

## NOTICE OF AN ELECTRONIC MEETING

This meeting will be conducted via electronic videoconferencing/teleconferencing. As such, it is likely that some or all members of, and a possible quorum, may be in attendance via electronic means and not physically present. In accordance with Wisconsin law, the meeting will remain open to the public. The public may attend in person at the location noted on the agenda. However, DHS Emergency Order #12 requires that no more than ten people be at one gathering and that everyone respects social distancing. **The public is encouraged and requested to attend via electronic means. Per the Governor's Order, the wearing of masks in all public buildings is mandatory.** You may attend via videoconference by downloading the free Zoom program to your computer at <https://zoom.us/download>. At the date and time of the meeting, you log on through the Zoom program and enter the Meeting ID from the agenda. You may also attend via conference call by dialing the phone number listed.

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                             |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
|  | <p><b>AGENDA - ADRC of Southwest Wisconsin-Iowa County Board</b><br/><b>Tuesday, October 27, 2020 at 10:00 a.m.</b><br/><b>Conference Call 1-312-626-6799</b><br/><b>Zoom Meeting ID: 815 7736 8863</b><br/><b>Passcode: 124248</b><br/><a href="https://us02web.zoom.us/j/81577368863?pwd=eFBEMHhkdjZlNnZQbTl5aEhtc0FDQT09">https://us02web.zoom.us/j/81577368863?pwd=eFBEMHhkdjZlNnZQbTl5aEhtc0FDQT09</a><br/><b>Health &amp; Human Services Center, Community Room,</b><br/><b>303 W Chapel St., Dodgeville, WI 53533</b></p> | <p><b>Iowa<br/>County<br/>Wisconsin</b></p> |
| 1                                                                                 | Call to order.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                             |
| 2                                                                                 | Roll Call.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                             |
| 3                                                                                 | Approve the agenda for this October 27, 2020 meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                             |
| 4                                                                                 | Approve the minutes of the August 25, 2020 meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                             |
| 5                                                                                 | Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken.                                                                                                                                                                                                                                                                                                                                                                                                  |                                             |
| 6                                                                                 | Transportation Updates. No action will be taken.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                             |
| 7                                                                                 | Review ADRC Monthly Financial Summaries. No action will be taken.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                             |
| 8                                                                                 | Review current ADRC Board By-Laws. No action will be taken.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                             |
| 9                                                                                 | Department Reports:<br>a) SUN:<br>b) ADRC: (EBS, DBS, I&A, and Transportation)                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                             |
| 10                                                                                | ADRC Manager:<br>a) ADRC Managers Report<br>b) Advocacy Updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                             |
| 1                                                                                 | Set next meeting date: Tuesday, November 24, 2020 at Health & Human Services Center, 303 W. Chapel Street, Dodgeville, WI 53533. 10:00 a.m. Zoom will still be an option.                                                                                                                                                                                                                                                                                                                                                        |                                             |
| 12                                                                                | Adjournment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                             |
|                                                                                   | Posting verified by: ADRC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date: 10/21/2020 Initials: mbo              |



## ADRC Manager's Report

September 2020

**September Outreach:** Though our Health and Wellness Expo has been canceled due to COVID-19; we are offering some virtual opportunities for folks to connect in other ways. All month long, we will be inviting people to #SpreadSmiles to one another. Those who hashtag #SpreadSmiles on Facebook or Instagram and those who attend our events will be entered in to win some great incentive prizes.

- **September 3<sup>rd</sup>,** Parking Lot Bingo: in partnership with Agrace Hospice, we had 12 people/9 cars show up for parking lot bingo. Reports were positive and there were many smiles that day.
- **September 10<sup>th</sup>,** Story Hour with the Mineral Point Library: Three community members joined us for story hour. The recording of "The Remember Balloons" is available on YouTube, as well as the ADRC and Mineral Point Library Facebook Pages. We know some local daycares are taking advantage of the YouTube video so that they can use "The Remember Balloons" to discuss dementia with kids.
- **September 17<sup>th</sup>,** Identity Theft: Protect & Prevent: this will be a virtual presentation done by the Department of Ag and Consumer Protection and the ADRC. Participants of any age will learn important ways to protect themselves against identity theft.
- **September 24<sup>th</sup>,** Virtual Trivia: we will play a fun game of Trivia that will include questions about health and wellness. This will be a friendly competition that is sure to promote brain health and some extra smiles for the day.

**Disability Benefit Specialist 20<sup>th</sup> Anniversary:** This year marks the 20<sup>th</sup> Anniversary for the Disability Benefit Specialist Program in Wisconsin. A Zoom Celebration was held on 9/15/20 to pay tribute to those who helped develop the program and those who are a part of the program today. When this program started, there were only a handful of Disability Benefit Specialists in Wisconsin. Now, every county and Tribe has access to a Disability Benefit Specialist. There is also a Disability Benefit Specialist who specializes in assisting those who are Deaf and Hard of Hearing. The early vision of the Disability Benefit Specialists Program was that they would be "red tape cutters," and the program still does this today. Disability Benefit Specialists assist people with disabilities that cannot break through barriers on their own. They assist and advocate for people with disabilities so that they can gain access to public and private benefits.

**Prevention Programs:** Aging Mastery Program (self-directed/phone consultation): The Aging Mastery Starter Kit empowers individuals to get the most out of life. Each element of the kit has been designed to encourage people to take small steps to improve quality of life. We still have a few kits left. The self-directed program has been well received.

- **Powerful Tools for Caregivers (online) & Boost Your Brain and Memory (online):** These classes are underway and going well. Each class has a waiting list so we are working on scheduling more classes.

**Caregiver Support Program:** The Mug Club for Caregivers is meeting virtually on the third Tuesday of the month. Our Dementia Care Specialist and the Alzheimer's Association teamed up to host a "Monday Coffee

Connect,” which is a virtual caregiver support group from 10-11am on Mondays. The Dementia Care Specialists of Southwest Wisconsin and Eagle Country are hosting another online support group: “Evening Conversations with Pam and Gina” on Thursdays from 7:30-8:30pm. In November, we will be celebrating our family caregivers with a virtual Caregiver Renewal Day.

**Healthy Aging in Rural Towns (HeART Coalition):** The HeART Coalition continues to meet virtually. Future strategies will include an ADRC Falls Referral online application, Pedestrian Safety/Red Flags Program, Resource HUB Training and Prescription Drug Take-back, amongst other things. We are developing a campaign to bring awareness to social isolation and loneliness. And we are currently working on one intervention; to have children in schools or daycares make cards or pictures for nursing home residents.

➤ Virtual Book Discussion Group: My Two Elaine's, September 17<sup>th</sup> from 4:00-5:00.

**O'ROURKE Dementia Stabilization Unit:** The development of the Dementia Stabilization Unit is moving forward. The location is at Pleasant View Skilled Nursing & Rehab in Monroe, WI. We now have an official name and logo, please see below. With permission from his family, the unit has been named after one of the inspirations for this unit. Intentions are to open the unit by the end of 2020. It will be a specialized unit that the counties of Grant, Green, Iowa and Lafayette can protectively place an individual with dementia who is exhibiting behaviors that cannot be accommodated in the community. This will be a short-term setting that focuses on these three principals: stabilize, analyze and educate. The specially trained staff will stabilize the consumer, assess the situation, analyze the consumer, and then educate the caregivers before returning the consumer back to the community.



Respectfully submitted,

Valerie Hiltbrand, ADRC Manager  
ADRC of Southwest Wisconsin  
303 W. Chapel St.  
Dodgeville, WI 53533  
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## ADRC Manager's Report

October 2020

### The ADRC Office

The Health and Human Services Center doors will remain closed to the public through the end of 2020. You may still refer residents to call the office at 608-930-9835 to discuss their needs. We are able to perform many duties over the phone, by Zoom, or by US Mail.

### Programs/Services

**Medicare Part D Open Enrollment:** Our office sent out almost 300 letters to past customers. The letters explain the process the ADRC is offering. This year, our Elder Benefit Specialist and Disability Benefit Specialist will be assisting customers over the phone, by mail or online.

**Prevention Programs:** Please refer customers to the ADRC to learn about options for Prevention Programs. We can put people on waiting lists so that we can call them when local classes resume. We are also able to help consumer's access online prevention programs around the state.

Local online Prevention Programs coming up: Boost Your Brain and Memory, Walk with Ease, and Powerful Tools for Caregivers.

**Voting:** The ADRC Taxi will be providing transportation to the polls on Tuesday, November 3<sup>rd</sup>. Our ADRC Facebook page has been sharing some educational materials about voting. The October and November editions of the News and Views have some additional information about voting; please check it out and spread the word. *Rose is available to drive per Tom.*

### Caregiver Support Program:

"Mug Club for Caregivers" meets virtually on the third Tuesday of the month from 10:30-11:30am.

"Monday Coffee Connect" is a virtual caregiver support group that meets from 10:00-11:00am on Mondays, hosted by our Dementia Care Specialist and the Alzheimer's Association.

"Evening Conversations with Pam and Gina" is a virtual caregiver support group that meets on Thursdays from 7:30-8:30pm. This is hosted by the Dementia Care Specialists from the ADRC of Eagle Country and the ADRC of Southwest Wisconsin.

*Wisc. Institute for Healthy Aging - online programs throughout the state.*

X *Caregiver Renewal Day* (collaborating with Lafayette and Grant counties) is November 6<sup>th</sup>. We will have an online presentation by speaker Keri Olson and a discussion afterward. Each participant will receive a book, authored by Keri Olson, and a special gift.

**Healthy Aging in Rural Towns (HeART Coalition):** The HeART Coalition continues to meet virtually. Future strategies will include an ADRC Falls Referral online application, Pedestrian Safety/Red Flags Program, Resource HUB Training, Prescription Drug take-back, and a Social Isolation and Loneliness Prevention campaign amongst other things.

Keep an eye out in the Shopping News for the "Hey Neighbors" advertisements from the HeART Coalition; encouraging folks to reach out to one another in order to promote socialization. The advertisements will also include some upcoming events hosted by HeART Coalition members.

Respectfully submitted,

Valerie Hiltbrand, ADRC Manager  
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TUESDAY, AUGUST 25, 2020

State of  
Wisconsin  
County of  
Iowa

**UNAPPROVED MINUTES OF THE ADRC OF SOUTHWEST WISCONSIN,  
IOWA COUNTY BOARD MEETING HELD  
TUESDAY, AUGUST 25, 2020 at 10:00 a.m.  
HEALTH & HUMAN SERVICES CENTER,  
303 W. CHAPEL ST., DODGEVILLE, WI 53533**

2020-05

| Item   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Index                                                     |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 1)     | Chairperson O'Brien called the meeting to order at 10:10 a.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Call to Order                                             |
| 2)     | Roll Call – Members Present in Community Room: Dianne Evans, Bill Ladewig and Justin O'Brien. Members Present Remotely: Nancy Clements, Lori Fisher, Judy Lindholm, Elsie Jane Murphy, Cathy Palzkill, J. Patrick Reilly, and Marilyn Rolfsmeyer. Excused: Jeremy Meek and Trish Rock. Absent: Kathy Elliott and Lynn Munz. Others Present in Community Room: Valerie Hiltbrand, Marylee Oleson, and Jamie Gould. Others Present Remotely: Stacey Terrill and Paula Daentl.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Roll Call                                                 |
| 3)     | Approval of the <b>August 25, 2020</b> Agenda. Motion by Ladewig and seconded by Evans to accept the agenda. Motion carried.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Agenda Approval                                           |
| 4)     | Approval of the <b>July 28, 2020</b> meeting minutes. Motion by Reilly and seconded by Palzkill to accept the meeting minutes. Ladewig abstained. Motion carried.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Meeting Minutes Approval                                  |
| 5)     | O'Brien assisted Emergency Management/Keith Hurlbert with a D99.3 (WDMP) radio ad concerning the mask campaign - bringing awareness to everyone that wearing masks and social distancing can stop the spread of COVID-19.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Members of audience address Committee                     |
| 6)     | Palzkill questioned the expense of new tires for the new taxi. Gould explained that a tire was damaged and another had severe wear. New tires were ordered and the van was realigned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Monthly Financial Summary                                 |
|        | Gould presented. We are in a good position to be ahead this year. CARES grant also helps. Must be spent by 12/31/2020. Ladewig questioned if we are charged for the TV ads that appear on Madison stations. Gould replied no. We do pay for our local radio and newspaper advertisements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2020 2 <sup>nd</sup> Qtr Financials                       |
| any 8) | Gould presented. Reviewed each page. Ladewig voiced concerns that the bus budget increased 10%. Gould responded that is due to GWAAR III-B grant carrying over from 2020. Gould pointed out an error on the Driver Escort page, she will fix. No tax levy is expected to fund this program. City Taxi budget page, Gould pointed out that there are fewer pay periods in 2021, which in turn reflects in the Staff Wages. Rural Taxi Budget page – GWAAR CARES B grant money will be spent in 2020 and will not be carried over into 2021. This will be updated. Ladewig asked if the county is foreseeing any problems with tax levy amounts in 2021. Gould said nothing has been said yet. This is still a preliminary budget. It was sent to the Finance Department who reviews with the County Administrator, along with every other county department. Rolfsmeyer thanked Gould for all her hard work and her success in her new position as Finance Director of Iowa County. Cheers from all. | for seeing any problems w/ Tax Levy's<br>2021 ADRC Budget |
| 9)     | Corp Counsel is still reviewing. Hiltbrand hopes that they will be ready by the September ADRC Board meeting. Lindholm asked if GWAAR was aware of the By-Laws updates and Hiltbrand assured her they were.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ADRC Board By-Laws                                        |
| 10)    | <b>SUN (Seniors United for Nutrition):</b> Cecile McManus, SUN Director for Iowa and Lafayette Counties, did not attend. Hiltbrand said they are very busy. O'Brien said they are working on a site manager position for Highland and a driver for Mineral Point meal delivery. Only two meal sites are open (one in each county).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                           |

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|     | <p><b><u>I&amp;A (Information &amp; Assistance):</u></b> Report Provided. O'Brien was pleased to note that customers are signing up for workshops and, even though there is a pandemic going on, we are still able to offer workshops. Palzkill asked if concerns have risen for children transitioning to adult services – if their needs are still being met. Hiltbrand doesn't believe there has been a lapse in services. Ladewig asked if the Health Dept. informs us if someone in our [aging or disability] "group" has COVID. Hiltbrand said the ADRC has yet to be informed but would assist as able, for instance, if a facility needed to relocate people. O'Brien concerned that would be a violation of HIPPA. If an ADRC employee were in close contact with someone who was diagnosed, a Contact Tracer would notify her. If the Health Dept. has concerns about someone that would be a customer for us, they would then get us involved, at the customer's request.</p> <p><b><u>DBS (Disability Benefit Specialist):</u></b> Report Provided.</p> <p><b><u>EBS (Elder Benefit Specialist):</u></b> Report Provided. Stacey Terrill attended virtually. During this pandemic, customer circumstances are changing, notably retiring before they planned to because of loss of employment. There is a program called "Stretching Your Dollars," that focuses on retirement, Social Security, and other benefit programs such as QMB (Qualified Medicare Beneficiary) and SLMB (Specified Low income Medicare Beneficiary), Senior Care, Extra Help thru Social Security. Contact Stacey if you would like more information. Please help spread the word that the Benefit Specialists are here to help with numerous programs. Evans asked how soon someone should call to sign up for Medicare. Terrill responded that enrollment is up to three months prior to their turning 65 years old but she can talk to them at any time. O'Brien thanked Terrill for her help. People are grateful.</p> <p><b><u>Transportation:</u></b> Report Provided. Care A Van bus is not running during the pandemic. Outside county travel has been suspended. Volunteer Driver Escort program is running with both the customer and the driver called the day before their scheduled trip to review the COVID symptoms list. Rural Taxi is offering free taxi rides (for a limited time) to customers age 60 and over and persons with disabilities, with CARES grant and 85.21 grant money. Ladewig asked if we provide COVID testing for our drivers. Gould responded no since the COVID test is free. We have had drivers chose to stop driving during this time. All drivers have been offered cleaning supplies and masks. Safety is our number one priority.</p> | Review<br>Department<br>Reports |
| 11) | <p><b><u>ADRC Manager:</u></b> Valerie Hiltbrand presented.</p> <p><b>REPORT -</b></p> <ul style="list-style-type: none"> <li>• Advertising through the radio and rural Iowa County newspapers, promoting ADRC resources and services.</li> <li>• In place of the Health &amp; Wellness EXPO, the ADRC has planned "Thursdays in September". Sept. 3<sup>rd</sup> is BINGO from your car at Hidden Valley Church parking lot in Dodgeville. In conjunction with the Mineral Point Public Library, on the 10<sup>th</sup> of September there is a virtual, multi-generational, craft and story hour and. On the 17<sup>th</sup> is a virtual <u>Prevent Identity Theft</u> presentation by Jeffrey Kersten, Wisconsin Bureau of Consumer Protection. We will wrap up the month with a virtual Trivia Game. Register to win great prizes. Ladewig requested we send a PR to Madison television stations concerning Car Bingo, especially since we are collaborating with Agrace. Hiltbrand will investigate. O'Brien said this is great for the shut-in's who are dealing with depression and isolation during this pandemic.</li> <li>• Two online programs are full: Powerful Tools for Caregivers and Boost Your Brain &amp; Memory. Will offer again in the near future.</li> <li>• May be able to offer Walk with Ease virtually, investigating.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ADRC Manager                    |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
|     | <ul style="list-style-type: none"> <li>• \$25 Senior Farmers' Market Vouchers are almost gone.</li> <li>• Healthy Aging in Rural Towns (HeART) is working on a number of things. Currently campaigning for help with mental health and social isolation. Tools to make sound decisions on whether to attend an event or stay home. Requested assistance from the UW School of Nursing. Sip-n-Swipe Café occurs today and Thursday.</li> <li>• Voting – a real concern – access to polling location, absentee voting and making sure your signature is witnessed, choices. Palzkill thinks the ADRC should assist with witnessing a signature, advertise that a signature is required on an absentee ballot, and advertise how to get an absentee ballot.</li> <li>• O'Brien thinks Zoom and similar virtual media will be a continuing thing and as we can see, there are challenges with it.</li> <li>• Ladewig asked what makes a program evidence-based. Hiltbrand responded that evidence-based programs have been researched, tested, and scientifically proven to work. We were fortunate enough to be chosen for a pilot program called Stand Up-Move More. Once this program has gone through the research, tests, and scientifically proven, it will then be an evidence-based program.</li> </ul> |                   |
| 12) | <b>Tuesday, September 22, 2020</b> approved for the next ADRC Board meeting. 10:00 a.m., HHS Center, Community Room, Dodgeville. Zoom will still be an option.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Next Meeting Date |
| 13) | Motion by Ladewig and seconded by Reilly to Adjourn. Motion carried. Meeting adjourned at 11:32 a.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Adjourn           |

AGING & DISABILITY RESOURCE CENTER  
REVENUE AND EXPENDITURE SUMMARIZATION  
AUGUST 2020

Income                      \$51,168.48

- Income includes reimbursement from Green County, reimbursement from Family Care for driver escort rides, driver escort co-payments, city taxi and rural taxi co-payments.

Expenditures              \$59,820.88

- Expenses include payroll and fringes, office supplies, postage, News & View publication, advertising, volunteer driver reimbursement, fuel for taxi, caregiver respite, laptop, scanners, and headphones.

AGING & DISABILITY RESOURCE CENTER  
REVENUE AND EXPENDITURE SUMMARIZATION  
SEPTEMBER 2020

Income                      \$44,795.82

- Income includes reimbursement from Green County, reimbursement from Family Care for driver escort rides, driver escort co-payments, and city taxi co-payments.

Expenditures              \$59,986.23

- Expenses include payroll and fringes, office supplies, postage, News & View publication, advertising, volunteer driver reimbursement, fuel for taxi, and caregiver respite.



**IOWA COUNTY CORPORATION COUNSEL**

222 N. Iowa Street, Suite 1113

Dodgeville, WI 53533

October 13, 2020

Subj: Corporation Counsel Review of Draft ADRC Board Bylaws

1. As requested, I completed the legal sufficiency review of the draft bylaws for the "Aging and Disability Resource Center of Southwest Wisconsin Iowa County." My comments and recommendations follow.

2. Iowa County Policy Number 101, "Iowa County Committees, Commissions & Boards Structure" describes the composition, responsibilities and procedures of the committees of the County Board. The following excerpt is captured from page 8 of this policy and describes the Iowa County Board of Supervisors' intent with respect to establishment of the ARDC Iowa County Board. It should be noted that there are some inconsistencies between Policy 101 and other substantive and authoritative references governing the ADRC Iowa County Board. These additional authoritative references in turn will be discussed in subsequent paragraphs.

**THE FOLLOWING COMMITTEES/ COMMISSIONS/BOARDS of IOWA COUNTY ALIGN WITH THE HEALTH & HUMAN SERVICES STANDING COMMITTEE:**

Aging and Disability Resource Center, Iowa County Board (Wis. Stat. §§ 46.283(6) & 46.285) (Formerly known as Commission on Aging)

Purpose: The Aging and Disability Resource Center of Southwest Wisconsin – Iowa County Board provides oversight for services and programs with adults and families who are affected by aging, disability, mental health or substance abuse issues so that their quality of life might be enhanced.

Size of the Committee: 15 (3 Supervisors)

Frequency of Meetings: Monthly and/or as needed

Assessment of the Board: Annual peer review by the Health and Human Services

Standing Committee with input from supervisors and staff

3. Wis. Stat. 46.283(6) imposes a requirement for counties to have a "governing board" and sets forth the composition requirements and tasks that the governing board must follow:

**"(6) Governing board.**

**(a)**

1. A resource center shall have a governing board that reflects the **ethnic and economic diversity** of the geographic area served by the resource center.

2. At least one-fourth of the members of the governing board shall be individuals who belong to a client group served by the resource center or their family members, guardians, or other advocates. The proportion of these board members who belong to each client group, or their family members, guardians, or advocates, shall be the same, respectively, as the proportion of individuals in this state who receive services under s. 46.2805 to 46.2895 and belong to each client group.

3. An individual who has a financial interest in, or serves on the governing board of, a care management organization or an organization that administers a program described under [s. 46.2805 \(1\) \(a\)](#) or (b) or a managed care program under [s. 49.45](#) for individuals who are eligible to receive supplemental security income under [42 USC 1381](#) to [1383c](#), which serves any geographic area also served by a resource center, and the individual's family members, may not serve as members of the governing board of the resource center.

4. Furthermore, Wis. Stat. 46.82(4) imposes a requirement for counties to have a "commission on aging" and sets for the composition requirements and tasks that the commission must follow:

**"(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 at pleasure by the county executive or county administrator.

**(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 percent of the membership of the advisory committee and individuals who are elected to any office may not constitute 50 percent 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 percent of the membership of this commission and individuals who are elected to any office may not constitute 50 percent 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 percent of the membership of this commission and individuals who are elected to any office may not constitute 50 percent 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 tribal commission on aging member appointed under par. (a) 1. may be removed from office for cause by a two-thirds vote of each tribal governing body participating in the appointment, on due notice in writing and hearing of the charges against the member. A county commission on aging member appointed under par. (a) 1. may be removed from office by a two-thirds vote of each county board of supervisors participating in the appointment, on due notice in writing.

**(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 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 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. One question that was raised is "*what is the status of the ADRC Board,*" such as a non-profit organization, governmental entity, etc. Probably the best definition to follow is from Wis. Stat. §19.82: "(1) *'Governmental body'* means a state or local agency, board, commission, committee, council, department or public body corporate and politic created by constitution, statute, ordinance, rule or order..." What is important to note regarding this particular definition, which clearly applies to the ADRC Board, is that it comes from the Wisconsin Open Meetings Law statute. Therefore, absent an exception, all meetings of the ADRC Board must comply with the Wisconsin Open Meetings Law, Wis. Stat. §§19.81, et. seq.

6. One additional reference that must be followed is the "Scope of Services" contract for the Aging and Disability Resource Center Grant Agreement with the Wisconsin Department of Health Services Division of Public Health. Starting on page 44 of the current Grant Agreement, covering the period of January 1, 2020 through December 31, 2020, the Grant Agreement sets forth the requirements imposed by contract for ADRC Governing Boards such as the ADRC Board in our case. Two "requirements" for Board membership that are contained in this reference, that I did not see in the draft ADRC Board language, is that the composition should reflect the "*ethnic and economic diversity of the ADRC's service area.*" Additionally, this reference included "*Persons Prohibited from Serving on the ADRC Governing Board.*" I think a best practice for our ADRC Board bylaws is to include the Governing Board membership prohibitions from the Grant Agreement, or at least include it as a reference.

7. I can be contacted at (608) 935-0301, or [dave.morzenti@iowacounty.org](mailto:dave.morzenti@iowacounty.org), if there are any questions regarding this matter.

Sincerely,

David C. Morzenti  
Corporation Counsel  
WI Bar #1037978

Justin O. → has corrections

Judy L. — ~~the~~ membership Committee — explained why it should stay.  
Val — did bring up membership Comm. to Corp. Counsel — who didn't address. Suggestion about  
open Mtgs Law — article 7. — Corp Counsel suggestion —  
**AGING AND DISABILITY RESOURCE CENTER OF SOUTHWEST  
WISCONSIN, IOWA COUNTY BY-LAWS**

#### ARTICLE I. NAME

The name of the organization shall be the Aging and Disability Resource Center of Southwest Wisconsin Iowa County, hereafter referred to in this document as the ADRC.

#### ARTICLE II. PURPOSE

The ADRC is committed to improving the quality of life for all Iowa County elderly as well as adults who are disabled. To these ends we will act as the voice, advocate and administrative arm of this county for these individuals with particular emphasis toward achieving a more visible and positive public image. We will **strive to** develop, review and stimulate programs based on the expressed needs and desires of our constituents. We will direct our efforts to assure that programs and services reach the vast majority, if not all, the county's adults with disabilities and elderly citizens. All planning will concern itself with the economic well-being and the maximum utilization of the potential of adults with disabilities and elderly citizens. It is the hope of this ADRC that these efforts will help all **those** it represents to lead a more peaceful, healthy, happy and fulfilling life.

#### ARTICLE III. STRUCTURE

The ADRC shall consist of the ADRC Staff, ADRC Board, and sub-committees of that Board.

#### ARTICLE IV. ADRC BOARD

##### Section 1. Appointments

The ADRC will seek to assure **ethnic and economic diversity** representation for all **geographic** areas in the County as well as **client group representation with at least** one consumer, family member, guardian or advocate representing adults with physical disabilities, one representing adults with **intellectual**/developmental disabilities and one representing adults with either a mental health or a substance abuse issue. When a position on the ADRC Board becomes vacant, we will first try to fill that vacancy with somebody living in the same general geographical location. We will then seek to fill any need for a representative from one of our target **client** groups. We will solicit public input through advertisements in local papers and contact with local elderly and disability groups and public bodies. If it is not possible to locate someone in the **geographic** area, the ADRC Board will seek to appoint someone from **another geographic area** where it feels representation is needed. The ADRC Board will screen prospective applicants and present its recommendations to the Iowa County Administrator. Appointments will be **made/affirmed** by the Iowa County Administrator subject to the **confirmation/approval** by the full County Board.

##### Section 2. Memberships

The ADRC Board shall consist of at least 9 (but no more than 15 members). At least 51% of the members shall be 60 years of age or older. No more than three members shall be elected county

**Commented [DM1]:** Combined boards must comply with membership requirements of both statutes, this should suffice.

officials. The ADRC Board shall include client group representation with at least one consumer, family member, guardian or advocate who represents adults with physical disabilities, one representing adults with intellectual/developmental disabilities and one representing adults with either a mental health or a substance abuse issue.

Commented [DM2]: We may want to clarify this, IC Policy 101 says three County Supervisors.

Commented [DM3]:

### Section 3. Tenure/Terms

Each member shall serve a three-year term with the exception of those appointed to replace a member who resigns or retires in mid-term. (In the latter case, the appointee will serve out the remainder of the term of the person s/he replaces). The ADRC Board will be divided into three groups of approximately the same size. Each year one of these groups, in rotations, will be eligible for reappointment or replacement, in accordance with State Statute. In accordance with s. 46.82 of the Wisconsin State Statutes, no member may serve more than two consecutive 3 year terms. County supervisors may not be appointed past their two-year elected terms. Therefore, to comply with state statutes, county supervisors may serve no more than three consecutive two-year terms.

### Section 4. Absences

Any member of the ADRC Board absent without a valid excuse for three consecutive regular meetings shall be removed from their position.

### Section 5. Removal

In accordance with s. 46.82 of the Wisconsin State Statutes, "a county or tribal commission on aging member appointed under par.(a)1. may be removed from office for cause by 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."

### Section 6. Ethics and Confidentiality

ADRC Board members must abide by the Iowa County Ethics Guide. Unless otherwise required by law ADRC Board members shall not release the names and/or other confidential information about the program participants without the consent of the participant. The responsibility to maintain confidentiality should be fulfilled in such a way as to not obstruct or preclude legitimate public access to records or information relative to the activities, programs, service and financing of the ADRC.

### Section 7. Training

Members of the ADRC Board shall receive training and education to enable the members to have a strong and effective voice.

## ARTICLE V. OFFICERS

Officers will be elected from the ADRC Board and shall consist of a Chairperson, and Vice-Chairperson, and Secretary.

### Section 1. Duties of Officers

#### A. Chairperson:

Shall preside at all meetings of the ADRC Board, make appointments to committees, make recommendations to County committees, make recommendations to County Board with assistance of Director and in general s/he shall perform all duties incidental to the office of Chairperson and such other duties as may be prescribed by the ADRC Board.

B. Vice-Chairperson:

Shall preside at all meetings in the absence of the Chairperson or in event of their inability or refusal to act. The Vice-Chairperson shall perform all the duties of the Chairperson and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties as from time to time may be assigned to him/her by the Chairperson or by the ADRC Board.

C. Secretary: (review wording... 2.25.2020)

~~Review the unapproved minutes prior to the review by the ADRC Board. Assume the responsibilities of the Chair in the absence of both the Chair and the Vice-Chair. Shall keep the minutes of the meeting of the ADRC Board, per county policy and in general perform all duties incidental to the office of Secretary and such other duties as from time to time may be assigned to him/her by the Chairperson or the ADRC Board.~~

Section 2. Election of Officers

Each year, at the Annual Meeting all three ~~one of the three~~ officers will come up for election. ~~The order will rotate Chairperson, Vice-Chairperson, Secretary, beginning in May of 1980.~~ The ADRC Membership Committee will present a slate of candidates for the open office. Nominations from the floor may also be accepted. ADRC Board members present will have the opportunity to vote on the candidate of their choice at the time.

Section 3. Tenure

Each officer will be elected for a ~~one year~~ ~~three year~~ term and no officer may serve more than ~~one~~ ~~three~~ consecutive terms in any one office. Special elections may be held to fill a vacancy caused by a mid-term resignation. In the latter case, the replacement will be elected for the balance of said term and would be eligible to be nominated for and serve ~~one~~ ~~three~~ additional consecutive, ~~one year~~ ~~three year~~ terms.

## ARTICLE VI. COMMITTEES

Section 1. Appointments

~~The ADRC Chairperson shall appoint members.~~

Section 2. Members

Each Committee shall consist of at least three (3), but not more than five (5) members who are members of the ADRC Board. The one exception to this, the Planning Committee, which may have as many members as necessary to fulfill the duties of that Committee.

Section 3. Structure

Each committee shall have a Chairperson who shall be responsible for reporting to the ADRC Board on resolutions recommended, action taken, and relevant issues.

Section 4. Standing Committees shall consist of:

A. Membership

~~Shall be responsible for filling vacancies in the ADRC Board and presenting the ADRC Board with a slate of candidates for offices at the annual meeting.~~ May be responsible for

} Larry B. Claiyef - should we  
strike all together  
Tom Justin decided to leave in

filling vacancies and presenting candidates to the ADRC Board and shall be responsible for presenting the ADRC Board with a slate of candidates for offices at the annual meeting. Nominations from the floor may also be accepted.

- B. Transportation Committee  
Shall review ~~Bus and Driver Escort Policies~~ Transportation Program policies and procedures on a regular basis. Making recommendations to the ADRC Board on any changes.
- C. Planning Committee  
Shall work with the ADRC Staff in the development of the County Plan.
- D. Executive Committee  
Executive Committee will be comprised of the Chairperson, Vice-Chairperson and the Secretary of the ADRC Board. They have the power to direct may advise the staff on issues arising between regular meetings.

## ARTICLE VII. MEETINGS

### Section 1. Regular meetings

Shall be held on the fourth Tuesday of each month at the Health and Human Services Center or any other predetermined time and/or location. Notice of regular meeting by agenda shall be sent, posted and presented for publication at least five (5) days prior to meeting date.

### Section 2. Annual meeting

The annual meeting of the ADRC Board shall be held on the fourth Tuesday of May of each year for the purpose of receiving new board members, reviewing of the bylaws, transacting election of officers and for the presentations of the Annual Financial Report Annual Financial Report.

### Section 3. Special meetings

The ADRC Board Chairperson or a majority of the ADRC Board Members may call special meetings. Any place within Iowa County may be fixed as a place for holding any special meetings of the ADRC Board. Notice must be given 24 hours prior to meeting.

### Section 4. Quorum

A majority of active, voting ADRC Board Members shall constitute a quorum for transaction of regular meetings. If no quorum is present at a regular meeting and if in the opinion of the majority of the Executive Committee there is important business to be acted upon, the Executive Committee shall direct may advise the staff to act appropriately with such action to be reviewed at the following regular meeting at which a quorum is present.

### Section 5. Rules of Order

The ADRC Board shall conduct its business according to the latest Roberts' Rules of Order.

## ARTICLE VIII. BOOKS AND RECORDS

The ADRC of Southwest Wisconsin Iowa County office shall keep records of all accounts, financial transactions, and meeting minutes available to Board Members at any time. All financial transactions shall take place through County Government offices.

Open Meetings Law  
per Corp. Counsel. Tom+  
Val will meet w/ them  
in a few weeks  
(Judy asked that Bob K. at  
GWAAR be in loop) Val  
said her contact at GWAAR  
is Jayne Mullins. Sharing  
w/ her + Regional office.

## ARTICLE IX. DUTIES AND POWERS

The following list includes some, but not all, of the powers and duties of the ADRC ~~Staff~~ which shall be exercised and performed in conformity with the laws and ordinances of the County of Iowa and the State of Wisconsin, shall be as follows:

- A. The ADRC shall act as the clearinghouse for all county (public and private) programs on aging.
- B. The ADRC shall have on file current information on ages, income, population, and demographic characteristics of the elderly and adults with disabilities in the county.
- C. The ADRC shall delineate areas that need services and utilize existing community programs through community cooperation and coordination that will provide an efficient method for delivery of services.
- D. The ADRC shall indicate the need for particular legislation with back-up data.
- E. The ADRC shall make available to County Supervisors the information and research relating to the effects of proposed legislation.
- F. The ADRC shall act as the mechanism through which the voices of the elderly and adults with disabilities can be heard on any and all issues relating to their well-being.
- G. The ADRC shall be authorized to establish sub-committees to encourage community involvement, but in keeping with the purposes and objectives of the ADRC.
- H. The ADRC shall, in cooperation with the Greater Wisconsin Agency on Aging Resources (GWAAR) Area Agency on Aging, encourage the development of new and expanded programs for older adults consistent with delineated areas of need.
- I. The ADRC shall cooperate with the Greater Wisconsin Agency on Aging Resources (GWAAR) Area Agency on Aging and the Department of Health Services, related public and private agencies, and elderly and adults with disabilities, in planning efforts.
- J. The ADRC shall make an annual report of its activities to the County Board of Supervisors and shall make such other reports as the County Board from time to time requires.
- K. The ADRC shall prepare annually a budget for necessary and reasonable expenditures to be incurred by the ADRC in accomplishing its goals and mandates, subject to review and approval of the County Administrator and County Board.
- L. The ADRC shall also perform the following: MDS Q referrals, elderly and disability benefits counseling, provide access to publicly funded long-term care programs and services, assist consumers in gaining access to mental health and substance abuse services, assist consumers in gaining access to other public programs and benefits, provide short term service coordination, assist consumers in gaining access to emergency services, work with the adult protective services to make sure that people are free from abuse and neglect, help young adults with disabilities experience

*strike comma*

*spell out*

seamless transition and entry into the adult long-term care system and provide prevention and early intervention services.

#### ARTICLE X. CONFLICT OF INTEREST

No ADRC Board member shall participate in voting on any matter <sup>that results</sup> ~~which result in~~ ~~personal or~~ financial gain for him/herself.

#### ARTICLE XI. AMENDMENTS TO BY-LAWS

These by-laws shall be reviewed annually or as needed and may be amended by a majority vote of the ADRC Board at any regularly scheduled meeting provided that Board Members have received a copy of the proposed amendments at least one month in advance of the vote to amend. ~~These By-Laws may be altered, amended, or repealed and new by-laws adopted by a majority of the ADRC Board members present at any regular or at any special meeting.~~

8/17/2019 updates  
1/28/2020 updates  
2/25/2020 updates  
DSS Director's suggestions  
05/26/20 updates  
6.23.20 updates

DRAFT

# Information & Assistance Report

For August 2020

Brittany Mainwaring, Katie Batton, & Renae Kratcha

**Total number of contacts:** 466

**Encounter Contacts:** 363

This number reflects the number calls, walk-ins, scheduled office appointments or home visits for people requesting Information. This information can include private pay resource information, Medicaid basics, application for Medicaid, Food Share, Badger Care, requests for in-home information, etc.

**Referrals from Nursing Homes:** 1

**Scheduled Phone/Virtual Visits:** 11

**Number of Functional Screens Administered:** 6

A functional screen consists of a series of questions about a person daily functioning (i.e. bathing, dressing, eating, chores, decision making etc). Identifying areas of need and the causes of these needs determines a person's functional eligibility for long-term care programs. These screens are usually completed in the client's home and last anywhere from 1½ to 2 hours of face-to-face interview time. Information and Assistance Specialist's then compile medical records and collateral contacts to verify information and enter the screen into a state database. When entering the screen, Information and Assistance Specialist's make detailed notes on every choice and observation placed in the screen. Completion of one functional screen can take up to 8-9 hours.

**Number of Nursing Home Relocations:** 0

A Nursing Home Relocation means Medical Assistance is paying for a person's stay in the nursing home and they want to discharge back into the community. The individual is able to directly enroll into a long-term care service, either Family Care or IRIS, because they are already receiving Medicaid services. The long-term care program helps them "relocate" back into the community.

**Number of People Enrolled in Family Care:** 1

Family Care is a program that provides services and supports to people with physical disabilities, developmental disabilities, and frail elders. In this area of the state, consumers have the choice between two Managed Care Organizations; Inlucsa and My Choice-Care Wisconsin, which provide the Family Care Program. Their staff in conjunction coordinate the services, which are offered by the Managed Care Organization, with the customer. The Managed Care Organization, from their own network of providers, purchases these services. Information and Assistance Specialists meet with individuals ready to enroll in long-term care, to provide needed information for the client to make the decision that fits his/her situation the best.

**Number of People Referred to IRIS:** 0

IRIS, (Include, Respect, I Self-Direct) is another program which also provides funding for services. The Management Group (TMG) and Advocates4U in this area of the state administer the IRIS program. This is a self-directed program and gives the customer more of the responsibility of choosing providers and managing their own monthly budget. Information and Assistance Specialist's meet with individuals about to enroll in long-term care to provide needed information for the client to make the decision that fits his/her situation the best.

**Additional meetings and other events:**

**Examples:**

Information and Assistance Specialist's work as a part of *Regional function teams* to maintain quality assurance while serving the community. The Regional Aging and Disability Resource Center is made up of Grant, Green, Iowa and Lafayette counties.

Information and Assistance Specialist's also work on transitioning students from the world of high school and child waiver programs to adult programs. This can be in the form of completing functional screens, options counseling, attending Individualized Educational Program (progress) meetings and the County Communities on Transition (CCOT) meetings.

Further education in the field of human services is also required, and is often fulfilled through attendance of state conferences and other trainings.

*This month, staff participated in the following:*

**Other meetings/events:**

Homeless Coalition Meeting, WIHA: Falls Prevention, Specialists Skills Training, HeART Coalition Meeting

Key:

CCoT- County Communities on Transition

DSS- Department Social Services

I&A- Information and Assistance Specialist

IEP- Individualized Education Program

IRIS- Include, Respect, I Self Direct

MCO- Managed Care Organization

MDS Q- Minimum Data Set

# Information & Assistance Report

For September 2020

Brittany Mainwaring, Katie Batton, & Renae Kratcha

**Total number of contacts:** 430

**Encounter Contacts:** 333

This number reflects the number calls, walk-ins, scheduled office appointments or home visits for people requesting Information. This information can include private pay resource information, Medicaid basics, application for Medicaid, Food Share, Badger Care, requests for in-home information, etc.

**Referrals from Nursing Homes:** 3

**Scheduled Phone/Virtual Visits:** 14

**Number of Functional Screens Administered:** 8

A functional screen consists of a series of questions about a person daily functioning (i.e. bathing, dressing, eating, chores, decision making etc). Identifying areas of need and the causes of these needs determines a person's functional eligibility for long-term care programs. These screens are usually completed in the client's home and last anywhere from 1½ to 2 hours of face-to-face interview time. Information and Assistance Specialist's then compile medical records and collateral contacts to verify information and enter the screen into a state database. When entering the screen, Information and Assistance Specialist's make detailed notes on every choice and observation placed in the screen. Completion of one functional screen can take up to 8-9 hours.

**Number of Nursing Home Relocations:** 0

A Nursing Home Relocation means Medical Assistance is paying for a person's stay in the nursing home and they want to discharge back into the community. The individual is able to directly enroll into a long-term care service, either Family Care or IRIS, because they are already receiving Medicaid services. The long-term care program helps them "relocate" back into the community.

**Number of People Enrolled in Family Care:** 6

Family Care is a program that provides services and supports to people with physical disabilities, developmental disabilities, and frail elders. In this area of the state, consumers have the choice between two Managed Care Organizations: Inlusa and My Choice-Care Wisconsin, which provide the Family Care Program. Their staff in conjunction coordinate the services, which are offered by the Managed Care Organization, with the customer. The Managed Care Organization, from their own network of providers, purchases these services. Information and Assistance Specialists meet with individuals ready to enroll in long-term care, to provide needed information for the client to make the decision that fits his/her situation the best.

**Number of People Referred to IRIS:** 0

IRIS, (Include, Respect, I Self-Direct) is another program which also provides funding for services. The Management Group (TMG) and Advocates4U in this area of the state administer the IRIS program. This is a self-directed program and gives the customer more of the responsibility of choosing providers and managing their own monthly budget. Information and Assistance Specialist's meet with individuals about to enroll in long-term care to provide needed information for the client to make the decision that fits his/her situation the best.

**Additional meetings and other events:**

**Examples:**

Information and Assistance Specialist's work as a part of *Regional function teams* to maintain quality assurance while serving the community. The Regional Aging and Disability Resource Center is made up of Grant, Green, Iowa and Lafayette counties.

Information and Assistance Specialist's also work on transitioning students from the world of high school and child waiver programs to adult programs. This can be in the form of completing functional screens, options counseling, attending Individualized Educational Program (progress) meetings and the County Communities on Transition (CCOT) meetings.

Further education in the field of human services is also required, and is often fulfilled through attendance of state conferences and other trainings.

***This month, staff participated in the following:***

**Other meetings/events:** Time & Task Training, Boost Your Brain & Memory workshop, Crisis Intervention Conference, AIRS-E Conference

September Outreach Event: Trivia

**Key:**

CCoT- County Communities on Transition

DSS- Department Social Services

I&A- Information and Assistance Specialist

IEP- Individualized Education Program

IRIS- Include, Respect, I Self Direct

MCO- Managed Care Organization

MDS Q- Minimum Data Set

# **Disability Benefit Specialist: Nikki Brennum**

## **Elder Benefit Specialist: Stacey Terrill**

### **August 2020 Program Report**

---

This report provides a statistical analysis of benefit specialist (Ben Spec) program services, as reported in the Social Assistance Management System (SAMS) database. The report focuses on legal and benefits-related assistance or "cases." It excludes general information and referral contacts, as well as public and media outreach activities.

#### **CLIENT**

A client is defined as a person who had one or more contacts related to a case during the reporting period. A new client is defined as a person whose earliest recorded contact involving legal or benefits-related assistance falls within the reporting period.

Disability Benefit Specialist: 28  
Elder Benefit Specialist: 28

#### **CASE**

A case is defined as an issue that the Ben Spec helped a client to resolve. Multiple cases may be associated with a single client. A case is regarded as opened when a Ben Spec records the first contact related to an issue. A case is regarded as closed when the last contact related to the issue includes an outcome. A carryover case is a case that was opened prior to the start of the reporting period. A case is regarded as remaining open if it lacks an outcome as of the last day of the reporting period.

Disability Benefit Specialist:  
Open Cases: 22      Closed Cases: 18

Elder Benefit Specialist:  
Open Cases: 34      Closed Cases: 29

#### **CLIENT CHARACTERISTICS**

This report looks at demographic characteristics for all clients who had one or more contacts related to a case during the reporting period.

18-59: 28  
60-69: 25  
70-79:  
80-89: 3  
90-99:

#### **MONETARY IMPACT**

Monetary impact, recorded at time of case closure, is the estimated value of any benefits that a Ben Spec helped a client to obtain or preserve. This report looks at monetary impact for all cases closed during the reporting period.

Disability Benefit Specialist: \$124,102  
Elder Benefit Specialist: \$155,330

### Community Outreach and Events:

| Date | Topic                    | Location            |
|------|--------------------------|---------------------|
| 8/17 | ADRC Outreach            | D99.3 Radio Station |
| 8/26 | ADRC Sept Event Outreach | D99.3 Radio Station |
|      |                          |                     |
|      |                          |                     |

### Benefit Specialist Trainings:

| Date | Topic                       |
|------|-----------------------------|
| 8/12 | GWAAR Attorney Training/EBS |
| 8/18 | GWAAR Attorney Training/EBS |
| 8/20 | MIPPA/SHIP Webinar/ EBS     |
| 8/4  | DBS Round Tables            |
| 8/27 | Health Equality Training    |

### Additional Activities and Events:

| Date                  | Topic                                          |
|-----------------------|------------------------------------------------|
| 8/13                  | I-Team Meeting/EBS                             |
| 8/13                  | Medicare and Job Related Insurance Webinar/EBS |
| 8/24                  | Regional EBS AEP Planning Meeting              |
| Each Thursday in Aug. | SAMS Q&A's                                     |
|                       |                                                |

# **Disability Benefit Specialist: Nikki Brennum**

## **Elder Benefit Specialist: Stacey Terrill**

### **September 2020 Program Report**

---

This report provides a statistical analysis of benefit specialist (Ben Spec) program services, as reported in the Social Assistance Management System (SAMS) database. The report focuses on legal and benefits-related assistance or "cases." It excludes general information and referral contacts, as well as public and media outreach activities.

#### **CLIENT**

A client is defined as a person who had one or more contacts related to a case during the reporting period. A new client is defined as a person whose earliest recorded contact involving legal or benefits-related assistance falls within the reporting period.

Disability Benefit Specialist: 13

Elder Benefit Specialist: 34

#### **CASE**

A case is defined as an issue that the Ben Spec helped a client to resolve. Multiple cases may be associated with a single client. A case is regarded as opened when a Ben Spec records the first contact related to an issue. A case is regarded as closed when the last contact related to the issue includes an outcome. A carryover case is a case that was opened prior to the start of the reporting period. A case is regarded as remaining open if it lacks an outcome as of the last day of the reporting period.

Disability Benefit Specialist:

Open Cases: 9      Closed Cases: 8

Elder Benefit Specialist:

Open Cases: 38      Closed Cases: 41

#### **CLIENT CHARACTERISTICS**

This report looks at demographic characteristics for all clients who had one or more contacts related to a case during the reporting period.

18-59: 13

60-69: 24

70-79: 4

80-89: 6

90-99:

#### **MONETARY IMPACT**

Monetary impact, recorded at time of case closure, is the estimated value of any benefits that a Ben Spec helped a client to obtain or preserve. This report looks at monetary impact for all cases closed during the reporting period.

Disability Benefit Specialist: \$0

Elder Benefit Specialist: \$143,376

## Community Outreach and Events:

| Date                 | Topic              | Location    |
|----------------------|--------------------|-------------|
| Throughout September | September outreach | Iowa County |
|                      |                    |             |
|                      |                    |             |
|                      |                    |             |
|                      |                    |             |

## Benefit Specialist Trainings:

| Date                    | Topic                            |
|-------------------------|----------------------------------|
| Thursday's in September | SAMS lunch and Learns            |
| 9/15-9/16               | DBS Large Group Training         |
| 9/22                    | Time and Task Reporting Training |
| 9/30                    | GWAAR EBS Attorney Training      |
|                         |                                  |

## Additional Activities and Events:

| Date | Topic                            |
|------|----------------------------------|
| 9/21 | SWBHP Steering Committee Meeting |
|      |                                  |
|      |                                  |
|      |                                  |
|      |                                  |

# TRANSPORTATION COORDINATOR'S REPORT

August 2020

Submitted by Paula Daentl

## DRIVER ESCORT SERVICES

| Current Month                    | 2019       | YTD         | 2020       | YTD        |
|----------------------------------|------------|-------------|------------|------------|
| Total Units of Service Provided: | 198        | 1,475       | 157        | 1,212      |
| Current Month                    | 2019       | YTD         | 2020       | YTD        |
| Driver Escort Fees Deposited:    | \$2,330.02 | \$11,999.60 | \$1,405.48 | \$9,676.72 |

## ADRC TAXI SERVICES

| Current Month                    | 2019     | YTD        | 2020     | YTD        |
|----------------------------------|----------|------------|----------|------------|
| Total Units of Service Provided: | 289      | 2,331      | 222      | 1,937      |
| Current Month                    | 2019     | YTD        | 2020     | YTD        |
| ADRC Taxi Fees Deposited:        | \$441.25 | \$4,059.81 | \$410.25 | \$3,700.29 |

- We averaged 12.63 Taxi riders per day.

## RURAL TAXI SERVICES

| Current Month                    | 2019    | YTD     | 2020   | YTD      |
|----------------------------------|---------|---------|--------|----------|
| Total Units of Service Provided: | 3       | 3       | 79     | 336      |
| Current Month                    | 2019    | YTD     | 2020   | YTD      |
| ADRC Taxi Fees Deposited:        | \$10.00 | \$10.00 | \$7.00 | \$889.50 |

- We averaged 2.70 Taxi riders per day.
- CARES \$\$\$ used to provide **FREE** rides to **32 riders**.

## CARE A VAN SERVICES

| Current Month                    | 2019     | YTD        | 2020   | YTD      |
|----------------------------------|----------|------------|--------|----------|
| Total Units of Service Provided: | 335      | 2,034      | 0      | 782      |
| Current Month                    | 2019     | YTD        | 2020   | YTD      |
| Donations Collected:             | \$318.00 | \$2,624.82 | \$0.00 | \$669.00 |
| Current Month                    | 2019     | YTD        | 2020   | YTD      |
| Total Days Cancelled:            | 1        | 13         | 8      | 9        |

- We averaged 0.00 Care A Van riders per trip. (All bus trips canceled due to Pandemic.)

# TRANSPORTATION COORDINATOR'S REPORT

September 2020

Submitted by Paula Daentl

| DRIVER ESCORT SERVICES           |            |             |            |             |
|----------------------------------|------------|-------------|------------|-------------|
| Current Month                    | 2019       | YTD         | 2020       | YTD         |
| Total Units of Service Provided: | 218        | 1,693       | 187        | 1,399       |
| Current Month                    | 2019       | YTD         | 2020       | YTD         |
| Driver Escort Fees Deposited:    | \$2,863.42 | \$14,863.02 | \$1,952.59 | \$11,629.01 |

| ADRC TAXI SERVICES               |          |            |          |            |
|----------------------------------|----------|------------|----------|------------|
| Current Month                    | 2019     | YTD        | 2020     | YTD        |
| Total Units of Service Provided: | 234      | 2,565      | 130      | 2,067      |
| Current Month                    | 2019     | YTD        | 2020     | YTD        |
| ADRC Taxi Fees Deposited:        | \$495.00 | \$4,554.81 | \$176.49 | \$3,876.78 |

- We averaged 8.43 Taxi riders per day.

| RURAL TAXI SERVICES              |         |         |        |          |
|----------------------------------|---------|---------|--------|----------|
| Current Month                    | 2019    | YTD     | 2020   | YTD      |
| Total Units of Service Provided: | 9       | 12      | 0      | 336      |
| Current Month                    | 2019    | YTD     | 2020   | YTD      |
| ADRC Taxi Fees Deposited:        | \$29.00 | \$39.00 | \$0.00 | \$889.50 |

- We averaged 0.00 Taxi riders per day.

| CARE A VAN SERVICES              |          |            |        |          |
|----------------------------------|----------|------------|--------|----------|
| Current Month                    | 2019     | YTD        | 2020   | YTD      |
| Total Units of Service Provided: | 342      | 2,376      | 0      | 782      |
| Current Month                    | 2019     | YTD        | 2020   | YTD      |
| Donations Collected:             | \$281.00 | \$2,905.82 | \$0.00 | \$669.00 |
| Current Month                    | 2019     | YTD        | 2020   | YTD      |
| Total Days Cancelled:            | 8        | 22         | 8      | 9        |

- We averaged 0.00 Care A Van riders per trip. (All bus trips suspended due to Pandemic)

## ADRC Transportation Update

- Our taxi was in an accident on August 31<sup>st</sup>
- About a week after the accident the Rural Taxi Driver resigned his position putting the rural taxi program on hold until we could recruit and hire a new driver.
- We were able to recruit 3 very qualified candidates and are in the process of getting a new Rural Taxi Driver hired.
- Unfortunately the taxi was totaled in the accident. So we ordered a new taxi that arrived on October 23<sup>rd</sup>. We are waiting for approval from the State prior to putting it into service.
- We had borrowed a taxi from Grant County following the accident, but the transmission was going out of that so it is in the shop being fixed. Grant County is going to cover the cost of replacing the transmission and we covered the cost of the oil change and diagnosis.
- Since taking the Grant County Taxi to the shop we have been using the small bus to operate it as the city of Dodgeville Taxi until our new taxi can be put into service. The city of Dodgeville taxi has been running as normal but ridership has been down some due to the pandemic.
- We look forward to resuming our Rural Taxi program once we get our new driver hired and trained. As you can see from Paula's Transportation Coordinator's Report for August, we were doing well with the Rural Taxi Program compared to 2019.
- We are taking reservations to help drive residents to the polls on Election Day. If any of your constituents need a ride to the polling place, please have them call the ADRC to make a reservation.
- Due to the closure of county buildings to the public being extended to May 1, 2021, we will be unable to resume the bus schedule until then. We know this is unfortunate as many community members look forward to the bus trips, but it is imperative that we put the health and safety of our community members first when making these decisions.
- Paula was able to reach out to her contacts with surrounding counties to see what they are currently offering regarding transportation services.
  - **RICHLAND COUNTY** – Still offering Driver Escort Rides to non-emergency medical appointments. Riders and drivers are quizzed prior to all trips regarding COVID symptoms. Vehicles are disinfected after every ride. Only meeting drivers in parking lot to give them their supplies. They will use their buses to drive no more than TWO people to destinations for necessities with no eating out or entertainment involved. Every rider must be masked and social distancing is required. (basically using their buses like our taxi service)
  - **LAFAYETTE COUNTY** – Still offering Driver Escort Rides to non-emergency medical appointments along with using their wheelchair lift vans for those with mobility issues to drive them to their medical appointments and essential shopping trips. No bus service at this time. Will drive individuals (one person at a time) to local grocery stores for food using their van.
  - **GRANT COUNTY** – Both Taxi and Driver Escort are limited to essential services, and Driver Escort services are only available if there is a driver agreeable to the trip. No bus service at this time. Masks are mandatory.
  - **GREEN COUNTY** - Providing Driver Escort services and minimal shuttle trips. Shuttle bus trips are limited to TWO people on bus and social distancing is required. Temperature

checking, COVID symptom screening questioning, and increased sanitation are required when there is more than one passenger on the bus. Limiting bus travel to twice a month and only for essential shopping needs. (basically using their buses like our taxi service)

- Due to covid we are experiencing a shortage of driver escorts. We originally decided to wait until the end of the pandemic to begin recruiting and taking on new drivers, but due to our shortage and having to turn down rides more and more, we have decided to begin recruiting and taking on new drivers. We continue to provide our drivers with supplies to clean and disinfect their vehicles as well as to keep themselves safe.
- We just received documentation to begin the purchase of a new small bus through the Wisconsin DOT 53.10 Grant. We are going to put our large bus up for auction with Wisconsin Surplus with the rest of Iowa County. We are going to keep our current small bus as a back up to the taxi until we can get our new bus here and able to be utilized.
- The public hearing for the 85.21 grant is on November 11<sup>th</sup> from 10 – 11 am in Conference Room 1001 here in the HHS building. We will need to present it at your next meeting so you can vote on it prior to submitting it.