-	-	-	-
7. Case Management	-	-	-	-	-	-	-	-	-
8. Congregate Meals	70,696	-	7,856	8,855	-	-	30,000	25,000	142,407
9. Nutrition Counsel.	-	-	-	-	-	-	-	-	-
10. Assisted Transpo.	-	-	-	-	-	-	-	-	-
11. Transportation	1,000	17,002	111	-	85,008	28,000	6,500	7,000	144,621
12. Legal/Ben. Assist.	30,096	-	3,344	-	3,956	32,036	-	-	69,432
13. Nutrition Education	-	-	-	-	-	-	-	-	-
14. Info. & Assistance	17,483	-	1,054	-	-	-	-	-	18,537
15. Outreach	3,990	-	278	-	-	950	-	-	5,218
16. Public Information	5,274	-	181	-	-	-	-	-	5,455
17. Counsel. & Training	2,800	-	33	-	-	-	-	-	2,833
18. Temporary Respite	-	-	-	-	-	-	-	-	-
19. Med.Mgt/Scr./Edu.	660	-	75	-	-	-	-	-	735
20. Advoc./Lead.Devel.	-	-	-	-	-	-	-	-	-
21. Other	15,279	-	874	-	-	1,593	-	-	17,746
AFCSP Adjustment	7,418	(7,418)	-	-	-	-	-	-	-
Total	225,017	9,584	21,621	16,725	88,964	162,071	80,500	67,000	671,482

Remaining Budget Balance 5,289

Minimum NFSCP Requirements to Meet

Address Line 18 - Temporary Respite

**ASSURANCE OF COMPLIANCE WITH
FEDERAL AND STATE LAWS AND REGULATIONS**

On behalf of the designated county/tribal organization, we certify that the

Vilas County

(Give the full name of the aging unit)

has reviewed the appendix to the county/tribal plan entitled Assurances of Compliance with Federal and State Laws and Regulations for 2010-2012. We assure that the activities identified in this plan will be carried out to the best of the ability of the county/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 2010-2012.

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

Signature, and Title of the Authorized County Board/Tribal Council Date

DRAFT

ASSURANCES

The applicant certifies compliance with the following regulations:

1. Legal Authority of the Applicant

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

2. Outreach, Training, Coordination & Public Information

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

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

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

4. Advisory Role to Service Providers of Older Persons

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

5. Contributions for Services

- The applicant shall assure that agencies providing services supported with Older Americans Act and state aging funds shall give older adults a free and voluntary

opportunity to contribute to the costs of services consistent with the Older Americans Act regulations.

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

6. Confidentiality

- The applicant shall ensure that no information about, or obtained from an individual and in possession of an agency providing services to such individual under the county/tribal or area plan, shall be disclosed in a form identifiable with the individual, unless the individual provides his/her written informed consent to such disclosure.
- Lists of older adults compiled in establishing and maintaining information and referral sources shall be used solely for the purpose of providing social services and only with the informed consent of each person on the list.
- In order that the privacy of each participant in aging programs is in no way abridged, the confidentiality of all participant data gathered and maintained by the State Agency, the Area Agency, the county or tribal aging agency, and any other agency, organization, or individual providing services under the State, area, county, or tribal plan, shall be safeguarded by specific policies.
- Each participant from whom personal information is obtained shall be made aware of his or her rights to:
 - (a) Have full access to any information about one's self which is being kept on file;
 - (b) Be informed about the uses made of the information about him or her, including the identity of all persons and agencies involved and any known consequences for providing such data; and,

(c) Be able to contest the accuracy, completeness, pertinence, and necessity of information being retained about one's self and be assured that such information, when incorrect, will be corrected or amended on request.

- All information gathered and maintained on participants under the area, county or tribal plan shall be accurate, complete, and timely and shall be legitimately necessary for determining an individual's need and/or eligibility for services and other benefits.
- No information about, or obtained from, an individual participant shall be disclosed in any form identifiable with the individual to any person outside the agency or program involved without the informed consent of the participant or his/her legal representative, except:
 - (a) By court order; or,
 - (b) When securing client-requested services, benefits, or rights.
- The lists of older persons receiving services under any programs funded through the State Agency shall be used solely for the purpose of providing said services, and can only be released with the informed consent of each individual on the list.
- All paid and volunteer staff members providing services or conducting other activities under the area plan shall be informed of and agree to:
 - (a) Their responsibility to maintain the confidentiality of any client-related information learned through the execution of their duties. Such information shall not be discussed except in a professional setting as required for the delivery of service or the conduct of other essential activities under the area plan; and,
 - (b) All policies and procedures adopted by the State and Area Agency to safeguard confidentiality of participant information, including those delineated in these rules.
- Appropriate precautions shall be taken to protect the safety of all files, microfiche, computer tapes and records in any location which contain sensitive information on individuals receiving services under the State or area plan. This includes but is not limited to assuring registration forms containing personal information are stored in a secure, locked drawer when not in use.

7. Records and Reports

- The applicant shall keep records and make reports in such form and requiring such information as may be required by the Bureau of Aging and Disability Resources and in accordance with guidelines issued solely by the Bureau of Aging and Disability Resources and the Administration on Aging.
- The applicant shall maintain accounts and documents which will enable an accurate review to be made at any time of the status of all funds which it has

been granted by the Bureau of Aging and Disability Resources through its designated area agency on aging. This includes both the disposition of all monies received and the nature of all charges claimed against such funds.

8. Licensure and Standards Requirements

- The applicant shall assure that where state or local public jurisdiction requires licensure for the provision of services, agencies providing services under the county/tribal or area plan shall be licensed or shall meet the requirements for licensure. 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 authorized Area Agencies on Aging access to and the right to examine all records, books, papers or documents related to the grant.
- The applicant must agree to cooperate and assist in any efforts undertaken by the grantor agency, or the Administration on aging, to evaluate the effectiveness, feasibility, and costs of the project.
- The applicant must agree to conduct regular on-site assessments of each service provider receiving funds through a contract with the applicant under the county or tribal plan.

15. Maintenance of Non-Federal Funding

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

16. Regulations of Grantor Agency

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

17. Older Americans Act

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

18. Federal Regulations-

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

19. Wisconsin Elders Act

The aging unit must comply with the provisions of the Wisconsin Elders Act.

Wisconsin Statutes Chapter 46.82 Aging unit.

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

- (1) An agency of county or tribal government with the primary purpose of administering programs of services for older individuals of the county or tribe.
- (2) A unit, within a county department under s. 46.215, 46.22
- (3) or 46.23, with the primary purpose of administering programs of
- (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.

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