



**Amended  
11/7/11**

**EDUCATION, VETERANS & AGING SERVICES COMMITTEE  
TUESDAY, JANUARY 11, 2011 - 4:00 P.M.  
CONFERENCE ROOM N-1 - FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – December 21, 2010
4. Citizen Participation, Communications, Announcements, Information
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Resolution
  - A. Amending the 2011 Council on Aging Budget for Congregate Nutrition Program, Volunteer Driver Program, New Freedom Program and Creating Position of Mobility Manager
  - B. Accept Donation from Veterans Employment Act of 2002 and Amend the 2011 Veterans Services Budget
7. Review and Approval of 2010 Aging Unit Self Assessment
8. Department Reports
  - A. RSVP – Seniors Volunteering for Seniors Update – Robert Harlow
9. Semi Annual Out of State Training and Conference Reports
  - A. Council on Aging
  - B. Veterans Services
10. Committee Requests and Motions
  - A. Ideas for Future Discussion
11. Adjournment

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039010000-62614	PURCHASED SERV.	10,621.00	33.9%	3,567.88	35.00	7,018.12	
	P1004059-PO# 12/30/10 -VN#050453					SMH MASONRY AND PAINTING CO	30.00
				CLOSING BALANCE		6,988.12	30.00
	TITLE III-B			PROG-TOTAL-PO			30.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$30.00 INCURRED BY TITLE III-B. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

JAN 1 1 2011

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039030000-64124	CONSUMABLE SUPPL	10,745.00 73.4%	7,859.33	34.16	2,851.51		
	P1003970-PO# 12/30/10 -VN#012202		DE VERE COMPANY INC			94.01	
			CLOSING BALANCE		2,757.50		94.01
	NUTRITION PROGRAM		PROG-TOTAL-PO			94.01	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$94.01 INCURRED BY NUTRITION PROGRAM. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.

B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

JAN 1 1 2011

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
J40000-64907	VOL RELATED EXP	2,595.00 78.2%	1,998.60	33.00	563.40		
	P1004098-PO# 12/30/10 -VN#026970		NUTRI SYSTEMS INC			29.23	
			CLOSING BALANCE		534.17		29.23
	DELIVERED MEALS		PROG-TOTAL-PO			29.23	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$29.23 INCURRED BY DELIVERED MEALS. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

JAN 1 1 2011 DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039050000-62410	R & M-VEHICLES	61,957.00 98.0%	58,845.19	1,898.63	1,213.18		
	P1001047-PO# 12/30/10 -VN#012185			DAVIS CITGO SERVICE INC		100.00	
	P1001138-PO# 12/30/10 -VN#011529			BUDGET TRUCK AND AUTO BODY INC		1,700.60	
*** OVERDRAFT ***	<b>TRANSFER REQUIRED</b>		CLOSING BALANCE		-587.42		1,800.60
3039050000-64629	OTHER TRANSP.EXP	16,500.00 93.7%	14,530.63	942.64	1,026.73		
	P1004099-PO# 12/30/10 -VN#013607			JANESVILLE GAZETTE INC		33.43	
			CLOSING BALANCE		993.30		33.43
	E & H TRANSPORT.		PROG-TOTAL-PO			1,834.03	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,834.03 INCURRED BY ELDERLY & HANDICAPPED TRANSPOR. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD  
 JAN 1 1 2011 DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
150000-64200	TRAINING EXP	4,000.00 48.2%	1,678.00	250.00	2,072.00		
	P1003881-PO# 12/30/10 -VN#020599		BOOKWORLD			1,313.16	
			CLOSING BALANCE		758.84		1,313.16
3039150000-64202	CONFERENCE EXP	5,000.00 97.2%	4,863.25	0.00	136.75		
	P1003971-PO# 12/30/10 -VN#035671		ROTARY GARDENS			100.00	
			CLOSING BALANCE		36.75		100.00
3039150000-64615	CLIENT REL COSTS	19,462.00 35.3%	6,252.20	618.51	12,591.29		
	P1001358-PO# 12/30/10 -VN#014260		LUTHERAN SOCIAL SERVICES			60.00	
	P1002353-PO# 12/30/10 -VN#023658		ALTERNATIVE HOMECARE INC			262.50	
	P1003976-PO# 12/30/10 -VN#050125		BUCHANAN, EULA			120.00	
	P1004012-PO# 12/30/10 -VN#047733		HENSGEN, BARB			210.00	
	P1004018-PO# 12/30/10 -VN#050425		MILNER, RUTH			1,000.20	
	P1004097-PO# 12/30/10 -VN#011217		BELOIT MEMORIAL HOSPITAL LIFEL			300.00	
			CLOSING BALANCE		10,638.59		1,952.70
	TITLE III-E		PROG-TOTAL-PO			3,365.86	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,365.86 INCURRED BY TITLE III-E FAM CAREGIVER SUPP. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS  
 . . . BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.  
 . . . BILLS UNDER \$10,000 TO BE PAID.

C ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.  
 EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

JAN 11 2011 DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3838100000-64606	VETS RELIEF	4,000.00	64.9%	2,599.63	0.00	1,400.37	
		12/30/10 -VN#017597		WOODMANS FOOD MARKETS INC		437.49	
				CLOSING BALANCE	962.88		437.49
	VETERANS RELIEF		PROG-TOTAL-PO			437.49	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$437.49 INCURRED BY VETERANS RELIEF. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.

B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

JAN 1 1 2011 DATE \_\_\_\_\_ CHAIR

2011

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039010000-63200	PUBL/SUBCR/DUES	355.00 0.0%	0.00	0.00	355.00		
	P1100349-PO# 01/01/11 -VN#042975			AIRS CERTIFICATION		250.00	
				CLOSING BALANCE	105.00		250.00
	TITLE III-B		PROG-TOTAL-PO			250.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$250.00 INCURRED BY TITLE III-B. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JAN 11 2011** DATE \_\_\_\_\_ CHAIR



Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039030000-63200	PUBL/SUBCR/DUES	160.00	0.0%	0.00	0.00	160.00	
	P1100348-PO# 01/01/11 -VN#050438					MILWAUKEE COUNTY DEPARTMENT OF	75.00
						CLOSING BALANCE	85.00
							75.00
	NUTRITION PROGRM		PROG-TOTAL-PO				75.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$75.00 INCURRED BY NUTRITION PROGRAM. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

JAN 11 2011 DATE \_\_\_\_\_ CHAIR

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging  
Services Committee  
INITIATED BY



Joyce Lubben  
DRAFTED BY

Education, Veterans & Aging  
Services Committee  
SUBMITTED BY

December 22, 2010  
DATE DRAFTED

**Amending the 2011 Council on Aging Budget for Congregate Nutrition Program, Volunteer Driver Program, New Freedom Program and Creating Position of Mobility Manager**

- 1 WHEREAS, The Council on Aging receives federal and state funds that are estimated in the budget
- 2 preparation process; and,
- 3
- 4 WHEREAS, actual funding amounts for the Nutrition Services Incentive Program and s.85.21
- 5 Specialized Transportation Assistance for Counties have become available; and,
- 6
- 7 WHEREAS, the Council on Aging received funds from the Wisconsin Department of Veterans Affairs
- 8 to support the Volunteer Driver Program; and,
- 9
- 10 WHEREAS, a county-wide Transportation Coordination Committee is required for submission of federal
- 11 and state grant applications; and,
- 12
- 13 WHEREAS, the Council on Aging is the "keeper" of the Transportation Coordinating Committee plan
- 14 which identifies transportation for elderly, persons with disabilities, and other individuals using public
- 15 transportation resources in the County as a high need; and,
- 16
- 17 WHEREAS, the Transportation Coordinating Committee believes a position dedicated to the
- 18 coordination and development of transportation resources would benefit the most needy populations; and,
- 19
- 20 WHEREAS, the Council on Aging did apply for and has been awarded a New Freedom grant in the
- 21 amount of \$82,706 to fund a Mobility Manager position to assist in the coordination of transportation
- 22 resources in the County; and,
- 23
- 24 WHEREAS, the New Freedom grant will fund the Mobility Manager position until December 31, 2011
- 25 with the possibility of continuation funding in future years
- 26

27 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
28 this day of \_\_\_\_\_ day of \_\_\_\_\_, 2011 that the position of Mobility Manager be created in  
29 Pay Range 13 effective January 14, 2011 through December 31, 2011 and the 2011 Council on Aging  
30 budget be amended as follows:

<u>Account/Description</u>	<u>Budget at 01/01/2011</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<b><u>Title III-C-1 Congregate Meals</u></b>			
<b><u>Source of Funds</u></b>			
30-3903-0000-42102 Federal Aid – NSIP	38,819	630	39,449
<b><u>Use of Funds</u></b>			
30-3903-0000-64124 Consumable Supplies	8,000	630	8,630
<b><u>Volunteer Driver Program</u></b>			
<b><u>Source of Funds</u></b>			
30-3913-0000-42200 State Aid	21,504	(218)	21,286
30-3913-0000-42225 State Aid from VA	0	2,439	2,439

Amending the 2011 Council on Aging Budget for Congregate Nutrition Program, Volunteer Driver Program, New Freedom Program and Creating Position of Mobility Manager  
Page 2

48	<b>Use of Funds</b>			
49	30-3913-0000-63308	55,000	2,221	57,221
50	Volunteer Mileage			
51				
52	<b>New Freedom Program</b>			
53	<b>Source of Funds</b>			
54	30-3914-0000-42100	0	82,706	82,706
55	Federal Aid			
56	<b>Use of Funds</b>			
57	30-3914-0000-61100	0	38,394	38,394
58	Wages			
59	30-3914-0000-61400	0	2,937	2,937
60	FICA			
61	30-1914-0000-61510	0	4,454	4,454
62	Retirement			
63	30-3914-0000-61610	0	22,388	22,388
64	Health Insurance			
65	30-3914-0000-61620	0	612	612
66	Dental Insurance			
67	30-3914-0000-61630	0	20	20
68	Life			
69	30-3914-0000-62103	0	3,811	3,811
70	Computer Services Fees			
71	30-3914-0000-62210	0	1,100	1,100
72	Telephone			
73	30-3914-0000-62625	0	2,120	2,120
74	Outreach			
75	30-3914-0000-63100	0	150	150
76	Office Supplies			
77	30-3914-0000-63101	0	400	400
78	Postage			
79	30-3914-0000-63200	0	200	200
80	Publications/Subscriptions/Dues			
81	30-3914-0000-63300	0	3,120	3,120
82	Travel			
83	30-3914-0000-64200	0	800	800
84	Training			
85	30-3914-0000-67130	0	2,200	2,200
86	Terminals & PCs			

Respectfully submitted,

**Education, Veterans & Aging Services Committee**

**Finance Committee Endorsement**

\_\_\_\_\_  
Terry Thomas, Chair

Reviewed and approved on a vote of

50

\_\_\_\_\_  
Marvin Wopat, Vice Chair

*Mary Mawhinney*  
\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Wayne Gustina

\_\_\_\_\_  
David Innis

\_\_\_\_\_  
Fred Yoss

**Amending the 2011 Council on Aging Budget for Congregate Nutrition Program, Volunteer Driver Program, New Freedom Program and Creating Position of Mobility Manager**  
Page 3

**County Board Staff Committee**

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Ivan Collins

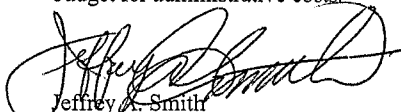
\_\_\_\_\_  
Marilynn Jensen

\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Kurtis L. Yankee

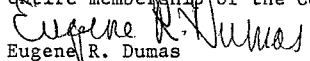
FISCAL NOTE:

This resolution amends the 2011 budget for the Congregate Meal Program and Volunteer Driver Program to actual grant awards. It also accepts a New Freedom Grant and creates a new position of Mobility Manager. The \$17,538 local match is already included in the Council on Aging's 2011 budget for administrative costs.

  
Jeffrey A. Smith  
Finance Director

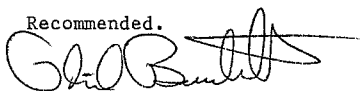
LEGAL NOTE:

The County Board is authorized pursuant to Wisconsin Statutes sections 59.22(2), creating position and 59.52(19), accepting grant. As an amendment to the adopted 2011 County Budget, section 65.90(5)(a), Wis. Stats., requires a 2/3 vote of the entire membership of the County Board.

  
Eugene R. Dumas  
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Phil Boutwell  
Assistant County Administrator

## Executive Summary

The Nutrition Services Incentive Program provides a subsidy for congregate meals provided through the Council on Aging's elderly nutrition program. State s.85.21 funds support the Volunteer Driver RIDES Program. The Council on Aging also receives funds from the Wisconsin Department of Veterans Affairs to support the cost of providing transportation through volunteer drivers to VA facilities.

The Council on Aging received a New Freedom grant to create a Mobility Manager Project in 2011. This project would include a full-time county employee who would work in coordination with the Rock County Transportation Coordinating Committee (RCTCC). Mobility management is a process of managing a coordinated community-wide transportation service network comprised of the operations and infrastructures of multiple trip providers in partnership with each other. A coordinated transportation system serves persons who are disabled, older adults, or those who use public transportation.

A full-time Mobility Manager will work under the direction of the Director of the Council on Aging and implement transportation coordinating strategies as determined by the Council on Aging and the Rock County Transportation Coordinating Committee.

The Mobility Manger will become the link that ties together the needs of persons with disabilities, disadvantaged, and older adults with transportation providers, government agencies and the business community. The Mobility Manager will increase awareness and garner support throughout the community for coordination and development of new transportation resources and services. This is a one-year grant, which expires December 31, 2011. Continuation of the position in 2012 will depend on the New Freedom grant being renewed.

No county tax levy is required.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Education, Veterans  
& Aging Committee  
INITIATED BY

Education, Veterans  
& Aging Committee  
SUBMITTED BY



John Solis  
CVSO  
DRAFTED BY

January 7, 2011  
DATE DRAFTED

Accept Donation from Veterans Employment Act of 2002 and Amend the  
2011 Veterans Services Budget

1 WHEREAS, the Rock County Veterans Services Veterans Donation Trust is  
2 generally funded by donations from Rock County Citizens and Veterans  
3 Groups; and,  
4

5 WHEREAS, the Rock County Veterans Services Veterans Donation Trust  
6 received funds from the Veterans Employment Act of 2002.  
7

8 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of  
9 Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011 does  
10 hereby amend the Adopted 2011 Rock County Veterans Services budget as  
11 follows:  
12

<u>Account/Description</u>	<u>Budget at 01/01/2011</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Source of Funds</u>			
16 38-3800-0000-46000			
17 Contributions	4,000	500	4,500
<u>Use of Funds</u>			
20 38-3800-0000-64904			
21 Sundry Expense	4,000	500	4,500

Respectfully submitted,

EDUCATION, VETERANS, AGING COMMITTEE

\_\_\_\_\_  
Terry Thomas, Chair

\_\_\_\_\_  
Marvin Wopat, Vice Chair

\_\_\_\_\_  
Wayne Gustina

\_\_\_\_\_  
David Innis

\_\_\_\_\_  
Fred Yoss

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a  
vote of \_\_\_\_\_.

\_\_\_\_\_  
Mary Mawhinney, Chair

**Accept Donation from Veterans Employment Act of 2002 and Amend the 2011 Veterans Services Budget**  
Page 2

FISCAL NOTE:


This resolution authorizes the acceptance and expenditure of a \$500 grant from the Veterans Employment Act of 2002. No County match is required to accept this contribution.



Jeffrey A. Smith  
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2011 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## EXECUTIVE SUMMARY

The Rock County Veterans Services Veterans Donation Trust is funded solely by donations from Rock County Citizens and Veterans Groups. During the budget preparation process, the donation amount is estimated.

This year the Veterans Employment Act of 2002 grant funds were allocated and the Veterans Donation Trust received \$500 to assist veterans with transportation in for form of gas cards.

The grant is a combined effort between Rock County Veterans Services and the Wisconsin Department of Workforce Development (DWD) Veterans Employment Services. The grant is to be used to purchase gas cards and the gas cards are divided equally between DWD Employment Services and Rock County Veterans Services.



**BUREAU OF AGING AND DISABILITY RESOURCES  
AGING UNIT SELF-ASSESSMENT**

**Name of Aging Unit: Rock County Council on Aging**

**Date Self-Assessment Approved by Commission on Aging: January 11, 2011**

**Date Self-Assessment Reviewed by AAA:**

**Date AAA Review Letter Sent to Aging Unit:**

**Part I - Compliance with the Wisconsin Elders Act**

<b>Organization of the Aging Unit</b> -The law permits one of three organizational options. Which of the following permissible options has the county/tribe chosen?	<b>Check One</b>
1. The aging unit is an agency of county/tribal government with the primary purpose of administering programs for older individuals of the county/tribe.	X
2. The aging unit is a unit, within a county/tribal department with the primary purpose of administering programs for older individuals of the county/tribe.	
3. The aging unit is a private nonprofit corporation, as defined in s. 181.0103 (17).	
<b>Organization of the Commission on Aging</b> -The law permits one of three options. Which of the following permissible options has the county/tribe chosen?	<b>Check One</b>
1. For an aging unit that is described in (1) or (2) above, organized as a committee of the county board of supervisors/tribal council, composed of supervisors and, advised by an advisory committee, appointed by the county board/tribal council. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.	X
2. For an aging unit that is described in (1) or (2) above, composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
3. For an aging unit that is described in (3) above, the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	

**Part I - Compliance with the Wisconsin Elders Act**

<p><b>Full-Time Aging Director</b>-The law requires that the aging unit have a full-time director as described below. Does the county/tribe have a full-time aging director as required by law?</p>	<p><b>Does the Aging Unit have a full-time Director? Yes</b></p>
<p><b>Membership of the Commission on Aging</b>- 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. In the case of county board members the requirement is 3 consecutive 2-year terms.</p>	<p><b>Is the aging unit in compliance? Yes</b></p>

**Members of the Commission on Aging -Please list**

Name of Individual	Age 60 and Older	Elected Official	Year first term began
Wayne Gustina	Yes	Yes	2009
David Innis	Yes	Yes	2010
Terry Thomas	No	Yes	2008
Marvin Wopat	Yes	Yes	2008
Fred Yoss	No	Yes	2010

If the aging unit does not meet with all of the above it is required to submit a 'Corrective Action Plan', outlining a timeline and goals, in SMART format, to the area agency on aging by December 31, 2010. The policy manual outlines such plans which must include involvement of older persons, discussion of such a plan at commission on aging/advisory committee meetings and appropriate public hearing notices, meeting notices, agendas, and minutes to be submitted to the AAA by the due date.

## **Part II - Activities to Help Older People Advocate for Themselves**

### **1. What does the aging unit do to inform older people about the issues that affect their lives?**

- ◆ Distributes 3,000 copies of its monthly newspaper, the Senior Review. The newspaper contains articles written by staff and guest writers regarding current issues that affect older adults and their families.
- ◆ Spearheads the annual Rock County Senior Fair, along with co-sponsoring the Beloit and Evansville Senior Fairs.
- ◆ Distributes press releases regarding issues and opportunities for older adults.
- ◆ Holds scheduled benefit specialist outreach sessions each month.
- ◆ Disseminates information through the congregate dining centers and through the agency's transportation system.
- ◆ Publishes congregate meal sites and menus in local newspapers
- ◆ Distributes flyers, etc. at senior centers
- ◆ Provided three educational series for older adults on Medicare/Reverse Mortgage and Connecting with Resources
- ◆ Held eight workshops at the Rock County Senior Fair on issues affecting older adults
- ◆ Maintain updated information and Beacon Resource database on website
- ◆ Current events are publicized on the County's main webpage

### **2. How does the aging unit teach older people to act as advocates?**

- ◆ County senior statesmanship program
- ◆ Advisory council members are encouraged to advocate and share pertinent information
- ◆ Older Adults were encouraged to participate in the development of the coming ADRC

<b>Part III- Progress on the Aging Unit Plan for Serving Older People Statewide Priorities</b>	
Please provide, in brief detail, the results of goals your aging unit worked on during the past calendar year of 2010.	
<b>Goal - Emergency Preparedness</b>	
<b>Was the goal accomplished?</b>	<b>Yes</b>
<b>If the goal was not accomplished please explain. (A few sentences please)</b>	
<b>Any plans to work on this goal next year?</b> This is an ongoing effort, as the Council on Aging will continue working with the County's Emergency Management Department as they update their plan for working with special needs populations. The Director still needs to be certified in the National Incident Management System.	
<b>Goal - Transportation Coordination</b>	
<b>Was the goal accomplished?</b>	<b>Yes</b>
<b>If the goal was not accomplished please explain. (A few sentences please)</b>	
<b>Any plans to work on this goal next year?</b> Providing transportation is an ongoing effort for the Council on Aging. The Council on Aging is also the "keeper" of the Transportation Coordinating Committee for Rock County. A New Freedom grant application was successfully submitted to the Wisconsin Department of Transportation to hire a Mobility Manager in 2011.	

<b>Part III - Progress on the Aging Unit Plan for Serving Older People Statewide Priorities</b>	
<b>Goal - Family Caregiver Support Activities - Caregiver Services</b>	
<b>Was the goal accomplished?</b>	<b>Yes</b>
<b>If the goal was not accomplished please explain. (A few sentences please)</b>	
<p>The Caregiver Conference was offered this year, however, had to be canceled due to low registration. This is also true for the Powerful Tools for Caregivers workshop.</p>	
<b>Any plans to work on this goal next year?</b>	
<p>The stated goals will continue through 2011. In addition, a Family Caregiver Information Series has been scheduled for 2011.</p>	
<b>Goal - Family Caregiver Support Activities - Coordination</b>	
<p>Due to receiving a NFCSP Caregiver Coalition grant, a formal caregiver survey was administered and a strong caregiver coalition will be formed.</p>	
<b>Was the goal accomplished?</b>	<b>Yes</b>
<b>If the goal was not accomplished please explain. (A few sentences please)</b>	
<p></p>	
<b>Any plans to work on this goal next year?</b>	
<p>Work will continue on strengthening the caregiver coalition.</p>	

<p><b>Part IV - Progress on the Aging Unit Plan for Serving Older People</b>  <b>Local Priorities</b>  <i>(List the local priorities for older people the aging unit has been working on during the past year. Attach as many pages as are needed)</i></p>	
<p><b>Goal – Prevention Programs</b></p>	
<p><b>Was the goal accomplished?</b></p>	<p><b>Yes</b></p>
<p><b>If the goal was not accomplished please explain. (A few sentences please)</b></p> <p>The targeted number of Stepping On and Living Well workshops was not reached. However, three Stepping On and one Living Well workshop were held.</p>	
<p><b>Any plans to work on this goal next year?</b></p> <p>These workshops will continue to be offered.</p>	
<p><b>Goal – County Senior Statesmanship Program</b></p>	
<p><b>Was the goal accomplished?</b></p>	<p><b>Yes</b></p>
<p><b>If the goal was not accomplished please explain. (A few sentences please)</b></p>	
<p><b>Any plans to work on this goal next year?</b></p> <p>There are plans to hold this event in the spring of 2012 instead of the fall of 2011, as fall is a very busy time of the year.</p>	

**Part V-Significant Accomplishments or Issues Not Included in the Aging Unit Plan**  
*(Unplanned accomplishments or issues that had a significant impact on the aging unit's activities during 2010)*

**Significant unplanned accomplishments** *(Describe)*

The Rock County Council on Aging received a NFCSP Caregiver Coalition grant to develop a caregiver coalition. A core group was formed, headed by Mary Brintall-Peterson, to develop the initial outreach to potential coalition members. Included in that effort was a countywide caregiver web-based survey to identify issues and concerns from caregivers. By analyzing the results, we also were able to identify the common characteristics of Rock County's caregivers. 269 surveys were completed.

A meeting was held to introduce the concept of the caregiver coalition, invite others to join and to reveal the results of the caregiver survey. Seventy-two people were in attendance. Twenty-three of these attendees have joined at this point. A follow-up meeting with all coalition members will be held in January 2011 to share further analysis of the caregiver results will assist to form a more complete profile of Rock County's caregiver and their needs. The first meeting will also develop the coalition's vision and mission statements and action plan for 2011.

The Information & Assistance Specialist took part in the Janesville Public School's staff health fair. Approximately 200 people took part and showed good interest in resources available through the Council on Aging. She also provided information at the Rock County employee's health fair. Approximately 200 people participated in that event.

**Any plans to work on this next year?**

Council on Aging staff will continue to take advantage of every opportunity that arises to share information on issues that affect older adults and their families. The caregiver coalition will become a major focus of the caregiver support program in 2011.

# Memo

**To:** Education, Veterans and Aging Services Committee  
**CC:** Craig Knutson  
**From:** Joyce Lubben  
**Date:** January 5, 2011  
**Re:** Semi-Annual Report on Attendance at Conferences/Conventions

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No staff member of the Council on Aging attended any training, conference or convention that exceeded \$1,000, per event, per employee during the period of July 1, 2010 through December 31, 2010. Also, no staff attended out-of-state training.



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**ROCK COUNTY VETERANS SERVICES  
MEMORANDUM**

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**TO:** EDUCATION, VETERANS AND AGING SERVICES COMMITTEE

**FROM:** JOHN SOLIS, JR., COUNTY VETERANS SERVICE OFFICER 

**SUBJECT:** SEMI-ANNUAL REPORT – ATTENDANCE AT  
CONVENTIONS/CONFERENCES

**DATE:** 12/27/2010

**CC:** CRAIG KNUTSON, COUNTY ADMINISTRATOR

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No staff member in this department attended any out-of-state training sessions, conventions or conferences or in-state training sessions, conventions or conferences in excess of \$1000.00 from July 1 – December 31, 2010.