

AGENDA

Eau Claire County
Aging & Disability Resource Center Board
Monday, May 15, 2023, at 4:00 pm
721 Oxford Ave
Room 1301/1302
Eau Claire WI, 54703

Those wishing to make public comments must submit their name and address no later than 30 minutes prior to the meeting to karen.hauck@eauclairecounty.gov. Comments are limited to 3 minutes; you will be called on during the public section of the meeting. Written comments will also be accepted and should be submitted to karen.hauck@eauclairecounty.gov

Public Access:

1-415-655-0001 US Toll, Access Code: 2594 179 0097

1. Welcome & Call to Order
2. Board Introductions
3. Confirmation of Meeting Notice
4. Public Comment
5. Review of April 17th ADRC Board Minutes / Discussion – Action Handout #1
6. Budget Review 2023 Handout #2
7. Budget Discussion 2024 Handout #3
8. Nutrition Updates
9. Advocacy/Advisory Committee Updates
10. Future Agenda Items
11. Adjourn

Prepared by Karen Hauck

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters, remote access, or other auxiliary aids. Contact the clerk of the committee or Administration for assistance (715-839-5106). For additional information on ADA requests, contact the County ADA Coordinator at 839-6945, (FAX) 839-1669 or 839-4735, 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
Monday, April 17, 2023, 4:00 pm
Room 1301/1302

Chair Stella Pagonis called the meeting to order at 4:00 pm.

Roll Call/Members Present: Amanda Babb, Heather Deluka, Stella Pagonis, Jean Doty, Sue Miller, Allen Myren, Audrey Nelson, Sandra Romey

Others Present: Ron Hon, William Libberton, Terri Stanley, Linda Struck, Lisa Riley, Betsy Henck, Karen Hauck, Brianna Werner.

Confirmation of meeting notice- yes.

Public Comment- none

Review March 20, 2023, ADRC Board Minutes- Action Handout # 1- Sue moves to approve minutes as presented. All in favor. None opposed. Minutes pass as presented.

Board terms ending/recognition- Thank you to Audrey Nelson for time as a member of the ADRC Board. Discussion about accessibility of public meetings and options for attending meetings, public hearings.

Impacts of Public Health Emergency Ending- Lisa Riley. Discussion on changes to Medicaid and Food Share rules, during COVID 19 PHE the eligibility requirements including financial and functional changed. On May 1st, the rules will go back to pre-public health emergency. Letters sent by Great Rivers in April to consumers about new renewal date. All consumers were given new renewal dates spread out over a 12-month period starting June 2023 going through May 2024. Family Care and Iris consumers who will not be eligible are ADRCs responsibility, disenroll, look at other Medicaid programs, etc. Discussion about increasing work volume, trying to brace, and troubleshoot.

Transportation Updates- Betsy Henck. Decrease in ridership since COVID, we are waiving copays and will reevaluate mid-year. Vehicle repair grant not accepting new applications. Vehicle modification grant still has funds available. Discussion about 85.21 state statute. Discussion about upcoming projects using 85.21 funding, purchasing two ADA compliant paddle boats at Coon Forks, all terrain track wheelchair and trailer at Beaver Creek. Discussion about previous purchases, two recumbent bikes for LE Phillips, beach wheelchairs at Lake Altoona Beach and Beaver Creek, a lift to help people get in and out of boats at Lake Eau Claire. Because the rural transportation van is located at the kitchen, were able to allocate approx. \$45,000 to highway building. There is around \$180,000 in the transportation trust fund, which

we are supposed to keep at \$80,000 or less. Doing some advertising of paratransit in Leader Telegram, newsletter, Facebook, and Senior Review.

Social Isolation Project-Coffee Talk- Betsy Henck. New venture, we have been advertising with MOW participants. Two components to Coffee Talk, a call-in option or an outgoing call option, consumer must make first contact. Toll Free number, free to ADRC.

Nutrition Updates- no kitchen update, electrical panels were supposed to ship 4/3, now 4/24. Lease at current kitchen verbally through June. Matt and highway department are coordinating move of the kitchen. Full time cook position was approved. The LTE cook applied for new full time position and was awarded the job, effective Monday, April 10th. National volunteer week this week, we provided a little treat for volunteers. Hoping to do Thank You brunch when new kitchen opens. March for Meals campaign has closed, raised \$7,000 this year, significantly more than previous years. Discussion about March for Meals, this is a national campaign that takes place in March so if we did another one later in the year, we would need to call it something else. Also, we do get donations throughout the year.

State Joint Finance Committee Meeting- Linda went with a group of ADRC directors/managers, focusing on grant funding short falls and nutrition funding. Written testimony is due 4/26. Linda will send additional information to board members. ADRC base funding is inequitable depending on when ADRC was started. Older Americans Act funding, the state has additional funding they can pass through to local agencies these amounts have not increased since mid-80's. .

2022 Annual Report- Handout # 2-Explanation of budget submission. Performance management is included, the narrative highlights and accomplishments made during 2022, future challenges, booming aging populations through 2040. Output gives an idea of scope of effort. Increased food supply cost to \$4.00 per meal. Discussions about outcomes on report, what to measure, health promotion classes and surveys. Discussion about MOW survey results

ILSG Grant Update- Linda Struck – Dunn County is advertising the position for this program. We got 110 additional slots; enrollments will start July 2023. Link on agenda will give the details of the program. AARPA funding to provide additional support for people 55+, with higher income limit, can get up to \$7,200.

Advocacy/Advisory committee updates- May 8th the Brain Injury Alliance in Wisconsin Dells. May 9th Aging Advocacy Day in Madison, the Center for Independent Living is setting up a bus for people who want attend. Disability Advocacy Day was in March.

Future agenda items- 2023 Performance Mgmt., review budget process, definition of accommodations

Stella adjourned the meeting at 5:55 p.m.

Next meeting date, May 15, 2023 at 4:00pm

Respectfully Submitted,

Brianna Werner

Aging & Disability Resource Center Board

ADRC

DEPARTMENT MISSION

To assist people age 60+ and adults living with disabilities secure needed services or benefits, live with dignity and security, and achieve maximum independence and quality of life.

DEPARTMENT BUDGET HIGHLIGHTS

- Covid Pandemic Funding and Fund Balance were used in balancing the budget.
- There was a cost decrease in rent due to moving into the new kitchen which helped offset other cost increases.

STRATEGIC DIRECTION AND PRIORITY ISSUES

- Develop staffing plans that focus on core scope of services and functions despite flat grant sources.
- Social isolation is an ongoing concern. We would like to provide additional supports to participants and caregivers through virtual means, calling tree, wellness checks, nutritional support via Meals on Wheels, IT Equipment-training, support groups, etc.
- Utilization of technology to meet the changing needs of the ADRC staff and target populations.
- There is a continued requirement/need for outreach and education of our services. This will assist with appropriate referrals and programming. Early education and information lead to better outcomes with fewer decisions being made during "crisis".
- The ADRC will maximize collaboration with outside agencies as well as with volunteers to provide services to maximize budget including meals on wheels kitchen, drivers, prevention, and caregiver programs.

TRENDS AND ISSUES ON THE HORIZON

- The absence of Covid Pandemic funding will be significant for the ADRC in the future. We would not have been able to balance our 2023 budget without this funding. Due to population increases in older adults, service demand for our programs continue to increase significantly, however the funding remains still. We are concerned what the 2024 budget will look like without pandemic funding and/or significant increases in regular grant funding.
- The population of those age 60+ continues to increase at a rapid rate as the baby boomers grow older. All communities throughout the United States are experiencing this to some degree and Eau Claire County is no exception. It is anticipated that the percentage of adults 60+ in Eau Claire County will continue to grow. From 2010 to 2020, Eau Claire County had an increase of 26% and from 2020 to 2040, we are projecting to have an additional 18% increase in this population.
- Combating loneliness as well as reaching people with technology innovation.
- The population boom, the pandemic, and the labor shortage has put a strain on all resources for seniors and people living with a disability, such as low-income housing, nursing home beds, and most of all caregiver support.

POSITION CHANGES IN 2023

- Eliminate 0.13 FTE Marketing Specialist that is located within the IS Department. This work will be done by a Resource Specialist 11 position within the ADRC. (Savings of \$7,364)

ADRC

OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- To maximize quality improvement, ADRC staff are continually making operational changes that best reflect staffing levels and the individuals we serve.

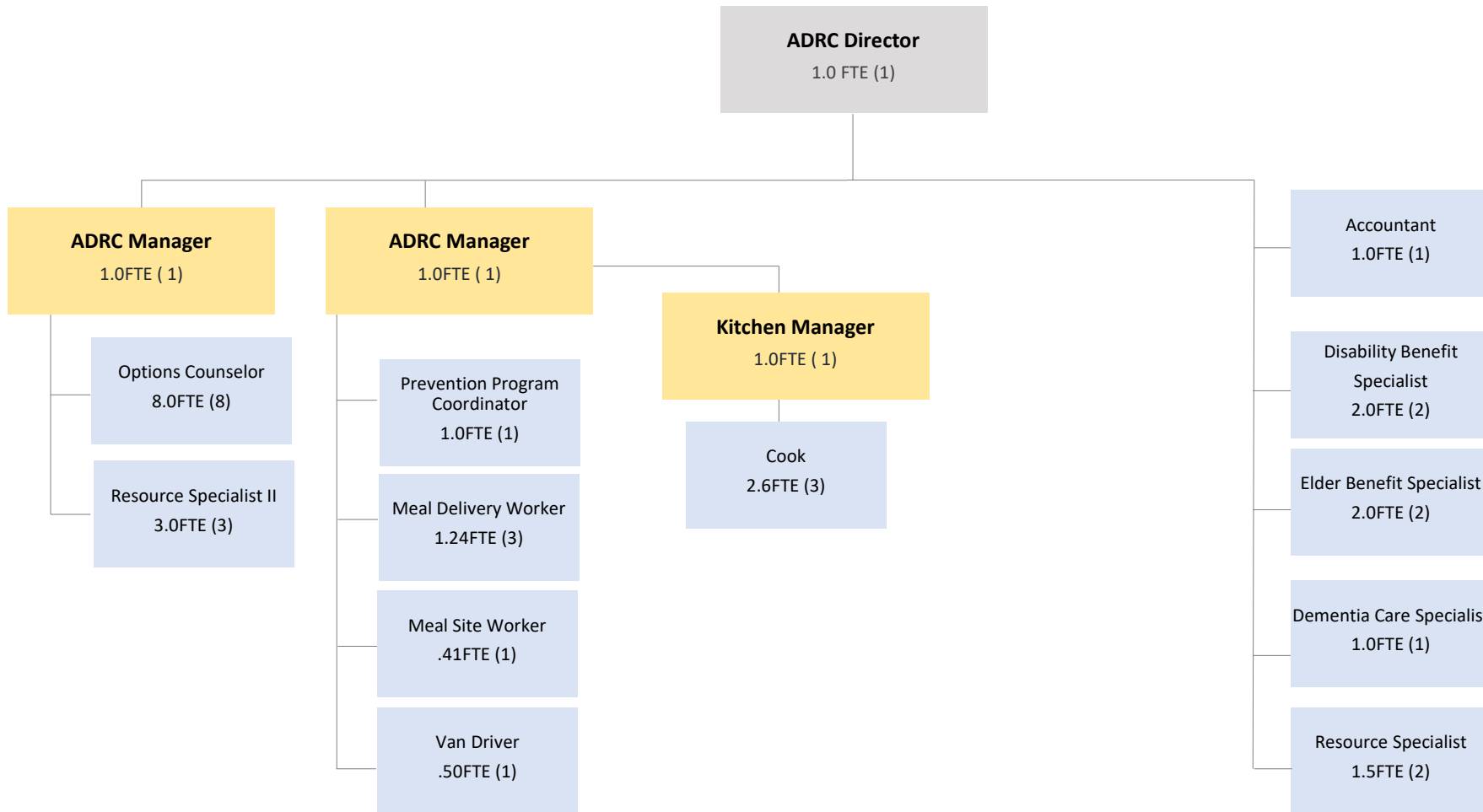
OPERATIONAL CHANGES – WITH FISCAL IMPACT

- Meals on Wheels will be moving into the new kitchen by the end of 2022 or early 2023. This will reduce rent expense by \$66,000. Rent was budgeted for January and February of 2023.
- Bring the ADRC newsletter format/design back in house. For the past two years we have been funding 5 hrs./week of an IS position to do this for us. IS's assistance was critical when our vacancy rate was higher, and we didn't have staff with that skill set. That is no longer the case. This is a savings of \$7,364, see position changes in 2023.

KEY ASSUMPTIONS AND POTENTIAL RISKS

- Food/Supplies for our Nutrition Program (Meals on Wheels/Senior Congregate Dining) has increased by 36%.
- Department of Health Services/Bureau of Aging and Disability Resources (BADR) has been underfunding several ADRC's since their inception. BADR and the Aging and Disability Professional Association of Wisconsin (ADPAW) have been working on a new funding methodology which has uncovered a statewide shortage of \$27 million.
- Medical Assistance Match dollars can fluctuate based on 100%-time reporting. During COVID our rate dropped significantly and remains under pre-pandemic levels.
- Nutrition Program income
 - Participant Donations have an associated risk due to their voluntary nature and although we recommend a donation of \$4.00/meal, in 2021 our average donation was only \$3.34. Due to current inflation rates, more than likely individuals will start donating even less.
 - Managed Care Organization payments fluctuate depending on participant enrollment.
 - Budget assumes transfer of 50% Congregate Dining funds to Meals on Wheels is approved by GWAAR. Risk is that GWAAR will not officially approve until mid-2023 as well as this transfer is based on an estimate of what we will need for each program.

Aging and Disability Resource Center



Year	2023
FTE	28.25

ADRC

The ADRC offers information and assistance and access to a wide variety of services for people age 60 and older; adults with disabilities and their caregiver; regardless of income. The ADRC provides information on a broad range of programs and services, helps people understand the various long-term care options available to them, helps people apply for programs and benefits, serves as the access point for publicly funded long-term care, provides support for people living with dementia and their care partners and offers evidence based health promotion and prevention classes.

OUTPUTS	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>YTD* 2022</u>
Information & assistance contacts	17,005	15,557	17,619	9,511
Unduplicated number of people receiving assistance	5,156	4,555	5,093	3,312
Contacts for assistance ages 60+ (standard is 1,344)	13,078	11,826	14,068	7,635
Contacts for assistance ages 18-59 (standard is 768)	3,927	3,731	3,551	1,876
Options Counseling Referrals	1,651	1,442	1,881	768
Youth Transition Referrals	n/a	42	26	21
Disability Benefit Specialist Referrals	400	326	285	219
Elder Benefit Specialist Referrals	784	655	640	330
Medicare Annual Open Enrollment Referrals (October 15 - December 7)	145	194	187	n/a
Total Family Care Enrollments	210	183	198	151
Total IRIS Enrollments	58	54	44	12
Medical Assistance Applications the ADRC Assisted With	176	186	217	110
Functional Screens Completed	n/a	317	329	193
Memory Screens Completed	96	70	66	50
Total Prevention & Health Promotion Classes Offered	42	28	30	15
Total Number of Participants in Prevention & Health Promotion Classes	819	462	431	244
Adaptive Equipment Loans	441	259	397	103
Total number of volunteers for prevention	12	14	11	8
Hours donated by volunteers for prevention	749	309	372	182
Individuals receiving supportive and/or respite services	29	52	53	29
Staff presentations, workshops, support groups, and education outreach			159	89
Number of people attending presentations, workshops, support groups, and education outreach			1,768	2,644

**YTD indicates Jan-Jun Results*

OUTCOMES	Benchmark	2019	2020	2021	YTD* 2022
Options Counselors record reviews will be at or above 85% accuracy	85%			n/a	n/a
Fewer than 5% of calls coming into the ADRC queue will be abandoned by the caller	5%			3%	3%
95% of individuals responding to Prevention & Health Promotion post class surveys will indicate the information and education provided met or exceeded their expectations.	95%	99%	99%	98%	100%

**YTD indicates Jan-Jun Results*

Nutrition

This program includes Meals on Wheels delivered throughout the county. Senior dining sites located at the Augusta Senior Center, LE Phillips Senior Center, and St. John's Apartments are included. Additional services that support nutrition are also a part of this program area such as the liquid supplement program and volunteer drivers for Meals on Wheels.

OUTPUTS	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>YTD* 2022</u>
Congregate meals served	7,707	1,709	897	1,750
Meals on Wheels delivered	60,240	80,156	89,334	48,091
People served	1,140	1,190	1,166	1,021
Cases of Liquid Supplements distributed	1,134	871	708	318
Nutrition Risk Screens completed	612	625	528	307
Total average number of volunteers	86	106	160	167
Hours donated by volunteers	12,719	12,248	12,212	6,062

**YTD indicates Jan-Jun Results*

OUTCOMES	Benchmark	2019	2020	2021	YTD* 2022
85% of program participants responding to annual satisfaction surveys will indicate overall program satisfaction as good to excellent.	85%	95%	96%	96%	n/a
Average food-supply costs per meal will be below \$2.90/meal	\$2.90	\$2.74	\$2.91	\$3.13	\$3.78

**YTD indicates Jan-Jun Results*

Transportation

The county partners with the City of Eau Claire to provide transportation for people age 60+ and adults with disabilities who do not have access to transportation. Rides are provided for medical, nutritional, social, and employment purposes. The program is funded with a WI Department of Transportation grant and levy match.

OUTPUTS	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>YTD* 2022</u>
Total number of Project 1 paratransit rides (normal bus hours)	25,744	9,172	8,203	4,346
Total number of Project 2 paratransit rides (non-bus hours)	2,984	1,257	1,901	927
Total number of out of county trips	196	1,127	1,683	657
Total number of trips with ADRC van	898	882	749	500
Total number of rides for people age 60+ (all rides)	7,822	4,631	4,687	2,308
Total number of rides for people with disabilities (all rides)	11,326	6,931	7,086	3,622

**YTD indicates Jan-Jun Results*

OUTCOMES	Benchmark	2019	2020	2021	YTD* 2022
90% of users responding to semi annual surveys will indicate they are satisfied to very satisfied with Specialized Transportation services.	90%	93%	97%	96%	n/a

**YTD indicates Jan-Jun Results*

ADRC

Overview of Revenues and Expenditures

Revenues	2021	2022	2022	2023	2023	2023	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
01-Tax Levy/General Revenue Allocation	\$226,400	\$226,401	\$226,401	\$226,401	\$226,401	\$227,401	0%
04-Intergovernment Grants and Aid	\$2,448,645	\$2,439,144	\$2,521,333	\$2,526,705	\$2,526,705	\$2,526,705	4%
06-Public Charges for Services	\$239,517	\$220,100	\$245,329	\$239,400	\$239,400	\$239,400	9%
09-Other Revenue	\$292,093	\$256,000	\$261,280	\$258,800	\$258,800	\$258,800	1%
11-Fund Balance Applied	-	-	-	\$23,017	\$23,017	\$23,017	
Total Revenues:	\$3,206,656	\$3,141,645	\$3,254,343	\$3,274,323	\$3,274,323	\$3,275,323	4%

Expenditures	2021	2022	2022	2023	2023	2023	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
01-Regular Wages	\$1,496,827	\$1,613,495	\$1,607,308	\$1,682,091	\$1,682,091	\$1,682,091	4%
02-OT Wages	\$1,254	-	\$439	-	-	-	
03-Payroll Benefits	\$563,679	\$608,393	\$581,739	\$617,644	\$617,644	\$617,644	2%
04-Contractual Services	\$237,640	\$341,069	\$280,645	\$359,218	\$359,218	\$359,218	5%
05-Supplies & Expenses	\$532,967	\$459,968	\$570,722	\$564,658	\$564,658	\$565,658	23%
07-Fixed Charges	\$91,171	\$100,712	\$99,759	\$34,712	\$34,712	\$34,712	-66%
09-Equipment	\$102,663	\$18,008	\$14,340	\$16,000	\$16,000	\$16,000	-11%
12-Fund Transfers	-	-	\$45,458	-	-	-	
Total Expenditures:	\$3,026,202	\$3,141,645	\$3,200,410	\$3,274,323	\$3,274,323	\$3,275,323	4%

Net Surplus/(Deficit)- ADRC	\$180,454	\$0	\$53,933	\$0	\$0	\$0	
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ADRC

Overview of Revenues and Expenditures by Program Area

ADRC

Revenues	2021	2022	2022	2023	2023	2023	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
01-Tax Levy/General Revenue Allocation	\$87,105	\$172,370	\$171,288	\$171,288	\$171,288	\$172,288	0%
04-Intergovernment Grants and Aid	\$1,774,447	\$1,807,579	\$1,826,679	\$1,840,806	\$1,840,806	\$1,840,806	2%
06-Public Charges for Services	\$7,055	\$11,000	\$9,827	\$11,000	\$11,000	\$11,000	0%
09-Other Revenue	\$1,520	\$2,000	\$2,855	\$800	\$800	\$800	-60%
11-Fund Balance Applied	-	-	-	-	-	-	
Total Revenues:	\$1,870,127	\$1,992,949	\$2,010,649	\$2,023,894	\$2,023,894	\$2,024,894	2%

Expenditures	2021	2022	2022	2023	2023	2023	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
01-Regular Wages	\$1,147,085	\$1,252,220	\$1,246,303	\$1,297,786	\$1,297,786	\$1,297,786	4%
02-OT Wages	\$91	-	\$96	-	-	-	
03-Payroll Benefits	\$499,231	\$543,418	\$514,458	\$544,473	\$544,473	\$544,473	0%
04-Contractual Services	\$68,768	\$64,443	\$71,247	\$65,999	\$65,999	\$65,999	2%
05-Supplies & Expenses	\$98,346	\$79,048	\$79,469	\$78,324	\$78,324	\$79,324	0%
07-Fixed Charges	\$31,771	\$41,312	\$40,359	\$24,812	\$24,812	\$24,812	-40%
09-Equipment	\$17,700	\$12,508	\$14,340	\$12,500	\$12,500	\$12,500	0%
12-Fund Transfers	-	-	-	-	-	-	
Total Expenditures:	\$1,862,992	\$1,992,949	\$1,966,272	\$2,023,894	\$2,023,894	\$2,024,894	2%

Net Surplus/(Deficit)- ADRC	\$7,135	\$0	\$44,377	\$0	\$0	\$0	
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ADRC

Overview of Revenues and Expenditures by Program Area

Nutrition

Revenues	2021	2022	2022	2023	2023	2023	%
	Actual	Adjusted Budget	Estimate	Request	Recom- mended	Adopted	Change
01-Tax Levy/General Revenue Allocation	\$85,264	-	-	-	-	-	
04-Intergovernment Grants and Aid	\$404,045	\$361,412	\$419,088	\$410,333	\$410,333	\$410,333	14%
06-Public Charges for Services	\$232,462	\$209,100	\$235,502	\$228,400	\$228,400	\$228,400	9%
09-Other Revenue	\$290,454	\$254,000	\$258,425	\$258,000	\$258,000	\$258,000	2%
11-Fund Balance Applied	-	-	-	\$23,017	\$23,017	\$23,017	
Total Revenues:	\$1,012,225	\$824,512	\$913,015	\$919,750	\$919,750	\$919,750	12%

Expenditures	2021	2022	2022	2023	2023	2023	%
	Actual	Adjusted Budget	Estimate	Request	Recom- mended	Adopted	Change
01-Regular Wages	\$324,167	\$334,118	\$333,565	\$355,870	\$355,870	\$355,870	7%
02-OT Wages	\$1,162	-	\$343	-	-	-	
03-Payroll Benefits	\$61,343	\$61,704	\$64,116	\$69,876	\$69,876	\$69,876	13%
04-Contractual Services	\$12,007	\$12,370	\$12,908	\$11,270	\$11,270	\$11,270	-9%
05-Supplies & Expenses	\$411,828	\$371,220	\$462,483	\$472,634	\$472,634	\$472,634	27%
07-Fixed Charges	\$39,600	\$39,600	\$39,600	\$6,600	\$6,600	\$6,600	-83%
09-Equipment	\$75,016	\$5,500	-	\$3,500	\$3,500	\$3,500	-36%
12-Fund Transfers	-	-	-	-	-	-	
Total Expenditures:	\$925,123	\$824,512	\$913,015	\$919,750	\$919,750	\$919,750	12%

Net Surplus/(Deficit)- Nutrition	\$87,102	\$0	\$0	\$0	\$0	\$0	
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ADRC

Overview of Revenues and Expenditures by Program Area

Transportation

Revenues	2021	2022	2022	2023	2023	2023	%
	Actual	Adjusted Budget	Estimate	Request	Recom- mended	Adopted	Change
01-Tax Levy/General Revenue Allocation	\$54,031	\$54,031	\$55,113	\$55,113	\$55,113	\$55,113	2%
04-Intergovernment Grants and Aid	\$270,153	\$270,153	\$275,566	\$275,566	\$275,566	\$275,566	2%
06-Public Charges for Services	-	-	-	-	-	-	
09-Other Revenue	\$120	-	-	-	-	-	
11-Fund Balance Applied	-	-	-	-	-	-	
Total Revenues:	\$324,304	\$324,184	\$330,679	\$330,679	\$330,679	\$330,679	2%

Expenditures	2021	2022	2022	2023	2023	2023	%
	Actual	Adjusted Budget	Estimate	Request	Recom- mended	Adopted	Change
01-Regular Wages	\$25,575	\$27,157	\$27,440	\$28,435	\$28,435	\$28,435	5%
02-OT Wages	\$2	-	-	-	-	-	
03-Payroll Benefits	\$3,105	\$3,271	\$3,165	\$3,295	\$3,295	\$3,295	1%
04-Contractual Services	\$156,865	\$264,256	\$196,490	\$281,949	\$281,949	\$281,949	7%
05-Supplies & Expenses	\$22,794	\$9,700	\$28,770	\$13,700	\$13,700	\$13,700	41%
07-Fixed Charges	\$19,800	\$19,800	\$19,800	\$3,300	\$3,300	\$3,300	-83%
09-Equipment	\$9,947	-	-	-	-	-	
12-Fund Transfers	-	-	\$45,458	-	-	-	
Total Expenditures:	\$238,088	\$324,184	\$321,123	\$330,679	\$330,679	\$330,679	2%

Net Surplus/(Deficit)- Transportation	\$86,216	\$0	\$9,556	\$0	\$0	\$0	
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ADRC

Program Summary

Revenues	2021	2022	2022	2023	2023	2023	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
ADRC	\$1,870,127	\$1,992,949	\$2,010,649	\$2,023,894	\$2,023,894	\$2,024,894	2%
Nutrition	\$1,012,225	\$824,512	\$913,015	\$919,750	\$919,750	\$919,750	12%
Transportation	\$324,304	\$324,184	\$330,679	\$330,679	\$330,679	\$330,679	2%
Total Revenues:	\$3,206,656	\$3,141,645	\$3,254,343	\$3,274,323	\$3,274,323	\$3,275,323	4%

Expenditures	2021	2022	2022	2023	2023	2023	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
ADRC	\$1,862,992	\$1,992,949	\$1,966,272	\$2,023,894	\$2,023,894	\$2,024,894	2%
Nutrition	\$925,123	\$824,512	\$913,015	\$919,750	\$919,750	\$919,750	12%
Transportation	\$238,088	\$324,184	\$321,123	\$330,679	\$330,679	\$330,679	2%
Total Expenditures:	\$3,026,202	\$3,141,645	\$3,200,410	\$3,274,323	\$3,274,323	\$3,275,323	4%

Net	2021	2022	2022	2023	2023	2023	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
ADRC	\$7,135	-	\$44,377	-	-	-	
Nutrition	\$87,102	-	-	-	-	-	
Transportation	\$86,216	-	\$9,556	-	-	-	
Total Net	\$180,454	\$0	\$53,933	\$0	\$0	\$0	

ADRC

Budget Analysis

	2022 Adjusted Budget	2022 Operational Changes not Budgeted	2023 Operational Change 1	2023 Position Changes
01-Tax Levy/General Revenue Allocation	\$226,401	-	(\$16,500)	-
04-Intergovernment Grants and Aid	\$2,439,144	\$3,503	(\$49,500)	(\$7,364)
06-Public Charges for Services	\$220,100	-	-	-
09-Other Revenue	\$256,000	-	-	-
11-Fund Balance Applied	-	-	-	-
Total Revenues	\$3,141,645	\$3,503	(\$66,000)	(\$7,364)

01-Regular Wages	\$1,613,495	\$3,068	-	(\$6,451)
02-OT Wages	-	-	-	-
03-Payroll Benefits	\$608,393	\$435	-	(\$913)
04-Contractual Services	\$341,069	-	-	-
05-Supplies & Expenses	\$459,968	-	-	-
07-Fixed Charges	\$100,712	-	(\$66,000)	-
09-Equipment	\$18,008	-	-	-
12-Fund Transfers	-	-	-	-
Total Expenditures	\$3,141,645	\$3,503	(\$66,000)	(\$7,364)

ADRC
Budget Analysis

	Cost to Continue Operations in 2023	2023 Requested Budget
01-Tax Levy/General Revenue Allocation	\$16,500	\$226,401
04-Intergovernment Grants and Aid	\$140,922	\$2,526,705
06-Public Charges for Services	\$19,300	\$239,400
09-Other Revenue	\$2,800	\$258,800
11-Fund Balance Applied	\$23,017	\$23,017
Total Revenues	\$202,539	\$3,274,323

01-Regular Wages	\$71,979	\$1,682,091
02-OT Wages	-	-
03-Payroll Benefits	\$9,729	\$617,644
04-Contractual Services	\$18,149	\$359,218
05-Supplies & Expenses	\$104,690	\$564,658
07-Fixed Charges	-	\$34,712
09-Equipment	(\$2,008)	\$16,000
12-Fund Transfers	-	-
Total Expenditures	\$202,539	\$3,274,323

ADRC

Revenue Assumptions

	2021	2022	2022	2023	2023	2023		
Revenue Source	Actual	Budget	Estimate	Request	Recom- mended	Adopted	Assumptions	Confidence Level %
Property Taxes	87,105	172,370	171,288	171,288	171,288	172,288	2022 Alloc less \$1,082 to match increase in 2022 85.21 contact	99%
Alzheimers Family Care Supp Grant	36,693	41,109	45,106	45,106	45,106	45,106	2022 Contract	99%
Spap Grant	5,833	5,840	5,840	5,840	5,840	5,840	2022 Contract	99%
Mippa Grant	-	4,170	4,297	4,297	4,297	4,297	2022 Contract	99%
Title Iiid	5,230	5,230	5,416	5,416	5,416	5,416	2022 Contract	99%
Ship Grant	4,330	5,315	5,315	5,315	5,315	5,315	2022 Contract	99%
Title Iiib	82,937	86,766	86,725	86,725	86,725	86,725	2022 Contract	99%
State Benefit Specialist	28,215	28,215	28,215	28,215	28,215	28,215	2022 Contract	99%
Title Iiie	54,794	43,634	43,222	43,222	43,222	43,222	2022 Contract	99%
Adrc Grant	630,945	652,050	742,485	732,050	732,050	732,050	2022 Contract	99%
Mfp Grant	14,208	-	-	-	-	-	Combined with ADRC Grant	0%
Vaccine Grants	14,464	-	-	-	-	-	Not Planned	0%
Dcs Grant	82,388	80,000	-	-	-	-	Combined with ADRC Grant	0%
Adrc Fed	813,910	855,250	860,058	871,499	871,499	871,499	Apr 2022 YTD Avg MA Rate 43.5%	60%
Wiha	500	-	-	-	-	-	Not Planned	0%
Arpa/liib	-	-	-	13,121	13,121	13,121	10/1/22-9/30/23 Contract	99%
Ae Equipment Fees	275	1,000	3,512	3,000	3,000	3,000	Apr 2022 YTD Annlzd	90%
Health Promo Fees	6,780	10,000	6,315	8,000	8,000	8,000	Apr 2022 YTD Annlzd	90%
Misc Revenue	20	1,200	-	-	-	-	Not Planned	0%
Other Contributions	500	-	1,055	-	-	-	Not Planned	0%
Donation Dcs	1,000	-	1,000	-	-	-	Not Planned	0%
Final Affairs Conf Revenue	-	800	800	800	800	800	Historical Budget	99%

ADRC

Revenue Assumptions

	2021	2022	2022	2023	2023	2023		
Revenue Source	Actual	Budget	Estimate	Request	Recom- mended	Adopted	Assumptions	Confidence Level %
Property Taxes	85,264	-	-	-	-	-	Moved to ADRC Program in 2022	0%
Senior Community Services	9,136	9,136	9,136	9,136	9,136	9,136	2022 Contract	99%
Nsip	43,131	44,087	44,087	44,087	44,087	44,087	2022 Contract	99%
Title Iii C-1	20,085	96,980	82,574	82,574	82,574	82,574	2022 Contract (\$165,148) less 50% transfer (\$82,574)	99%
Title Iii C-2	331,693	134,328	160,603	153,620	153,620	153,620	2022 Contract (\$71,046) plus 50% transfer (\$82,574)	99%
Caa-Arpa/Iii C-2	-	76,881	122,688	120,916	120,916	120,916	10/1/22-9/30/23 Contract	99%
Full Pmt Meals C-2	110,528	105,400	129,700	122,200	122,200	122,200	Apr 2022 YTD Annlzd	75%
Meal Subcontracts	96,086	78,700	90,202	90,200	90,200	90,200	Apr 2022 YTD Annlzd	95%
Catering	7,002	-	-	-	-	-	Discontinued	0%
Liquid Supplement	18,847	25,000	15,600	16,000	16,000	16,000	Apr 2022 YTD Annlzd	95%
C2/ Asset Sale Revenue	825	-	-	-	-	-	Not Planned	0%
Donations C-1	4,580	24,000	14,100	24,000	24,000	24,000	Apr 2022 YTD Annlzd	80%
Donations C-2	255,703	226,000	240,200	230,000	230,000	230,000	Apr 2022 YTD Annlzd	80%
Other Contributions	25,000	-	-	-	-	-	Not Planned	0%
Fundraising Nutrition	4,346	4,000	4,125	4,000	4,000	4,000	Historical Actual - March 4 Meals Campaign	95%
Fund Balance Applied	-	-	-	23,017	23,017	23,017	Amount necessary to balance	100%
Property Taxes	54,031	54,031	55,113	55,113	55,113	55,113	20% of 2022 Contract (Required per Contract)	99%
85.21 Transp Grant	270,153	270,153	275,566	275,566	275,566	275,566	2022 Contract	99%
Interest Income 85.21 Transp	120	-	-	-	-	-	Not Planned	0%
TOTAL	\$3,206,656	\$3,141,645	\$3,254,343	\$3,274,323	\$3,274,323	\$3,275,323		

ADRC

Grant Funding

	2021	2022	2022	2023	2023	2023	
Revenue Source	Actual	Budget	Estimate	Request	Recom- mended	Adopted	Grant Details
Alzheimers Family Care Supp Grant	36,693	41,109	45,106	45,106	45,106	45,106	Older Americans Act (OAA) - Title III Contract Alzheimer's Family and Caregiver Support Program (AFCSP)
Spap Grant	5,833	5,840	5,840	5,840	5,840	5,840	State Pharmaceutical Assistance Program (SPAP)
Mippa Grant	-	4,170	4,297	4,297	4,297	4,297	Medicare Improvements for Patients and Providers Act (MIPPA)
Title Iiid	5,230	5,230	5,416	5,416	5,416	5,416	Older Americans Act (OAA) - Title III Contract Disease Prevention and Health Promotion Services (IIID)
Ship Grant	4,330	5,315	5,315	5,315	5,315	5,315	State Health Insurance Assistance Program (SHIP)
Title Iiib	82,937	86,766	86,725	86,725	86,725	86,725	Older Americans Act (OAA) - Title III Contract Supportive Services and Senior Centers (IIB)
State Benefit Specialist	28,215	28,215	28,215	28,215	28,215	28,215	State Elder Benefit Specialist Program
Title Iiie	54,794	43,634	43,222	43,222	43,222	43,222	Older Americans Act (OAA) - Title III Contract National Family Caregiver Support Program (NFCSP/IIIE)
Adrc Grant	630,945	652,050	742,485	732,050	732,050	732,050	Ageing and Disability Resource Center Grant
Mfp Grant	14,208	-	-	-	-	-	Ageing and Disability Resource Center Grant - Nursing Home Relocation
Vaccine Grants	14,464	-	-	-	-	-	No Wrong Door COVID-19 Vaccine Access Supplemental Funding
Dcs Grant	82,388	80,000	-	-	-	-	Ageing and Disability Resource Center Grant - Dementia Care Specialist
Adrc Fed	813,910	855,250	860,058	871,499	871,499	871,499	Grants that receive MA match funding include ADRC, SPAP and State Elder Benefit Specialist Program
Wiha	500	-	-	-	-	-	Wisconsin Institute for Healthy Aging
Arpa/Iiib	-	-	-	13,121	13,121	13,121	American Rescue Plan Act (ARPA) IIB Contract
Senior Community Services	9,136	9,136	9,136	9,136	9,136	9,136	Older Americans Act (OAA) - Title III Contract Senior Community Services Program (SCS)
Nsip	43,131	44,087	44,087	44,087	44,087	44,087	Nutrition Services Incentive Program (NSIP)
Title Iii C-1	20,085	96,980	82,574	82,574	82,574	82,574	Older Americans Act (OAA) - Title III Contract Congregate Meal Program (IIIC1)
Title Iii C-2	331,693	134,328	160,603	153,620	153,620	153,620	Older Americans Act (OAA) - Title III Contract Home Delivered Meals Program (IIIC2)
Caa-Arpa/Iii C-2	-	76,881	122,688	120,916	120,916	120,916	Consolidated Appropriations Act/ American Rescue Plan Act (ARPA) IIIC2 Contract
85.21 Transp Grant	270,153	270,153	275,566	275,566	275,566	275,566	Specialized Transportation Assistance Grant
TOTAL	\$2,448,645	\$2,439,144	\$2,521,333	\$2,526,705	\$2,526,705	\$2,526,705	

ADRC

Contracted Services Summary

	2021	2022	2022	2023	2023	2023
Expenditure Type	Actual	Budget	Estimate	Request	Recom- mended	Adopted
Professional Services	10,075	11,000	11,165	11,000	11,000	11,000
Utility Services	12,747	12,460	13,777	11,585	11,585	11,585
Repairs And Maintenance	-	-	-	-	-	-
Other Contracted Services	214,818	317,609	255,703	336,633	336,633	336,633
Total	\$237,640	\$341,069	\$280,645	\$359,218	\$359,218	\$359,218

ADRC

Contracted Services Detail

	2021	2022	2022	2023	2023	2023		
Expenditure	Actual	Budget	Estimate	Request	Recom- mended	Adopted	Description	Expenditure Type
Iiie/ Adult Day Care	-	-	-	822	822	822	Respite Services for Caregivers	Other Contracted Services
Iiie/ Chore	958	-	-	822	822	822	Respite Services for Caregivers	Other Contracted Services
Iiie/ Homemaker	679	2,431	2,300	822	822	822	Respite Services for Caregivers	Other Contracted Services
Iiie/ Personal Care	3,616	2,431	1,757	1,645	1,645	1,645	Respite Services for Caregivers	Other Contracted Services
Iiie/ Respite	9,955	2,432	2,233	1,645	1,645	1,645	Respite Services for Caregivers	Other Contracted Services
Iiie/ Gprnts & Others As Parents	1,120	-	-	822	822	822	Respite Services for Caregivers	Other Contracted Services
Iiie/ Ae Equipment	128	-	140	-	-	-	Respite Services for Caregivers	Other Contracted Services
Iiie/ Grandchildren Only Services	90	-	224	-	-	-	Respite Services for Caregivers	Other Contracted Services
Alzheimers/ Adult Day Care	1,932	-	4,357	8,121	8,121	8,121	Respite Services for Caregivers	Other Contracted Services
Alzheimers/ Homecare	10,735	5,366	5,366	8,121	8,121	8,121	Respite Services for Caregivers	Other Contracted Services
Alzheimers/ Personal Care	-	6,896	6,896	8,121	8,121	8,121	Respite Services for Caregivers	Other Contracted Services
Alzheimers/ Respite	19,533	28,847	28,487	16,243	16,243	16,243	Respite Services for Caregivers	Other Contracted Services
Adrc Admin/ Contracted Services	820	1,000	1,407	2,000	2,000	2,000	Software	Other Contracted Services
Adrc Admin/ Accounting & Audit	2,012	2,000	2,000	2,000	2,000	2,000	Audit	Professional Services
Adrc Admin/ Other Profess Serv	305	1,000	1,218	1,000	1,000	1,000	Interpretation Services	Professional Services
Adrc Admin/ Telephone	5,280	5,000	5,520	5,520	5,520	5,520	Phone	Utility Services
Adrc Admin/ Cellular Phone	3,008	3,000	3,000	2,455	2,455	2,455	Cell Phone	Utility Services
Adrc Admin/Background Checks	80	300	90	100	100	100	Background Checks for Volunteers	Other Contracted Services

ADRC

Contracted Services Detail

	2021	2022	2022	2023	2023	2023		
Expenditure	Actual	Budget	Estimate	Request	Recom- mended	Adopted	Description	Expenditure Type
Dcs Don/Contract Services	1,000	-	-	-	-	-	Not Used	Other Contracted Services
Dcs/ Contracted Services	5,462	2,500	2,500	2,500	2,500	2,500	Speakers, Flyer Design, YMCA, CV Museum, etc.	Other Contracted Services
Dcs/ Supportive Services	356	-	-	-	-	-	Not Used	Other Contracted Services
Dcs/ Telephone	240	240	240	240	240	240	Phone	Utility Services
Ae Equipment	1,461	1,000	3,512	3,000	3,000	3,000	Equipment for Loan Closet Program	Other Contracted Services
C1/ Contracted Services	7,758	8,000	7,947	8,000	8,000	8,000	Meal Site Manager Contract w/Augusta; Volunteer Tracking Software	Professional Services
C1/ Telephone	179	360	565	240	240	240	Phone	Utility Services
C1/ Cellular Phone	572	850	1,298	1,300	1,300	1,300	Cell Phone	Utility Services
C1 / Data Line/Internet	262	510	550	100	100	100	Internet Fall Creek Kitchen	Utility Services
C1/ Background Cks	-	50	-	-	-	-	Not Used	Other Contracted Services
C2/ Contracted Services	378	200	189	200	200	200	Volunteer Tracking Software	Other Contracted Services
C2/ Telephone	1,002	840	864	480	480	480	Phone	Utility Services
C2 / Cellular Phone	887	550	545	550	550	550	Cell Phone	Utility Services
C2 / Data Line/Internet	772	510	650	100	100	100	Internet Fall Creek Kitchen	Utility Services
C2/ Background Cks	197	500	300	300	300	300	Background Checks for Volunteers	Other Contracted Services
85.21 Transp/ Contract Sves (Proj 1)	64,751	150,607	85,368	160,714	160,714	160,714	Paratransit Services Contract w/City of EC	Other Contracted Services
85.21 Transp/ Contract Sves (Proj 2)	91,568	113,049	110,577	120,635	120,635	120,635	Paratransit Services Contract w/Abby Vans	Other Contracted Services
85.21 Transp/ Cellular Phone	546	600	545	600	600	600	Cell Phone	Utility Services
TOTAL	\$237,640	\$341,069	\$280,645	\$359,218	\$359,218	\$359,218		

**ADRC 2023 Projection
(Mar YTD)**

		2023 Budget	ADRC	Nutrition	Transportation	2023 Projection	Variance from Bdgt
Revenue							
1R	Tax Levy	227,401.00	171,492.00	-	55,909.00	227,401.00	-
4R	Intergovernmental	2,526,705.00	1,867,209.00	369,964.00	279,544.00	2,516,717.00	(9,988.00)
6R	Charges for Services	239,400.00	11,980.00	332,700.00	-	344,680.00	105,280.00
9R	Misc/Other	281,817.00	24,705.00	324,649.00	-	349,354.00	67,537.00
		3,275,323.00	2,075,386.00	1,027,313.00	335,453.00	3,438,152.00	162,829.00
Expenses							
1	Personnel	2,299,735.00	1,852,121.00	490,943.00	32,309.00	2,375,373.00	75,638.00
2	Contracted Services	359,218.00	103,586.00	11,491.00	231,132.00	346,209.00	(13,009.00)
3	Supplies	565,658.00	60,279.00	542,551.00	37,420.00	640,250.00	74,592.00
5	Fixed Charges	34,712.00	28,807.00	23,100.00	11,550.00	63,457.00	28,745.00
8	Equipment	16,000.00	13,532.00	-	-	13,532.00	(2,468.00)
9	Capital	-	-	-	-	-	-
		3,275,323.00	2,058,325.00	1,068,085.00	312,411.00	3,438,821.00	163,498.00
Surplus/(Deficit)		-	17,061.00	(40,772.00)	23,042.00	(669.00)	(669.00)



memo

To: Eau Claire County Board of Supervisors
Eau Claire County Department Heads

From: Kathryn Schauf, County Administrator

Date: May 10, 2023

Re: Eau Claire County 2024 Budget Guidelines

As we approach the time of year when we are pulling together estimates for budgetary purposes; I would ask that our Department Head team take time to reflect on the future state of what we provide for service and how we provide that service. Keeping in mind that we do not have the capacity in 2024 to increase levy funded operations.

Working through the 2024 budget will require our team to think innovatively, and look beyond the status-quo if we are to maintain outcomes during a time of economic inflation. Do existing levels of staffing need to be retained or can we streamline and retool processes to eliminate manual processes? It challenges every member of the county team – whether employee or elected official, to think differently about how we provide service and where we want to invest.

The State of Wisconsin continues to limit the levy increase in property taxes to be solely based on percentage of net new construction, or zero whichever is greater. We have seen growth in our area, and sales tax performed better than anticipated in 2021, 2022, and appears to be leveling in 2023 based on the first few months of receipts. A lack of increase in sales tax affects our ability to increase spending year-over-year. As a result of the 2023 budget, the county will also need to reallocate operational expenses of \$750,000 from fund balance to levy in 2024.

The ask of departments: Design budgets that hold levy increases as close to zero as possible. We also need to go into this budget cycle with the “What” and “How” being foremost in our thinking. What are we providing and how? How do those line up with the strategic policy direction provided by the board? A budget is a dialog about these issues – not just a math problem.

- We already know that many areas are seeing increases in cost as a result of inflation and the economy– this will affect our ability to add new programming or expand existing programming.
- A 3% COLA plus a July pay increase will be a part of the budget.
- The cost for health insurance has a not to exceed increase limit of 10.0%. While we won’t know the final amount until mid-July, we don’t believe it will reach the limit. In the meantime, the Human Resources and Finance teams are working to provide the best estimate possible for inclusion in your wage worksheets.



Department Head's - as in the past year we will convene as a group to discuss requests and to navigate a path forward that will work for all of areas of service.

GUIDELINES:

1. Departments are encouraged to look for alternative funding and revenue streams for programs. Cooperative partnerships, cost saving programs with other departments, outside agencies or other counties will continue to be given high priority. Innovative program proposals within existing funding, cost saving prevention programs or programs that generate new revenue will also be given high priority.
2. Crafting budgets if additional personnel are being considered will require identifying the revenue from sources **other than levy**. We are specifically asking that you do not repurpose levy from other line items of prior years for personnel; unless it is a swap from a contracted service to bringing it in-house. Levy capacity will be needed to meet ongoing costs-to-continue. Any position changes, regardless of funding source, should be explained in detail including an explanation of how it is a necessary (critical) addition to the department. ***Appropriate levels of cost-of-living increases will be given more priority than new positions.***
3. Departments must include a list of revenue sources, other than county levy, with expected revenue amounts. Changes in revenue from the prior year must be clearly identified and explained. Revenue assumptions are a key discussion point. Our worksheets will incorporate room for additional narrative on revenue changes.
4. County user fees shall be reviewed for potential increases commensurate with the increased cost of doing business. The review of fee schedules should include analysis of cost recovery for services. All user fee recommendations approved by oversight committees are due to the County Administrator's office by August 20, 2023.
5. Department budget proposals, (financial portion) with supporting documentation, shall be submitted electronically to the Finance Director by June 30, 2023.

A reminder: We will likely not be able to fund all requests in one calendar year.

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