



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, OCTOBER 15, 2013 - 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – September 17, 2013
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
6.
 - A. Bills/Encumbrances
 - B. Pre-Approved Encumbrance Amendments
7. Resolutions
 - A. Amending the 2013 Council on Aging Budget to Accept Additional NSIP and Title III-D Funds
 - B. Awarding Contract for Dietitian Services for Rock County Council Aging
8. Department Reports
 - A. Update of CVSOAW Conference – Jon Solis
9. Budget Review
 - A. Council on Aging
 - B. Heritage Rock County
 - C. Retired Senior Volunteer Program
 - D. UW-Rock County
 - E. Veterans Service Office
10. Committee Requests and Motions
 - A. Discussion on Future Meeting Site Visits
 - B. Ideas for Future Discussion
11. Adjournment

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

COMMITTEE APPROVAL REPORT

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|---|------------------|----------|------------|--------------------------------|-----------------|
| 30-3900-0000-63100 | OFC SUPP & EXP | P1303056 | 09/18/2013 | KMART CORP #4255 | 85.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 1,200.00 | 95.60 | 200.00 | 85.00 | 819.40 |
| SENIOR CITIZEN PROGRAM PROG TOTAL | | | | 85.00 | |
| 30-3901-0000-62614 | PURCHASED SERV. | P1303063 | 09/11/2013 | MENARDS | 147.77 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 8,469.00 | 7,845.31 | 584.60 | 147.77 | (108.68) |
| TITLE III-B PROG TOTAL | | | | 147.77 | |
| 30-3903-0000-63200 | PUBL/SUBCR/DUES | P1302954 | 09/01/2013 | NUTRITION ACTION | 10.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 160.00 | 153.00 | 0.00 | 10.00 | (3.00) |
| 30-3903-0000-64200 | TRAINING EXP | P1303203 | 09/20/2013 | JURGEN JONES,MARY | 63.96 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 530.00 | 1,795.80 | 0.00 | 63.96 | (1,329.76) |
| 30-3903-0000-64904 | SUNDRY EXPENSE | P1302977 | 08/29/2013 | WORLD KITCHEN LLC | 705.60 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 1,000.00 | 408.50 | 356.00 | 705.60 | (470.10) |
| NUTRITION PROGRAM PROG TOTAL | | | | 779.56 | |
| 30-3905-0000-64629 | OTHER TRANSP.EXP | P1302932 | 09/27/2013 | BUDGET TRUCK AND AUTO BODY INC | 900.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 31,684.00 | 7,932.77 | 2,214.82 | 900.00 | 20,636.41 |
| ELDERLY & HANDCAPPED TRANSP PROG TOTAL | | | | 900.00 | |
| 30-3908-0000-62625 | OUTREACH SERVICE | P1303211 | 10/01/2013 | SIMONDS,JUDITH A | 55.98 |
| | | P1303212 | 10/01/2013 | WEIRICH,ANNE | 74.04 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 8,862.00 | 5,709.07 | 2,026.05 | 130.02 | 996.86 |
| TITLE III-D PROG TOTAL | | | | 130.02 | |

COMMITTEE APPROVAL REPORT

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|--|------------------|------------|--------------------------|-----------------|-----------------|
| 30-3915-0000-62624 | III-B SD | P1303195 | 09/29/2013 | MANPOWER INC | 1,006.27 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 38,972.00 | 796.50 | 0.00 | 1,006.27 | 37,169.23 |
| 30-3915-0000-64615 | CLIENT REL.COSTS | | | | |
| | P1300969 | 09/08/2013 | BRIGHTSTAR | 297.00 | |
| | P1301030 | 09/18/2013 | ALTERNATIVE HOMECARE INC | 459.00 | |
| | P1301050 | 09/26/2013 | BUCHANAN,EULA | 120.00 | |
| | P1302894 | 09/18/2013 | BELOIT SCHOOL DISTRICT | 170.00 | |
| | P1302963 | 08/23/2013 | KEMMAN,RENEE | 498.76 | |
| | P1303043 | 08/19/2013 | VAN ABLE,SANDRA | 348.00 | |
| | P1303044 | 09/04/2013 | OLSON,JOY | 120.00 | |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 25,747.00 | 15,921.19 | 474.60 | 2,012.76 | 7,338.45 |
| TITLE III-E FAM CAREGIVER SUPP PROG TOTAL | | | | 3,019.03 | |

I have examined the preceding bills and encumbrances in the total amount of **\$5,061.38**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **OCT 15 2013**

Dept Head _____

Committee Chair _____

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|------------------------------------|------------------|----------|------------|-------------------------------|-----------------|
| 38-3800-0000-63100 | OFC SUPP & EXP | P1302849 | 08/30/2013 | STORAGE SYSTEMS MIDWEST INC | 188.83 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 900.00 | 593.82 | 0.00 | 188.83 | 117.35 |
| 38-3800-0000-64200 | TRAINING EXP | P1302962 | 09/04/2013 | ROCK COUNTY SENIOR FAIR | 65.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 450.00 | 312.71 | 0.00 | 65.00 | 72.29 |
| 38-3800-0000-64607 | VET BURIAL BENEF | P1303158 | 08/27/2013 | PLYMOUTH CEMETERY ASSOCIATION | 298.00 |
| | | P1303159 | 08/21/2013 | TOWN OF ROCK | 110.00 |
| | | P1303160 | 08/31/2013 | CLINTON CEMETERY ASSOCIATION | 216.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 5,500.00 | 4,873.38 | 0.00 | 624.00 | 2.62 |
| VETERANS SERVICE PROG TOTAL | | | | 877.83 | |

I have examined the preceding bills and encumbrances in the total amount of **\$877.83**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **OCT 15 2013**

Dept Head _____

Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging
Services
INITIATED BY



Joyce Lubben
DRAFTED BY

Education, Veterans & Aging
Services
SUBMITTED BY

October 1, 2013
DATE DRAFTED

**AMENDING THE 2013 COUNCIL ON AGING BUDGET TO ACCEPT ADDITIONAL NSIP
AND TITLE III-D FUNDS**

1 **WHEREAS**, additional Nutrition Services Incentive Program (NSIP) funds have been awarded to the
2 Council on Aging for the congregate nutrition program; and,
3
4 **WHEREAS**, the Council on Aging has received a "special projects award" from the Greater Wisconsin
5 Agency on Aging to collaborate with the Community Academic Aging Research Network in offering a
6 wellness project for older adults to reduce sedentary time.
7
8 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
9 this _____ day of _____, 2013 does hereby accept the additional NSIP and Title III-D
10 funds and amends the Adopted 2013 Rock County Council on Aging budget as follows:

| <u>Account/Description</u> | <u>Budget at 10/01/2013</u> | <u>Increase (Decrease)</u> | <u>Amended Budget</u> |
|--|---------------------------------|--------------------------------|---------------------------|
| <u>Title II-C-1 Nutrition Program</u> | | | |
| <u>Source of Funds</u> | | | |
| 30-3903-0000-42102 Federal Aid – NSIP | 41,796 | 1,545 | 43,341 |
| <u>Use of Funds</u> | | | |
| 30-3903-0000-63408 Program Supplies | 5,146 | 1,545 | 6,691 |
| <u>Title III-D (Health Promotion)</u> | | | |
| <u>Source of Funds</u> | | | |
| 30-3908-0000-42100 Federal Aid | 11,262 | 8,000 | 19,262 |
| <u>Use of Funds</u> | | | |
| 30-3908-0000-64604 Program Expense | 0 | 8,000 | 8,000 |

Respectfully submitted,

Education, Veterans & Aging Services Committee

Finance Committee Endorsement

Terry Thomas, Chair

Reviewed and approved on a vote of _____

Wayne Gustina, Vice Chair

Mary Mawhinney, Chair

Steve Howland

Edwin Nash

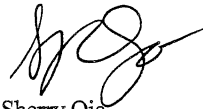
Rick Richard

AMENDING THE 2013 COUNCIL ON AGING BUDGET TO ACCEPT ADDITIONAL NSIP AND
TITLE III-D FUNDS

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FISCAL NOTE:

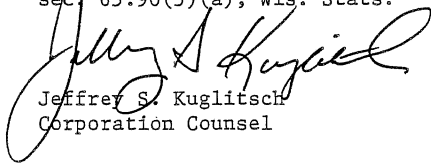
This resolution authorizes the acceptance and expenditure of \$9,545 in Federal Aid for Council on Aging programs. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2013 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

The Council on Aging receives federal Nutrition Services Incentive Program (NSIP) funds to support the congregate nutrition program. Allocations are estimated during the budget preparation process and now final allocations for the contract period of October 1, 2012 through September 30, 2013 have been received.

The Council on Aging has been chosen to collaborate with the University of Wisconsin Medical School in a Community Academic Aging Research Network project that will offer to older adults the opportunity to be part of a small research project testing the effects of reducing sedentary behavior. The research will test the association between total sedentary time (evaluated over a one-week period with objective monitoring devices), up-to-down transitions, and patterns of sedentary time with various measures of health including physical function, quality of life, and grip strength. It is hoped that the research study will prove a positive correlation between less sitting time and improved health indicators. The project will take place from October 1, 2013 to December 31, 2013.

No county funds are required.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging
Services Committee
INITIATED BY



Joyce Lubben
DRAFTED BY

Education, Veterans & Aging
Services Committee
SUBMITTED BY

October 2, 2013
DATE DRAFTED

**AWARDING CONTRACT FOR DIETITIAN SERVICES FOR
ROCK COUNTY COUNCIL ON AGING**

- 1 **WHEREAS**, Rock County Council on Aging receives federal Title III-C-I and Title III-C-II funds
- 2 authorized through the federal Older Americans Act to provide congregate and home delivered meals to
- 3 older adults ; and,
- 4
- 5 **WHEREAS**, a registered dietitian is required to approve all menus served through the Elderly Nutrition
- 6 Program and provide a written nutritional analysis of each meal that is made available to participants; and,
- 7
- 8 **WHEREAS**, Rock County Purchasing Division did solicit Proposals from qualified vendors for dietitian
- 9 services; and,
- 10
- 11 **WHEREAS**, the Council on Aging Director and Purchasing staff did review the proposals received for
- 12 compliance with the specifications. .
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 15 this _____ day of _____, 2013, that a contract be awarded to Nutrition and Health
- 16 Associates Inc. of Janesville, Wisconsin not to exceed \$14,691 for dietitian services in 2014.
- 17
- 18 **BE IT FURTHER RESOLVED** that the Council on Aging Director be authorized to enter into a
- 19 contract for 2015 not to exceed \$15,120 and for 2016 not to exceed \$15,570, as proposed.

Respectfully submitted,

Education, Veterans & Aging Services Committee

Terry Thomas, Chair

Wayne Gustina, Vice Chair

Steve Howland

Edwin Nash

Rick Richard

AWARDING CONTRACT FOR DIETITIAN SERVICES FOR ROCK COUNTY
COUNCIL ON AGING

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FISCAL NOTE:

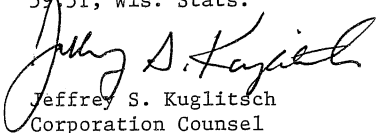
The Council on Aging nutrition programs are funded by Federal Aid. No County funds are used for these programs.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

AWARDING CONTRACT FOR
DIETITIAN SERVICES
FOR
ROCK COUNTY COUNCIL ON AGING

EXECUTIVE SUMMARY

Rock County Council on Aging receives federal Title III-C-1 and Title III-C-2 funds authorized through the Older Americans Act to provide congregate and home-delivered meals to older persons. The Elderly Nutrition Program contributes significantly in assisting older persons to remain healthy, active, and independent in their own homes and communities.

As part of this program, a dietitian or nutritionist must approve all menus served through the Rock County Nutrition Program and provide a written nutritional analysis of each meal that is made available to participants. The dietitian/nutritionist also conducts regular semi-monthly on-site visits to the congregate sites. The purpose of these visits is to provide nutrition and health information, provide individual nutrition consultation to participants and interact with participants regarding meal issues.

The dietitian/nutritionist also accompanies the Nutrition Program Supervisor on in-home visits to participants receiving home delivered meals to develop a nutrition care plan for at-risk participants.

The dietitian/nutritionist will also assist the Nutrition Program Supervisor in the development and provision of training in proper sanitation; the development of sanitation policies and procedures; and the development and implementation of a nutrition education plan.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517



PROJECT NUMBER: #2014-01
PROJECT NAME: DIETITIAN/NUTRITIONIST SERVICES
PROPOSAL DUE DATE: AUGUST 19, 2013 - 12:00 NOON
DEPARTMENT: COUNCIL ON AGING-NUTRITION

| TOTAL COST BASED ON 360 HOURS OF SERVICE PER YEAR (30 HOURS PER MONTH) | NUTRITION & HEALTH ASSOCIATES JANESVILLE WI | ANNASHAE CLEVELAND OH |
|---|---|--------------------------|
| RATER 1 | 87 | 25 |
| RATER 2 | 88 | 28 |
| TOTAL SCORE | 175 | 53 |
| TOTAL COSTS – 2014 | 14,688.00 | 14,400.00 |
| TOTAL COSTS – 2015 | 15,120.00 | 14,400.00 |
| TOTAL COSTS – 2016 | 15,570.00 | 14,400.00 |
| TOTAL 3 YEAR CONTRACT | \$ 45,378.00 | \$ 43,200.00 |

Request for Proposal was advertised in the Beloit Daily News and on the Internet.

PREPARED BY: JODI MILLIS
Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: NUTRITION & HEALTH ASSOCIATES

Jodi Millis
Signature

10/3/13
Date

GOVERNING COMMITTEE RECOMMENDATION: _____

Chair Vote Date

PURCHASING PROCEDURAL ENDORSEMENT:

Chair Vote Date