

**GREEN LAKE COUNTY
DEPARTMENT OF HEALTH & HUMAN SERVICES**

HEALTH & HUMAN SERVICES

571 County Road A

PO Box 588

Green Lake WI 54941-0588

VOICE: 920-294-4070

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FOX RIVER INDUSTRIES

222 Leffert St.

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Post Date: 5/27/16

The following documents were distributed at the Aging Advisory Committee meeting held on Wednesday, May 18, 2016

- Agenda for May 18, 2016 meeting
- Draft Aging Advisory Minutes – March 16, 2016
- Aging/Long Term Care March/April Report
- GWAAR Letter Compliance letter for 2015 Aging Plan Self-Assessment
- Proclamation Older American's Month May 2016
- Meal Cost Tool



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Office: 920-294-4070 FAX: 920-294-4139 Email: glcdhhs@co.green-lake.wi.us

Health & Human Services Aging Advisory Committee Meeting Notice

***Date: May 18, 2016 Time: 10:00 AM
Green Lake County Government Center
571 County Road A, Room #1135, Green Lake, WI***

AGENDA

**Committee
Members**

*Dick Trochinski
Barb Reif
Yolanda Gallegos*

Barbara Behlin

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Introduction of New Member
6. Election of Officers
7. Minutes: (3/16/16)
8. Appearances:
9. Public Comment (3 minutes):
10. Correspondence
11. Greater Wisconsin Agency on Aging Resources Inc.
12. Health & Human Services Board Report
13. Old Business:
 - March and April Program Information
 - Network Health Insurance
 - Volunteer Luncheon
 - 2015 Self Assessment
14. New Business:
 - Meal Cost Tool
 - Senior Picnic
 - Dementia Training
15. Committee Discussion
 - Future Meeting Date/meal sign-up
 - Future Agenda items for action & discussion
16. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office.
Sincerely, Betty Bradley, Aging/Long Term Care Unit Manager

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

COMMISSION ON AGING ADVISORY MINUTES

March 16, 2016

Present: Dick Trochinski, Betty Gross-Flanigan, Yolanda Gallegos

Others Present: Linda Van Ness

Requirements of Open Meeting Law have been met.

CALL TO ORDER:

The meeting was called to order at 10:00 a.m. by Trochinski at the Green Lake County Government Center.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA:

Motion/second (Gross-Flanigan/Gallegos) made a motion to approve the agenda. All ayes. Motion carried.

ACTION ON MINUTES:

Motion/second (Gross-Flanigan/ Gallegos) to approve the January 20, 2016 minutes. All ayes. Motion carried.

APPEARANCES: None.

PUBLIC COMMENT: None.

CORRESPONDENCE: The 2015 Aging/Long Term Care was distributed for Committee review. (See attached.)

GREATER WISCONSIN AGENCY ON AGING RESOURCES, INC (GWAAR): No report.

HEALTH & HUMAN SERVICES BOARD REPORT Trochinski reported regarding the March Health & Human Services Board meeting.

OLD BUSINESS: January & February Program Information: Van Ness provided the January and February Program reports for Committee review. Discussion followed.

Network Health Insurance: Concerns were expressed between Committee members regarding the Network Health Insurance and ThedaCare/CHN. Discussion followed. This is an ongoing issue and will be discussed further.

NEW BUSINESS: 2015 Self Assessment: Van Ness presented the 2015 Aging Unit Self-Assessment for Committee review and approval. Motion/second (Gross-Flanigan/Gallegos) to approve the 2015 Aging Unit Self-Assessment. All ayes. Motion carried.

COMMITTEE DISCUSSION None.

Future Meeting Date: The next meeting of the Aging Advisory Committee will be May 18, 2016 at the Green Lake County Government Center at 10:00 a.m.

Future Agenda Items for Action and Discussion: new Committee members;

Motion/second (Gross-Flanigan/Gallegos) to adjourn the meeting. All ayes.
Motion carried.

The meeting adjourned at 10:55 a.m.

DRAFT

AGING REPORT - 2016

Mealsites - Berlin Senior Center, Dartford Bay Apartments, Grand River Apartments																			
HOMEBOUND									CONGREGATE										
Berlin			Green Lake/Prince.		Markesan				Berlin			GL/Princeton		Markesan				MEAL PROGRAM	
HDM #	DONATION	HDM #	DONATION	HDM #	DONATION	HDM #	DONATION	HDM TOTAL	HDM TOTAL	CONG	DONATION	CONG	DONATION	CONG	DONATION	CG TOTAL	CG TOTAL	TOTAL	TOTAL
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	MEALS	DONATION	# SERVED	AMOUNT	# SERVED	AMOUNT	# SERVED	AMOUNT	MEALS	DONATION	MEALS	DONATION
January	502	\$1,652.80	462	\$1,506.56	345	\$1,194.00		1,309	\$4,353.36	247	\$878.00	118	\$152.00	114	\$124.00	479	\$1,154.00	\$ 1,788.00	\$5,507.36
February	437	\$2,134.80	505	\$1,643.80	342	\$939.00		1,284	\$4,717.60	254	\$751.10	115	\$277.00	126	\$244.80	495	\$1,272.90	\$ 1,779.00	\$5,990.50
March	446	\$2,322.76	461	\$2,681.32	272	\$980.00		1,179	\$5,984.08	354	\$1,209.00	109	\$16.00	142	\$16.00	605	\$1,241.00	\$ 1,784.00	\$7,225.08
April	474	\$897.00	458	\$972.00	222	\$763.00		1,154	\$2,632.00	257	\$978.00	178	\$248.00	132	\$116.00	567	\$1,342.00	\$ 1,721.00	\$3,974.00
May																		\$ -	\$0.00
June																		\$ -	\$0.00
July																		\$ -	\$0.00
August																		\$ -	\$0.00
September																		\$ -	\$0.00
October																		\$ -	\$0.00
November																		\$ -	\$0.00
December																		\$ -	\$0.00
TOTALS	1859	\$7,007.36	1886	\$6,803.68	1181	\$3,876.00		4926	\$17,687.04	1112	\$3,816.10	520	\$693.00	514	\$500.80	2146	\$5,009.90	\$ 7,072.00	\$22,696.94

5/18/16



Greater Wisconsin
Agency on Aging Resources, Inc.

April 25, 2016

Betty Bradley, Aging/Long Term Care Unit Manager
571 County Road A
PO Box 588
Green Lake, WI 54941

On behalf of the Greater WI Agency on Aging Resources, Inc., thank you for submitting the Green Lake County 2015 Aging Plan self-assessment. We hope this reflection on your goal performance is a useful tool for you, your board and your staff. As the Area Agency on Aging, it is our job to review your assessment and progress on your stated goals and your compliance with the Wisconsin Elders Act.

Compliance with the Wisconsin Elders Act

You are in compliance with the WI Elders Act as an Aging Unit with a full-time Aging Unit Director and a Commission on Aging with appropriate terms and composition. Recruiting 3 new members to your COA is an exciting opportunity to involve new members of the community in aging services.

Activities to Help People Advocate for Themselves

As required of the Older Americans Act and the Wisconsin Elders Act, Aging Units have a responsibility to advocate for older adults as well as empower them to advocate for themselves. The one-on-one work done by your agency helps ensure individuals access their eligible benefits, but empowering older adults goes much farther. Empowerment enables them to be heard by their elected officials and to have a voice in the policies and issues that impact their benefits and way of life. For more resources to help with this, I encourage you to reach out to Janet Zander.

Because advocacy is such an important part of the aging network, we encourage you to visit the GWAAR website for advocacy materials and review email alerts for time-sensitive issues in order to continuously expand advocacy efforts in your county. Your newsletter reaches a huge number of older adults and is an excellent communication tool for advocacy materials.

Development of a System of Home and Community-Based Services

As more people desire to reside in their own homes as they age, making sure they know about the services available is important. Joint outreach efforts, presentations and the resource guide are ways you are doing that. We encourage you to go beyond educational presentations and identify and fill the gaps in services that enable individuals to continue living in their own homes.

Older Americans Act Programs

OAA programs are the backbone of what Aging Units are required to do. Keeping other county departments informed of these services is a great way to show the value and importance of these services to the community. As you demonstrated with the nutrition program breakfast program, creative and innovative ideas will continue to be needed to meet the increasing need and changing desires of the aging community.

Alzheimer's Disease

Working with the Dementia Care Coalition and Alzheimer's Association continues your excellent work to improve services for individuals with dementia and their caregivers. Over the three year plan, you have seen increases in use of the AFSCP and NFSCP funding through referrals and are commended for ensuring all funds go to families. If you need ideas or suggestions on this program or reducing your waiting list, don't hesitate to contact Jane Mahoney.

Emergency Preparedness

Ongoing staff training in incident management and other emergency procedures and practice in mock disaster training will keep your agency prepared if an emergency response is needed, no matter how big or small. Although not a required goal in current aging plan, emergency preparedness will continue to be important for your agency and those you serve.

The lack of fire drills at the dining sites is a significant concern. As stated in your 2014 assessment letter, these are not optional, they are a compliance issue for all OAA Nutrition Programs. This issue needs to be addressed immediately and fire drills must be conducted once a year. I am sending a copy of this letter to Alex Slimak who can help you get into compliance. Regular drills are required and encouraged in April as part of awareness week and the statewide tornado drills although they can be done any time of the year.

Evidence-Based Prevention Programming

Congratulations on continued success of the Healthy Eating for Successful Living programs. Please note that with the changes in IID funding, this class will not be able to be funded with IID money after 2016. To increase capacity Jill Renken can help you to recruit leaders or find other programs to fit your community so you can reduce cancelled classes.

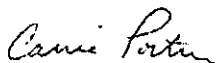
Family Caregiver Support (NFCSP)

You are commended on building a caregiver coalition that did not exist at the start of your plan in 2013. Also, holding joint AU/ADRC meetings help with communication and follow-up with individuals needing support. Continuing with this practice will be even more important going forward.

Local Priorities & Other Comments

Congratulations on your nutrition pilot program success. Although it proved not to be self-sustaining, you found a way to reach people who have not been to the senior center. There are lessons you can take from this to continue development of programs to reach those you have not in the past.

Thank you, the board, the staff and your partners for developing and providing services for the older adults and caregivers of Green Lake County.



Carrie Porter, OAA Consultant

cc. Richard Trochinski, Aging Advisory Committee Chair
Alex Slimak, Nutrition Specialist

5/18/16

STATE of WISCONSIN



OFFICE of the GOVERNOR

Proclamation

WHEREAS; Wisconsin has 1.3 million adults aged 60 and older who deserve recognition for their valuable leadership, life accomplishments, and contributions to our state and our nation; and

WHEREAS; the state is committed to raising awareness about issues facing older adults and helping all individuals to thrive in communities of their choice for as long as possible; and

WHEREAS; Wisconsin appreciates the value of inclusion and support in helping older adults successfully contribute to and benefit from engagement in their communities; and

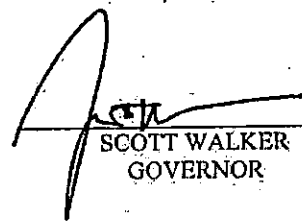
WHEREAS; communities throughout the state can enhance opportunities to enrich the lives of individuals by promoting participation in community activities, wellness, and social events, emphasizing home- and community-based services that support independent living, and ensuring that community members of all generations can benefit from the contributions, knowledge, and experience of older adults;

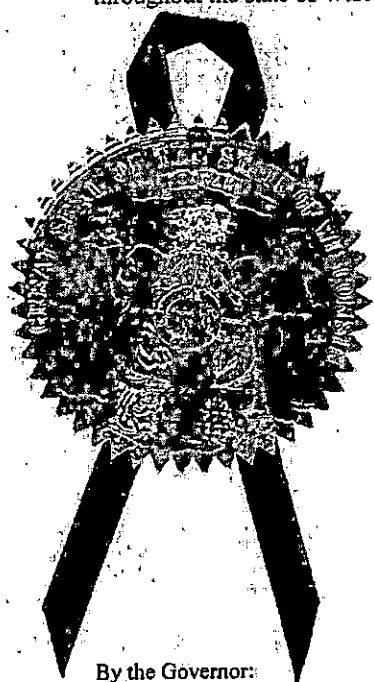
NOW, THEREFORE, I, Scott Walker, Governor of the state of Wisconsin, do hereby proclaim the month of May 2016 as

OLDER AMERICANS MONTH

throughout the state of Wisconsin, and I commend this observance to all of our citizens.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the state of Wisconsin to be affixed. Done at the Capitol in the city of Madison this 2nd day of May 2016.


SCOTT WALKER
GOVERNOR



By the Governor:


DOUGLAS LA FOLLETTE
Secretary of State

**WI BUREAU OF AGING AND DISABILITY RESOURCES
STANDARDIZED COST SHEET FOR NUTRITION PROGRAMS**

Nutrition Program: _____
Date: _____
Year: _____

Instructions: Please enter costs into columns F and H only, all other calculations will be done automatically.
Then enter number of meal served into the green cells on the right side.

REVENUE

Please enter revenue by program.		Congregate	Home Delivered
FEDERAL			
Older Americans Act (Title III, Title VI) and State Funds for Nutrition Services		\$ 42,059.00	\$ 39,148.00
NSIP		\$ -	\$ 13,327.00
Other		\$ -	\$ -
STATE			
WI Senior Community Services Program		\$ -	\$ -
Other		\$ -	\$ -
LOCAL			
Local Funds for Nutrition Services (includes Required 10% Match)		\$ 42,865.00	\$ 24,048.00
Other		\$ -	\$ -
PROGRAM INCOME			
Participant Contributions		\$ 24,019.00	\$ 44,111.00
Meal Subcontracts (MCOs, catering, sales to other organizations)		\$ -	\$ 22,556.00
Gifts or Donations from Other Organizations		\$ -	\$ -
Other		\$ -	\$ -
OTHER			
		\$ -	\$ -
TOTAL		\$ 108,943.00	\$ 143,186.00
TOTAL Revenue		\$ 252,129.00	

Enter number of meals served into green cells.

Total Project Cost =	\$ 252,129.00
(total of column D & E)	
/ By Total # Meals Served	21,304
Total Project Cost Per Meal	\$ 11.83

Total Congregate Program Cost =	\$ 89,708.00
(total of Column F)	
/ By Total # Congregate Meals Served	6,871
Guest Fee for Congregate Program	\$ 13.06

Total Home Delivered Program Cost =	\$ 162,423.00
(total of Column H)	
/ Total # of Home Delivered Meals Served	14,433
Guest Fee for Home Delivered Meals	\$ 11.25

ERROR: Revenue Must Equal Expenses

EXPENSES	Direct Meal Service Costs	Administrative Costs	Meal Cost Comparison			
			Congregate	Percentage	Home Delivered	Percentage
A. Personnel/Labor Including Fringe Benefits						
Dining Center Managers	\$ 28,860.00		\$ 14,430.00	50%	\$ 14,430.00	50%
Cooks	\$ -		\$ -	0%	\$ -	0%
Meal Drivers	\$ 11,338.00		\$ -	0%	\$ 11,338.00	100%
Kitchen Aides/Food Service Workers	\$ -		\$ -	0%	\$ -	0%
Custodial/Cleaning	\$ -		\$ -	0%	\$ -	0%
Repair	\$ -		\$ -	0%	\$ -	0%
Nutrition Director		\$ 53,402.00	\$ 26,701.00	50%	\$ 26,701.00	50%
Program Coordinators		\$ -	\$ -	0%	\$ -	0%
Program Nutritionist/Dietitian		\$ 2,400.00	\$ 1,200.00	50%	\$ 1,200.00	50%
General Office Support Staff		\$ -	\$ -	0%	\$ -	0%
Aging Unit/ADRC Director		\$ 9,940.00	\$ 4,970.00	50%	\$ 4,970.00	50%
Outreach Workers/Volunteer Coordinators		\$ -	\$ -	0%	\$ -	0%
Other Contracted Employees		\$ -	\$ -	0%	\$ -	0%
Other (please specify):		\$ -	\$ -	0%	\$ -	0%
Group Subtotal	\$ 40,198.00	\$ 65,742.00	\$ 47,301.00	45%	\$ 58,637.00	55%
B. Recognition						
Volunteer Recognition	\$ -	\$ -	\$ -	0%	\$ -	0%
Group Subtotal	\$ -	\$ -	\$ -	0%	\$ -	0%
C. Travel						
Mileage Reimbursement (Staff)	\$ 1,174.00		\$ 587.00	50%	\$ 587.00	50%
Mileage Reimbursement (Volunteer)	\$ 20,268.00		\$ -	0%	\$ 20,268.00	100%
Group Subtotal	\$ 21,442.00	\$ -	\$ 587.00	3%	\$ 20,855.00	97%
D. Transportation if not separate budget/program						
Meal Vehicle Purchase Maintenance & Repair	\$ -		\$ -	0%	\$ -	0%
Meal Vehicle Depreciation	\$ -		\$ -	0%	\$ -	0%
Meal Delivery Contract (home delivery)	\$ -		\$ -	0%	\$ -	0%
Group Subtotal	\$ -	\$ -	\$ -	0%	\$ -	0%
E. Communications						
Phone/Fax	\$ -		\$ -	0%	\$ -	0%
Cell Phones	\$ -		\$ -	0%	\$ -	0%
Internet/Email	\$ -		\$ -	0%	\$ -	0%
Pagers/Radios	\$ -		\$ -	0%	\$ -	0%
Group Subtotal	\$ -	\$ -	\$ -	0%	\$ -	0%
F. Marketing/Promotion						
Marketing/Promotion of Nutrition Program	\$ -		\$ -	0%	\$ -	0%
Group Subtotal	\$ -	\$ -	\$ -	0%	\$ -	0%
G. Building Costs/Utilities						
Rent/Lease	\$ -		\$ -	0%	\$ -	0%
Depreciation	\$ -		\$ -	0%	\$ -	0%
Utilities	\$ -		\$ -	0%	\$ -	0%
Construction	\$ -		\$ -	0%	\$ -	0%
Renovation	\$ -		\$ -	0%	\$ -	0%
Security	\$ -		\$ -	0%	\$ -	0%
Pest Control	\$ -		\$ -	0%	\$ -	0%
Building Maintenance	\$ -		\$ -	0%	\$ -	0%
Other (specify)	\$ -		\$ -	0%	\$ -	0%
Group Subtotal	\$ -	\$ -	\$ -	0%	\$ -	0%
H. Supplies						
Disposables/Paper Goods	\$ 11,162.00		\$ 3,683.00	33%	\$ 7,479.00	67%
Linens/Uniforms	\$ -		\$ -	0%	\$ -	0%

	Kitchen	\$		\$	0%	\$	0%
	Cleaning	\$		\$	0%	\$	0%
	Office	\$		\$	0%	\$	0%
	Copies	\$		\$	0%	\$	0%
	Printing/Publications	\$		\$	0%	\$	0%
	Postage	\$	1,081.00	\$	357.00	\$	724.00
	Books/Subscriptions	\$		\$	0%	\$	0%
	Other (specify)	\$		\$	0%	\$	0%
Group Subtotal		\$	11,162.00	\$	1,081.00	\$	4,040.00
I. Equipment	Capital Equipment Purchases	\$		\$		\$	8,203.00
	Computers - Hardware	\$		\$	0%	\$	0%
	Rent/Lease of Equipment	\$		\$	0%	\$	0%
	Repairs/Maintenance	\$		\$	0%	\$	0%
	Depreciation (non-vehicle)	\$		\$	0%	\$	0%
Group Subtotal		\$		\$		\$	
J. Training/ Meetings/ Conferences	Travel	\$		\$	#DIV/0!	\$	#DIV/0!
	Per Diem/Meals	\$	415.00	\$	207.50	\$	207.50
	Registration Fees	\$	265.00	\$	132.50	\$	132.50
	Professional Fees/Memberships	\$	240.00	\$	120.00	\$	120.00
	Training Materials	\$		\$	0%	\$	0%
	Other (specify)	\$		\$	0%	\$	0%
Group Subtotal		\$	920.00	\$	460.00	\$	460.00
K. Operating Costs	Licenses/Permits	\$		\$	0%	\$	0%
	Insurance (General)	\$		\$	0%	\$	0%
	Insurance (Volunteer)	\$		\$	0%	\$	0%
	Computer Software	\$		\$	0%	\$	0%
	Taxes	\$		\$	0%	\$	0%
	Audit	\$		\$	0%	\$	0%
	Accounting	\$		\$	0%	\$	0%
	Employment Services	\$		\$	0%	\$	0%
	Indirect Costs Paid (including AMSO)	\$		\$	0%	\$	0%
	Other (specify)	\$		\$	0%	\$	0%
Group Subtotal		\$		\$		\$	
L. Food	Purchased Meal Costs (catered operation)	\$	111,586.00	\$	37,318.00	\$	74,268.00
	Raw Food Costs (cooking operation)	\$		\$	0%	\$	0%
	Freight/Shipping	\$		\$	0%	\$	0%
	Other	\$		\$	0%	\$	0%
Group Subtotal		\$	111,586.00	\$	37,318.00	\$	74,268.00
TOTAL EXPENSES:		\$	184,386.00	\$	87,743.00	\$	162,423.00

TOTAL BUDGET

MEAL SERVICE = Total of Column 1 (Dir Meal Service Costs) / Total Proj Cost = 73%

ADMINISTRATIVE COSTS = Total of Column 2 (Administrative Costs) / Total Project Cost = 27%

MEAL COSTS

FOOD COST = Sum of Category L Column 1 (minus freight/ship) / by Total of Column 1 = 61%

LABOR COST = Sum of Category A Column 1 / by Total of Column 1 = 22%

REMAINING = Categories B - K & Freight/Ship - Column 1/by Total of Col 1 = 18%

Labor Cost Percentage = 16%

(Hourly, salaries, benefits / TOTAL Revenue)

Food Cost Percentage = 44%

(Cost of Purchased Food / TOTAL Revenue)