

Eau Claire County  
Aging & Disability Resource Center Board  
Thursday, July 12, 2018, 12 Noon  
Courthouse - Rooms 1301/1302, Eau Claire WI 54703

1. Call to order
2. Introductions
3. Public comment
4. ADRC Board meeting minutes of June 14, 2018 / Discussion – Action Handout #1
5. Chair/Vice Chair Report
6. ADRC Director Report
7. Position modifications / Discussion - Action Handout #2
  - a. ADRC Assistant Director
  - b. Options Counselor Supervisor
  - c. Kitchen Manager
  - d. ADRC Van Driver
8. Transportation Handout #3
9. Nutrition
10. Legislative updates
  - a. Supportive Decision Making Handout #4
  - b. Others
11. Upcoming events Handout #5
12. Future agenda items- August 9, 2018
13. Adjourn

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 715-839-4710, (FAX) 715-839-1669, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

Eau Claire County  
Aging & Disability Resource Center Board  
Thursday, June 14, 2018, 12 Noon  
Courthouse - Rooms 1301/1302, Eau Claire WI 54703

Members Present: Tom Christopherson, Jason Endres, Sandra McKinney, Katherine Schneider, Kimberly Cronk, Sue Miller, Carl Anton

Others Present: Jennifer Speckien, Emily Gilbertson, Marlene Rud, Emily Moore, Becky Hinzmann, Tom Wagener

Chair Schneider called the meeting to order at 12:00 Noon.

Introduction of ADRC Board, staff and others in attendance.

Public Comment, none received.

Feed My People. Emily Moore gave a brief operation overview of Feed My People. Reviewed handouts on facility planning and growth, expansion/remodel project and discussed how space and facility could be implemented with the nutrition program kitchen operation. Jennifer Speckien referred to the handout on pros and cons of moving the kitchen to Feed My People facility. Katherine outlined time line of decision making to move forward or not with project. Jennifer will continue to work with Eau Claire County Corporation Counsel on best method to move forward for approval. ADRC Board members recommended moving forward with exploring nutrition program kitchen at Feed My People facility.

ADRC Board meeting minutes of May 10, 2018. Motion by Jason Endres to approve, second by Kim Cronk. Motion carried.

Chair Report. Katherine Schneider explained the new county emergency notification now available as a phone app or email. With the July ADRC 10<sup>th</sup> anniversary and ADA 28th anniversary, Katherine challenges ADRC Board members to think of something positive from ADRC or ADA and share at the July meeting.

Vice Chair – no update.

Caregiver Resolution. Reviewed Fact Sheet and Resolution addressing long term care workforce crisis. Recommended adding “in home caregivers” to line 19 after “family caregivers”. Motion by Kim Cronk, second by Sue Miller to move resolution forward, second by Sue Miller.

Director Report. Jennifer gave updates on state Healthy Aging Star Award presented to ADRC Prevention Program Coordinator, Deb Bruning; Trap Shot fundraiser for Meals on Wheels is today; the vacant Fall Creek Kitchen cook position has been filled. Board members are welcome to help with ADRC anniversary celebration events.

Sub Committee meeting update. Sue Miller presented updates on the Sub Committee meeting on June 13 at the Fall Creek Kitchen. Board members are encouraged to stop at the kitchen or tour if they have not yet. Sub Committee election of officers was held; Sue Miller, Chair, Carl Anton, Vice Chair. Reviewed draft Aging Plan for 2019-2021 and supported suggested meal donation increase and recommended staff look at special diet options.

Transportation. Tom Wagener – Eau Claire City Transit, clarified the proposed transportation fare increase and that it also effects the Paratransit fee. The City Council will discuss at their next meeting. Beginning July 1, the Paratransit fee will be \$1.75, full Paratransit cost without City/County subsidy is currently \$18.90 per ride. There were 3 RFP bids received for Project 1 and Project 2, with no details at this time. Emily Gilbertson reviewed transportation survey results with a 2% satisfaction increased from last survey. The ADRC van is being utilized and will provide trips for the anniversary celebration events.

2019-2021 Draft Aging Plan. Jennifer reviewed the Sub Committee’s review of the draft plan and recommendation to look at nutrition program special diets. Katherine Schneider supports ADRC connecting seniors with adoption pets and assistance with food or liter. Motion by Sue Miller, second by Katherine Schneider to approve 2019-2021 Draft Aging Plan with noted recommendations. ADRC staff will continue to work on revisions and future public hearings will be held for input.

Legislative Updates. None received.

Upcoming events in June.

Future agenda items – July 12, 2018; Feed My People, program areas/prioritizing, position changes, Disability Rights WI updates.

Motion by Jason Endres, second by Sandra McKinney to adjourn at 1:35 pm.

Respectfully Submitted

Marlene Rud, Clerk  
Aging & Disability Resource Center Board

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Chairperson

**FACT SHEET**  
**TO FILE NO.**

**Background**

The Aging & Disability Resource Center (ADRC) has experienced growth and evolution of their programming over the past ten years (see attached timeline). As a result, the ADRC Director is recommending changes be made to the organizational structure of the department to provide more robust support to the organization as whole.

*ADRC Assistant Director & Options Counselor Supervisor* The reclassification of the ADRC Manager position and addition of the Options Counselor Supervisor are necessary to support the ADRC's largest program area of Information and Counseling. Additional information about these position changes can be found in the attached organizational chart.

*ADRC Van Driver* The addition of the ADRC Van Driver is needed to continue the rural transportation program that has been piloted since January 2018.

*Kitchen Manager* The modification of the Kitchen Manager position is to better align the position with actual job duties. The request is to reclassify the Kitchen Manager position to a supervisory position, giving direct oversight to the kitchen staff for the central kitchen.

**ADRC Request**

The ADRC is requesting the following position modifications take effect with the payroll beginning on Sunday, September 2, 2018:

- 1) Reclassification and wage adjustment for the current 1.0 FTE ADRC Manager;
- 2) Create a 1.0 FTE Options Counselor Supervisor; and
- 3) Create a .5 FTE ADRC Van Driver; and
- 4) Reclassification and wage adjustment for the current 1.0 FTE Kitchen Manager.

Current Title	Proposed Title	FTE	Wage Placement	2018 Fiscal Impact	Funding Source
ADRC Manager	ADRC Assistant Director	1.0	S	\$960	ADRC State & Federal grant
N/A	Options Counselor Supervisor	1.0	P	\$27,079	ADRC State & Federal grant
ADRC Van Driver (LTE)	ADRC Van Driver	.5	A	\$5,322	State DOT grant 85.21
Kitchen Manager	Kitchen Manager	1.0	K	\$653	Older Americans Act funding, program revenue

Fiscal Impact: **No fiscal impact on levy.** 2018 fiscal impact of \$34,014 to be funded by State ADRC grant, State DOT 85.21 grant and Older Americans Act revenue. Fiscal impact is calculated based on an effective date of September 2, 2018.

Respectfully Submitted,



**Jennifer Speckien, ADRC Director**



**Jamie Gower, Human Resources Director**

## ADRC Program Growth & Evolution 2010-Present

2010

### 85.21 Specialized Transportation Program

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- No FTE change; responsibilities absorbed by current staff
- Program budget of \$225,545 (2018)
- The 85.21 specialized transportation program is funded through the Wisconsin Department of Transportation to provide transportation to individuals with disabilities and the elderly residing in Eau Claire County.

2011

### Alzheimer Family Caregiver Support Program (AFCSP)

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- No FTE change; responsibilities absorbed by current staff
- Program budget of \$41,258 (2018)
- AFCSP provides direct support to families providing care and support to loved ones diagnosed with Alzheimer's Disease or other dementias.

2012

### Health Promotion & Prevention Programming

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- Increase of 1.0 FTE
- Health promotion and prevention programming includes the evidenced based classes offered by the ADRC including Stepping On and Living Well.

2012

### Augusta Satellite Office

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- No FTE change; responsibilities absorbed by current staff
- The Augusta satellite office is staffed Mondays and Wednesdays by a member of the Options Counseling team.

2013

### Adaptive Equipment Loan Program

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- No FTE change; responsibilities absorbed by current staff
- The ADRC has over 350 pieces of adaptive equipment (wheelchairs, walkers, etc.) available to loan to those in need of items for short term purposes. Program includes management of inventory, safety and sanitation of equipment, etc.

2013

### Connections to Community Living

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- Increase of 1.0 FTE
- Program budget of \$100,970 (2018)
- The Connections to Community Living program assists individuals that currently reside in nursing homes that wish to live in the community with that transition.

2014

### Dementia Care Specialist

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- Increase of 1.0 FTE
- Program budget of \$111,110 (2018)
- The Dementia Care Specialist program has three focus areas; 1) to create a dementia friendly ADRC; 2) to provide support to those living with dementia and their families and 3) to help create a dementia friendly community.

2014

### Strong Bones, Healthy Eating for Successful Living & Living Well with Diabetes

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- No FTE change; responsibilities absorbed by current staff
- These programs were an expansion of our current health promotion programming.

2016

### Marketing and Outreach Coordination

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- No FTE change; responsibilities absorbed by current staff
- Outreach is an essential function of the ADRC and something we hear from customers as essential on a regular basis.

2017

### Central Kitchen- Fall Creek Location

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- Increase of 4.6 FTE
- In late 2017, the ADRC transitioned from a catering model to operating a central kitchen for the purposes of the Meals on Wheels and Congregate Dining programs.

2017

### Fiscal Associate transitioned to ADRC from Finance

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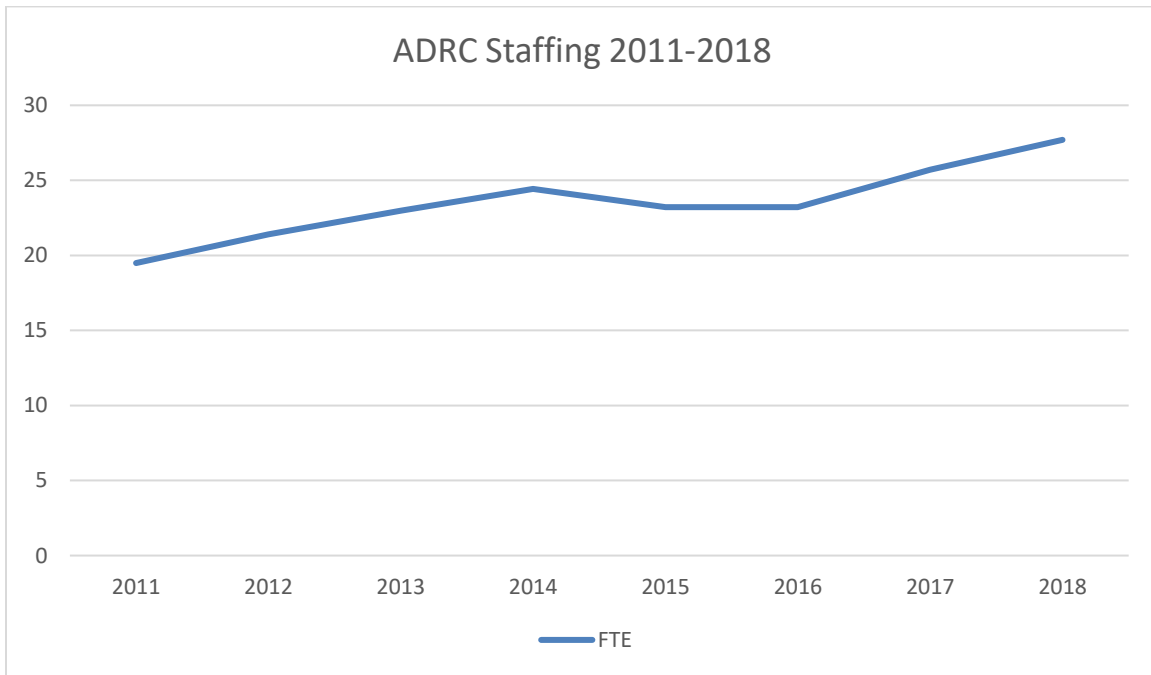
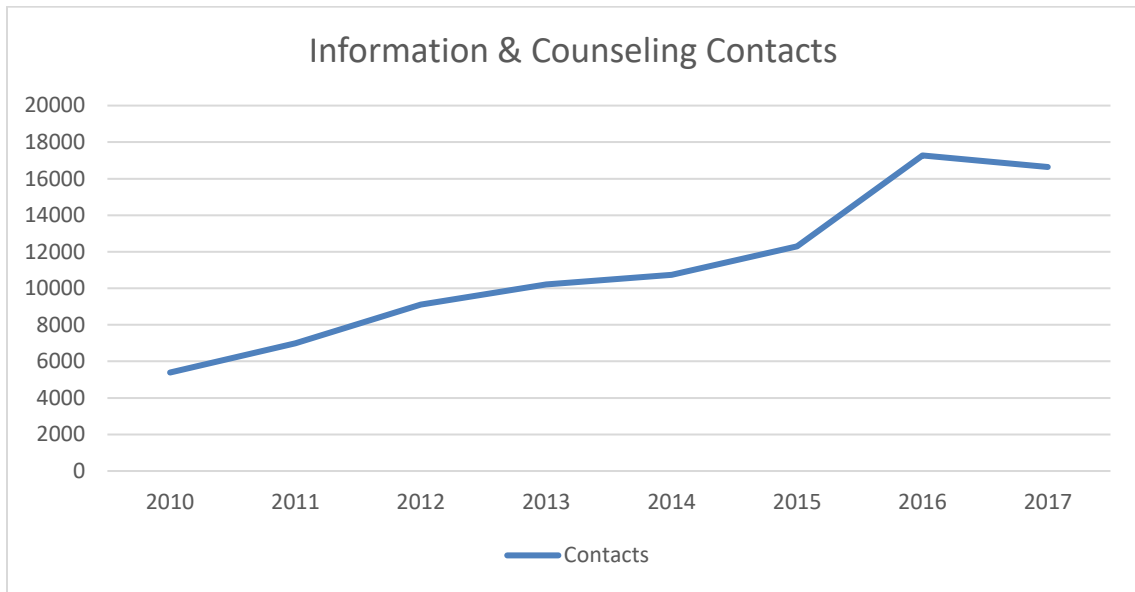
- Increase of 1.0 FTE
- The Fiscal Associate position formerly housed within the finance department was transitioned to the ADRC in late 2017.

2018

### Rural Transportation Program

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- Increase of .5 FTE
- The ADRC obtained a wheelchair accessible vehicle in 2018 to enhance transportation services in the rural part of Eau Claire County.

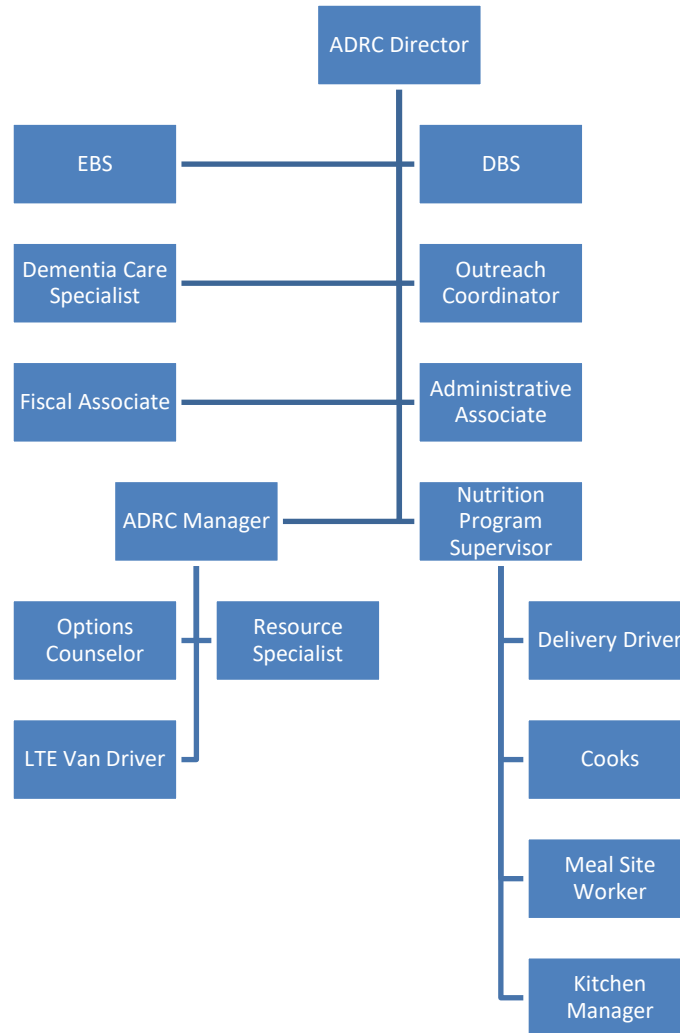


## Current Organizational Structure

### ADRC Director

*Issue:* position focus is split among multiple areas from programmatic operations, administrative operations and strategic operations. As the department has grown and evolved, program areas have stayed with the Director that don't necessarily make sense.

*Result:* 1) unable to provide adequate support to direct report staff; 2) unable to focus on strategic initiatives for the department; 3) unable to engage in community networking activities; 4) volume of increased complex policy issues and changes at State and Federal level creating a demand on time

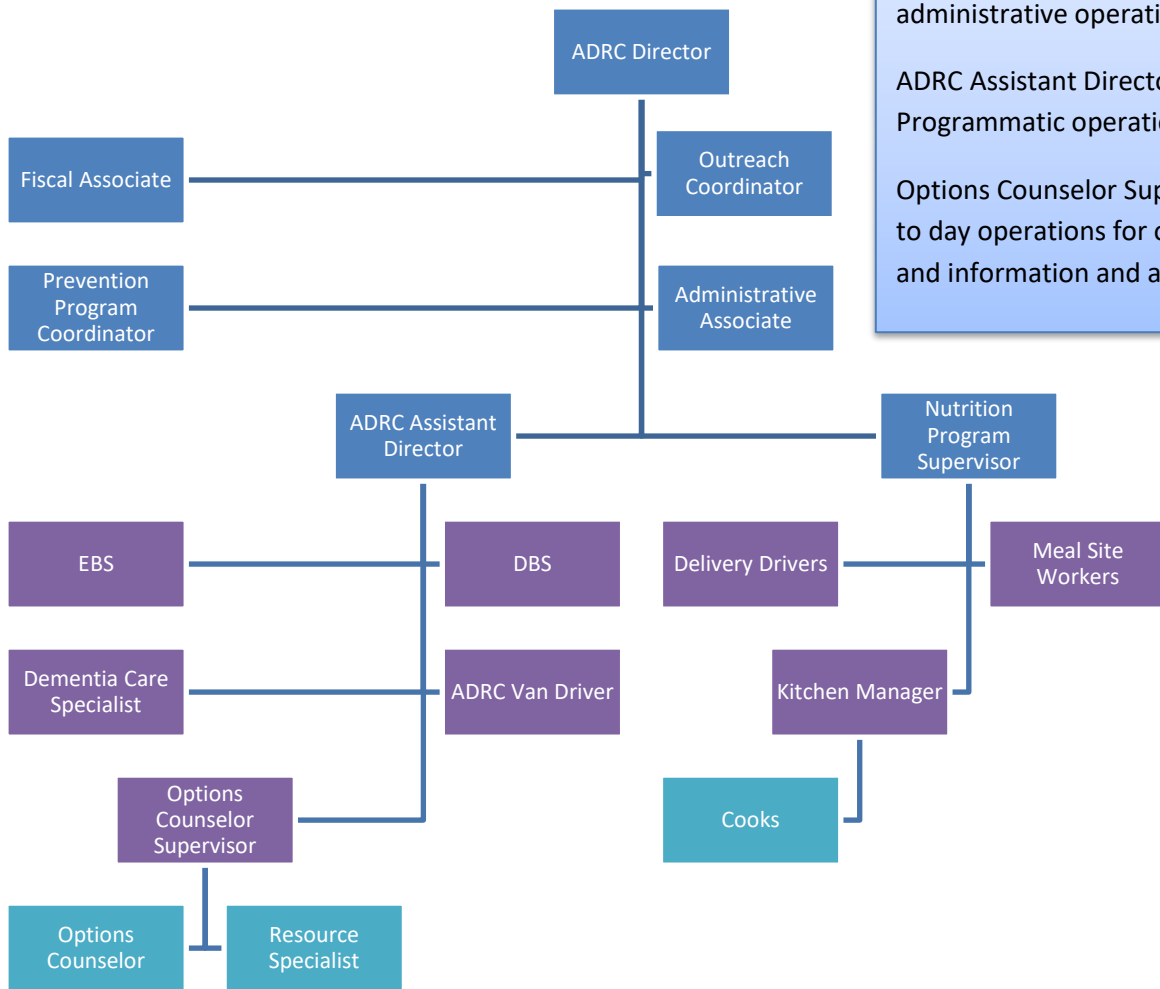


### ADRC Manager

*Issue:* position has continually evolved over time, taking on additional responsibilities and program areas that aren't well accounted for within the ADRC Managed job description. One example is the management of the 85.21 specialized transportation program. The ADRC Manager also assists the ADRC Director with many day to day operations activities in other programmatic areas of the ADRC.

*Result:* 1) unable to provide the required oversight for the long-term care functional screen; 2) unable to provide adequate support and shadowing of options counseling staff; 3) volume of increased complex consumer issues creating a demand on time.

# Proposed Organizational Structure



**Proposed Solution**

ADRC Director Focus: Strategic and administrative operations

ADRC Assistant Director Focus: Programmatic operations

Options Counselor Supervisor Focus: Day to day operations for options counseling and information and assistance



## ADRC Van Schedule July 2018

Handout #3

Would you like to go on one of our scheduled trips at no cost?  
 ADRC Van has room for one wheel chair and 3 additional individuals.  
 Is available for the elderly and disabled residents living in Eau Claire County.  
 Contact Dave, Transportation Coordinator to schedule 715-225-0975

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10 Memory Café 9:30 am pickup starts 8:30 am Evening Meal 5 pm pickup starts 4 pm	11 Medicare and You 10 am pickup starts at 9 am	12 Phoenix Park Farmers Market Pickup starts at 1:00 pm	13 Friday Facts 10 am Pickup starts 9 am
16	17 St Johns Meal 11 am, pickup starts at 10 am	18 Downtown Walk 11:30 am pickup starts at 10:30 am  Express 4 pm pickup at 3 pm	19 Augusta Meal 11 am pickup starts 10 am	20
23	24	25 Alzheimer's & Dementia Support Group 1:30 pm pickup starts at 12:30 pm	26 Sounds like Summer 5 pm pickup starts 4 pm	27
30	31			



# Current formal tools for people who need help with decisions



## Release forms

- Person signs release forms authorizing a specific person(s) access to certain kinds of records (health, financial, etc.).
- Some release forms may allow a person to select certain records to be released while retaining privacy over others.
- Some release forms may provide one-time or time-limited access to records, others releases may remain in effect in perpetuity.



## Supported Decision Making agreements (Wisconsin)

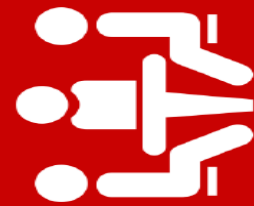
- Person makes all their own decisions. Person identifies area of the life in which they want support, identifies a Supporter(s) to help them gather information, compare options, and communicate their decisions to others.
- The Supported Decision-Making agreement outlines what types of decisions the Person wants support and the role of the Supporter.
- Agreement can be changed or stopped at any time by the Person or Supporter.



## Representative payee

The Social Security Administration (SSA) appoints an individual/organization to receive SSI/SSDI benefits for a person who cannot manage or direct the management of their own benefits.

To change a Representative Payee, the Person must complete an application process with the SSA.



## Power of Attorney, medical proxy

- Formal legal arrangements that permit others to act on the Person's behalf.
- Powers of Attorney (POA) designate another (a POA) individual to make certain decisions (generally health care or financial) on the Person's behalf. POAs can be set up in different ways. Some POAs are activated only when a person is incapacitated. Or a POA can be written so an individual other than the Person is always the designated decision maker in certain areas.
- Medical Proxy documents appoint a proxy/agent to express a person's wishes and make health care decisions for the person if the person cannot speak for themselves.



## Limited or Full Guardianship

- Transfers some or all decision-making authority from the Person to a court-appointed Guardian.
- Once guardianship is granted by the courts it is difficult (and costly) to modify or reverse the guardianship; any changes must be made through a formal court process.

Less restrictive

More restrictive

# SUPPORTED DECISION-MAKING AGREEMENT

2017 WISCONSIN ACT 345 – Wisconsin Chapter 52

## APPOINTMENT OF SUPPORTER

I, \_\_\_\_\_ (insert name), make this agreement voluntarily and of my own free will. I agree and designate that:

---

(print) Name of supporter

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Address of supporter

City

State

zip

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E-mail address of supporter

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Phone number(s) of supporter

Cell Phone

is my supporter.

For the following everyday life decisions, if I have checked "Yes," my supporter may help me with that type of decision, but if I have checked "No," my supporter may not help me with that type of decision:

Obtaining food, clothing, and shelter — Yes.... No....

Taking care of my physical health — Yes.... No....

Managing my financial affairs — Yes.... No....

Taking care of my mental health — Yes.... No....

Applying for public benefits — Yes.... No....

Assistance with seeking vocational rehabilitation services and other vocational supports —  
Yes.... No....

The following are other decisions I have specifically identified that I would like assistance with ....

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If I have not checked either "Yes" or "No" or specifically identified and listed a decision immediately above, my supporter may not help me with that type of decision.

My supporter is not allowed to make decisions for me.

To help me with my decisions, my supporter may do any of the following, if I have checked "Yes":

1. Help me access, collect, or obtain information, including records, relevant to a decision. If I have checked "Yes," my supporter may help me access, collect, or obtain the type of information specified, including relevant records, but if I have checked "No," or I have not checked either "Yes" or "No," my supporter may not help me access, collect, or obtain that type of information:

Medical — Yes.... No....

Psychological — Yes.... No....

Financial — Yes.... No....

Education — Yes.... No....

Treatment — Yes.... No....

Other — Yes.... No.... (If "Yes," specify the other type(s) of information with which the supporter may assist ....)

2. Help me understand my options so I can make an informed decision. Yes.... No....
3. Help me communicate my decision to appropriate persons. Yes.... No....
4. Help me access appropriate personal records, including protected health information under the Health Insurance Portability and Accountability Act, the Family Educational Rights and Privacy Act, and other records that may or may not require a release for specific decisions I want to make. Yes.... No....

## EFFECTIVE DATE OF SUPPORTED DECISION-MAKING AGREEMENT

This supported decision-making agreement is effective immediately and will continue until \_\_\_\_\_ (insert date), or until the agreement is terminated by my supporter or me or by operation of law.

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(print) Name of person designating a supporter

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Signature

Date

## CONSENT OF SUPPORTER

I know \_\_\_\_\_ (name of person) personally or I have received proof of his or her identity and I believe him or her to be at least 18 years of age and entering this agreement knowingly and voluntarily. I am at least 18 years of age.

I, \_\_\_\_\_ (name of supporter), consent to act as a supporter under this agreement.

Supporter:

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(print) Name of supporter

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Address of supporter

City

State

zip

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E-mail address of supporter

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Phone number(s) of supporter

Cell Phone

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Signature

Date

## STATEMENT AND SIGNATURE OF WITNESSES OR SIGNATURE OF NOTARY

(This agreement must be signed either by 2 witnesses who are at least 18 years of age or by a notary public.)

### OPTION I: WITNESSES

I know .... (name of person) personally or I have received proof of his or her identity and I believe him or her to be at least 18 years of age and entering this agreement knowingly and voluntarily. I am at least 18 years of age.

Witness No. 1:

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(print) Name

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Address

City

State

zip

---

Phone number(s)

Cell Phone

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Signature

Date

Witness No. 2:

---

(print) Name

---

Address

City

State

zip

---

Phone number(s)

Cell Phone

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Signature

Date

OPTION II: NOTARY PUBLIC

State of .... \_\_\_\_\_

County of .... \_\_\_\_\_

This document was acknowledged before me on .... \_\_\_\_\_ (date), by  
\_\_\_\_\_ (name of adult with a functional impairment) and \_\_\_\_\_ (name of  
supporter).

\_\_\_\_\_ Signature of notary ....(Seal, if any, of notary)

Printed name .... \_\_\_\_\_

My commission expires: .... \_\_\_\_\_

**Eau Claire Memory Cafe**

July 10, 2018, 9:30-11:30 am,  
Chippewa Valley Museum, Carson Park, Eau Claire.

**Center Closed**

The Augusta Senior & Community Center will be closed July 9 -13. No Congregate meal will be served. Meals on Wheels delivered as usual.

**Eau Claire Caregiver Café**

July 3 & 17, 2018, 9:30-11:00 am,  
The French Press Restaurant. Respite available, contact ADRC, 715-839-4735.

**Evening Meals**

July 10 & 24, 2018, check in 4:30 pm,  
dinner 5:00 pm. Suggested donation \$5.00 per person. MUST RSVP 715-839-4735 or [www.eauclaireadrc.org/events](http://www.eauclaireadrc.org/events).

**Medicare & You**

Wednesday, July 11, 2018, 1 pm  
Room 1277 Courthouse, Eau Claire.  
Register at [www.adrcevents.org](http://www.adrcevents.org) or 715-839-4735.

**Friday Facts**

July 13 & 27, 2018, 10:00-11:30 am,  
Dove Healthcare - West Eau Claire  
Community Room, 1405 Truax Boulevard,  
Eau Claire.

**Strong Bones**

Info session July 16, classes July 23, 2018.  
Registration at 715-839-4735, tty: Relay 711,  
or [www.adrcevents.org](http://www.adrcevents.org).

**Stepping On workshop**

Wednesdays, July 25 - September 5, 2018,  
9:00 to 11:00 am. Register at  
[www.adrcevents.org](http://www.adrcevents.org)  
or 715-839-4735, tty: Relay (711).

July   
2018

**ADRC 10th Anniversary****Middle-Late Stage Alzheimer's and  
Dementia Caregiver Support Group**

July 25, 2018, 1:30 - 2:45 pm, The Classic at  
Hillcrest Greens, 2455 Sawgrass Place, Altoona.  
Register at 715-839-4735.

**Walk with Ease**

Mondays, Wednesdays and Thursdays, 9:00 am  
August 1 -September 12, 2018 (no class Sept 3).  
Register at [www.adrcevents.org](http://www.adrcevents.org) or 715-839-4735.

**Living Well with Chronic Conditions**

Wednesdays, August 8 - September 12, 2018,  
5:00 - 7:30 pm. The Wellness Shack,  
505 S. Dewey Street- Suite 101, Eau Claire.  
No Charge!

**Living Well with Memory Loss and Early Dementia**

2nd Wednesday of the month, August 8,  
September 12, or October 10, 2018  
12:00 - 1:15 pm (light lunch provided)  
Community Room Dove Healthcare - West  
Eau Claire, 1405 Truax Blvd, Eau Claire. No-Cost.

**Final Affairs**

Wednesday, August 22, 2018, 8 am—3:30 pm  
Dove Healthcare - West Eau Claire, Community  
Room, 1405 Truax Boulevard, Eau Claire.

**Healthy Eating for Successful Living**

Wednesdays, September 19 - October 24, 2018,  
9:00 - 11:30 am, Hope United Methodist Church,  
2233 Golf Road, Eau Claire. Register at  
[www.adrcevents.org](http://www.adrcevents.org) or 715-839-4735,  
1-888-338-4636, tty: Relay 711.

Aging & Disability Resource Center Closed Wednesday, July 4.