

**ADRC ADVISORY COMMITTEE MEETING  
THURSDAY, MAY 16, 2019 – 4:00 P.M.**



**ROCK COUNTY JOB CENTER  
1900 CENTER AVENUE  
ROOM D/E  
JANESVILLE, WI 53546**

**AGENDA**

1. Call to Order and Welcome Chairperson Terry Thomas
2. Approval of Agenda
3. Citizen Participation
4. New Business
  - A. One-Time Funding Proposal
  - B. Committee Member Selection
5. Committee Member Comments
6. Next Meeting Date:
7. Adjourn

\* Denotes Attachment

Committee Members unable to attend, please contact Jennifer Thompson  
(Rock County ADRC/APS Division Manager) at 741-3684.

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](mailto:countyadmin@co.rock.wi.us) at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

**AGING/ADRC/TRIBAL ADRS ONE-TIME AND CARRYOVER FUNDING REQUEST  
APPLICATION**

**Funding Request 2019**

Please complete this form to request 2019 one-time funding. Completion of this form is voluntary; however, the information requested is required as part of the one-time funding approval process. Completed forms should be submitted to [DHSRCTeam@wisconsin.gov](mailto:DHSRCTeam@wisconsin.gov).

**NOTE:** Applicants must be directors of a county/tribal aging unit or ADRC or tribal ADRS supervisors

Aging Unit/ADRC/Tribe Name  
ADRC of Rock County

Phone  
608-741-3684

Email  
[Jennifer.Thompson@co.rock.wi.us](mailto:Jennifer.Thompson@co.rock.wi.us)

Address  
1900 Center Avenue

City  
WI

Zip Code  
53545

**General Requirements**

Project Area (check all that apply)

- Aging and ADRC Integration Planning and Transition  
 ADRC and Tribal ADRS Sustainability and Improvement

Affirm that the request meets the following requirements:

- Funding is for one-time costs only.  
 Costs will be incurred in 2019 (calendar year 2019 for counties, federal fiscal year 2019 for tribes).  
 Costs are allowed under the ADRC or Tribal ADRS Scope of Services.  
 Funds are not for capital expenses.  
 If shared across multiple business units, a cost allocation methodology is attached.  
 Requested funding will not supplant existing funding as demonstrated on the attached budget projection.

**Project Narrative**

Clearly address how the requested funding addresses a critical problem. Provide all of the following:

1. A clear explanation of the functional problem or issue that will be addressed with one-time and/or carryover funding. For physical plant requests, accessibility/ADA assessments are not required but could be included to further explain the issue.
2. An analysis of the causes of the problem or issue.
3. A determination and description of what other mitigation measures have taken place to address the issue.
4. A clear explanation of how the one-time funding will demonstrate improvement of the ADRC's or tribal ADRS' program, contributing to the long-term sustainability in the community and/or moving the organization towards integration.

1. Rock County currently operates two separate departments: the Council on Aging (COA) and the Aging and Disability Resource Center (ADRC) which falls under the Human Services Department. Although the two departments work well together, it is recognized there may be additional benefit if the County were to investigate integration. Potential benefits include: efficiencies in operating programs, additional fiscal oversight, partnering in marketing materials, shared staff which in turn could make programs more robust and available to the public, and lastly, less confusion for Rock County residents to know where to go for assistance. Because of these factors, Rock County would like to investigate integration of the two departments and evaluate the potential benefits.
2. Although the Department of Health Services has encouraged integration for years, Rock County determined in 2013 when the ADRC was built, it would remain separate from the COA. Due to the fact the departments have operated smoothly over the last six years, there was no emergent need to integrate. However, since the retirement of the COA director, County Administration felt it was a good opportunity to re-evaluate the

operational structures of both departments and determine what, if any, benefits could result from integrating the two departments.

3. The County Administrator has had dialog with: 1. DHS and GWAAR on the process by which the county would move forward with integration (should that be the decision); 2. COA Advisory Board and ADRC Advisory Committee, separately and jointly to hear their opinions on integration, and; 3. COA staff and ADRC staff to hear their thoughts on the impact integration would have on staff and the public. In addition, the ADRC Division Manager and Interim Aging Director have spoken to other counties in the state who have gone through the integration process and shared what they learned with their respective committee. It has been through these conversations-specifically, with the joint committees that generated feedback indicating a need for an unbiased party to assist in determining if integration is in the best interest of Rock County. Therefore, a recommendation was put forward to request one-time funds for a facilitator to investigate integration of the ADRC and COA functions.
  
4. Rock County has contacted UW Extension-Waukesha Area Director, Jerry Braatz, to assist in facilitating the investigative process and provide a recommendation from the analysis of his findings and conversations with stakeholders and staff. Mr. Braatz has an extensive resume (attached) including experience in leading successful strategic planning projects and gathering community/public input from focus groups and surveys for local developments. Mr. Braatz has provided Rock County with a comprehensive plan to meet the ADRC and COA committees' requests. Please see the attached, "Rock County ADRC and COA Strategic Investigation" for the detailed plan. Rock County is confident that with Mr. Braatz experience, unbiased position and understanding of the issues, we will obtain a definitive result.

**\$18,855 Request amount (must be at least \$5,000)**

**Funding Request and Budget Projection Worksheet**

Complete all sections of the worksheet (F-02034). The worksheet has two tabs: the funding request worksheet and the budget projection worksheet. Both should be completed. For the funding request worksheet, provide a description of each requested item, and indicate the amount of funding requested for each requested item.

<b>Required Signatures</b> indicating support and approval of the funding request and plans for integration.		
<b>SIGNATURE</b> – Aging Director	Date Signed	Print name
<b>SIGNATURE</b> – ADRC Director	Date Signed	Print name
<b>SIGNATURE</b> – Tribal ADRS Supervisor	Date Signed	Print name
<b>SIGNATURE</b> – Tribal ADRS	Date Signed	Print name

## **Rock County ADRC and COA Strategic Investigation**

### **Purpose**

The purpose of the facilitated process is to gather information, analyze information, gather input, and discuss the opportunities and concerns with regard to integration of the ADRC and COA in Rock County. The end result of this process will be a report that captures this information and provides a recommendation for county policy makers to consider.

### **Background**

State statutes focus on our responsibility as a state to assure that all elderly and disabled persons have available and accessible continuum of care or a wide range of community support services so that they remain in their homes and neighborhoods for as long as possible. State Statute 46.82 further defines an "Aging Unit" staffed by an aging unit director and necessary personnel, directed by a county commission on aging that can be an agency of county government with the primary purpose of administering programs of services for older individuals of the county. Under State Statute 46.283 a county can also create an aging and disability resource center under contract with state. The resource center can be operated by a county department or an aging unit. In 2019, 51 counties in the state operated with a combined aging and disability resource center and aging unit. The other 21 counties including Rock County operated with a separate aging and disability resource center and aging unit.

In 2010, Rock County had 160,331 residents with 21,759 residents of age 65 and over (13.6%). UW Madison Population Laboratory projections show that in 2035 Rock County will have nearly 180,000 residents with nearly 41,000 being 65 and over (22.7 %). The questions that needs to be answered through this facilitated process is how will Rock County continue to best provide a quality level of service to an aging 65 and over population that will almost double in size between 2010 and 2035? Is the separation of the aging and disability resource center and Aging Unit going to be able to continue to provide quality services within the parameters of a rapidly aging population or does an integrated single access point approach provide more advantages in maintaining quality services? In order to answer these questions, the following facilitated process is proposed.

### **Facilitated Process**

#### **Role of Facilitator**

A facilitator's job is to support everyone to share ideas and do their best thinking. To accomplish this, a facilitator must encourage full participation, promote mutual understanding and cultivate shared responsibility. By providing a supporting environment where participants can do their best thinking a facilitator empowers participants to search for inclusive solutions and build a shared framework of understanding.

## Process Timeline

June 2019: Identify stakeholders and create a Study Committee made up of 8 to 10 members.

- Facilitator to meet with each Study Committee member individually to discuss process and to identify any upfront concerns members may have going into this process
- Facilitator to meet with staff to discuss process and identify any upfront concerns members have going into this process

July 2019: Complete Data Environmental Scan by collecting and analyzing following data

- Demographic Data for Population of Age 65 and Over
- Inventory of services provided by Rock County ADRC and Rock County Aging Unit
- Budget Trends for Rock County ADRC and Rock County Aging Unit
- Survey integrated benchmark Counties (Kenosha, Winnebago, Racine, Eau Claire, and LaCrosse) to identify why they integrated, challenges they had to overcome and impacts of integration
- Survey non-integrated benchmark Counties (Fond du Lac, Sheboygan, and Outagamie) to determine if they are considering integration, what strengths they see by continuing to have a separate ADRC and Aging Unit model and what challenges this separation is causing.

August 2019

- Present Environmental Scan Results to Study Committee and stakeholders
- Work with Study Committee to develop focus group questions and identify focus group participants
- Conduct 3 focus groups that engage 18 to 24 participants

September 2019

- Conduct and additional 3 focus groups that engage 18 to 24 participants
- Analyze focus group information and identify themes
- Present results of focus groups to the Study Committee

October 2019

- Facilitate discussions with Study Committee to identify strengths and challenges of integration
- Further facilitate discussions on how challenges might be overcome

November 2019

- Complete final draft report that includes the environmental scan, input from focus groups, facilitated discussion results along with a recommendation
- Present the key points of the final draft report to the Study Committee and interested stakeholders to receive input
- Discuss input received from stakeholders with Study Committee and finalize report
- Provide electronic copy of final report and electronic copy of final presentation to Rock County

Rock County ADRC and COA Strategic Investigation Budget  
June 1 - November 31, 2019

<u>Staff</u>	<u>Budget</u>
Waukesha County Extension CRD Educator & Area Director	\$16,751
 <u>Program Expenses</u>	
Focus groups supplies ( <i>office supplies - markers, flip chart, USB etc</i> )	\$250
Printing ( <i>printing materials: handouts and related documents</i> )	\$300
 <u>Travel</u>	
Mileage 118 miles round trip x 20 trips x .58/mile (state rate)	\$1,369
 <b>TOTAL PROJECT COST</b>	 <b>\$18,670</b>