



Agenda
Commission on Aging
Thursday, October 8, 2015
8:30a.m.
City Hall

NOTICE IS HEREBY GIVEN that there will be a meeting of the Fitchburg Commission on Aging at 8:30A.M. on Thursday, October 8, 2015 in the Fitchburg City Hall, 5520 E. Lacy Road, Fitchburg.

1. Call to Order
2. Approval of August 2015 minutes
3. Director's Report
4. Fitchburg Senior Center Friends Report – Sue Sheets
5. Old Business – Senior Center Budget
6. New Business – Proposed County Funding / Area Agency on Aging 2016 Priorities
7. Such Other Matters – Next meeting December 10, 2015
8. Adjournment

NOTE: It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aide and services. For additional information or to request this service, contact Jill McHone at 5510 E. Lacy Road, Fitchburg, WI 53711. (Phone 608-270-4290).



**DRAFT MINUTES
FITCHBURG COMMISSION ON AGING
THURSDAY, August 13, 2015**

MEMBERS PRESENT: Sue Sheets, Ada Deer, Ruth Domack, Dick Rydecki, Jim Sosnouski, Carol Poole

STAFF PRESENT: Jill McHone

CALL TO ORDER

- Chair Sosnouski called meeting to order at 8:30am
- Approval of April meeting minutes.
- Motion: Minutes of April 14, 2015 meeting be approved. Seconded, Passed.
- Motion: Jim Sosnouski serve another term as chair of the commission. Seconded. Passed.

DIRECTOR'S REPORT

The following activities or programs are completed, active or in the advanced planning stage:

- Bike / golf cart tour to Belleville took place on August 12. There were 53 participants.
- The summer programs are continuing.
- Special Programs – Mandi – Making Fitchburg Dementia Friendly – A program will be held at Gold's Gym on September 19 from noon - 4pm. Mandi will also be training Fitchburg Police staff and Gold's Gym staff on this issue.
- Special Programs – Dave – Energy Program – New programs / services will be added when the new school semester starts which will include assistance with TV controllers and cables.
- Special Programs - Amy – No Falls Task Force – A seminar / presentation will be presented at the FSC on September 21.
- Special Programs – Sarah – a care giver event is being planned.
- Bunko group is going well.
- End of Life Preparedness program will be held in September at the FSC.
- Pickle Ball participation is expanding. Swan Creek tennis courts have been lined for pickle ball.
- Inspiration Point – a Fitchburg memory and disabled housing facility is underway. Caregivers will be housed in the same facility. The residential capacity will be approximately 50 people.
- An Antique Appraisal program will be held in the Fitchburg Library in October.

- The FSC monthly newsletter PRIME TIME was noted as a great resource for FSC information, programs and activities.

Fitchburg Senior Center Friends Report

Sheets summarized the activities of the FSCF.

- FSCF will have its own website beginning September 28. The website address is:
- WWW.FSCFRIENDS.ORG
- Fund Raiser – HY-VEE – December 10 is the next event at which HY-VEE will contribute 10% of the receipts for restaurant food purchases to FSCF.
- Fund Raiser – Bratfest –October 1- 3:30pm-6pm, is the same day as the Agora Farmer’s Market.
- Fund Raiser – EPLEGAARDEN – Ice Cream Social – September 5 -7. No Cost - Free will offerings will be given to FSCF for the FSC program sharing meals with seniors.
- Snack Day is September 13.
- Travel Show will be presented including a European river tour scheduled for April, 2016.
- Provide Funding – Wisconsin State Journal subscription – 3 copies of paper per day - Mon – Fri.
- Provide Funding – A fall flower fund raiser is being planned.
- Provide Funding – Contribution for golf cart ride.
- Provide Funding – Scholarships for to needy seniors to participate in FSC programs.
- Provide Funding – Contributions to needy seniors for medical services and items.

Old Business

- **Room Fee Committee Report** – The purpose of the committee is to provide uniformity in policy for charges / fees for classes and instructor fees. Domack summarized the year-long work of the committee. A number of categories for fees were identified, e.g., health, self-improvement, entertainment.... FSC would control incoming fees. The split in fees was 90% / 10% between instructor and FSC. The committee addressed the concerns of the city concerning classification of instructor (contractor or employee), minimum pay for instructors, pre-payment for classes and student drop-out procedures. The new policy will be effective January 1, 2016. Some discussion took place on the difference in fees collected by recreation compared to senior center. The senior center can maintain a cost-effective program and still maintain availability of services.

New Business

- **Room Fee Policy** – Discussion took place including having the policy available to instructors before effective date of policy. MOTION: Accept this policy. Seconded. Passed.
- **Accident and Health Emergency Policy** – Discussion took place including having the policy posted in the FSC. MOTION: Accept this policy. Seconded. Passed.

- **Approval of Fire and Tornado Policy** - Discussion took place including having the policy posted in the FSC. MOTION: Accept this policy. Seconded. Passed.
- **Budget** – McHone identified items in the proposed budget including a request to change the office assistant from a part-time to a full-time position. This change would allow full coverage of services throughout the day and also dealing with the new service of accepting credit card payments. Also, an increase in revenue (to \$45,000) from Dane County for nutrition, case management and medical assistance services. It was noted that FSC has the largest participation in lunch service of all senior centers in the county.

Other Such Matters

- Sosnouski requested the city address the long-delayed issue of installing appropriate and informative signage on the Fitchburg Community Center Campus. The signage would assist visitors to the campus as well as be consistent with the city's effort to become a dementia friendly city
- A question was asked about the next WASC re-certification effort. McHone will find out.
- Poole asked for a specific “Did You Know” topic about the FSC that she could present to the council. Sheets suggested the Senior Case Management Service. This service allows seniors to retain independence and / or remain in their own home.
- Next meeting is October 8, 2015, 8:30am

Adjournment – Motion – Second . Passed. 9:55am

2016 Budget Expenditure Detail

Department: Senior Center

Prepared By: Jill McHone, Senior Center Director

Date Prepared: 8-7-15

SIGNIFICANT ACCOMPLISHMENTS IN 2015:

- Worked with the City staff to study transportation options for all residents.
- Worked with the City staff on Campus Signage project
- Was appointed Legislative Chair for the Wisconsin Association of Senior Centers
- Completed the install/upgrade of AV equipment for the Community/Senior Center (CIP project)
- Added acoustic tiles/panels in the Oak Hall room (CIP project)
- Completed data base tasks so able to begin accepting credit cards in 2016
- Updated Senior Center fee policy, cancellation policy, and emergency policy.
- Developed an a new instructor packet for all program/class instructors
- Kicked off Dementia Friendly Fitchburg Initiative (Mandi Miller)
- Received a Subaru grant via Meals on Wheels Association for \$1000 to offer Sunday meals to isolated seniors / Sharing Sundays (Mandi Miller)
- Received \$500 from Meals on Wheels Association to purchase reusable home delivered meal containers (Mandi Miller)
- Expansion of Energy Task Force Team with incorporation of the U.W. Morgridge Center student. Began accepting donations to sustain the program. (David Hill)
- Updated the computer lab to a Tech Lab by selling desktop computers and offering more web based and technical classes such as Ipads, iPhones, Facebook, The Cloud, etc. (David Hill)
- In collaboration with Safe Communities hosted “Only Leaves Should Fall” falls prevention seminar open to all Dane County residents (Amy Jordan)

- Received \$1000 grant from United Way to hold medication checks. (Amy Jordan)
- Offered national evidence based class “Living Well with Diabetes” (Sarah Folkers)

NEW INITIATIVES FOR 2016:

- Begin accepting credit cards (in-person/phone)
- Begin on-line registration of programs
- Research accepting credit cards on-line using our current database
- Collaborate with University of WI Madison School of Medicine & Public Health to pilot a program called “Mind Over Matter; Healthy Bowels, Health Bladder”
- Complete final updates to Senior Center dining room by replacing tables (CIP)
- Pursue adding directional signs on City campus
- Begin Wisconsin Association of Senior Centers re-accreditation process
- Form a volunteer Tech Team to assist seniors with devices such as Roku and AppleTV boxes. (David Hill)
- Continue Dementia Friendly Fitchburg Initiative by training no less than 10 local businesses (Mandi Miller)

Account #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
140	Per Diem for Commission & Committees	Includes Per Diem for _____ members; _____ meetings; estimated _____	Commission on Aging only meets 6X/year (factored in not every member attending every meeting) \$700
___	Per Diem for _____	Includes Per Diem for _____ members; estimated _____ meetings	
___	_Per Diem for _____	Includes Per Diem for _____ members; estimated _____ meetings	

-150	Volunteer Services	Compensation - paid on-call members <i>Detail of this account to be submitted with budget proposal.</i>	
CONTRACTUAL SERVICES			
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	
-240	Repairs & Maintenance by Others	Equipment or facilities repairs not performed by City Staff . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)	Copy Machine Maintenance \$58/month X 6 = \$348 \$63/month X 6 = \$378 Repairs/Maintenance on kitchen appliances, sound system, hot/cold well, commercial coffee maker = \$475 \$1201
-245	Computer Related Repairs & Maintenance	Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.	Senior Center frequently hires a consultant to work on our Access database. The database has been designed specifically for our Center and incorporates city and county information and reports. Through the help of our consultant we hope to move towards on-line registration in 2016 \$1000
-250	Publication of Notices, Recruitment Ads, or other Advertisements	Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles	
-290	Other Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. <i>Detail of this account to be submitted with budget proposal.</i>	\$22/month X 12 = \$264 Charter Cable (slight increase from 2015) \$322/year – Web Site Maintenance \$586
OPERATING SUPPLIES & EXPENSE			
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	General Postage = \$360 (approx.. \$30/month- Does not include newsletter mailings) Office supplies = \$815 Toner = \$450 (replace 3 / year) 1625
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	Movie License \$230 WASC/ WI Assoc. of Senior Centers \$65 NISC/National Institute of Senior Ctrs. \$145 Meals on Wheels \$150 \$590
-323	Uniforms & Protective Gear	Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.	

-325	Training & Staff Development - Staff Development includes City Sponsored In-Service or other on-site training.	Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. <i>Detail of this account to be submitted with budget proposal.</i>	5 staff @ \$400 1 staff @ \$200 Wisconsin Association of Senior Centers /spring and fall trainings, Social Work trainings, nutrition trainings \$2200
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the IRS rate.	Home visits performed by Social Workers, staff trainings or conferences and regular meetings. Trying to use the city shared vehicle, but not always available. Would like to look into having our own vehicle. 6435 miles @ \$.575/mile \$3700
-335	Vehicle Expense	Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.	
-340	Operating Materials & Supplies	Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.	Appointment cards, loan closet carbon copy forms, receipt forms, special events supplies \$600
-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials	\$3000 - newsletter printing/mailing \$900 - marketing materials, brochures, posters, flyers \$600 - Senior Center ads in area publications \$4500
-350	Repair & Maintenance Supplies	Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.	
-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	coffee maker, wireless microphone, headsets, podium, shelving, office chair \$550
-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.	
-363	Communications Expense	Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.	IT to provide
-365	Utilities & Telephone	Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges	IT to provide

-370	Roadway Supplies	Non-capital items related to maintenance of the roadways, includes signage, painting, gravel, stone, salt, sand, misc	
Other: Departmental Specific Items			
-- 211	Oregon Senior Center Contribution	Annual contribution to the Oregon Senior Center based on usage by our residents. Oregon receives some funding from Dane County, Village of Oregon In 2014 we had 4 Fitchburg residents attending the Adult Day Care program. In 2015 we have 3 residents attending.	\$1,000
- 386	Nutrition Program	Supplies for congregate meal site and home delivered meal program	\$2200
-- 387	Program Expenses	Program instructors (fees collected from classes/programs cover the cost of the instructors) \$3,000 *Reduction in expense due to exercise instructor becoming city employee. Expense is now in personnel. Senior center events \$1,000 (speakers/performers)	\$4000
-- 391	Volunteer Program	Annual volunteer appreciation event, seasonal thank you gifts	\$1700



Fitchburg Senior Center
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www.city.fitchburg.wi.us

Date: September 30, 2015
To: Commission on Aging
Cc:
From: Jill McHone, Senior Center Director
Subject: 2016 Dane County Proposed Funding

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The Senior Center is one of 16 “Focal Points” of service in Dane County that receive county funds. The contract with Dane County Human Services specifically funds a portion of our Nutrition, Case Management, and Medical Assistance (MA) Case Management programs.

2016 Proposed County Contract - \$54,717

Nutrition - \$18,093
Case Management - \$28,624
MA Case Management - \$8000

2015 County Contract - \$46,347

Nutrition - \$16,500
Case Management - \$24,643
MA Case Management - \$5,204

2014 County Contract - \$39,182

Nutrition - \$13,857
Case Management - \$20,121
MA Case Management - \$5,204

2013 County Contract - \$36,792

Nutrition - \$13,857
Case Management - \$17,731
MA Case Management - \$5,204

2012 County Contract - \$36,562

Nutrition - \$13,857
Case Management - \$17,731
MA Case Management - \$4,974

2011 County Contract - \$36,562

Nutrition - \$13,857
Case Management - \$17,731
MA Case Management - \$4,974

2016 AAA Case Management Allocation

Contract Year	2013	2014		2015		2016	
Data Source	Based on 2003 Data and Formula	ACS - 2007-2011		ACS - 2008-2012		ACS - 2009-2013 w/ FoodShare for Poverty	
Focal Point	Allocation (Baseline)	Calculated Allocation	Final Contract - 1/3 Impact + 10K for NESCO	Calculated Allocation	Final Contract w 2/3 Impact	Calculated Allocation	Diff. between 2016 w FoodShare and 2015 Contracts w 2/3 Impact
Belleville	\$ 31,473	\$ 32,501	\$ 31,379	\$ 34,305	\$ 33,361	\$ 31,702	\$ (1,659)
Colonial Club	\$ 80,952	\$ 83,797	\$ 80,777	\$ 90,793	\$ 87,512	\$ 81,971	\$ (5,541)
DeForest	\$ 25,347	\$ 27,442	\$ 25,688	\$ 29,186	\$ 27,906	\$ 28,236	\$ 330
EMMCA	\$ 68,231	\$ 81,509	\$ 71,660	\$ 79,298	\$ 75,609	\$ 79,938	\$ 4,329
Fitchburg	\$ 17,731	\$ 25,742	\$ 20,121	\$ 26,224	\$ 23,393	\$ 27,374	\$ 3,981
McFarland	\$ 41,615	\$ 41,992	\$ 41,168	\$ 42,195	\$ 42,002	\$ 42,462	\$ 460
Middleton	\$ 31,100	\$ 29,426	\$ 30,123	\$ 29,146	\$ 29,797	\$ 30,160	\$ 363
NESCO	\$ 76,503	\$ 60,025	\$ 80,036	\$ 55,289	\$ 62,360	\$ 63,279	\$ 918
Northwest Dane	\$ 45,139	\$ 43,767	\$ 44,069	\$ 43,351	\$ 43,947	\$ 40,788	\$ (3,159)
Oregon	\$ 25,997	\$ 28,854	\$ 26,580	\$ 27,313	\$ 26,875	\$ 23,251	\$ (3,624)
South Madison	\$ 49,755	\$ 43,871	\$ 47,138	\$ 42,837	\$ 45,143	\$ 48,363	\$ 3,220
Southwest Dane	\$ 38,722	\$ 35,900	\$ 37,263	\$ 35,540	\$ 36,600	\$ 34,888	\$ (1,712)
Stoughton	\$ 36,484	\$ 38,687	\$ 36,708	\$ 40,111	\$ 38,902	\$ 38,279	\$ (623)
Waunakee	\$ 39,078	\$ 43,993	\$ 40,158	\$ 45,544	\$ 43,388	\$ 41,924	\$ (1,465)
West Madison	\$ 120,866	\$ 111,487	\$ 116,125	\$ 107,861	\$ 112,196	\$ 116,379	\$ 4,183
Total	\$ 728,993	\$ 728,993	\$ 728,993	\$ 728,993	\$ 728,993	\$ 728,993	\$ -

This does not include SHIP, MIPPA, or Bilingual Case Management funding.

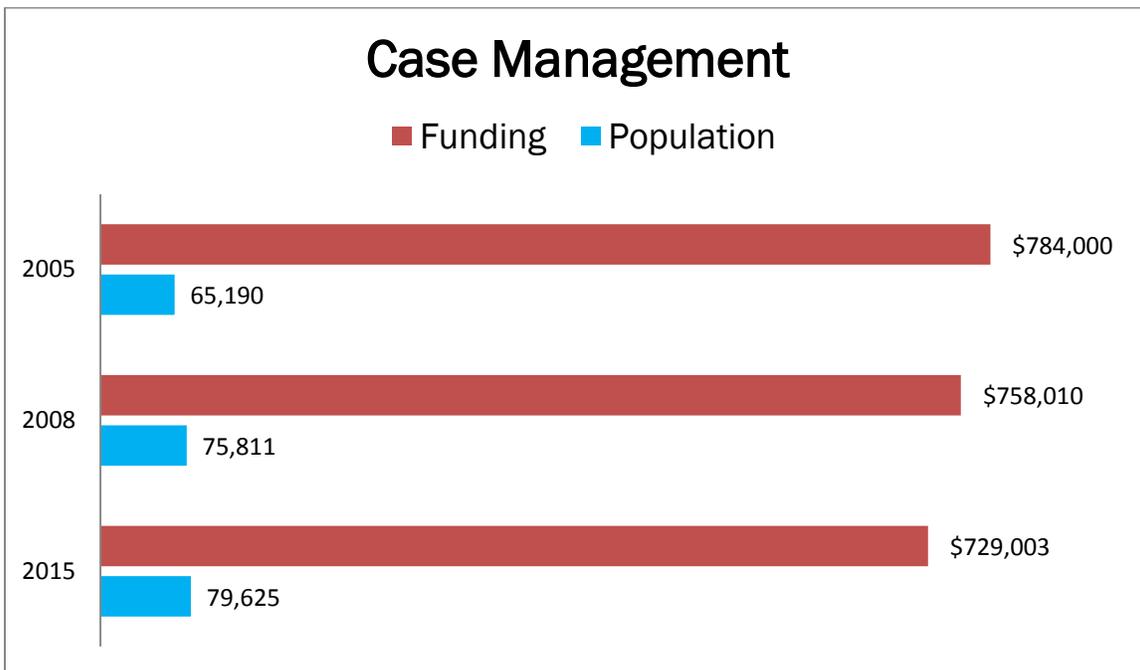
Senior Advocacy Priorities—2016 AAA Budget

The following AAA programs were approved by the AAA Board (8/3/15).

#1: Case Management (see attachment 2)

History: Dane County fulfills state-mandated requirement (through the Older Americans Act) to provide supportive services to assist older individuals to remain living in their communities by funding Client-Centered Case Management Services through the 15 Senior Focal Points. Dane County chooses to fund this program using GPR dollars rather than the minimal OAA Title III funds. Despite being a highly regarded service, DCDHS does not consider case management as a mandated program. As a result, case management funding is vulnerable when DCDHS annual budgets are tight.

Need: Between 2008 and 2015, Dane County case management funding decreased 9.6% (\$758,010 to \$729,003 for a decrease of \$29,007) despite experiencing a 22.1% increase in the age 60+ population since 2005 (65,190 to 79,627 for an increase of 14,437 seniors living in Dane County).



Furthermore, four Focal Points currently have waiting lists for case management services with a wait time of two weeks to three months. Although short-term Information & Assistance help is being provided primarily by ADRC, case management staff spend considerable time helping seniors with mental health and AODA challenges. Between 2008-2014, there was a 12% increase in both total service hours and unduplicated clients reported by the Focal Points. Add to this, ADRC had 30,849 contacts by seniors (age 60+) since opening in late 2012, and the increased need is only more apparent. In 2014, case managers served an average of 3% of the population of seniors (age 60+) who lived in their service area.

Recommendation: Increase Dane County case management funding by \$51,747. This will return funding back to the 2008 level (\$758,010) and add 3% increase (\$22,740) for a total of \$780,750.

Outcome: Adequate funding will ensure the growing population of senior adults will receive case management services in a timely manner by eliminating waitlists.

#2: Senior Nutrition Site Management (see attachments 3-5)

History: Dane County has historically provided funding for the Senior Nutrition Program through two contract types: Catering (purchase, preparation, transport, and delivery of food to meal sites) and Nutrition Site Management. Site Management costs include coordination and oversight of the following: (1) program outreach targeting seniors at risk of malnutrition (living alone, multiple chronic conditions or medications, racial minority, rural, low-income, poor oral health); (2) supervision of a safe and sanitary facility; (3) service of meals in a congregate setting and delivery of meals to homebound seniors by trained volunteers when appropriate; (4) collection and data entry of required participant registration and service delivery data; (5) utilization of a meal reservation system to accurately and timely order meals through the County contracted Caterer; and (6) the provision of nutrition education.

Need: Funding for the Senior Nutrition Program from State and Federal sources has remained relatively flat over the past eight years, yet costs to run the program has increased (food costs, labor costs). Since 2008, additional GPR has been approved to address the increase in food costs and labor associated with the preparation of catered meals, largely to one caterer, Consolidated Foods. The catering budget has increased 7.6% as a result. Over the same period of time, funding for Site Management contracts has decreased 9.5%, yet costs associated with Site Management have increased for labor, insurance, utilities, rent, and insurance. In fact, on average, focal points are now contributing on average 38.5% of the total cost for site management, a rate they can no longer support. The AAA has worked with all meal sites over the past 2 years to realize efficiencies in their programs as well. To this end, wasted food by caterers and meals unserved through sites to seniors that do not show up for the meal are now below 1%. The total number of meal sites have been reduced from 29 to 24. Over \$10,000 fewer meals have been served at congregate sites in order to continue the program at current funding levels. Many Focal Points have stated they can no longer afford to operate a meal site without additional fiscal support for site management.

Recommendation: Increase Senior Nutrition Site Management funding by 17%, for a total of \$69,146 to compensate for the 9.5% loss since 2008 and a 7.6% increase in costs over 2008 funding.

Outcome: Adequate funding will ensure existing meal sites will remain open.

#3: Mental Health Consultant

History: Senior Focal Point case managers have been reporting a remarkable increase in the number of senior adults experiencing mental health challenges in the past several years. Helping them is often exceedingly time-consuming, extremely complex, and especially frustrating because of the strain on limited community resources. As a result, long waiting lists for mental health services have become the norm, and case managers struggle to find ways to help many remain living independently and safely in their homes. The AAA Board voted to use 2014 Leck and Mally Grant funds (\$1,752.55) to fund 22 Senior Focal Point case managers to attend Journey Mental Health's Mental Health First Aid Training last year. Although successful and appreciated, case managers continue to request additional assistance in finding ways to help their clients.

AAA staff hosted a meeting on 2 March 2015 with Fran Genter (Adult Community Services Administrator), Mary Grabot (Adult Mental Health Community Services Manager), and Senior Focal Point Directors and case managers. The attached report (*Focal Point Case Management: Mental Health Challenges*) reflects comments submitted in 2014 Quarterly Client-Centered Case Management Reports and recent emails. Although challenges were discussed at the meeting, no concrete strategy was developed. Following the meeting, an idea was formulated to pilot a Mental Health Consultant program.

The pilot program will involve setting aside funds to hire a professional Mental Health Consultant to work with Senior Focal Point Case Managers to deal with clients experiencing mental health challenges. The Consultant will be available to case managers by phone or in small-group meetings to discuss mental

health strategies, resources, and opportunities. (The Consultant will not work with individual clients.) This will fund up to 500 hours of service or approximately 40 hours per month.

Funding for the pilot program will come from 2015 Leck and Mally Grants and the Special Project Fund (\$22,312.21). The independent Mental Health Consultant will be hired using a Dane County Request-for-Proposal process. The pilot program will run 1 July 2015 through 30 June 2016. The program has not started as yet.

Need: As the Consultant has not been hired, the need continues and increases as the population of senior adults also grows.

Recommendation: Fund this program (\$11,156) through 2016 using County funds other than the current basis of the Leck and Mally grants and Special Project funds.

Outcome: Adequate funding will ensure pilot program continuation through 2016.

#4: Bilingual Case Management

History: One Focal Point (North/Eastside Senior Coalition) has been contracted for County-wide service since 1994, but not funded until 2013 for this service. NESCO has served Latino seniors living in Sun Prairie, Fitchburg, Marshall, Mazomanie, McFarland, Middleton, Monona, Oregon, and Madison. In 2013, \$10,000 from the Total Case Management funding allocation was awarded to NESCO specifically for non-English proficient case management services. This resulted in a decrease of Case Management funding—which was spread equally amongst the 15 Focal Points. In 2015, \$10,000 in funding was taken from another GPR line—and \$10,000 was restored to the Total Case Management funding. Also in 2015, an additional \$5,000 was awarded to this program to help recruit and retain Spanish-speaking Case Management staff. This program aligns with the Dane County Racial Equity and Social Justice vision by enabling Latino senior adults to remain living in their own homes (“affordable and safe housing”) through the efforts of Spanish-speaking case managers.

Need: Starting in 2004, 767 Latino seniors have been referred from Focal Points outside of NESCO’s service area to receive Bilingual Case Management Services (average of 70/year). In 2012, NESCO’s two Bilingual Case Managers provided 1,321 hours of case management services for 54 Latino seniors. In 2014, they provided 1,186 hours of case management services for 69 Latino seniors. This was despite having only one Bilingual Case Manager; the other was hired away for the last three months of the year by HospiceCare for a \$10,000 increase in salary.

Recommendation: Increase funding for the Bilingual Case Management program such that \$15,000 will be as cost to continue and an additional \$5,000 earmarked to meet the expected increase in need by Hispanic and Southeast Asian residents not proficient in English.

Outcome: Adequate funding will ensure retention of qualified and experienced Bilingual Case Managers.

#5: Caregiver Support Program *(see attachment 1)*

History: Funding for this program comes from OAA/Title III E and a very small amount of County GPR (in 2015, \$879 came from GPR and \$129,260 was funded by Title III E). The total budget covers the contracted staff member (to include salary/benefits), Client Expenses (awarded through \$500 grants), and Non-Client Expenses (supplies, marketing, printing, outreach, etc.). The State follows a formula in awarding Title III E funds to counties each year—which is based on census data. The Caregiver Coordinator part-time staff position (.8 FTE) is contracted with a local non-profit agency but works out of the AAA office. The salary budget increased 1.06% between 2008-2015.

Need: Funding for Dane County’s Caregiver Program has remained relatively flat since 2008 (see attached); however, the individual grant amount has decreased over the years (\$700 to \$500) to address the increase in grant requests (138/yr average). Dane County is the only county to limit the grants to a maximum of \$500/year per caregiver. Other counties award the maximum allowable number of respite service hours (112) which can result in inequity. Even though not required by the State, Dane County also recently initiated a policy of awarding grants to new caregivers/services rather than continuing to fund repeat requests. The need is greater than the funding. This will only become a larger issue going forward as the number of caregivers will increase with the senior adult population. The total amount of grant commitments was reached in September 2014 and in May this year. This was probably the result of increased grant requests from hospital staff transitioning senior adult patients with immediate and acute needs from the hospital back to the patients homes. The additional staff time spent awarding and tracking grant requests and monthly payments reduced time available for outreach and education opportunities—challenging the part-time staff member. According to the State, the Dane County Client Expenses budget for 2016 will remain at \$58,505. That will only cover 117 grants. Using historical data since 2008, an average of 138 grants were awarded each year. This equates to a shortage of \$11,500 for 21 grants.

Recommendation: Increase Caregiver Support Program funding on a cost-to-continue basis by 18%, for a total of \$23,014 to include \$11,500 for 21 grants and \$11,514 to move the Caregiver Coordinator staff position to full-time.

Outcome: Adequate funding will ensure 21 caregivers to receive \$500 grants and allow staff time for needed outreach and education opportunities.

#6: Special Project Fund

History: Introduced by the Access Committee, the Special Project Fund was endorsed by the AAA Board and ultimately received approval in the 2015 budget. The purpose was to “meet the need of new funding for Focal Point initiatives or special one-time costs.” Although not the total amount requested (5% of Focal Point case management funds or \$36,450), the County did include \$13,807 for a one-time Special Project Fund in 2015. The AAA Board later agreed with an AAA staff recommendation to add this funding to the 2015 Leck and Mally Grants to contract for a Mental Health Consultant who will provide resources, opportunities, and strategies for Senior Focal Point Case Managers dealing with senior adult clients with complex mental illness challenges.

Need: The Special Project Fund was established to address unmet needs not covered by the Case Management Funding Formula. Its rationale: “The formula has an over-all static quality that cannot take into account innovative case management services provided by Focal Points. It cannot allow funding of any Focal Point initiative. It cannot allow for one-time costs such as for unanticipated equipment needs, start-up costs for special projects, continuing education opportunities, limited staff time to meet emergency situations, unanticipated costs for specialized equipment or services, and increased costs for supplies, postage, equipment repairs, and services.”

Recommendation: Increase the Special Project Fund from its initial \$13,807 on a cost-to-continue basis and return to the original recommendation of 5% percent of Focal Point case management funds or approximately \$40,000.

Outcome: Adequate funding will ensure addressing Case Management initiatives and unmet needs.

Summary

#1: Case Management Program	\$51,747
#2: Senior Nutrition Site Management	\$69,146
#3: Mental Health Consultant	\$11,156
#4: Bilingual Case Management	\$10,000
#5: Caregiver Support Program	\$23,014
#6: Special Projects Fund	\$40,000
TOTAL	\$205,063