



**EDUCATION, VETERANS & AGING SERVICES COMMITTEE
TUESDAY, SEPTEMBER 20, 2011 - 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 – August 16, 2011
4. Citizen Participation, Communications, Announcements, Information
5. Transfers
 - A. Council on Aging
6. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
7. Approval of Home Delivered Meal Waiting List Policy
8. Youth in Government Update – Sue Fredrichs
9. Department Reports
 - A. Council on Aging – Mobility Management Update – Joyce Lubben
 - B. Council on Aging – Congregate Site Closures – Joyce Lubben
 - C. Council on Aging – Caregiver Update – Joyce Lubben
 - D. Council on Aging – LogistiCare Update
 - E. UW-Rock County – Campus Update/Activity Report - Interim Dean Kim Kostka
 - F. RSVP – Senior Volunteers for Seniors Update – Robert Harlow
 - G. RSVP – Intergenerational Programs Update – Robert Harlow
10. Committee Requests and Motions
 - A. Ideas for Future Discussion
11. Adjournment

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

11-43
Transfer No.

Requested by Council on Aging

Joyce Lubben

Department

Department Head

Date 9/16/11

FROM

TO

ACCOUNT #	DESCRIPTION	AMOUNT
30-3915-0000-62624	III-B SD	3,000
30-3915-0000-64615	Client Related Costs	1,500

ACCOUNT #	DESCRIPTION	AMOUNT
30-3915-0000-64200	Training	4,500

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended.

OR

REQUIRED APPROVAL:

- Governing Committee
- Finance Committee

DATE

COMMITTEE CHAIR

_____ File _____

ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR
RECEIVED

TO: FINANCE DIRECTOR

11-43
SEP 16 2011

REQUESTED BY: Council on Aging

DATE: 9/14/2011

Department _____ Department Head Signature _____

FROM:	AMOUNT
1) ACCOUNT #: 30-3915-0000-62624 DESCRIPTION: III-B SD CURRENT BALANCE: \$ 38,245 PROVIDED BY THE FINANCE DIRECTOR <i>[Signature]</i>	\$ 3,000.00
2) ACCOUNT #: 30-3915-0000-64615 DESCRIPTION: Client Related Costs CURRENT BALANCE: \$ 9,733 PROVIDED BY THE FINANCE DIRECTOR <i>[Signature]</i>	\$ 1,500.00
3) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
4) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 30-3915-0000-64200 DESCRIPTION: Training Expense	\$ 4,500.00
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:
Per 2011 budget estimates, there will not be as large of an allocation from Title III-B as budgeted. Respite is also not being requested as much as budgeted.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:
These funds will be used to provide more training and support for family caregivers, e.g. annual caregiver conference, support group activities.

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3838000000-64607	VET BURIAL BENEF	6,041.00	9.7%	586.00	0.00	5,455.00	
	P1103007-PO# 09/09/11 -VN#044530					CLINTON CEMETERY ASSOCIATION	216.00
	P1103008-PO# 09/09/11 -VN#014257					LUTHER VALLEY CEMETERY ASSOCIA	518.00
	P1103070-PO# 09/09/11 -VN#040057					EMERALD GROVE CEMETERY ASSOCIA	236.00
	P1103071-PO# 09/09/11 -VN#049925					MT PHILIP CEMETERY ASSOC	82.00
	P1103072-PO# 09/09/11 -VN#035785					PLYMOUTH CEMETERY ASSOCIATION	276.00
	P1103073-PO# 09/09/11 -VN#051267					TOWN OF NEWARK CEMETERY	194.00
	P1103107-PO# 09/09/11 -VN#041881					COOKSVILLE CEMETERY	160.00
						CLOSING BALANCE	3,773.00
							1,682.00
	VETERANS SERVICE		PROG-TOTAL-PO				1,682.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,682.00 INCURRED BY VETERANS SERVICE. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

SEP 20 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation	YTD Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039010000-64200	TRAINING EXP	500.00	80.0%	260.00	140.00	100.00		
	P1102970-PO# 09/09/11 -VN#045751 WISCONSINAIRS						110.00	
*** OVERDRAFT ***	TRANSFER REQUIRED							
					CLOSING BALANCE	-10.00		110.00
				TITLE III-B	PROG-TOTAL-PO		110.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$110.00 INCURRED BY TITLE III-B. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039030000-64200	TRAINING EXP	530.00 12.2%	65.00	0.00	465.00		
	P1103094-PO# 09/09/11 -VN#048606		DODGE COUNTY			70.00	
			CLOSING BALANCE		395.00		70.00
	NUTRITION PROGRM		PROG-TOTAL-PO			70.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$70.00
 INCURRED BY NUTRITION PROGRAM. 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 COUNTY BOARD.
 B. BILLS UNDER \$10,000 TO BE PAID.
 C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

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SEP 20 2011

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039050000-62410	R & M-VEHICLES	78,731.58	90.1%	45,161.23	25,817.38	7,752.97	
	P1100872-PO# 09/09/11 -VN#012185			DAVIS CITGO SERVICE INC		100.00	
	P1100874-PO# 09/09/11 -VN#023194			ATLAS BUS SALES INC		73.68	
	P1100875-PO# 09/09/11 -VN#030347			NAPA AUTO PARTS		51.09	
				CLOSING BALANCE		7,528.20	224.77
3039050000-64629	OTHER TRANSP,EXP	22,784.00	44.0%	6,310.95	3,724.33	12,748.72	
	P1100942-PO# 09/09/11 -VN#013780			KMART CORP #4255		9.99	
	P1102261-PO# 09/09/11 -VN#011529			BUDGET TRUCK AND AUTO BODY INC		991.20	
	P1102827-PO# 09/09/11 -VN#018588			BANDT COMMUNICATIONS INC		457.00	
				CLOSING BALANCE		11,290.53	1,458.19
	E & H TRANSPORT.			PROG-TOTAL-PO		1,682.96	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,682.96 INCURRED BY ELDERLY & HANDICAPPED TRANSPOR. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

SEP 20 2011

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039080000-62625	OUTREACH SERVICE	7,680.00	62.2%	2,457.46	2,325.69	2,896.85	
	P1100884-PO# 09/09/11 -VN#046565			HARDIE, ROBERT		37.19	
	P1100942-PO# 09/09/11 -VN#013780			KMART CORP #4255		39.27	
	P1102952-PO# 09/09/11 -VN#031497			WCLO		1,145.00	
				CLOSING BALANCE		1,675.39	1,221.46
	TITLE III-D			PROG-TOTAL-PO		1,221.46	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,221.46 INCURRED BY TITLE III-D. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

SEP 20 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039140000-62625	OUTREACH SERVICE	2,120.00 10.5%	190.00	34.00	1,896.00		
	P1102967-PO# 09/09/11 -VN#050792			CUSTOM COPIES LLC		120.00	
			CLOSING BALANCE		1,776.00		120.00
3039140000-64200	TRAINING EXP	800.00 39.9%	319.41	0.00	480.59		
	P1102878-PO# 09/09/11 -VN#013390			HOLIDAY INN MANITOWOC		70.00	
	P1102879-PO# 09/09/11 -VN#043188			WISCONSIN URBAN AND RURAL TRAN		200.00	
			CLOSING BALANCE		210.59		270.00
	NEW FREEDOM PRGRM		PROG-TOTAL-PO			390.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$390.00 INCURRED BY NEW FREEDOM PROGRAM. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

EDUCATION & TRAINING COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

SEP 20 2011

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Account Number	Name	Yearly Prct Appropriation Spent	Yearly Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3039150000-63200 ENC	PUBL/SUBCR/DUES R1103446-PO# 09/09/11 -VN#036201	500.00	0.0%	0.00	0.00	500.00	217.60	
						CLOSING BALANCE		217.60
							282.40	
3039150000-64615	CLIENT REL.COSTS P1102074-PO# 09/09/11 -VN#023658	17,924.00	45.6%	8,190.60	0.01	9,733.39	705.00	
								705.00
						CLOSING BALANCE		705.00
							9,028.39	
						TITLE III-E		922.60
						PROG-TOTAL-PO		

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$922.60 INCURRED BY TITLE III-E FAM CAREGIVER SUPP. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

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SEP 20 2011

DATE _____ CHAIR _____

Draft

Rock County Council on Aging Home Delivered Meals Waiting List Policy

Rock County Council on Aging

The Rock County Council on Aging is committed to providing high quality nutrition services to people 60+. The program is funded through participant contributions, and by the federal and state governments.

When the demand for program resources exceeds availability, and a waiting list for services become necessary, program staff shall rely on the following guidelines for removing individuals from the waiting list:

RECIPIENT SELECTION & NOTIFICATION

In general, eligible recipients will be contacted in the order in which their name appears on the waiting list. However, exceptions to the first come-first served basis will be made at the discretion of the Rock County Council on Aging Director and/or Nutrition Program Supervisor and in accordance with the following local priorities:

- Health and safety risk factors have been identified that would likely result in institutional placement and receiving Home Delivered Meal services would prevent or delay institutionalization.
- The individual has been assessed and is found to be in exceptionally high nutritional risk category, i.e. a score at 10 or above.
- The individual has been diagnosed with a terminal condition as certified by a physician as 6-months or less.
- The individual is the subject of an elder or vulnerable adult investigation and requires services to meet his or her safety needs.

When any of exceptions listed above are identified, the individual will be referred for an assessment following the usual procedures.

WAITING LIST NOTIFICATION

Individuals subject to the waiting list shall be provided with information about other food resources, including private delivery options, FoodShare, food pantries, the Share, Farmer's Market vouchers, etc.

Reviewed and approved by:

Education, Veterans and Aging Services Committee

Date

Nutrition Project Council

Date