

**BAYFIELD COUNTY DEPARTMENT OF HUMAN SERVICES  
AGING AND DISABILITY SERVICES ADVISORY COMMITTEE  
Courthouse Conference Room A  
January 15, 2018  
4:00 p.m.**

**Committee Members Present:** Patricia Carver, Alan Filipczak, Kathryn Grafsgaard, Jeremy Oswald, Betty Schell

**Committee Members Excused:** Karen Anderson, Suzanne Rooney, Doug Defoe

**Committee Member Absent:** None

**Staff Present:** Carrie Linder, Jane Cook

**Others Present:** Larry Fickbohm

**Call to Order and Introductions**

Carver called the meeting to order at 4:01 p.m. and introductions were made.

**Review of the December 4, 2017 Minutes**

*Motion by Oswald to approve the minutes, second by Grafsgaard. Motion carried.*

**Discussion and Possible Action-Review 2018 Elder Abuse Application**

Linder reviewed the 2018 Elder Abuse Application. This is an annual application. Total allocation is \$9,900.00. This is the same amount as last year.

*Motion by Schell to approve the 2018 Elder Abuse Application, second by Oswald. Motion carried.*

**Discussion and Possible Action-Review 2018 Alzheimer's Family Caregiver Support Program (AFCSP) Application**

Linder reviewed the 2018 AFCSP Application. This is an annual application. Total allocation is \$9,496. Two households to be enrolled and served in the coming year. A minimum of 40% of the allocation is to provide respite to caregivers of people diagnosed with dementia.

*Motion by Oswald to approve the 2018 Alzheimer's Family Caregiver Support Program Application, second by Schell. Motion carried.*

**Nutrition Program Updates**

- A. Elder Nutrition Program Request for Proposal Update – RFP's received from all current vendors. Slight increase for Lakewood's. 2018 cost is \$5.90/meal, 2017 was at \$5.85/meal. Time-Out cost per meal was a 10% increase and was renegotiated with the Time Out owner. He resubmitted a price of \$6.75/meal for 2018 which falls in the 3% to 5% range recommended by the ADAC Committee. Bear Paw Café cost is \$7.95, same as 2017. Hyde's on Buskey Bay cost is \$9.00/meal, same as 2017. Red Cliff cost is \$7.01/meal, same as 2017. Chartwells had an increase for 2018 rates. Congregate meals at \$5.20/meal, 2017 was at \$5.05/meal, HDM with milk at \$5.20/meal, 2017 was at \$5.05/meal. HDM without milk at \$4.93/meal, 2017 was at \$4.78/meal. Contracts were offered for 2018.
- B. Nutrition Program Assessment – Linder reviewed the follow-up letter and Corrective Action Plan from Pam VanKampen, Older Americans Act Consultant for the October 31, 2017 on-site review of the Bayfield County Elderly Nutrition Program (ENP). The assessment fulfills the requirement for the 2016-2018 plan cycle period to assure state and federal policies and procedures for the

Older Americans Act Nutrition Program comply. The Corrective Action Plan outlines areas identified for improvement that need to be addressed by February 28, 2018. Areas that need corrective action include the following:

- Home Delivered Meals (HDM) and Congregate meal sites do not provide service 5 days/week. This is out of compliance with Section 8.4.2 of the WI Aging Network P&P Manual, Chapter 8 (5-24-17). A waiver will need to be completed and sent to GWAAR and BADR for review and approval.
- No written procedure in place for how donations are handled. A written procedure should be in place.
- Funding sources need to be included on the suggested donation poster.
- Disciplinary process, including a written policy and expectations, needs to be put into practice for HDM participants.
- Nutrition Advisory Council (NAC) should be a separate committee. If a case can be made that the current structure meets the criteria in Section 8.2.7 of the 5-25-17 version of Chapter 8, GWAAR will review. Brief question and answer followed. ADAC in favor of keeping NAC with current committee and fulfill the requirements to meet criteria.
- Have a MOU with FCP or another local provider to provide meals in the event of an emergency and caterer is not able to prepare meals.

#### **ADRC Updates**

- A. Disability Benefit Specialist Review – DBS Annual Review Summary provided by Linder. Jamie Mackin is doing an exceptional job as the Bayfield County DBS.
- B. Memory Screen Event – Summary of information collected on the memory screen events held in Bayfield County.

#### **Advocacy Updates**

- A. Nothing to review at this time.

#### **Other (Informational Items)**

- A. AARP Tax Aide Site – Free tax preparation begins every Tuesday, February 6<sup>th</sup> through April 10<sup>th</sup> from 8:30 a.m. to 5:30 p.m. at the Bayfield County Courthouse, Lower Level.
- B. Medicare 101 Training–Bayfield County Elder Benefit Specialist, Sheila Mack will be providing “Medicare 101” presentations once per month from January-September throughout Bayfield County. Informational sheet provided with dates and locations where Medicare 101 presentations will be offered.

#### **Future Meeting Dates 2018**

Next meeting: March 19, 2018

**Adjournment** Carver adjourned meeting at 5:00 p.m.

Minutes respectfully submitted by Jane M. Cook, Clerk III

01/17/2018