

ROCK COUNTY, WISCONSIN



EDUCATION, VETERANS & AGING SERVICES COMMITTEE TUESDAY, OCTOBER 15, 2019 - 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 20, 2019
5. Citizen Participation, Communications, Announcements, Information
6. Transfers
7. Review of Payments
8. Resolutions
 - A. Amending the 2019 Council on Aging Budget to Accept Medicare Improvements for Patients/Providers Act Grant Award
 - B. Awarding Contract for Catering Services for Rock County Elderly Nutrition Program
9. Updates and Possible Action
 - A. Review of 2020 Recommended Budget
 - B. Status of 1717 Center Avenue Project
 - C. Council on Aging
 - 1) Marketing
 - 2) Health Promotion in 2020
 - 3) Transportation and Information Received from State Concerning Vans
10. Committee Requests and Motions
11. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.



EDUCATION, VETERANS AND AGING SERVICES COMMITTEE
Minutes – August 20, 2019

Call to Order. Chair Richard called the meeting of the Education, Veterans and Aging Services Committee to order at 4:00 P.M. on Tuesday, August 20, 2019, in Conference Room, N-1, fifth floor, Courthouse East.

Committee Members Present: Supervisors Richard, Brien, Owens and Gramke.

Committee Members Absent: None.

Staff Members Present: Randy Terronez, Assistant to the County Administrator; Paula Schutt, Director of Council on Aging; John Solis, Veteran Service Officer; Brent Sutherland, Facilities Management Director.

Others Present: None.

Approval of Agenda. Supervisor Owens moved approval of the agenda, second by Supervisor Gramke. ADOPTED.

Election of Vice Chair. Chair Richard asked for nominations for Vice Chair of the EVAS committee. Supervisor Gramke nominated Supervisor Owens, second by Chair Richard. Supervisor Owens accepted the nomination. Chair Richard asked for any other nominations for Vice Chair. Seeing none, the committee voted and Supervisor Owens was unanimously elected as Vice Chair.

Approval of Minutes – June 27, 2019. Supervisor Owens moved approval of the minutes from June 27, 2019 as presented, second by Supervisor Gramke. ADOPTED.

Citizen Participation, Communications, Announcements, Information. None.

Transfers. None.

Review of Payments. The committee accepted the report.

Updates and Possible Action.

Status of UW Whitewater at Rock County Partnership. No discussion as Ms. Fillhouer was not present.

Status of Veterans Service Commission Members. Mr. Solis said one of the members, Al Funk, will be leaving the commission the end of this year. Mr. Solis has two or three people interested in serving on the commission. He will review the applications and make a recommendation to this committee. Mr. Solis said one of the main duties of the Veterans Service

Commission is to determine the amount of money needed to meet the needs of the emergency fund. The Commission consists of three members which is set under State Statutes. Members have to be a resident of Rock County and meet the definition of a Veteran under Chapter 45.

Review of First Month at Council on Aging (COA). Ms. Schutt shared some of the items she has been doing during her first month including working on budget, meeting with Council on Aging staff, submitted the grant for the Mobility Manager position, training and meetings with GWAAR, scheduled an ongoing monthly appearance on WCLO radio and recruiting of the Health Promotion Coordinator. She said the Council on Aging staff are very dedicated and have been a joy to work with.

Status of Aging Services Integration Review Ad Hoc Advisory Committee. Supervisor Owens said they have had several meetings thus far. It has been determined that co-location will happen. They have had a lot of discussion on what has worked for other counties. He feels the process is working well. There is a possibility of co-location first before integration. They have scheduled focus groups in six different locations. The next Ad Hoc meeting will be October 14th. They hope to have a recommendation by December.

Status of 1717 Center Avenue Building Project. Mr. Sutherland provided a handout of the second concept design of the 1717 Center Avenue building. He reviewed the handout with the committee. He said there will be a separate entrance for the ADRC and COA on the Southside of the building. The design shows the co-location of the ADRC and COA with the possibility for integration. The square footage designated for the COA is less than their current space but has been determined to fit their programming needs.

Semi-Annual Reports. The committee accepted the reports.

Committee Requests and Motions. None.

Adjournment. Supervisor Gramke moved adjournment at 4:35 P.M., second by Supervisor Brien. ADOPTED.

Respectfully submitted,

Tracey VanZandt,
Human Resources Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF SEPTEMBER 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
30-3900-0000-64200	Training	P1902252	09/26/2019	WAND	REGISTRATION: PAULA SCHUTT	45.00
Senior Citizen Program PROG TOTAL						45.00
30-3901-0000-63100	Office&Misc Exp	P1900605	09/26/2019	US BANK	GENERAL SUPPLIES	29.52
Title III-B PROG TOTAL						29.52
30-3903-0000-61100	Regular Wages	P1900879	09/12/2019	MANPOWER GROUP US INC	SITE MANAGER W-E 08-25-19	1,111.68
30-3903-0000-62105	Food Services	P1901204	09/12/2019	BEST EVENTS	2ND 1/2 HALF JULY CONG	16,571.33
30-3903-0000-62119	Other Services	P1900101	09/26/2019	DE VERE COMPANY INC	DISHWASHER RENTAL OCT-RV	195.00
		P1900879	09/26/2019	MANPOWER GROUP US INC	SITE MNG W/O 09-08	2,150.43
30-3903-0000-62625	Outreach Service	P1900604	09/19/2019	MENARDS	VARIOUS SUPPLIES	8.48
30-3903-0000-64124	Consumables	P1901204	09/12/2019	BEST EVENTS	2ND OF MAY CONGRETE SUPPLIES	902.77
30-3903-0000-64904	Sundry Expense	P1900101	09/26/2019	DE VERE COMPANY INC	DISHWASHING RINSE	191.92
Nutrition Program PROG TOTAL						21,131.61
30-3904-0000-62105	Food Services	P1901204	09/12/2019	BEST EVENTS	2ND HALF JULY HDM MEALS	24,736.89
30-3904-0000-64124	Consumables	P1901204	09/12/2019	BEST EVENTS	2ND HALF HDM SUPPLIES	525.10
30-3904-0000-64907	Volunteer Exp	P1900605	09/26/2019	US BANK	VOLUNTEER DRIVERS	256.25
Delivered Meals PROG TOTAL						25,518.24
30-3905-0000-62100	Cont Personnel	P1900879	09/26/2019	MANPOWER GROUP US INC	TRAN DRIVERS W/O 09-08-19	24,564.74

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF SEPTEMBER 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
30-3905-0000-62221	Comm Charges	P1900098	09/05/2019	BANDT COMMUNICATIONS INC	TOWER RENT FOR OCT 9-APR 9	624.00
30-3905-0000-62410	R&M-Vehicles	P1900671	09/26/2019	GORDIE BOUCHER FORD LINCOLN ME	23-OIL CHANGE	7,092.60
30-3905-0000-63100	Office&Misc Exp	P1900605	09/26/2019	US BANK	PAPER	160.00
30-3905-0000-63501	Gas/Other Fuels	P1900925	09/12/2019	KWIK TRIP EXTENDED NETWORK	TRANSIT FUEL FOR JULY 3019	7,461.48
30-3905-0000-64629	Other Transport	P1900605	09/26/2019	US BANK	CHARGERS	166.85
		P1900774	09/19/2019	OCCUPATIONAL HEALTH AND WELLNE	DRUG-ALCOHOL TEST-RUPNOW	61.00
		P1902270	09/26/2019	ADAMS PUBLISHING GROUP OF SOUT	NOTICE OF PUBLIC HEARING	136.72
Elderly/Handicapped Transport PROG TOTAL						40,267.39
30-3915-0000-64200	Training	P1902036	09/05/2019	WCLO	MEDIA/RADIO ADVERTISING FOR	1,335.00
Title III-E Fam Caregiver Supp PROG TOTAL						1,335.00
30-3915-1401-64615	Client Costs	P1900094	09/05/2019	ALTERNATIVE HOME CARE INC	RESPITE CARE FOR SCHMITZ	40.00
		P1900100	09/26/2019	BRIGHTSTAR	RESPITE CARE FOR D GIES	653.00
		P1900820	09/19/2019	OCHSMAN INC	RESPITE FOR P WINKELMAN	391.00
		P1901151	09/19/2019	RICHARDSON,KATHY	REIMBURSEMENT FOR RESPITE	250.75
III-E Caregiver Counseling PROG TOTAL						1,334.75
30-3916-0000-62625	Outreach Service	P1900605	09/26/2019	US BANK	SUPPLIES	7.15
		P1901968	09/05/2019	JAX CUSTOM PRINTING INC	SPANISH RESOURCE DIRECTORY	410.00
		P1902211	09/12/2019	HOOS WOODS RAPTOR CENTER	WEDNESDAY WALKS ON AUGUST 14 2	230.00
30-3916-0000-63100	Office&Misc Exp	P1900605	09/26/2019	US BANK	SUPPLIES FOR WEN WALK	12.11
30-3916-0000-63101	Postage	P1900605	09/26/2019	US BANK	GENERAL SUPPLIES	175.66

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF SEPTEMBER 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
Mobility Manager Grant PROG TOTAL						834.92
30-3920-1401-62615	Group/Rec Homes	P1901736	09/19/2019	VISITING ANGELS LIVING ASSISTA	RESPITE CARE FOR L LARSON	300.00
30-3920-1401-64615	Client Costs	P1900094	09/05/2019	ALTERNATIVE HOME CARE INC	RESPITE CARE FOR RANGE	380.00
		P1900100	09/26/2019	BRIGHTSTAR	RESPITE CARE FOR C MESLER	162.00
		P1901150	09/26/2019	DOLL,BOB	REIMBURSEMENT FOR RESPITE	60.00
		P1901151	09/26/2019	RICHARDSON,KATHY	REIMBURSEMENT FOR SUPPLIES	42.76
		P1901348	09/19/2019	SEVERANCE,LINDA	REIMBURSEMENT FOR RESPITE	192.00
		P1902185	09/05/2019	JACKSON,SHERRY	REIMBURSEMENT FOR RESPITE SUPP	238.75
		P1902254	09/26/2019	LAMIA,RANDY	REIMBURSEMENT FOR SUPPLIES	228.68
AFSCP Caregiver Counseling PROG TOTAL						1,604.19
30-3921-0000-63100	Office&Misc Exp	P1900605	09/26/2019	US BANK	BEN SPECC-TONER	216.89
30-3921-0000-64200	Training	P1900605	09/26/2019	US BANK	BEN SPEC -TRAINING	82.00
Benefit Specialist Grant PROG TOTAL						298.89

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF SEPTEMBER 2019.

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
----------------	--------------	-----	------------	-------------	-------------	-------------

I have reviewed the preceding payments in the total amount of **\$92,399.51**

Date:

Dept Head _____

Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF SEPTEMBER 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
38-3800-0000-63100	Office&Misc Exp	P1900102	09/19/2019	US BANK	TONER & FOLDER LETTERS	130.91
38-3800-0000-64607	Burial Benefits	P1902176	09/05/2019	TOWN OF TURTLE	VETS GRV CARE-TURTLEVILLE	488.00
		P1902178	09/05/2019	ORFORDVILLE LUTHERAN CEMETERY	VETS GRAVE CARE-ORFORDVILLE	316.00
		P1902179	09/05/2019	MT PHILIP CEMETERY ASSOC	VETS GRAVE CARE-MT PHILIP CEME	94.00
		P1902182	09/05/2019	LUTHER VALLEY CEMETERY ASSOCIA	VETS GRAVE CARE-LUTHER VALLEY	558.00
		P1902212	09/12/2019	TOWN OF NEWARK CEMETERY	VETS GRAVE	210.00
Veterans Services PROG TOTAL						1,796.91

I have reviewed the preceding payments in the total amount of **\$1,796.91**

Date: _____ Dept Head _____
 _____ Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging
Services Committee
INITIATED BY



Paula Schutt, Director of Council
on Aging
DRAFTED BY

Education, Veterans & Aging
Services Committee
SUBMITTED BY

September 25, 2019
DATE DRAFTED

**AMENDING THE 2019 COUNCIL ON AGING BUDGET TO ACCEPT MEDICARE
IMPROVEMENTS FOR PATIENTS/PROVIDERS ACT GRANT AWARD**

1 **WHEREAS**, the Council on Aging has been awarded funds from the Wisconsin Department of Health
2 Services to administer the Medicare Improvements for Patients/Providers Act Program that provides
3 educational services to seniors to improve patient-medical provider relationships; and,
4

5 **WHEREAS**, the state notified the County after adoption of the 2019 budget of the grant award.
6

7 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
8 this _____ day of _____, 2019 does hereby amend the 2019 Rock County Council on
9 Aging budget as follows:
10

<u>Account/Description</u>	<u>Budget at 10/01/2019</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Source of Funds</u>			
30-3954-0000-42200 State Aid	\$ -0-	\$11,220	\$11,220
<u>Use of Funds</u>			
30-3954-0000-62626 Program Services	\$ -	\$11,220	\$11,220

Respectfully submitted,

EDUCATION, VETERANS AND AGING SERVICES
COMMITTEE

FINANCE COMMITTEE
ENDORSEMENT

Rick Richard, Chair

Reviewed and approved on a vote of
40

Phil Owens, Vice Chair

Mary Mawhinney, Chair

Tom Brien

Craig Gramke

Kevin Leavy

AMENDING THE 2019 COUNCIL ON AGING BUDGET TO ACCEPT MEDICARE
IMPROVEMENTS FOR PATIENTS/PROVIDERS ACT PROGRAM GRANT AWARD
PAGE 2

FISCAL NOTE:

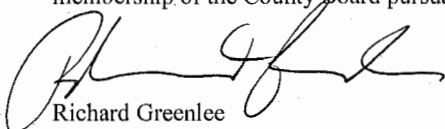
This resolution authorizes the acceptance and expenditure of \$11,220 in state aid to administer the Medicare Improvements for Patient/Providers Act Program. No County matching funds are required.



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 2019 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.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

Rock County Council on Aging was notified after adoption of the 2019 budget of a grant for medical improvement patient/provider services from the Wisconsin Department of Health Services. This grant reimburses the department's Benefits Specialist to provide education to seniors on Medicare patient/provider relationships. This is the 2nd year of the program funding and has greatly enhanced the seniors understanding of medical provider relationships.

No cash match is required.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging
Services Committee
INITIATED BY



Paula Schutt
DRAFTED BY

October 2, 2019
DATE DRAFTED

Education, Veterans & Aging
Services Committee
SUBMITTED BY

**AWARDING CONTRACT FOR CATERING SERVICES
FOR
ROCK COUNTY ELDERLY NUTRITION PROGRAM**

- 1 **WHEREAS**, Rock County provides approximately 65,500 meals annually to older adults through the
- 2 Elderly Nutrition Program's five congregate meal sites and the home delivered meal service; and,
- 3
- 4 **WHEREAS**, Rock County contracts for the preparation and delivery of congregate and home delivered
- 5 meals provided through the Elderly Nutrition Program; and,
- 6
- 7 **WHEREAS**, the Rock County Purchasing Division did advertise and solicit Proposals from food service
- 8 providers for catering services for 2020 through 2022 with options for renewal in 2023 and 2024 (with
- 9 results attached); and,
- 10
- 11 **WHEREAS**, Purchasing and Council on Aging staff reviewed the proposal received from Best Events
- 12 Catering of Janesville, Wisconsin and determined it was a responsive and responsible proposal which
- 13 meets the requirements of the County.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 16 this _____ day of _____, 2019, that a contract for the Elderly Nutrition Program Food
- 17 Preparation and Delivery be awarded to Best Events Catering of Janesville, Wisconsin under the terms
- 18 and conditions set forth in Request for Proposal #2020-01 at the rate of \$5.55 per meal for 2020, \$5.95
- 19 per meal for 2021 and \$6.46 per meal for 2022. The contract also allows for two one-year contract
- 20 extensions (2023 & 2024) at a cost not to exceed the CPI.

Respectfully submitted,

EDUCATION, VETERANS & AGING SERVICES COMMITTEE

Rick Richard, Chair

Tom Brien

Craig Gramke

Phillip Owens

Kevin Leavy

AWARDING CONTRACT FOR CATERING SERVICES FOR ROCK COUNTY ELDERLY
NUTRITION PROGRAM

Page 2

FISCAL NOTE:

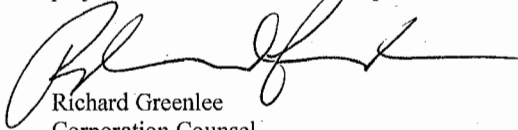
Funds will need to be included in the FY 2020 budget for this contract.



Sherry Oja
Finance Director

LEGAL NOTE:

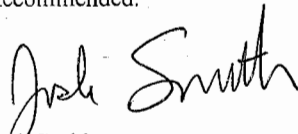
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

Rock County receives Older Americans Act funding to provide congregate and home delivered meal services to older residents. The Elderly Nutrition Program is administered through the Rock County Council on Aging and provides approximately 65,500 meals annually.

The Nutrition Program contributes significantly in assisting older persons to remain healthy, active, and independent in their own homes and communities. Because of the level of contact, and because of the intrinsic relationship between nutrition and good health, the elderly nutrition program is a vital link in any effort aimed at nutrition-related prevention and health promotion.

The Rock County Nutrition Program operates five congregate dining centers throughout the County, serving Monday through Friday. Meals are provided through a contracted caterer, using menus approved by a registered dietitian. In addition to providing a nutritious meal and socialization, the program offers other nutrition-related services, e.g. outreach, access, nutrition education, and health promotion.

The congregate dining centers in Clinton, Milton and Evansville serve as drop-off points for the home delivered meal program. Rock County also provides meal delivery to rural residents as well as eligible residents of Janesville.

Proposals were solicited from food service providers with one vendor responding. Purchasing and Council on Aging staff reviewed this response from Best Events Catering of Janesville, Wisconsin for compliance with the specifications.

This resolution awards the contract to Best Events for 2020 through 2022 with the option to renew for years 2023 and 2024.



PROJECT NUMBER: #2020-01
 PROJECT NAME: CATERING SERVICES
 PROPOSAL DUE DATE: OCTOBER 1, 2019 – 12:00 NOON
 FOR DEPARTMENT: COUNCIL ON AGING-NUTRITION

	BEST EVENTS JANESVILLE WI
2020 COST PER MEAL	5.55
2021 COST PER MEAL REGULAR	5.95
2022 COST PER MEAL REGULAR	6.46
TOTAL COST 2020	\$ 363,525.00
TOTAL COST 2021	\$ 389,725.00
TOTAL COST 2022	\$ 423,130.00
TOTAL 3 YEAR CONTRACT	\$ 1,176,380.00
INCREASE 2023	NOT MORE THAN THE CPI
INCREASE 2024	NOT MORE THAN THE CPI

**TOTAL ANNUAL COST IS BASED ON 65,500 MEALS.

Request for Proposals was advertised in the Beloit Daily News and on the Internet. Two additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Best Events

Paula Schmitt
SIGNATURE

10/2/19
DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR	VOTE	DATE
-------	------	------