Nutritional Advisory Council Meeting
NOTICE OF PUBLIC MEETING
Monday, January 18th, 2021 – 9:00 a.m.
ADRC/Community Center – Dining Room
916 N. 14th Avenue, Sturgeon Bay, WI 54235

In light of the declared state of emergency and to mitigate the impact of COVID-19 this meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely or in person at the ADRC/Community Center in the Dining Room (please note public in-person has limited capacity and is on a first come, first served basis). To attend the meeting via computer:

Go to:
https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=e114b12ad10ab0deb58063e50ac45e246
Event Password: Jan18nac2021
Access Code: 146 524 1432

AGENDA

1. Call to Order at 9:00 a.m.
2. Establish Quorum
3. Review and Approve Agenda
4. Review and Approve Minutes from the 11/16/2020 Nutrition Advisory Committee Meeting
5. Public Comment
6. Council Response

7. Old Business
   • Staffing Update
   • ADRC COVID-19 Operations Update
   • Three Year Aging Plan – 2021 Goals
   • Three Year Aging Plan – Community Engagement Plan

8. New Business
   • 2020 Nutrition Program Stats
   • New Dietary Guidelines
   • ADRC Resolution
   • Advancing States FY 2021
   • Adopt-a-Grandparent Program
   • Unmet Needs – Social Isolation and Staying Connected
   • Meeting Code

9. Items to be placed on a future agenda

10. Confirm Next Meeting Date and Time
    • The next Nutrition Advisory Council meeting is tentatively scheduled for Monday, March 15th, 2021 at 9:00 a.m. This meeting location will be determined.

11. Adjourn

In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting should contact the Office of the County Clerk at (920)746-2200. Notification 72 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

Deviation from the printed order may occur. Posted:
Nutrition Advisory Council - Minutes

Monday, November 16th, 2020 at 9:00 a.m.
Government Center, Chamber’s Room (1st Floor), 421 Nebraska St., Sturgeon Bay, WI

THESE MINUTES HAVE NOT BEEN REVIEWED AND APPROVED BY THIS BOARD AND ARE SUBJECT TO REVIEW AND REVISION BY THE BOARD AT THEIR NEXT REGULARLY SCHEDULED MEETING.

Business Meeting
1. Call meeting to order at 9:00 a.m.
   - The meeting was called to order at 9:18 a.m. by Megan Lundahl. Members attending in person were: Megan Lundahl (Chair), Paul Zenefski (Late), and Nancy Tong. Attending virtually were: Roxanne Boren, Debbie Dahms, Steve Hey (Left early), and Winnie Jackson. Other persons present were Jake Erickson, and Jenny Fitzgerald. Barb Snow took minutes.

2. A quorum was established and the meeting continued.

3. Review and approve the agenda
   - A motion was made by Debbie Dahms (Virtual) and seconded by Nancy Tong (In-person) to adopt the agenda. The motion was carried unanimously.

4. Review and Approve Minutes from the 09/21/2020 Nutrition Advisory Committee Meeting
   - A motion was made by Winnie Jackson (Virtual) and seconded by Nancy Tong (In-person) to approve the minutes. The motion was carried unanimously.

5. Public Comment – No Public

6. Council Response – None

7. Old Business
   - Staffing Update
     - Katherine LaViolette was hired as the new Disability Benefit Specialist (DBS) on August 10th. She has been attending a lot of virtual trainings and has recently started seeing consumers.
     - Amber Plautz, Information & Assistance Specialist (I & A), has joined us from the ADRC of the Wolf River Region where she worked as an I & A for over 4 years. Since Amber has the experience as an I & A she was able to start almost immediately taking calls.
     - ADRC COVID-19 Reopening Updates
       - Jake explained that the on Wednesday, November 11th, the county has gone into a restricted access phase that as of now will go until December 31st. The ADRC doors are locked again and staff can be seen by appointment only either virtually, by phone and if need be in person. Barb will be at the front desk to answer the door and make appointments if needed or pass on the information on how to obtain our services. Consumers are also able to drop off information at the door for Mary Bink (EBS) for their Med D services or any other staff requesting information. All of our in-person classes or events have been postponed including the public computer workstation and fitness room.
     - Three-Year Aging Plan – Public Feedback
       - In preparation to writing out the plan GWAAR would like to see a solid effort into gathering community feedback to see if there are any issues or gaps in service and build it into our aging plan. The last Three-Year Aging Plan year we had about 150 surveys and about 15-20 one-on-one interviews. The Community Foundation initiative was doing the Growing Older in Door County series and was a huge help to us at the time. We also asked for one-on-one interviews (phone and in person). A script was provided to board members who were then asked to write up a summary on the interviews. Each board member had approximately 5-7 people. We also had small group public meetings addressing caregiving, programming and activities. Ideas presented were, one-on-one phone interviews (encouraging social distancing; including the entire community; creating a survey monkey which can be filled out by proxies as well as individuals to reach more people and also creating an area in the survey for them to provide information for follow-up calls; putting it on social media and webpage; call to action in the newspaper or on the radio; adding the information to the carry out meals and newsletter; asking committee members and volunteers if they would be willing to help reach out to as many people as possible. The downside to survey is that people may be getting survey fatigue. Some people do not answer unknown phone numbers. Solutions were to leave voicemails with information on what we are doing and they could call us back. Put the question “would you like a follow up phone call” on the survey. People might be more excited to get phone calls.
and have someone to talk because they are isolated especially on Washington Island. The board mentioned that it was important to contact those that aren’t accessing the ADRC and find out why they don’t know about us or why they are not using our services. Jenny mentioned that Nicki Scharig (Volunteer and Activities Coordinator) and her have had conversations about how people at home didn’t know about the ADRC@Home section on our website and discussed possibly making a Facebook Live to show how to use the website. Roxanne mentioned putting information into the newspaper to direct them to the ADRC@Home. Roxanne will present the idea at the board meeting on Washington Island tomorrow. Jake stated that in January at our next meeting we could work on a number of these things in preparation and put the survey out in January along with radio, newspaper, press releases and ask community partners for their help.

8. New Business
   • Review Three Year Aging Plan 2020 Assessment
     o Jake referred to the handout “Goals for the Plan Period”. Jake explained that some of the goals had to be amended this year because of COVID-19. The amendments are highlighted in green on the Three-Year Aging Plan handout.
   • ADRC Test Kitchen Program
     o Jenny explained that the ADRC wanted to add some new foods to the menu so they asked for taste testers to try new foods. We have had the test kitchen three times with about 10 taste testers each. We started with a vegetarian egg bake, a pot roast and clam chowder. The taste testers then return surveys on each food item they have tested. So far everyone has liked the food and only suggested minor changes to the food. The three foods that have been tested will be added to the menu. There have also been five recipes submitted from customers. The kitchen incorporated a raisin sauce for ham last week.
     o Jenny read a positive letter to the committee.
   • Nutrition Program Educational Video Series
     o Our dietician, Theresa, has done a nutrition video on food prep and how to clean food when getting home from the grocery store. We will be doing more videos and putting them on the ADRC@Home page on our website. This is one of the ways we are able to do nutrition education for our consumers this year since we cannot do in person education. Megan suggested doing a video with foods that help boost our immunity and making our bodies as strong as we can especially during the pandemic. Jenny mentioned that we put educational packets together every month for carry out and meals on wheels recipients. GWAA is doing a video series for the nutritional staff training that is required every year.
     o Jake mentioned that there are a lot of individuals that do not know about our nutritional program. He posed the question “how do we get that information out there?”. Meals help caregivers by letting them focus on providing care. Jenny talked to caregivers about frozen meals and said that meals are our foot in the door. If they like the meals they may come back to see what else we can do to help. Debbie asked about people who don’t have family or friends to help out with quarantine or isolation or just can’t get out during COVID-19. Jake said he would follow-up with Public Health to see if they can provide those 60 and over with information on meals and the ADRC. Megan should forward that information on to Doctor Heise at the Hospital as well. Jenny will reconvene with our community partners that we are still providing meals and services.
   • Review 3rd Quarter Statistics Report
     o Jake went over the Statistics Handout in the agenda packet. He said we are on track with the Nutrition Program meals since mid-March with our carry out meal program. He mentioned that when winter hits more people may be reaching out. Membership is down and with Facebook and the website we can’t track memberships the same way.
   • Website Improvements
     o Jake had asked the committee to look at the website and let us know if they saw anything we might need to add or change. Megan said the website was pretty robust.
   • Unmet Needs – Social Isolation and Staying Connected
     o Jake presented the question; “How do we address this growing need of social isolation and staying connected in this community at this time?” Ideas discussed were: Holiday cards for Meals on Wheels recipients; Adopt a Grandparent; virtual or phone call consumers; penpals; reach out to churches; ADRC@Home page and Facebook; advertising on radio and newspapers; putting surveys in newsletter.
   • Meeting Code – 1116

9. Items to be placed on a future agenda
   • Launch 3 Year Aging Plan Survey
   • Social Isolation and staying connected

10. Confirm Next Meeting Date and Time
    • The next Nutrition Advisory Council meeting is tentatively scheduled for Monday, January 18th, 2021 at 9:00 a.m. This meeting will be held at the Government Center in the Chamber's Room.
11. Adjourn.  
   • A motion was made by Debbie Dahms and seconded by Roxanne Boren to adjourn.  
   • Meeting was adjourned at 10:48 a.m.

The minutes for this meeting were recorded by Barb Snow.
COUNTY OF DOOR
Disability Benefit Specialist

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Disability Benefit Specialist</th>
<th>Last Revision</th>
<th>10/12/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Health &amp; Human Services</td>
<td>HR Reviewed</td>
<td>01/01/2017</td>
</tr>
<tr>
<td>Division</td>
<td>ADRC</td>
<td>Employee Group</td>
<td>General Municipal Employee</td>
</tr>
<tr>
<td>Report To</td>
<td>ADRC Director but supervised on most direct client work by Disability Rights Wisconsin (DRW) Program Attorney</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>G</td>
<td>EEO Code</td>
<td>02 – Professionals</td>
</tr>
</tbody>
</table>

General Summary

This position is responsible for providing information and assistance, counseling, consultation and representation to all county residents between the ages of 17 1/2 and 59, regarding public benefits and eligibility requirements of programs available to them. Services provided will meet all the State Department of Health Services' requirements as contained in the Disability Benefit Specialist Program Policies and Procedures and the Disability Benefit Specialist ADRC Scope of Services – Disability Benefit Specialist documents. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

**Essential Job Functions**

1. Provides accurate information on a comprehensive array of comprehensive of private and government benefits and programs.
2. Offers technical assistance about how to access such benefits and information regarding the responsibilities of program participants.
3. Assists potential applicants of private and governmental benefits, including but not limited to Medicaid, Medicare, benefits administered by the Social Security Administration, FoodShare, Family Care, IRIS and gather verifying information, both financial and non-financial.
4. Provides information on rights and grievances and appeal processes.
5. Provides advice and assistance in preparing and filing grievances and appeals.
6. Makes appropriate referrals for employment and other disability-related counseling and services (e.g. Independent Living Centers, Work Incentive Benefit Specialists, Benefits Planning Assistance and Outreach, Division of Vocational Rehabilitation and Disability Rights Wisconsin).
7. Consults with legal back-up personnel to the DBS program to determine appropriate interpretation of law or regulation and appropriate action to assist in resolution of concerns.
8. Initiates investigations to gather needed factual information to pursue advocacy duties.
9. Provides representation, as needed and appropriate, for adults with physical disabilities, intellectual/developmental disabilities, mental illness and/or substance use disorders in administrative hearings and other formal or informal grievance steps.
10. Refers to DBS program attorneys for consideration of representation in administrative hearings and other formal or informal grievance steps.
11. Obtains informed consent before disclosing information about a client, unless required by law.
12. Completes required client tracking reporting and documentation in a timely and accurate manner.
13. Assists children and young adults with disabilities beginning at age 17 1/2 years with the transition to and/or application process for adult benefits.
14. Provides truthful and accurate written and verbal communications.
COUNTY OF DOOR
Disability Benefit Specialist

General Job Functions

1. Maintains timely and thorough confidential documentation on all cases.
2. Required to attend, complete necessary training prerequisites and participate in initial and ongoing trainings conducted by the Disability Rights Wisconsin (DRW) and the Wisconsin Disability Benefits Network (WDBN), including updates and discussion of intricate aspects of laws and regulations.
3. Must pass a competency test on the duties of a Disability Benefit Specialist, including attend required continuing education courses in order to meet minimum performance standards.
4. Works alongside the ADRC Director and Assistant Director to maintain and continue a public relations program, including but not limited to: public speaking, development of informational materials, and media releases.
5. Participates in staff meetings and appropriate training and law updates.
6. Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.

Requirements

Training and Experience

1. Graduate of an accredited college or university with a Bachelor's degree in Human Services or related field.
2. Minimum of 1 year of appropriate and relevant work experience.
3. Working knowledge of computers, computer programs, typing and data entry.
4. Current valid Wisconsin driver's license required and unlimited access to reliable transportation required.

Knowledge, Skills, and Abilities Required

1. Ability to master a working knowledge of complicated material on disability benefit on benefits related to supporting individuals living with a disability, while working with considerable autonomy.
2. Ability to exercise independent judgment on sensitive subjects using privileged, confidential information, with a high level of responsibility, as the results that are achieved are highly consequential to the well-being of their vulnerable clients.
3. Ability to use effective interviewing techniques to obtain information relevant to the client's legal issues.
4. Ability to work very independently and to seek consultation from Disability Rights Wisconsin supervising attorney on a regular basis for technical case assistance.
5. Ability to conduct public demonstrations presentations effectively.
6. Ability to proficiently use a computer and related office equipment; demonstrating familiarity with required software and database programs.
7. Demonstrated skill in solid written and oral communications to convey complicated legal concepts with such entities as governmental bodies, insurance companies, medical providers, decision-makers such as administrative law judges and hearing examiners, as well as many older people and their families.
8. Excellent public relations skills with specialized training on the characteristics of working with people with disabilities.
9. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
10. Ability to read, comprehend, and communicate, both verbally and in writing.
Physical and Working Conditions

Most of the work is done in the office setting, with some time spent in client’s homes and in other community facilities when presenting public information forums.

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

__________________________  ________________________
Joseph A. Krebsbach, Human Services Director  Date

__________________________  ________________________
Kelly A. Hendee, Human Resources Director  Date
<table>
<thead>
<tr>
<th>Goal</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achieve goal of December 31, 2020 and 2022.</td>
<td>Brown County/GBCTG goal by Dec. 31, 2029. To learn best practices in development of advocacy coalitions, 5 individuals involved in at least six meetings throughout the 2020 calendar year.</td>
</tr>
<tr>
<td>Advocacy coalition on women and gender equality on creating a coalition that includes women voters and Janet Zander.</td>
<td>Directed Door County Advocacy Coalition by December 31, 2022.</td>
</tr>
<tr>
<td>This goal was also put on hold for the majority of 2020.</td>
<td>This goal was also put on hold for the majority of 2020.</td>
</tr>
</tbody>
</table>

**Focus Area 6A: Advocacy Related Activities**

<table>
<thead>
<tr>
<th>Year</th>
<th>Progress Notes</th>
<th>Goals for the Plan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Check if completed</td>
<td>2019 2020 2021</td>
</tr>
<tr>
<td>2019</td>
<td>Summarize only those activities completed as of Dec. of each year</td>
<td>Write at least one goal per focus area per year — add extra boxes as needed</td>
</tr>
<tr>
<td>2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Focus Area 6-B: The Elder Nutrition Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Progress</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Attending the first bus trip to the capital.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Attending the event by December 3, 2022.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Resuming in at least 74 individuals.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Annual Aging Advocacy Day by Madison. The ADRC will coordinate a bus trip to the event.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- In order to increase the participation of older County residents during the event.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>County: Washwington Island</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress is being made on putting in place the new meals delivery service.</td>
</tr>
<tr>
<td>To provide easier access to frozen meals to individuals living in southern and northern Door County.</td>
</tr>
<tr>
<td>The ADRC will establish a weekly frozen meal pick-up point.</td>
</tr>
<tr>
<td>Bayleys Harbor Town Hall and Liberty Grove Town Hall. Resuming in a 125% increase in the number of meals delivered.</td>
</tr>
<tr>
<td>Have three new locations and consistent distribution of meals.</td>
</tr>
<tr>
<td>lockable freezers are in place in all three new locations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State: <strong>Not the materials are useful.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Putting together a specific survey on whether or not the materials are useful.</td>
</tr>
<tr>
<td>- Looking into the materials and feedback.</td>
</tr>
<tr>
<td>- Making changes and feedback.</td>
</tr>
<tr>
<td>- Did print out a survey and it was noted that they didn't put out a survey and it was noted that they didn't put out a survey.</td>
</tr>
<tr>
<td>- The test is not effective.</td>
</tr>
<tr>
<td>- Carry out meals and eat well, increase the knowledge of healthy eating.</td>
</tr>
<tr>
<td>- Increase the knowledge of healthy eating.</td>
</tr>
<tr>
<td>- Pre/posttest will show 75% increase in the clients getting the materials and whether or not they eat well.</td>
</tr>
<tr>
<td>- Develop a survey to determine whether all dietary changes and to all home delivered meals are eaten by the community.</td>
</tr>
<tr>
<td>- Increase the knowledge of healthy eating.</td>
</tr>
<tr>
<td>Focus Area 6-D. Services to People with Dementia</td>
</tr>
<tr>
<td>------------------------------------------------</td>
</tr>
<tr>
<td><strong>Role:</strong> Respond to first responders in Door County and better prepare to effectively respond to someone with dementia in the event of a crisis; the ADRC in Door County has the tools, but due to not having a Dementia Care Specialist and dispensing of the ADRC has the tools, but due to not having a.</td>
</tr>
<tr>
<td><strong>Focus Area:</strong> To assist individuals who might feel themselves relatively new to the role of caregiver.</td>
</tr>
<tr>
<td><strong>Groups:</strong> Caregivers, the ADRC in partnership with the Door County Caregiver Coalition.</td>
</tr>
<tr>
<td><strong>Training:</strong> The ADRC in partnership with the Door County Caregiver Coalition.</td>
</tr>
<tr>
<td><strong>Participants:</strong> Caregivers participating in each month's caregiver training.</td>
</tr>
<tr>
<td><strong>In effort to support family caregivers, the ADRC in partnership with the County Caregiver Coalition and the monthly in-person caregiver support group.</strong></td>
</tr>
<tr>
<td><strong>Drawbacks:</strong> The ADRC is participating in the 4 different caregiver training will be at the caregiver Conference, a 70 caregivers participating each month.</td>
</tr>
<tr>
<td><strong>Training has been held each month so far with 5-8 caregivers.</strong></td>
</tr>
<tr>
<td><strong>Focus Area 6-C. Services in Support of Caregivers:</strong></td>
</tr>
<tr>
<td><strong>Role:</strong> Incorporating new items to the menu. Three new recipes will be incorporated.</td>
</tr>
<tr>
<td><strong>Focus Area:</strong> Encourage participants to submit their own recipes.</td>
</tr>
<tr>
<td><strong>In effort to increase caregiver meal participation, the ADRC will start.</strong></td>
</tr>
<tr>
<td><strong>Suggestions:</strong> By December 31, 2021, resulting in a 25% increase in meal participation.</td>
</tr>
<tr>
<td><strong>Suggestions:</strong> By December 31, 2021, resulting in a 25% increase in meal participation.</td>
</tr>
<tr>
<td><strong>Suggestions:</strong> By December 31, 2021, resulting in a 25% increase in meal participation.</td>
</tr>
</tbody>
</table>
Evidence based fall prevention classes.
Follow up by December 31, 2021. 
Outcomes that will be tracked:
- At least 15% referrals to our prevention program, "Freedom From Falls" implemented.
- The ADRC and EMS implemented our new fall prevention program.
- ADRC staff identified and referred at least 15% new referrals to our program.

Focus Area 6-E: Healthy Aging

Currently don't have the staff to implement.
The goal was put on hold due to COVID-19.

To enhance the quality of life for an individual diagnosed with dementia and their caregivers, the ADRC of Door County will implement the Music and Memory Program. By December 31, 2021. 

To prevent older adults from further injury and re-hospitalization due to frequent falls, the ADRC in partnership with the Door County Emergency Services Department will develop a direct referral process for EMS that can easily connect the older adults to the ADRC for additional support and services.

Follow up by December 31, 2021. 
- At least 20 memory screens being completed by December 31, 2021. 
- Will hold 4 memory screenings events throughout Door County resulting in at least 5 individuals participating in the program.

The dementia care group disbanded.
- The dementia care group disbanded. Planning budget cycle. Are planning on applying for a grant. There is a position in the state budget. 
- The ADRC is applying for a grant in the least 15 disengaged individuals identified. This is being pushed back to 2021.
### Focus Area 6-F: Local Priorities

<table>
<thead>
<tr>
<th>Local Priorities</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Participation</strong></td>
<td>Increasing evidence-based program participation compared to the previous year. The ADRC will continue to work with local organizations to promote participation in health-related activities.</td>
</tr>
<tr>
<td><strong>Engagement</strong></td>
<td>In order to increase the participation of older adults in community activities, the ADRC will hold virtual events, such as Zoom and Facebook. The ADRC will also use social media to promote their events.</td>
</tr>
<tr>
<td><strong>Goals</strong></td>
<td>The ADRC will focus on reducing social isolation and loneliness among older adults. The ADRC will work with local organizations to promote health-related activities.</td>
</tr>
</tbody>
</table>

### Notes
- As of March 23rd, 2020, due to the COVID-19 pandemic, the ADRC has had to overcome temporary closures and then redevelop their programs to continue.
- The ADRC will continue to work with local organizations to promote participation in health-related activities.
- The ADRC will continue to use social media to promote their events.
- The ADRC will focus on reducing social isolation and loneliness among older adults.
Other accomplishments: The ADRC continues to see substantial growth in memberships, meals and other services.

| Transportation is no longer in their department. | 2020. Resulting in a 20% increase to our congregations meals in Northern and Southern Door County, the ADRC will continue to work on throughout this year and continue to work on throughout this year. |
| Planning on focus on over the winter months and end of the year. | Participating in the new volunteer program by the | volunteering program, the ADRC will continue to work on throughout this year. |
| Program, would be similar to a “Friendly Phone Call”. | Friendship, call, with partners with neighbors or neighbor and create a “Friendly Phone Call” | Friendship, call, with partners with neighbors or neighbor and create a “Friendly Phone Call” |
| Has been part of our result of COVID-19. Will to serve meals. | 2020. Resulting in at least 10 individuals in the new volunteer program by the | 2020. Resulting in at least 10 individuals in the new volunteer program by the |
| To serve meals. | volunteering program, the ADRC will continue to work on throughout this year. | volunteering program, the ADRC will continue to work on throughout this year. |

Interagency event: Resulting in at least 12 older adults and children participating in each meal where local high schoolers reach older adults. By December 31, 2020, kids are invited to the Washington Island Interagency Science Program held. The local stations set up with volunteers, and in 2020 school year’s block party where there were successful it is starting up again for the 2021-2022 School year.
Every three years, the Aging and Disability Resource Center (ADRC) of Door County is required by the State of Wisconsin to complete a strategic plan that serves as a platform to create, improve and expand services we provide our community. It is required to receive federal funding through the Older Americans Act. The working document is known as our “Three Year Aging Plan” and will cover years 2022-2024. Our staff and advisory committee members all participate in the development of this plan, but most important is input from you. Please fill this questionnaire out and return it to us.

1. What part of Door County do you live?
   - □ Northern Door  □ Washington Island  □ Southern Door  □ Sturgeon Bay

2. What is your gender? ________________
   - □ Male  □ Female  □ Other: ________________

3. How old are you?
   - □ Under 30  □ 30-39  □ 40-49  □ 50-59  □ 60-69  □ 70-79  □ 80+

4. Where do you receive or look for information on the news around Door County? (Check all that apply)
   - □ WDOR Radio Station  □ WBDK Radio Station  □ 106.9 Lodge Radio Station
   - □ Peninsula Pulse Newspaper  □ Facebook  □ Other: ________________

5. Are you aware of the Aging and Disability Resource Center of Door County?
   - □ Yes  □ No

6. What do you feel are the main challenges for Older Adults living in Door County? (Check all that apply)
   - □ Healthcare  □ Housing  □ Nutrition/Food Resources  □ Employment  □ Caregiving
   - □ Physical Fitness  □ Dementia  □ Socialization/Loneliness  □ Other: ________________

7. What do you feel are the main challenges for individuals living with a disability in Door County? (Check all that apply)
   - □ Healthcare  □ Housing  □ Nutrition/Food Resources  □ Employment/Job Training
   - □ Physical Fitness  □ Socialization  □ Caregiving  □ Other: ________________

8. Are you providing or do you receive assistance or support for a family member or friend?
   - □ Yes  □ No

9. Are you receiving assistance or support from a family member or friend?
   - □ Yes  □ No

10. If you are interested in participating in a one-on-one interview or a small group conversation to talk about the main issues and challenges older adults and adults living with a disability face living here in Door County, please provide us the following information:
    Name: ___________________________ and Phone Number: ___________________________

11. In an effort to improve the services provided to older adults and adults living with a disability here in Door County, we would be interested in knowing if there are any issues that you are aware of that aren’t being met? Please write your comment on the back of this questionnaire.

Please Return To: Aging and Disability Resource Center of Door County
916 N. 14th Avenue, Sturgeon Bay, WI 54235
(920)746-2372
PRESS RELEASE -- FOR IMMEDIATE DISTRIBUTION

Public Meeting Notice
2019-2021 Three Year Aging Plan
(ADRC of Door County)

The Door County Department of Human Services and the Aging and Disability Resource Center (ADRC) of Door County will hold a public participation meeting on Tuesday, September 11th, 2018 beginning at 12:45 p.m. The meeting will take place at the Door County Community Center/ADRC of Door County at 916 North 14th Avenue, Sturgeon Bay. The ADRC is wheelchair accessible and to those who need additional accommodations.

The purpose of the meeting is to gather public input on the proposed 2019-2021 Three Year Aging Plan, which focuses on the services provided by the ADRC of Door County. Those services include: information and assistance, nutrition programs, transportation, benefit counseling, caregiver support, evidence based health promotion programs and services to people living with dementia.

A draft copy of the 2019-2021 Three Year Aging Plan is available for review at the ADRC in Sturgeon Bay and at all other congregate meal sites beginning Monday, August 27. We want to hear from you!

Those unable to attend the meeting who would like to offer any comments may submit their written statements to the Aging and Disability Resource Center to the attention of Jake Erickson, Director at 916 North 14th Avenue, Sturgeon Bay, WI 54235. Additionally, citizens may offer comments via email to ADRC@co.door.wi.us. Any person needing assistance to participate in this meeting should contact our office at (920)746-2372. Notification 48 hours prior to the meeting will enable us to make responsible arrangements to ensure accessibility to that meeting.
REQUIRED CATEGORIES FOR 2022-2024 AGING PLAN GOALS

Wisconsin’s County and Tribal Aging Plan instructions and template are being revised and will be sent to all Aging Units early in the new year. This brief outline of the required categories for Aging Plan goals is intended to help shape your community engagement process. It is not a comprehensive guide to goal-writing. More information about these required categories, as well as resources to help with writing goals, developing work plans, and tracking progress will be presented at ACE meetings over the winter.

In general, our statewide approach to the upcoming Aging Plan cycle emphasizes the needs expressed by older adults and their caregivers through local community engagement or public input activities. This approach also frames the upcoming three-year Plan period in the larger context of creating a long-term vision for the evolution of aging and disability programs and services. To that end, we encourage robust local conversation around how we want our systems to look in ten, twenty or thirty years. Also to that end, we encourage you to think of at least some of the projects in your plan as long-term projects, with annual milestones rather than project completion dates. We will provide additional details and examples in future presentations.

1. At least one goal is required to enhance the amount and quality of community engagement/public input as part of developing your local aging plan.

2. At least one goal is required to address an emerging need, a quality issue, or a gap in the services system in EACH of the following program areas:
   a) Title IIB
   b) Title IIC
   c) Title IID
   d) Title IIE

3. At least one goal is required to **address progress within one or more program area** toward person-centered services, maximizing consumer control and choice. This may include efforts to expand choice and participant direction in specific Title III programs. One example might be a goal to introduce a choice-based restaurant model as part of the congregate meal program.

4. At least one goal is required to **address a barrier to racial equity within one or more program area.** This may include efforts to expand the racial equity or inclusiveness of specific Title III programs. One example might be a goal to move closer to equitable distribution of aging services to reflect county demographics.

5. At least one goal is required to increase local aging and disability network participants’ knowledge and skills related to advocacy. This may include efforts to educate older adults about policy making or legislative processes, sometimes known as “Senior Statesman” training.

Note that, to the greatest extent possible, **goals should address local needs** as defined by the community, by program participants, or by stakeholder groups such as local aging commissions, advisory councils or boards.
Aging Plan Timeline - 2022-2024

November 5, 2021

- Due:
  - GWAR by November 5, 2021.
  - Submit final plan to board.

2021

October - November

- Due: November
  - Submit final plan to GWAR.

2021

October - September

- Collect feedback on draft plan.

2021

September - September

- Revisions.
  - Changes were made.
  - GWAR approved.
  - Making body for plan to policy.

2021

September - August

- Hold formal public hearings.
  - Other public feedback.

2021

August - July

- Prepare draft plan.
  - GWAR feedback.

2021

July - June

- Finalize draft plan.
  - GWAR feedback.

2021

June - May

- Develop draft plan.

2021

May - January

- Gather input from the public.

2021

January - May

- Engage community engagement.
  - Plan and consult.
  - Draft plan.
  - Advisory and policy-makings.

2021

July 23, 2021

- Report due.

2021

Due:

Engagement strategy.

GWAR.

GWAR.

GWAR.

GWAR.

GWAR.

GWAR.

GWAR.

GWAR.

GWAR.
# Community Engagement Report

Complete one worksheet for each separate method used to elicit input from the community. i.e. 12 interviews conducted can be compiled on one sheet.

<table>
<thead>
<tr>
<th>Your County or Tribe:</th>
<th>Your Name and Email:</th>
</tr>
</thead>
</table>

**Community Engagement Activity:**
- Community Forum or Listening Session – virtual or in person
- Focus Group Discussions – virtual or in person
- Personal Interviews – by phone or in person
- Facebook Live or Social Media Virtual Event
- Paper or Internet Survey
- Other (please describe): ____________________________________________

<table>
<thead>
<tr>
<th>Date/s of Event or Effort:</th>
<th>Number of Participants or Respondents:</th>
</tr>
</thead>
</table>

**Key Issues Discussed:**

**Key Takeaways/Findings:**

**Planned Response:**

---

October 2020
Sample Questions for Community Engagement

- Consider the impact on your life if you were to lose your ability to function day-to-day. For example, how would you interact with all that you take for granted—family, friends, community? How would you get around? Who would you reply on for assistance, and would they always be available? How would your mental health change? Would your cognitive abilities diminish along with your physical ones? And what would you pay to restore your function?

- Are there services or events you have seen or heard of in other communities that you think would be helpful to seniors in our county?

- What keeps you from contacting the ADRC/Office on Aging?

- What areas would you like to learn more about? (use of technology, understanding government/policies, nutrition, dementia capable communities, healthy aging...)

- What do you see as some of the biggest challenges to remaining in your home as you age?

- What do you think you will need in the next 3, 5, or even 10 years to help you remain as independent as possible?

- What does healthy aging mean to you?

- What would you like your ADRC to do to promote healthy aging in our communities?

- As a caregiver for a spouse, family member or friend, what resources do you think are most important for the county to provide?

- What are some services or ideas you feel might make your community easier or more enjoyable for you to live in?

- What are the three most important issues facing older adults today?

- What are the top three concerns you have at this time?

- How would you answer these questions as it relates to your family, friends/neighbors or others you know?

- Tell us something you love about the community in which you live.

- What activities in the community are making a positive difference for adults?

- What do you think are the main issues, problems, and challenges adults midlife and beyond in our community are facing?

October 2020
## Agency Summary Report

**- DOOR- TOTAL MEALs Agency**

<table>
<thead>
<tr>
<th>Service: 05-Home Delivered Meals</th>
<th>Subtotal for Site:</th>
<th>Consumers/Consumer Groups</th>
<th>Units</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site: Liberty Grove</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Service: 05-Home Delivered Meals</td>
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<tr>
<td>Subservice: Hot Meal (05)</td>
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<tr>
<td>Subtotal for Subservice: 8 / 0</td>
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<td></td>
<td>1,567.00</td>
<td>$5,379.00</td>
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<td>Subservice: Hot Meal (05)</td>
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<tr>
<td>Service: 08-Congregate Meals</td>
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<tr>
<td>Subservice: Hot Meal (08)</td>
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<td>Service: 08-Congregate Meals</td>
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<td>$300.00</td>
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* Consumer counts are distinct over group totals. Grand Total represents the distinct count of consumers served.
<table>
<thead>
<tr>
<th>Service: 08-Congregate Meals</th>
<th>Consumers/Consumer Groups</th>
<th>Units</th>
<th>Cost</th>
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<tbody>
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<tr>
<td>Service: 08-Congregate Meals</td>
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<tr>
<td>Subservice: Hot Meal (08)</td>
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<tr>
<td>Subservice: Hot Meal (08)</td>
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<td>$37,145.50</td>
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*Consumer counts are distinct over group totals. Grand Total represents the distinct count of consumers served.*
## Agency Summary Report
### - DOOR- TOTAL MEALS Agency

**Agency:** BAY AREA AGENCY ON AGING  
**Service:** 05-Home Delivered Meals

#### — Site: Baileys Harbor
- **Service:** 05-Home Delivered Meals  
  - **Subservice:** Carry-Out Meal (05)
    - Subtotal for Subservice: 29 / 1  
      Units: 555.00  
      Cost: $36.00
    - **Subservice:** Frozen Meal (05)
      - Subtotal for Subservice: 14 / 0  
        Units: 346.00  
        Cost: $0.00
      - Subtotal for Subservice: 33 / 1  
        Units: 901.00  
        Cost: $36.00
    - Subtotal for Site: 33 / 1  
      Units: 901.00  
      Cost: $36.00

#### — Site: Brussels
- **Service:** 05-Home Delivered Meals  
  - **Subservice:** Carry-Out Meal (05)
    - Subtotal for Subservice: 38 / 0  
      Units: 731.00  
      Cost: $484.00
    - **Subservice:** Frozen Meal (05)
      - Subtotal for Subservice: 2 / 0  
        Units: 8.00  
        Cost: $0.00
      - Subtotal for Service: 38 / 0  
        Units: 739.00  
        Cost: $484.00
    - Subtotal for Site: 38 / 0  
      Units: 739.00  
      Cost: $484.00

#### — Site: Liberty Grove
- **Service:** 05-Home Delivered Meals  
  - **Subservice:** Carry-Out Meal (05)
    - Subtotal for Subservice: 25 / 0  
      Units: 1,012.00  
      Cost: $444.00
    - **Subservice:** Frozen Meal (05)
      - Subtotal for Subservice: 6 / 0  
        Units: 45.00  
        Cost: $0.00
    - **Subservice:** Hot Meal (05)
      - Subtotal for Service: 9 / 0  
        Units: 909.00  
        Cost: $2,420.00
      - Subtotal for Service: 34 / 0  
        Units: 1,966.00  
        Cost: $2,864.00
    - Subtotal for Site: 34 / 0  
      Units: 1,966.00  
      Cost: $2,864.00

#### — Site: Sturgeon Bay
- **Service:** 05-Home Delivered Meals  
  - **Subservice:** Carry-Out Meal (05)
    - Subtotal for Subservice: 455 / 26  
      Units: 9,157.00  
      Cost: $408.00
    - **Subservice:** Frozen Meal (05)
      - Subtotal for Subservice: 94 / 0  
        Units: 3,478.00  
        Cost: $6,941.00
    - **Subservice:** Hot Meal (05)
      - Subtotal for Service: 176 / 0  
        Units: 16,172.00  
        Cost: $29,381.00
      - Subtotal for Service: 625 / 26  
        Units: 28,807.00  
        Cost: $36,730.00
    - Subtotal for Site: 625 / 26  
      Units: 28,807.00  
      Cost: $36,730.00

#### — Site: Washington Island
- **Service:** 05-Home Delivered Meals  
  - **Subservice:** Carry-Out Meal (05)
    - Subtotal for Subservice: 32 / 5  
      Units: 1,319.00  
      Cost: $240.00
    - **Subservice:** Frozen Meal (05)
      - Subtotal for Subservice: 22 / 0  
        Units: 555.00  
        Cost: $418.00
    - **Subservice:** Hot Meal (05)
      - Subtotal for Subservice: 23 / 0  
        Units: 1,917.00  
        Cost: $1,155.00

* Consumer counts are distinct over group totals. Grand Total represents the distinct count of consumers served.

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*Printed: 1/11/2021 3:01:18PM*  
*Rev.20210111*  
*Page 1 of 2*
<table>
<thead>
<tr>
<th>Agency:</th>
<th>BAY AREA AGENCY ON AGING</th>
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<tbody>
<tr>
<td>Service:</td>
<td>05-Home Delivered Meals</td>
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<tr>
<td>Site:</td>
<td>Washington Island</td>
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<td></td>
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<tr>
<td>Subtotal for Service:</td>
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<td>Subtotal for Site:</td>
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<tr>
<td>Subtotal for Service:</td>
<td>761 / 32</td>
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</tbody>
</table>

| Service:      | 08-Congregate Meals |
| Site:         | Baileys Harbor       |
| Subservice:   | Hot Meal (08)        |
| Subtotal for Subservice: | 26 / 0 | 276.00 | $0.00 |
| Subtotal for Service: | 26 / 0 | 276.00 | $0.00 |
| Subtotal for Site:  | 26 / 0 | 276.00 | $0.00 |

| Site:         | Brussels             |
| Service:      | 08-Congregate Meals  |
| Subservice:   | Hot Meal (08)        |
| Subtotal for Subservice: | 37 / 0 | 237.00 | $0.00 |
| Subtotal for Service: | 37 / 0 | 237.00 | $0.00 |
| Subtotal for Site:  | 37 / 0 | 237.00 | $0.00 |

| Site:         | Liberty Grove        |
| Service:      | 08-Congregate Meals  |
| Subservice:   | Hot Meal (08)        |
| Subtotal for Subservice: | 16 / 1 | 269.00 | $120.00 |
| Subtotal for Service: | 16 / 1 | 269.00 | $120.00 |
| Subtotal for Site:  | 16 / 1 | 269.00 | $120.00 |

| Site:         | Sturgeon Bay         |
| Service:      | 08-Congregate Meals  |
| Subservice:   | Hot Meal (08)        |
| Subtotal for Subservice: | 609 / 22 | 2,906.00 | $264.00 |
| Subservice:   | Noon Salad Bar (08)  |
| Subtotal for Subservice: | 248 / 5 | 827.00 | $42.50 |
| Subtotal for Service: | 707 / 27 | 3,733.00 | $306.50 |
| Subtotal for Site:  | 707 / 27 | 3,733.00 | $306.50 |

| Site:         | Washington Island    |
| Service:      | 08-Congregate Meals  |
| Subservice:   | Hot Meal (08)        |
| Subtotal for Subservice: | 18 / 0 | 279.00 | $0.00 |
| Subtotal for Service: | 18 / 0 | 279.00 | $0.00 |
| Subtotal for Site:  | 18 / 0 | 279.00 | $0.00 |
| Subtotal for Service: | 792 / 28 | 4,794.00 | $426.50 |

| Total For Agency: | 1,244 / 60 | 40,998.00 | $42,353.50 |

| Grand Total:     | 1,244 / 60 | 40,998.00 | $42,353.50 |

* Consumer counts are distinct over group totals. Grand Total represents the distinct count of consumers served.
RESOLUTION SUPPORTING INCREASED FUNDING FOR AGING AND DISABILITY RESOURCE CENTERS

WHEREAS, Aging and Disability Resource Centers (ADRC) are the first place to go to get accurate unbiased information on all aspects of life related to aging or living with a disability; and

WHEREAS, ADRC services include providing information and assistance, options and benefits counseling, coordinating short-term services, conducting functional screens, and enrollment processing and counseling; and

WHEREAS, in Wisconsin, there are currently 34 single-county ADRCs, 12 multi-county/tribal ADRCs, and seven tribal Aging and Disability Resource Specialists that work with an ADRC; and

WHEREAS, ADRCs serve the fastest growing demographic of our state’s population; and

WHEREAS, the funding method for ADRCs has not been revised in more than a decade, and funding for ADRCs has not increased since 2006; and

WHEREAS, it has become evident that ADRC funding needs revision for a number of reasons, including:

- The current inequitable distribution of funding among ADRCs.
- The need to increase funding so that all ADRCs may effectively meet their mission, as outlined in the Scope of Services contract addendum; and

WHEREAS, the Office for Resource Center Development (ORCD) within the Department of Health Services (DHS) established a stakeholder advisory group in 2017 to discuss ADRC funding; and

WHEREAS, the stakeholder advisory group identified a number of issues with the current funding formula, such as:

- Dollars are distributed based on the date of ADRC establishment - older ADRCs (Generation One) receive more funding than ADRCs established at a later date (Generation Two and Three ADRCs);
- The current formula does not take into account elements associated with health and social inequity that require a greater need for ADRC services;
- The current formula does not adjust with need – Wisconsin’s aging and disability populations continue to grow and are expected to grow significantly over the next 20 years;
- The current formula does not account for needed cost of living adjustments; and

WHEREAS, a significant state GPR investment is needed to implement the recommendations of the stakeholder advisory group; and
WHEREAS, such a significant state investment would provide consistency in ADRC funding statewide, cover the services required and recommended in the Scope of Services contract addendum, and equalize services among ADRCs; and

WHEREAS, the work of the stakeholder advisory group complements the work of the Governor’s Task Force on Caregiving.

NOW, THEREFORE, BE IT RESOLVED that the ______________ County Board of Supervisors does hereby support the following increases in the 2021-23 state biennial budget to ensure access to critical services provided by ADRCs to Wisconsin’s aging and disability populations:

- Provide an additional $27,410,000 GPR in funding to our state’s ADRCs. It is important to note that the proposed change in the ADRC allocation methodology cannot occur unless the full $27.4 million is allocated.
- Provide additional funding to expand/equalize ADRC services across the state:
  - Expand Dementia Care Specialist Funding Statewide: $3,320,000
  - Fully Fund Elder Benefit Specialists Statewide: $2,300,000
  - Expand Caregiver Support and Programs: $3,600,000
  - Expand Health Promotion Services: $6,000,000
  - Expand Care Transition Services: $6,000,000
  - Fund Aging and Disability Resources in Tribes: $1,180,000
  - Fully Fund Aging and Disability Resource Support Systems: $2,650,000; and

BE IT FURTHER RESOLVED that a copy of this resolution be sent to Governor Tony Evers, DOA Secretary Joel Brennan, DHS Secretary-designee Andrea Palm, the Wisconsin Counties Association and all area legislators.
For Immediate Release
November 19th, 2020

Contact: Nicki Scharrig, 920-746-7153 or nscharrig@co.door.wi.us

Adopt-A-Grandparent Program

The Aging and Disability Resource Center of Door County is facilitating an Adopt-A-Grandparent program aimed to foster positive, meaningful relationships and help people feel less lonely. Our goal is to match participants with an individual with similar interests to get to know each other via phone, video chat, virtual games, or handwritten letters. All ages are welcome, creativity is key to discovering the best in your new friend. The Adopt-A-grandparent program is aimed to combat loneliness, create happiness, encourage companionship and is cross-generational.

We are looking for kind, considerate individuals of all ages to participate. If you are interested, submit a registration form, we will pair you up, and arrange an introductory letter or call to get you started. The Adopt-A-Grandparent program is a commitment of 1-2 hours a week. Participants may include students from local schools, adults from senior centers and senior living facilities, and people of all ages from clubs and organizations. If you are looking for a unique experience to enrich your life, Adopt-a-Grandparent is the program for you!

To obtain a registration form or for additional information, please contact Nicki Scharrig at 920-746-7153 or nscharrig@co.door.wi.us. Registration can also be completed online by visiting https://www.surveymonkey.com/r/XG8VCNC. The Aging & Disability Resource Center is located at 916 N. 14th Avenue in Sturgeon Bay, WI.