Bayfield County Plan on Aging
2019-2021
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1. 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.

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

[Signature, and Title of the Authorized County Board Representative]
[Date]

County Plan on Aging: 2019-2021 – Template 4/19/18
2. Executive Summary

The 2019-2021 Plan on Aging was developed with input from a variety of sources, including older adults, professionals working with older adults, caregivers and members of the community with genuine concern for an aging population. Methods to collect feedback included: public presentations, online surveys, survey distribution at congregate meal sites and 2 public hearings.

Being a fully integrated Aging Unit and Aging and Disability Resource Center within the Department of Human Services, a wide array of services will continue to be offered through collaboration with current partners. This plan describes how Bayfield County will carry out state and federally required focus areas and local goals determined by public input.

Advocacy Related Activities
In order to empower older adults when making choices affecting their lives, education and outreach surrounding supported decision making, voter rights and advance directives will be carried out over the planning period.

The Elder Nutrition Program
Activities to address social isolation among home delivered meal participants, increased usage of senior dining sites and expansion to outlying areas of the county will be investigated and carried out as appropriate over the planning period.

Services in Support of Caregivers
Outreach and education to grandparent caregivers, addressing social isolation of family caregivers and education of community will be carried out over the planning period.

Services to People with Dementia
Development of processes and resources necessary to work with individuals experiencing a behavioral crisis, enhancing community awareness of the needs of individuals with dementia diagnoses, and planning for end of life care for people with dementia will be addressed over the planning period.

Healthy Aging
Increasing the knowledge of staff working with individuals with mental illness, addressing loneliness, and offering Age Mastery programming will take place during the planning period.

Transportation
Enhancing transportation options in a rural landscape will be focused upon over the planning period, including hosting a Transportation Summit in 2019.

Housing Options
Research into various co-housing models will occur over the next planning period.
### 3. Organization and Structure of the Aging Unit

#### 3-A Mission Statement and Description of the Aging Unit

<table>
<thead>
<tr>
<th>Mission of the Aging Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support independent community living by respecting personal choices.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of the Aging Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Aging and Disability Services Unit includes the Aging Unit, ADRC services, and Adult Protective Services. This allows for effective communication and collaboration between staff who coordinate various programs, maximum usage of the various small grants, and effective service delivery in a timely manner for those needing assistance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address of the Aging Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayfield County Department of Human Services</td>
</tr>
<tr>
<td>Carrie Linder, Aging &amp; Disability Services Section Manager</td>
</tr>
<tr>
<td>117 E. 5th Street – Courthouse</td>
</tr>
<tr>
<td>PO Box 100</td>
</tr>
<tr>
<td>Washburn, WI  54891</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday: 8 a.m. to 4 p.m.</td>
</tr>
<tr>
<td>Tuesday: 7:30 a.m. to 6:00 p.m.</td>
</tr>
<tr>
<td>Wednesday: 8:00 a.m. to 4:00 p.m.</td>
</tr>
<tr>
<td>Thursday: 8:00 a.m. to 4:00 p.m.</td>
</tr>
<tr>
<td>Friday: 8:00 a.m. to 4:00 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Helpful Telephone Numbers and Email Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Human Services: (715)373-6144 or email: <a href="mailto:baycodhs@bayfieldcounty.org">baycodhs@bayfieldcounty.org</a></td>
</tr>
<tr>
<td>Carrie Linder, Aging &amp; Disability Services Manager: (715) 373-6144, ext. 174 or email at: <a href="mailto:clinder@bayfieldcounty.org">clinder@bayfieldcounty.org</a></td>
</tr>
<tr>
<td>Website: <a href="http://bayfieldcounty.org/421/Aging-Disability-Services">http://bayfieldcounty.org/421/Aging-Disability-Services</a> and <a href="http://www.adrc-n-wi.org/">http://www.adrc-n-wi.org/</a></td>
</tr>
</tbody>
</table>
3. Organization and Structure of the Aging Unit

3-B Organizational Chart of the Aging Unit
On April 1, 1999, the Departments of Community Programs (Long-Term Care, Disability, Mental Health and AODA), Aging, and Social Services were combined. The Aging Services and Adult Protective Services are co-located within the Aging and Disability Services Section. On May 1, 2009, the ADRC was made operational and included within the Aging and Disability Services Unit. This allows for effective communication and collaboration between staff who coordinate various programs, maximum usage of the various small grants, and effective service delivery in a timely manner for those needing assistance.
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?

<table>
<thead>
<tr>
<th>Option</th>
<th>Check One</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. An agency of county/tribal government with the primary purpose of administering programs for older individuals of the county/tribe.</td>
<td></td>
</tr>
<tr>
<td>2. A unit, within a county/tribal department with the primary purpose of administering programs for older individuals of the county/tribe.</td>
<td>X</td>
</tr>
<tr>
<td>3. A private nonprofit corporation, as defined in s. 181.0103 (17).</td>
<td></td>
</tr>
</tbody>
</table>

**Organization of the Commission on Aging:** The law permits one of three options. Which of the following permissible options has the county chosen?

<table>
<thead>
<tr>
<th>Option</th>
<th>Check One</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>X</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Official Name of the County Aging Unit’s Policy-Making Body (list below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayfield County Human Services Board</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Chairperson: James Crandall</td>
</tr>
<tr>
<td>Tom Gordon</td>
</tr>
<tr>
<td>Larry Fickbohm</td>
</tr>
<tr>
<td>George Newago</td>
</tr>
<tr>
<td>Jeremy Oswald</td>
</tr>
<tr>
<td>Susan Rosa</td>
</tr>
<tr>
<td>Lona Schmidt</td>
</tr>
<tr>
<td>Kent Seldal</td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Official Name of the County Aging Unit’s Advisory Committee (list below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayfield County Aging and Disability Advisory Committee</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>-------------------------------------------</td>
</tr>
<tr>
<td><strong>Chairperson:</strong> Tom Gordon</td>
</tr>
<tr>
<td>Betty Schell</td>
</tr>
<tr>
<td>Karen Y. Anderson</td>
</tr>
<tr>
<td>Kathryn Grafsgaard</td>
</tr>
<tr>
<td>Doug Defoe</td>
</tr>
<tr>
<td>Lynette Benzschawel</td>
</tr>
<tr>
<td>Suzanne Ronney</td>
</tr>
<tr>
<td>Red Cliff Elder Program</td>
</tr>
</tbody>
</table>

County Plan on Aging: 2019-2021 – Template 4/19/18
## 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Telephone Number/email Address</th>
<th>Brief Description of Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARRIE LINDER</td>
<td>AGING AND DISABILITY SERVICES SUPERVISOR</td>
<td>715-373-6144 <a href="mailto:clinder@bayfieldcounty.org">clinder@bayfieldcounty.org</a></td>
<td>Administers and oversees the Older Americans Act programs and Aging and Disability Resource Center activities; provides direct supervision to Aging and Disability Services staff; supervises Elder Nutrition Program operations including congregate and home delivered meals; prepares annual Aging and Disability Services budget.</td>
</tr>
<tr>
<td>NIKKI REVAK</td>
<td>FINANCIAL MANAGER</td>
<td>715-373-6144 <a href="mailto:nrevak@bayfieldcounty.org">nrevak@bayfieldcounty.org</a></td>
<td>Supervise support staff; Complete and file aging claims; oversee department budget.</td>
</tr>
<tr>
<td>KELSEY LATIMER</td>
<td>DIETICIAN with Bayfield County Public Health Department</td>
<td>715-373-6109 <a href="mailto:klatimer@bayfieldcounty.org">klatimer@bayfieldcounty.org</a></td>
<td>Reviews, recommends and approves Elder Nutrition Program menus and provides nutrition counseling as needed.</td>
</tr>
<tr>
<td>ANN MARIE MACKIN</td>
<td>AGING AND DISABILITY SERVICES SPECIALIST</td>
<td>715-373-6144 <a href="mailto:ammackin@bayfieldcounty.org">ammackin@bayfieldcounty.org</a></td>
<td>Coordinates congregate meal sites in Iron River, Barnes and Benoit; provides information and assistance and options counseling on long term care needs; provides assessment of needs to prospective individuals.</td>
</tr>
<tr>
<td>Karen Bodin</td>
<td>SOCIAL WORK AIDE</td>
<td>715-373-6144 <a href="mailto:kbodin@bayfieldcounty.org">kbodin@bayfieldcounty.org</a></td>
<td>Coordinates the home delivered meal program, coordinates the Washburn congregate meal site; oversees and the evidence-based health prevention programs; provides assessment of needs to prospective individuals; supports section staff as needed.</td>
</tr>
<tr>
<td>Name: SHEILA MACK - Full Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Title: ELDER BENEFIT SPECIALIST</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone Number/email Address: 715-373-6144 <a href="mailto:smack@bayfieldcounty.org">smack@bayfieldcounty.org</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brief Description of Duties: Assists older people with gaining access to benefits, entitlements and legal rights. Provides information, assistance, and representation to county individuals age 60 and older; coordinates transportation services and home delivered meal services.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Name: JOANN PARAVENTI - Full time  |   |   |   |   |
| Job Title: ADULT PROTECTIVE SERVICES SOCIAL WORKER |   |   |   |   |
| Telephone Number/email Address: 715-373-6144 jparaventi@bayfieldcounty.org |   |   |   |   |
| Brief Description of Duties: Carries out elder abuse and neglect investigations; provides assessment of needs to prospective individuals; seeks intervention and carries out guardianships and protective placements as needed and conducts institutional annual reviews. |   |   |   |   |

| Name: JACQUI GRIMM - Full time  |   |   |   |   |
| Job Title: ADULT SERVICES COORDINATOR |   |   |   |   |
| Telephone Number/email Address: 715-373-6144 jgrimm@bayfieldcounty.org |   |   |   |   |
| Brief Description of Duties: Provides targeted case management; carries out elder abuse and neglect investigations; provides assessment of needs to prospective individuals; seeks intervention and carries out guardianships and protective placements as needed and conducts institutional annual reviews. Coordinates family caregiver programs and the supportive home care program. |   |   |   |   |

| Name: JANE COOK - Full Time  |   |   |   |   |
| Job Title: CLERK III |   |   |   |   |
| Telephone Number/email Address: 715-373-6144 jcook@bayfieldcounty.org |   |   |   |   |
| Brief Description of Duties: Collects various data related to the Older American’s Act Programs; enters data into SAMS; completes variety of Older American’s Act Programs reports. |   |   |   |   |
4. Context

➢ Who are the current and future older persons?

Demographics
Bayfield County is situated at the very northern edge of the state, with Lake Superior as its northern border; both Minnesota and Michigan are within an hour away to the east or west. County residents, in general, are predominantly Caucasian (93%; Native Americans, who are primarily members of the Red Cliff Band of Lake Superior Chippewa Indians comprise the next largest ethnic group (7%).

According to the U.S. Census, American Community Survey, 2012-2016 Estimates, the total population of the county is 14,987, with an elder population (60 and older) of 5,196. The county median age is 51.2, while the state median age is 39.

The proportion of individuals age 60 and older in the county is higher than that of the state (34% versus 22%). According to the Wisconsin Department of Administration Updated Population Projections for Counties by Age, people 60 and older comprised 29% of the total population in 2010 and will reach 51% by 2040. The State’s population of 60 and older was 19% in 2010 and in 2040 will be 29%.

Housing
The percentage of households with a person 60 and older is higher than the state; 52% vs. 36% and the percentage of males age 65 and older is higher (28%) than the state (20%). Females 65 and older living along is also higher (33%) than the state (37%) but to a lesser degree. A higher percentage of Bayfield County residents own their own homes (86%) rather than rent (14%). This is opposite of the state average of age 65 and older who rent (24%) vs. own their homes 77%.

Income and Education
Individuals 65 and older with more than a high school education is significantly higher (57%) than the state average (49%). There is a higher percentage of females 65-74 that are employed (25%) than the state average (21%).

➢ What needs have been identified?

Public input was sough early in 2018 from a variety of groups including service clubs (Lions), Housing Authority staff, congregate meal participants, home delivered meal participants, open forums of older adults, and key staff. Over 200 individuals provided input through listening sessions, focus group discussions, and paper and internet surveys. The key issues identified were very similar across all survey respondents:
- Ability to live in own home
- Transportation
- Housing-keeping it up
- Nutrition-health menu options/choice
- Healthcare
- Isolation
- Respite for caregivers
- Education of and support from community for caregivers and their recipients
- Staying healthy both physically and mentally

The most recent Community Health Needs Assessment (CHNA) was conducted in May 2018. A stakeholder meeting to revisit the current plan and review the outcomes from the assessment in May was held on September 12, 2018. A review of the survey found the following:

47% of respondents were 50 and older
34% were ages 35-49
Top three community health issues identified:
   AODA 662
   Mental health 565
   Chronic disease 298

The 2019-2021 Community Health Improvement Plan (CHIP) will be developed with these three health issues in mind.

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

The aging network in Bayfield County consists of the Aging and Disability Services Unit within the Department of Human Services. The Aging Unit is within this unit and contracts with several vendors for provision of meals and rides. Evidence-based prevention classes are coordinated by staff and carried out by a network of volunteers. The Aging and Disability Services staff collaborates with a variety of service providers (medical facilities, transportation, UW Extension, housing, home health, hospice, etc.) through direct connections and via various coalitions (Caregiver/Dementia Network, Elder and Adult at Risk I Teams, etc.), The coalitions collaborate to host events, and provide community education.

The Aging and Disability Services maintains an electronic database of over 300 aging network recipients for quick dissemination of information and announcements. Additionally, the Aging and Disability Services staff work with UW Extension and the Bayfield County Sheriff Office to post information on their Facebook page. Lastly, Aging Well in out Later Years is published quarterly and distributed both electronically and via hard copy throughout the county.
➢ How are older persons supported by the Aging Unit and ADRC through programs and services?

Because Aging and ADRC services are fully integrated within the Aging and Disability Services Unit, staff works collectively on many cases to ensure services delivered as comprehensive as possible. Home delivered meals drivers and congregate meals staff receive ongoing training to make them aware of the red flags and know the protocol for someone in need of additional supports. Access to a regional Dementia Care Specialist and a Disability Benefit Specialist are additional resources that directly or indirectly positively impact the overarching service delivery system.

➢ What are the critical issues/trends and future implications?

While the projected caregiver support ratio of individuals age 45-64 available to support people age 80 and older is currently 7.5, it will go down to 1.5 by 2040. Unfortunately, a workforce shortage of paid caregivers is already occurring. This shortage is primarily due to the low Medicaid reimbursement rates paid to the MCOs, home health agencies, etc. This lack of workforce in the paid caregiver field is a serious matter. An increase in the need for family caregivers is unavoidable now and will remain true in the future. This issue will lead to an increased demand upon employees caring for their family members, which will have a direct impact on the workplace. Without proper acknowledgement and support, caregiving can become lost productivity.

Funding is of major concern. County levy caps, stagnant federal funding and decreasing contributions by older persons are contributing to the potential for creating waiting lists for services including home delivered meals. Also, we may be forced to seek ways to ensure that what funds we do have are targeted to serve the federally required populations that include low income, minority or socially isolated individuals.

Because of the shortfall of county levy needed to meet unfunded mandates, other “discretionary” services may be at risk to fund required services. The ability to be provide services proactively rather than reactively will most likely become an unwelcome standard.

➢ What are the challenges for the Aging Unit?

The need to continuously do more with less is an ever-present challenge when trying to meet minimum requirements and expect quality services. It appears the financial burden is continuously passed on until it is placed on those who need assistance the most. While there is great strength in working collaboratively with many different community partners and agencies, these relationships are in jeopardy with heavy demand being placed across the continuum.
➢ **What are the resources and partnerships? (Describe how resources are shared and how partners interact to meet the needs of older adults.)**

Bayfield County is woefully lacking in providers of various services, such as respite, supportive home care, transportation and the like. Because of this, available funding sometimes goes without being expended.

Bayfield County has one nursing home, two assisted living facilities, one home health agency and two Federally funded health care clinics located within its boarder; one is located on the Red Cliff Indian Reservation and the other in Iron River.

Bayfield County residents eligible for publicly funded long term care needs have one managed care organization providing Family Care, and the self-directed option of IRIS.

The good news is that the spirit of partnering and collaborating has long been a commonality for many years. Bayfield County has a long-standing relationship with Ashland County in working together on many projects and initiatives. Additionally, Bayfield County is a member of the 5-county Aging and Disability Resource Center of the North, further benefiting from collaboration and partnership on a regional level.
### 5. Public Involvement in the Development of the County Aging Plan

<table>
<thead>
<tr>
<th>Bayfield County</th>
<th>Carrie Linder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website open invitation to survey</td>
<td><a href="mailto:clinder@bayfieldcounty.org">clinder@bayfieldcounty.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Public Input:</th>
</tr>
</thead>
<tbody>
<tr>
<td>— Community Forum or Listening Session</td>
</tr>
<tr>
<td>— Focus Group Discussions</td>
</tr>
<tr>
<td>— Structured Interviews (with individuals)</td>
</tr>
<tr>
<td>X Paper or Internet Survey</td>
</tr>
<tr>
<td>___ Other (please describe): _____________________________________________________</td>
</tr>
</tbody>
</table>

**Open to public March through April, 2018 via the county website**

**Key Issues Discussed:**
- Transportation, nutrition programs, caregiving, dementia, healthy aging

**Key Takeaways/Findings:**

- Accessible housing and assistance with maintaining housing is of concern
- Need for a support system to remain in own home
- More transportation services needed
- Congregate nutrition program is important for socialization
- Purchase of more local foods and a choice of foods is important
- Isolation
- Emphasis on providing more activities, such as birding, walking etc.

**Any Planned Response?**

Several goals related to nutrition, housing, transportation, caregiving and dementia have been created and incorporated into the 2019-2021 aging 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.

<table>
<thead>
<tr>
<th>Bayfield County</th>
<th>Carrie Linder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayfield County Housing Authority Staff</td>
<td><a href="mailto:clinder@bayfieldcounty.org">clinder@bayfieldcounty.org</a></td>
</tr>
</tbody>
</table>

**Type of Public Input:**
- ___ Community Forum or Listening Session
- _X_ Focus Group Discussions
- ___ Structured Interviews (with individuals)
- ___ Paper or Internet Survey
- ___ Other (please describe): ________________________________

**May 4, 2018**

**Key Issues Discussed:**
- Housing
- Mental Health
- Dementia

**Key Takeaways/Findings:**
Many individuals have diagnosed or undiagnosed mental health disorders and/or dementia that affect their ability to live without interventions from staff, law enforcement, family.

Housing Authority staff do not necessarily have the training to work with individuals with mental health disorders or dementia.

General housekeeping is a concern and can result in eviction.

**Any Planned Response?**
Mental health first aide course will be offered to professionals.

Ongoing outreach and education to staff and tenants regarding options and resources that are available to support individuals with mental health needs, physical needs and/or dementia.
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.

<table>
<thead>
<tr>
<th>Bayfield County Aging Well Newsletter</th>
<th>Carrie Linder <a href="mailto:clinder@bayfieldcounty.org">clinder@bayfieldcounty.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Public Input:</strong></td>
<td></td>
</tr>
<tr>
<td>___ Community Forum or Listening Session</td>
<td></td>
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<tr>
<td>___ Focus Group Discussions</td>
<td></td>
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<td>___ Structured Interviews (with individuals)</td>
<td></td>
</tr>
<tr>
<td><em>X</em> Paper or Internet Survey</td>
<td></td>
</tr>
<tr>
<td>___ Other (please describe): ____________________________</td>
<td></td>
</tr>
</tbody>
</table>

May 4, 2018

6

**Key Issues Discussed:**
NA

**Key Takeaways/Findings:**

Accessible housing and assistance with maintaining housing is of concern

Need for a support system to remain in own home

More transportation services needed

Nutrition programs are important for socialization and companionship

**Any Planned Response?**

Several goals related to nutrition, housing, transportation, caregiving and dementia have been created and incorporated into the 2019-2021 aging 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.

<table>
<thead>
<tr>
<th>Bayfield County Aging and Disability Advisory Committee</th>
<th>Carrie Linder <a href="mailto:clinder@bayfieldcounty.org">clinder@bayfieldcounty.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Public Input:</strong></td>
<td></td>
</tr>
<tr>
<td>___ Community Forum or Listening Session</td>
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<tr>
<td><em>X</em> Focus Group Discussions</td>
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<tr>
<td>___ Structured Interviews (with individuals)</td>
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<tr>
<td>___ Paper or Internet Survey</td>
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<td>___ Other (please describe): __________________________</td>
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</table>

March 19, 2018

6

**Key Issues Discussed:**
Transportation

**Key Takeaways/Findings**
- Current transportation services are not available to all county residents
- Current services are limited
- Current services are not convenient
- Not enough volunteers are available
- Services are affordable

**Any Planned Response?**
Currently working on a comprehensive transportation survey of Bayfield County residents to gain additional input and insight

Planning a rural transportation summit in 2019

Intend to take information learned from both activities into consideration and implement as necessary and able into transportation 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.

<table>
<thead>
<tr>
<th>Bayfield County CORE Community Discussion</th>
<th>Carrie Linder <a href="mailto:clinder@bayfieldcounty.org">clinder@bayfieldcounty.org</a></th>
</tr>
</thead>
</table>

**Type of Public Input:**
- X Community Forum or Listening Session
- ___ Focus Group Discussions
- ___ Structured Interviews (with individuals)
- ___ Paper or Internet Survey
- ___ Other (please describe): __________________________________________________________

**May 10, 2018**

**Key Issues Discussed:**
- Housing
- Assistance to live independently
- Advance directives
- Healthy aging initiatives

**Key Takeaways/Findings:**
- General interest in advance directives
- Housing is expensive, particularly in Bayfield, and maintaining the home is both expensive and physically challenging.
- Many go without transportation, especially in the evenings and winter.

**Any Planned Response?**
- Exploration of housing cooperative in Bayfield will be carried out in the 2019-2021 plan.
- Outcomes from transportation survey and summit to be conducted could be beneficial.
- Will work on offering sessions on advance directives.
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.

<table>
<thead>
<tr>
<th>Bayfield County Congregate Meal Sites</th>
<th>Carrie Linder <a href="mailto:clinder@bayfieldcounty.org">clinder@bayfieldcounty.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Public Input:</strong></td>
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<td><em>X</em> Focus Group Discussions</td>
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<tr>
<td>____ Structured Interviews (with individuals)</td>
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<tr>
<td><em>X</em> Paper or Internet Survey</td>
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<td>____ Other (please describe): _____________________________</td>
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</table>

**March and April: Discussion at all congregate meal sites followed up with surveys.**

55 surveys completed

**Key Issues Discussed:**
- Elder Nutrition Program
- Services to Support Caregivers
- Services for People with Dementia
- Healthy Aging

**Key Takeaways/Findings:**
- Healthy aging programs/education
- Need to learn more about technology
- Senior Dining is very important for companionship and socializing
- Home maintenance is hard to manage
- Lack of transportation
- Caregivers need more support, both in form of respite and understanding from others.
- Not enough exercise/activity options and/or facilities

**Any Planned Response?**
- Sip and Swipe Cafes
- Transportation project is underway
- Begin working on Co-housing project
- Provide education for caregivers and community
- Look into additional congregate nutrition program options
**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.

<table>
<thead>
<tr>
<th>Bayfield County Elder Nutrition Program staff</th>
<th>Carrie Linder</th>
<th><a href="mailto:clinder@bayfieldcounty.org">clinder@bayfieldcounty.org</a></th>
</tr>
</thead>
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<td><strong>Type of Public Input:</strong></td>
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<tr>
<td>___ Structured Interviews (with individuals)</td>
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<td>___ Paper or Internet Survey</td>
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<td>___ Other (please describe): _____________________</td>
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**March 12, 2018**

**Key Issues Discussed:**
- Elder Nutrition Program
- Services to Support Caregivers
- Services for People with Dementia
- Healthy Aging

**Key Takeaways/Findings:**

**HDM**  
People want to remain in their own homes.  
Many are living alone and are lonely.  
People need assistance with chores and upkeep of home.

**Congregate**  
People are interested in healthy aging programs/education  
Receiving additional requests for technology training/education  
Senior Dining is very important for companionship and socializing  
Home maintenance is an issue  
Transportation is an issue for many

**Any Planned Response?**

Look into:  
Meal buddy program.  
Caregiver mentor program.  
Co-housing project

Implement Sip and Swipe Cafes
## 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.

<table>
<thead>
<tr>
<th>Bayfield County Dementia Network</th>
<th>Carrie Linder</th>
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<tbody>
<tr>
<td><strong>Type of Public Input:</strong></td>
<td><strong><a href="mailto:clinder@bayfieldcounty.org">clinder@bayfieldcounty.org</a></strong></td>
</tr>
<tr>
<td>___ Community Forum or Listening Session</td>
<td></td>
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<tr>
<td><strong>X</strong> Focus Group Discussions</td>
<td></td>
</tr>
<tr>
<td>___ Structured Interviews (with individuals)</td>
<td></td>
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<tr>
<td>___ Paper or Internet Survey</td>
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<td>___ Other (please describe): ________________________________</td>
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</table>

**March 14, 2018**

### Key Issues Discussed:

- Public education

### Key Takeaways/Findings:

- More community education is needed.
- Admittance into facilities is challenging for individuals with behaviors.

### Any Planned Response?

- Continue with caregiver conference.
- Review other opportunities for training, such as descalation techniques for facility staff.
# 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.

<table>
<thead>
<tr>
<th>Bayfield County Home Delivered Meal Participants</th>
<th>Carrie Linder</th>
<th><a href="mailto:clinder@bayfieldcounty.org">clinder@bayfieldcounty.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Public Input:</strong></td>
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<td>___ Other (please describe): ____________________</td>
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</tbody>
</table>

March, 2018

21

**Key Issues Discussed:**
Elder Nutrition Program, Services for Caregivers, Services for People with Dementia, Healthy Aging

**Key Takeaways/Findings:**
- Want to remain in their own home.
- Concerned about falls and remaining healthy.
- Living alone/loneliness.
- Would like menu options/choices.
- Assistance with chores and upkeep of home.
- Caregiver isolation.

**Any Planned Response?**
Look into:
- Meal buddy program.
- Caregiver mentor program.
- Co-housing project
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.

<table>
<thead>
<tr>
<th>Bayfield County</th>
<th>Carrie Linder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cable Area Lions</td>
<td><a href="mailto:clinder@bayfieldcounty.org">clinder@bayfieldcounty.org</a></td>
</tr>
</tbody>
</table>

**Type of Public Input:**
- X Community Forum or Listening Session
- ___ Focus Group Discussions
- ___ Structured Interviews (with individuals)
- ___ Paper or Internet Survey
- ___ Other (please describe): ___________________________________________________

**June 11, 2018**

| 55 |

**Key Issues Discussed:**
- Housing
- Assistance to live independently
- Advance directives
- Healthy aging initiatives

**Key Takeaways/Findings:**
- Older people are living in their homes on the lake and becoming isolated
- Too much pride to accept home delivered meals
- More people need to have their advance directives completed

**Any Planned Response?**
- More outreach for home delivered meals; community members need to be ambassadors for the program.
- Develop network to connect with those isolated in their homes.
- Begin outreach on advance directives.
Public Hearings
Please join us to review the Bayfield County 2019-2021 Aging Plan and Transportation Grant Application

Thursday, October 11
10:30 a.m.
Iron River Community Center
8275 East Mill St. in Iron River

Wednesday, October 17
4:45 p.m.
Benoit Area Community Center
23710 Co. HWY F in Benoit

Learn about existing services and future goals; share your ideas as we plan for the future. The draft plan is available for review on the Bayfield County website:

Written comments will be accepted until October 19, 2018. Please send comments or direct questions to:

Bayfield County Department of Human Services,
Carrie Linder
PO Box 100
Washburn, WI 54891,
715-373-6144 ext. 174.
cliner@bayfieldcounty.org
NOTICE OF PUBLIC HEARING

The Aging and Disability Services Section of the Bayfield County Department of Human Services will be conducting public hearings for presentation of and comment on the 2019-2021 Bayfield County Aging Plan and the Bayfield County Elderly and Disabled Transportation Assistance Plan. Public hearings will be held at these following times and locations:

- Thursday, October 11 at 10:30 a.m. at the Iron River Community Center, 6275 East Mill St. in Iron River
- Wednesday, October 17 at 4:45 p.m. at the Superior Area Community Center, 23710 Co. HWY P in Superior

The purpose of these public hearings is to provide an opportunity for citizens of Bayfield County to comment and provide input on the Aging Plan draft. A draft of the 2019-2021 Bayfield County Aging Plan is available for examination at the Bayfield County Department of Human Services at 117 E. 6th St. in Washburn on Monday through Friday. Copies of the Aging Plan will also be available for viewing one hour prior to the start of each hearing at the location of the hearing. Input received by members of the public at these hearings will be considered in the development of the final draft of this plan. The final draft will be presented for approval at the Bayfield County Aging and Disability Advisory Committee meeting scheduled for 3:00 PM December 3, 2018 at the Bayfield County Courthouse.

Written comments may be sent to the Bayfield County Department of Human Services, PO Box 100, Washburn, WI 54891, Attn: Carrie Linder, through October 19, 2018.

For more information, contact Carrie Linder, Bayfield County Aging and Disability Services Manager at (715) 373-6144 ext. 174.

*If you are planning to attend one of the above meetings and will require accommodations (signer, interpreter, etc.) to participate, please call the Bayfield County Aging and Disability Services at least 48 hours prior to the meeting date and time. Phone: (715)-373-6144 extension 110

Print or online....

We're there
Ashland Daily Press
ashlanddailypress.net

TOWN OF DELTA
REQUEST FOR 8 BIDS

The Town of Delta is requesting separate bids for the following projects:

1. Gravel: 2,000 tons of 3/4" graded base gravel spread on Kowalski Rd.
2. Gravel: 420 tons of 3/4" graded base gravel spread on Knolls Rd.
5. Gravel: 160 tons of 3/4" graded base gravel spread on Swenson Rd.
8. Gravel and Rock: 88 tons of 3/4" graded base gravel spread on and 42 tons 4" rock at culvert on Old Hwy Rd. Spreading location marked and finish grading provided by town on all road projects.

Contact Brandon Reenarik at the Town Shop for specific project requirements: 715-746-2745. Bid as separate projects. Sealed bids must be marked by road and addressed to: delta@townsilon.org or Town of Delta, 15960 Co Hwy H, Mason, WI 54856. All bids must be received by 5:00 p.m. on September 27, 2018.

BY ORDER OF DELTA TOWN BOARD

Vacancies
School District of Washburn

Washburn School District is seeking qualified applicants for the following positions for the 2018-19 school year:

- Playground Aide – Elementary
- AmeriCorps Farm to School Nutrition Educator – 2 positions
- Ski Coach for the 2018-19 season
- Gymnastics Coach for the 2018-19 season

For additional information specific to each position please visit our website at www.washburn.k12.wi.us

The School District of Washburn is an equal opportunity employer.

Ashland County Health & Human Services Department

County Plan on Aging: 2019-2021 – Template 4/19/18

28
## Public Hearing 1

<table>
<thead>
<tr>
<th>Bayfield County</th>
<th>Date of Hearing: 10/11/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: Iron River Community Center</td>
<td>Number of Attendees: 82</td>
</tr>
</tbody>
</table>

### Summary of Comments:

Transportation outside of the Iron River area is a challenge. Attendees pointed out that an increase in Iron River to Ashland transportation service is nice, but also consider adding Iron River to Superior transportation service.

### How was draft plan altered as a result?

The hearing reaffirmed that transportation is an issue for people. Transportation is included in the local priorities and the concerns about reaching Superior be addressed in the 2019 or possibly the 2020 85.21 transportation application. No changes are planned at this time.
### Public Hearing 2

<table>
<thead>
<tr>
<th>Bayfield County</th>
<th>Date of Hearing: 10/17/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: Benoit Community Center</td>
<td>Number of Attendees: 9</td>
</tr>
</tbody>
</table>

**Summary of Comments:**

Isolation was acknowledged as an issue for older widowed men in the Benoit and surrounding area. Many have lost their spouses and are still able to drive but have self-isolated themselves in their homes. Discussion took place around how to reach these individuals. The friendly visitor program may be a good way to do this.

**How was draft plan altered as a result?**

The hearing reaffirmed that isolation is an issue for people. A few projects surrounding isolation are included throughout the plan. No changes are planned at this time.
### 6. Goals for the Plan Period

**Progress notes to be completed during self-assessment process.**

<table>
<thead>
<tr>
<th>Aging Unit Plan Goals</th>
<th>Progress Notes</th>
<th>check if completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Focus Area 6-A. Advocacy Related Activities</strong></td>
<td></td>
<td>2019</td>
</tr>
<tr>
<td>To gain an understanding and provide older adults with choices in their decision-making capacity, Aging and Disability Services staff will promote new legislation regarding supported decision-making by providing 2 presentations to professionals and older adults by December 31, 2019. A pre/post test will show that 75% of the participants will have increased their knowledge of supported decision-making.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>By November 1, 2020, Aging and Disability Services staff will assist older adults to exercise their right to vote by providing educational materials, including how to request and receive an absentee ballot, how to register to vote, locating the right polling place and securing transportation to and from the polling place. These topics will be shared via the county website, newsletters, articles and congregate meals. By collaborating with League of Women Voters and CORE Community Resources, transportation to the polls will be offered throughout the county and the number of seniors transported will be collected.</td>
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</tr>
<tr>
<td>To assist older adults in making decisions regarding their future needs, the Aging and Disability Services staff will conduct 3 educational programs on Advanced Directives, reaching 35 individuals by November 1, 2021.</td>
<td></td>
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</tbody>
</table>

**Focus Area 6-B. The Elder Nutrition Program**

To address isolation of home delivered meal participants, Aging and Disability Services staff implement a dining buddy program by December 31, 2019. A minimum of 5 individuals will sign up for this program. An
evaluation of the program will be conducted after 6 and 12 months of participation to determine if the program is addressing social isolation.

To encourage increased Senior Dining participation of older adults in their 60’s, Aging and Disability Services staff will pilot a voucher or coupon program for 4 months at one restaurant to increase participation by 20%. Results will be reviewed to determine if the pilot was successful; if so and additional funding is secured, the pilot will be permanently implemented by July 31, 2020.

To reach outlying areas of the county where congregate meals are not available, Aging and Disability Services staff will implement a pilot congregate mobile meal option by October 31, 2021. Participants will be surveyed on their level of past congregate meal participation to gauge the effectiveness of reaching more of the older adult population.

## Focus Area 6-C. Services in Support of Caregivers

To reach grandparents raising their grandchildren, Aging and Disability Services staff will work with the Bayfield County Family Services staff to provide 1 event by December 31, 2019, for purposes of socialization, support and information on services available to help them with their caregiving role. This will result in reaching 2 grandparents raising grandchildren receiving support through the NFSCSP.

To reduce social isolation of caregivers, Aging and Disability Services staff will develop a caregiver mentoring program, and pair past and present caregivers with individuals new to caregiving. A minimum of two “pairs” will be developed by December 31, 2020. An evaluation of the program will be conducted after 6 and 12 months of participation to determine if the program is addressing social isolation.

To enhance community awareness of caregiver needs and volunteer opportunities, Aging and Disability Services staff will speak to a civic organization each year of the plan ending 12/31/21.
### Focus Area 6-D. Services to People with Dementia

To have a clear, uncomplicated process in place for individuals with dementia experiencing behaviors that are a threat to health and safety, Aging and Disability Services Staff will work with corporation counsel, law enforcement, hospital officials and behavioral health staff and nursing home administrators to develop protocol for emergency protective placements. A process will be developed in the final quarter of 2018 and implemented the first quarter of 2019. Cases will be documented and reviewed via the Elder Abuse I Team to determine if the protocol is effective.

To enhance community awareness of the unique needs of people with dementia, Aging and Disability Services staff will provide dementia-specific information to 1 civic organization each year of the 2019-2021 plan ending 12/31/21.

Aging and Disability Services staff will partner with Regional Hospice in offering annual Final Affairs workshops. Topics for persons with dementia will be included in the information presented and effectiveness will be measured by evaluation of the participants. Program will be offered by October 31/2019.

### Focus Area 6-E. Healthy Aging

For staff to learn how to identify, understand, and respond to signs of mental illness, the Aging and Disability Services staff will host a Mental Health First Aid course by Dec. 31, 2019. A minimum of 75% of staff and volunteers will complete the course and become certified.

To combat loneliness the Aging and Disability Services Supervisor will develop a booklet that provides practical and evidence-based suggestions for older people and their families and friends to help them strengthen and maintain their social networks. A widespread campaign will be
developed, and a minimum of 500 booklets will be distributed throughout the county by 12/31/2020.

<table>
<thead>
<tr>
<th>Focus Area 6-F. Local Priorities</th>
</tr>
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To assist older adults obtain the skills and tools they need to manage their health, remain economically secure, and contribute actively in society Aging and Disability Services staff will partner with the Iron River Library to host the Age Mastery Program by March 31, 2021. Ten people will participate in the program.

To ensure older adults can live in their own home in a safe and respectful manner, Aging and Disability Services staff will partner with CORE Community Resources to develop a cooperative housing model that will partner older adults needing assistance with maintaining their homes and younger individuals who may not be able to afford their own home. Two joint households will be in place in Bayfield and Washburn by March 31, 2020.

To provide more socialization for people who have difficulty getting out in public, the Aging and Disability Services staff will recruit 2 volunteers to make weekly calls to at least 10 older adults who have been identified as needing increased socialization by the end of 2021. Program success will be measured by pre and post information gathered from the participants.
### 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.

**Progress notes to be completed during self-assessment process.**

<table>
<thead>
<tr>
<th>Provide goals for each year of the plan.</th>
<th>Progress Notes</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>To keep each office advised of changes, opportunities and other relevant information, the Aging and Disability Services Manager and the Red Cliff Elder Nutrition Program Manager will hold semi-annual phone meetings throughout the duration of the 2019-2020 planning period.</td>
<td></td>
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<tr>
<td>To ensure tribal representation, a Red Cliff Elder Nutrition Program representative will be invited to participate in the planning of the annual caregiver conference held each year of the 2019-2020 planning period</td>
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<tr>
<td>Aging and Disability Services staff will provide outreach and displays at tribal gatherings, such as health fairs, elder events and community events. This will occur as opportunities are presented throughout the 2019-2021 planning period</td>
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</tbody>
</table>
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

County Plan on Aging: 2019-2021 – Template 4/19/18
• 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 agency 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 or 46.23, with the primary purpose of administering programs of services for older individuals of the county.
(5) A private corporation that is organized under ch. 181 and 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.

(d) 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) 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.
(c) 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.

Signature of Authorized Representative

Date

12/3/18