

ROCK COUNTY, WISCONSIN



EDUCATION, VETERANS & AGING SERVICES COMMITTEE TUESDAY, FEBRUARY 2, 2021 - 4:30 P.M. CALL: 1-312-626-6799 MEETING ID: 842 5303 9084 PASSCODE: 780795

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If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Tuesday, February 2, 2021. To submit a public comment use the following email: Tracey.Vanzandt@co.rock.wi.us.

Join from a telephone:

- On your phone, dial the phone number provided above
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.
- Supervisors: Please identify yourself by name
- Please mute your phone when you are not speaking to minimize background noises
- We are new at holding meetings this way, so please be patient

Instructions for the hearing impaired –

<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>

EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, FEBRUARY 2, 2021 - 4:30 P.M.

Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – January 19, 2021
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
6. Resolutions
 - A. Creating a 1.0 FTE Nutrition Program Assistant for the Council on Aging Nutrition Program and Amending the 2021 Council on Aging Budget
7. Committee Requests and Motions
8. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.



EDUCATION, VETERANS AND AGING SERVICES COMMITTEE
Minutes – January 19, 2021

Call to Order. Supervisor Peer called the meeting of the Education, Veterans and Aging Services Committee to order at 4:34 P.M. on Tuesday, January 19, 2021 via teleconference.

Committee Members Present: Supervisors Pam Bostwick, Taylor and Peer.

Committee Members Absent: Supervisors Rashkin and Wilde.

Staff Members Present: Randy Terronez, Assistant to the County Administrator; Paula Schutt, Director of Council on Aging; Terri Carlson, Risk Manager; John Solis, Veteran Service Officer; Linda Hardie, COA Nutrition Program Supervisor.

Others Present: None.

Approval of Agenda. Supervisor Pam Bostwick moved approval of the agenda as presented, second by Supervisor Taylor. ADOPTED.

Approval of Minutes – December 15, 2020. Supervisor Taylor moved approval of the minutes from December 15, 2020 as presented, second by Supervisor Bostwick. ADOPTED.

Citizen Participation, Communications, Announcements, Information. None.

Transfers. None.

Review of Payments. The committee accepted the report.

Updates and Possible Action.

Council on Aging

Report of Growth of Nutrition Program and Discussion on Need for Second Full Time Staff. Ms. Schutt introduced Linda Hardie, Nutrition Program Supervisor. Ms. Hardie shared the requirements for participants in the meal program. She also shared her job requirements with the committee. They currently have 627 clients which all need initial assessments and an annual assessment. The over the phone initial assessment takes approximately 30 to 45 minutes while the annual assessment takes approximately 15 to 20 minutes. They have worked with the same amount of staffing from 2014 to current which is one full time employee, Ms. Hardie, and a .4 part time employee. During that timeframe, there has been an increase of 25,743 meals.

Ms. Schutt said she does have some funds that will carryover in to 2021 because of federal funding that was provided in 2020. The committee members told Ms. Schutt they

would support a resolution to add a second full time staff member for the nutrition program. They would like to see this move through the approval process before the next scheduled EVAS meeting. The committee agreed to meet either on Tuesday, February 2nd or February 9th at 4:30 P.M. to approve the resolution so that it can be put on the first County Board Staff agenda and County Board agenda in February. Ms. Schutt will get started preparing the resolution.

2022 Aging Plan and Title VI Plan (as it applies to integration). Ms. Schutt said she will be meeting with Kate Luster and Josh Smith on preparing the 2022-2025 Aging Plan as it applies to integration along with the Title VI plan.

Semi-Annual Reports. The committee accepted the reports.

Committee Requests and Motions. Discussion above.

Adjournment. Supervisor Pam Bostwick moved adjournment at 5:22 P.M., second by Supervisor Taylor. ADOPTED.

Respectfully submitted,

Tracey VanZandt,

Human Resources Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Paula Schutt COA Director
INITIATED BY

Education, Veterans
And Aging Committee
SUBMITTED BY



Paula Schutt. COA Director

January 22, 2021
Date Drafted

Creating a 1.0 FTE Nutrition Program Assistant for the Council on Aging
Nutrition Program and Amending the 2021 Council on Aging Budget

WHEREAS, the Rock County Council on Aging operates a Senior Nutrition Program Monday through Friday to provide hot meals to Rock County residents over 60; and

WHEREAS, the Council on Aging Nutrition Program has operated with 1.4 FTE since 2014; and

WHEREAS, since 2014 there has been more than a 300% increase in home delivered meals ordered through the program; and

WHEREAS, this increase is accredited in large part to population growth of residents age 60 and over in Rock County; and

WHEREAS, it has become increasingly difficult for staff to effectively complete all the necessary tasks that keep the program running smoothly; and

WHEREAS, in CY 2020 the Nutrition Program received \$371,588 in COVID Relief Funding; and

WHEREAS, instructions were received to spend down the COVID funding before traditional funding was spent; and

WHEREAS, this has left a carryover of approximately \$350,000 for CY 2021; and

WHEREAS, the Council on Aging Director is requesting the addition of a 1.0 FTE Nutrition Program Assistant for the Nutrition Program. The new positions would be placed in Range 7 on the unilateral pay grid with a pay range of \$37,270 – \$45,414.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021 does hereby authorize creation of a 1.0 FTE Nutrition Program Assistant within the Council on Aging.

BE IT FURTHER RESOLVED that the Council on Aging 2021 budget be amended as follow:

<u>Account/ Description</u>	<u>Budget at 01/01/21</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Source of Funds</u>			
30-3904-0000-46400/ Nutrition Program Funding	76,716	59,793	136,509
<u>Use of Funds</u>			
30-3904-0000-61100 Wages	82,216	37,460	119,586
30-3904-0000-61400 FICA	6,290	2,866	9,156
30-3904-0000-61510 Retirement	5,550	2,528	8,078
30-3904-0000-61610 Health Insurance	54,667	16,466	71,133
30-3904-0000-61620 Dental Insurance	-0-	473	473

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EDUCATION, VETERANS AND AGING
SERVICES COMMITTEE

Louis Peer

Jacob Taylor

COUNTY BOARD STAFF COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

Date _____

FISCAL NOTE

The annualized cost of adding this position is approximately \$59,793. In 2021, the position will be funded by a carryover of 2020 Federal Nutrition Program funds. Additional County funds are not required.

/s/Sherry Oja

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended. We will re-evaluate the need and funding sources for this position when federal funding is no longer available.

/s/Josh Smith

Josh Smith
County Administrator

s/Richard Greenlee

Richard Greenlee
Corporation Counsel

Executive Summary

The Rock County Council on Aging operates a Senior Nutrition Program, serving Rock County residents age 60 and over. Since 2014, the program has functioned with one 1.0 staff and one .4 staff. The senior population in Rock County is growing rapidly. Census charts indicate that between 2020 and 2025, residents age 60 and over will increase by just over 10,000. Between 2025 and 2030 they will increase another 8,200.

According to census statistics, the 60+ age group will remain from 25.1 – 30% of the population as a whole, although the actual number rises each year. There are 17,205 total households with one or more persons age 65+.

	2010	2015	2020	2025	2030	2035	2040
All Ages	160,331	162,550	169,130	174,500	179,360	182,170	182,860
Age 60+	30,279	34,460	39,990	44,890	48,170	50,050	51,050
Age 65+	21,759	24,690	28,940	33,820	38,060	40,420	41,420
Age 85+	3,037	3,310	3,620	4,060	4,750	5,960	7,310
TOTAL	55,075	62,460	72,550	82,780	90,980	96,430	99,780

Since 2014, the number of meals served by the Rock County Nutrition Program has increased by over 300%. With this increase and the effects of the COVID pandemic, it has become increasingly difficult for staff to do all that is required to operate the Nutrition Program and stay in compliance with all the regulations required by the Older Americans Act.

In CY2020, The Nutrition Program received additional funding in the amount of \$371,588 as a result of Covid Relief Funding. Government stipulations required that the excess funding be spent down before the regular funding. This has left a carryover of approximately \$350,000 for CY2021. It is highly possible that carryover funding will be allowed for CY 2022 as well.

To effectively operate the Nutrition Program, The Council on Aging Director is requesting the addition of new position for the Nutrition Program. The new position would be placed in Range 7 on the unilateral pay grid with a pay range of \$37,270 – \$45,414. The title would be Nutrition Program Assistant.