

Department of Human Services

117 East Fifth Street
P.O. Box 100
Washburn, WI 54891-0100



FROM: Carrie Linder, Aging and Disability Services Manager

DATE: November 21, 2023

RE: **Meeting Notice**

The Bayfield County Department of Human Services **Aging and Disability Services Advisory Committee** will meet on **Tuesday, November 28, 2023, at 3:00 p.m.** In-person and Remote access to this meeting will originate from Conference Room A, lower level of the Courthouse in Washburn. Public participation remote access is available via phone, 715-318-2087, at the start of the meeting and entering participant code 244169736 followed by the # sign. ADAC members will receive an invitation via Microsoft Teams.

Notice is hereby given, in the event the standing committee does not have a quorum, the County Board Chair or Vice Chair may act as an ex officio member (County ordinance, Chapter 3, section 2-3-1(c)).

Any person wishing to attend who, because of a disability, requires special accommodations should contact the Department of Human Services at 715-373-6144, at least 24 hours before the scheduled meeting time so appropriate arrangements can be made.

1. The agenda includes: Call to Order and Introductions; **Discussion and Possible Action-** Review of the September 26, 2023, Meeting Minutes; **Discussion and Possible Action-** Review of the 2024 Alzheimer's Family Caregiver Support Program Application; Other (Informational Items); 2024 Meeting Dates; Motion or Chair's Announcement to Adjourn

cc:

Post (bulletin board and website)

E-Mailed:

Dennis Pocerlich, County Board Chair

Lynn Divine, County Clerk

Elizabeth Skulan, BCDHS Director

Sara Wartman, Health Dept. Director

Greater Wisconsin Agency on Aging Resources, Inc. (GWAAR)

DCS, Rhinelander

Daily Press

Mark Abeles-Allison, County Administrator

Human Services Board

Management Staff

K:\Agends and Minutes\A&D Services Committee\Meeting Notices\A&D Meeting Notice-November 28, 2023

**BAYFIELD COUNTY DEPARTMENT OF HUMAN SERVICES
AGING & DISABILITY SERVICES ADVISORY COMMITTEE**

William (Bill) Bland – Chairperson **Mary Dougherty** **Tracy Snyder**
Lynette Benzschawel Vice-Chairman **Karen Anderson** **The Brick Representative**

RE: November 28, 2023, Aging & Disability Services Advisory Committee

Dear Committee Members:

Please be advised that the meeting of the Bayfield County Department of Human Services Aging & Disability Services Advisory Committee and the Nutrition Program Advisory Council Committee will be held Tuesday, November 28, 2023, at 3:00 p.m.

The meeting will originate from Conference Room A.

Participation via remote access is available by phone by calling +1 715-318-2087 at the start of the meeting and entering participant code, 244169736 followed by the # sign. Committee members will receive an invitation via Microsoft Teams.

Notice is hereby given, in the event the standing committee does not have a quorum, the County Board Chair or Vice Chair may act as an ex officio member (County ordinance, Chapter 3, section 2-3-1 (c)).

Any person planning to attend who, because of a disability, requires special accommodations, should contact the Department of Human Services at 715-373-6144, at least 24 hours before the scheduled meeting time, so appropriate arrangements can be made.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 263 475 779 749

Passcode: W3PnNn

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 715-318-2087, 244169736#](#) United States, Eau Claire

Phone Conference ID: 244 169 736#

[Find a local number](#) | [Reset PIN](#)

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The agenda for the meeting is as follows:

AGENDA

1. Call to Order and Introductions
2. **Discussion and Possible Action**-Review of the September 26, 2023, Meeting Minutes
3. **Discussion and Possible Action**-2024 Alzheimer's Family Caregiver Support Program Application
4. Other (Informational Items)
 - A. 2024 Transportation Plans
 - B. Aging and Disability Section Restructuring
 - C. Social Isolation -Cable Area Update
 - D. 2024 Plans for Community Education Regarding Scams
5. 2024 Meeting Dates
6. Motion or Chair's Announcement to Adjourn

Thank you and stay safe and well!

Sincerely,

Carrie Linder
Aging and Disability Services Manager

c: Bayfield County DHS ADAC Committee Members

**BAYFIELD COUNTY DEPARTMENT OF HUMAN SERVICES
AGING AND DISABILITY SERVICES ADVISORY COMMITTEE**

Conf Room A and Remote via Teams

September 26, 2023

3:00 p.m.

DRAFT:

**Subject to change at the
next ADAC meeting**

Committee Members Present:

Bill Bland, Karen Anderson by phone, Tracy Snyder, Lynette Benzschawel, Mary Dougherty by Teams, Alice Evenson BRICK Representative, Dee Sweet

Others Present:

Carrie Linder, Heather Gilbertson

Call to Order and Introductions

Bland called the meeting to order at 3:03 p.m. and introductions were made.

Discussion and Possible Action-Review of the June 27, 2023, Meeting Minutes

Motion by Snyder, seconded by Benzschawel to approve the June 26, 2023, meeting minutes. Motion passed.

Discussion and Possible Action-2024 GWAAR Budget

Committee member Bland asked for an explanation of the difference between the ADRC and GWAAR

- There are specific funding streams for each.
- The ADRCs role is to provide people with unbiased information to help meet their needs.
- GWAAR funding provides direct services such as Home delivered meals, congregate meals, caregiver services, etc.
- Expenditures to date compared to prior years staffing, an additional position was funded with ARPA funds, position has been approved.
- Congregate Meal funding is under budget, we have not seen the return of Congregate meal participants since reopening after the Pandemic. Reasons being participants have since passed away, applied for Home Delivered Meals, or moved away to be by family or are still self-isolating.
- The DOT budget seldom changes, we have an allocation and a local match.
- Some NFCSP ARPA funding will carry over into 2024.
- Home Delivered Meals – this budget should be right on target for the remainder of the year.
- Some Health Services ARPA funding will carry over into 2024. Linder wants to spend some time revisioning how this funding can be used to provide other evidence-based programming.
- Linder states that the Budget will be adequate for the coming year.

Motion by Snyder, seconded by Benzschawel to approve the 2024 GWAAR Budget. Motion passed.

Other (Informational Items)

- **2022-2024 Aging Plan Review** – Linder reviewed what has been accomplished in 2023, discussed the barriers, and plans for the coming year.

- **ADRC Workload and Scope of Practice**
 - Linder attended an ADRC of the North supervisors meeting. All counties indicated the volume of calls to the ADRC have increased. This is partially due to unwinding, and it is also because our population is growing older.
 - Linder reported Information and Assistance staff are diligently working to complete all tasks involved and appointments for new referrals are being booked out approximately two weeks.
 - DHS policy requires calls to be returned within one business day. Linder reported it is proving increasingly difficult to return calls within that timeframe.
 - Linder reported the 2024 ADRC allocation will most likely be different for the ADRC-N. A state-level workgroup has worked to develop a new formula to equalize the generations of ADRC. ADRC-N is a third generation ADRC, so is inadequately funded compared to earlier generations. More information should be available in October.

- **Regional Disability Benefits Specialist Vacancy**
 - Linder reports that she is monitoring the Disability Benefits Specialist Program. Sawyer County provided notice last month that the Disability Benefit Specialist (DBS) accepted a new position (Elder Benefit Specialist) and Sawyer County is no longer interested in employing the DBS position for the region. Price County is interested in taking on this position and is requesting support from their county board in October. In the meantime, Linder is working with Sawyer County, WIDHS, and the Bayfield County DBS, Jamie Mackin, to ensure a smooth transition. Mackin's caseload for half of the 5 county ADRC is over 100 so it is going to be extremely difficult to cover all 5 counties through this period of transition to hire and train a second staff.

- **Social Connections Update**
 - Linder stated the Social Connections ad-hoc committee hosted a meeting with representatives from Washburn, Cornucopia, Cable, and Barnes. However, with the daily workload, progress is on the back burner. It is not lost and will get picked back up. Linder stated Patrick Irving is very interested and may help Linder facilitate the group and next steps.
 - Cable is moving forward on their own small social connections group.
 - Snyder suggested a program that is doing well that focuses on Dementia. A volunteer is connected to a person with Dementia and they work together within a choir group. Another suggestion was the Parkinson's group and singers. Kathleen Russell, runs the program and the practices are held in Bayfield at the Lutheran Church.
 - Linder stated that music taps into the older memories that are locked in the minds of the people who have dementia. Music can help them self-soothe and overcome some of the barriers they are experiencing in their diminished capacity to communicate.

- **ADRC Supervisor Meeting** – Review of some of the elements listed above occurred.

2023 Meeting Dates

- November 28, 2023

Bland adjourned the meeting at 4:13 pm

Minutes respectfully submitted by Heather Gilbertson, Clerk III

2024 AFCSP Budget Report F-21343 (10/2023)

1. (untitled)

Division of Public Health

Alzheimer's Family Caregiver Support Program (AFCSP) 2024 Budget

Please respond to each question, using the previous year's budget as a guide for completing this report. Completion of this form satisfies the requirements under Wis. Admin. Code § DHS 68.05 for a distinct program budget for the AFCSP.

You will not be able to start, stop, and then resume data entry into this report. You may want to print this report so you can gather the necessary information before beginning the data entry.

* denotes a required field

1. County, counties, or tribe included in budget:*

Bayfield County

2. Name of designated AFCSP lead agency:*

Bayfield County Department of Human Services

3. Your name:*

Carrie A Linder

4. Your email address:*

carrie.linder@bayfieldcounty.wi.gov

5. Your phone number (include area code):*

7153733350

6. 2024 allocation in dollars:*

\$11,459.00

7. Number of households anticipated to be enrolled and served in the coming year:*

2

Planned distribution of funds by purpose, in dollars (\$) and percents (%) (Wis. Admin. Code § 68.06)

Please check your math before you submit.

County programs are required to spend a minimum of 40% of the agency's AFCSP allocation to provide respite to caregivers of people diagnosed with dementia. Tribes are exempt from the 40% respite requirement.

No more than 10% can be claimed for program administration.

Estimates are allowed for the categories in question 9, but be aware actual expenses for each type of respite will be required as part of the AFCSP Fiscal Report.

8. Dollars planned for respite services:*

\$8,500.00

9. Amount planned for each type of respite:*

Homemaker/chores : \$3,000.00
In-home general respite : \$5,500.00

10. Percent planned for all respite services:*

75%

11. Dollars planned for purchasing other goods and services:*

12. Dollars planned for the development of new or expanded services:*
(Note: If any expenditures are planned, please complete item 23.)

13. Dollars planned for outreach activities and public awareness:*

\$1,000.00

14. Dollars planned for support group development or assistance:*

15. Dollars planned for staff training and case management:*

\$1,959.00

16. Dollars planned for program administration:*

17. Percent planned for program administration (maximum 10%):*

Methods for fund distribution

18. Do you plan to make payments to service providers for direct care as a method of distributing these funds?
(Wis. Admin. Code § DHS 68.09)*

No

19. Do you plan to make payments to households of persons with Alzheimer's Disease (i.e., cash grant for agreed-upon service/goods)? (Wis. Admin. Code § DHS 68.09)*

No

20. Indicate the county's or tribe's maximum amount payable in the calendar year to or on behalf of any participating person.*

\$4,000

21. If maximum amount payable in question 20 is less than \$4,000, indicate the amount of maximum:*

22. Briefly describe any limitations being placed on goods and services that are to be provided, purchased, or contracted. See Wis. Admin. Code § DHS 68.06(2)(b) for list of possible services. Generally speaking, all services should be made available to AFCSP enrollees and approved based on the family's needs and preferences. If no limitations, indicate none.*

No limitations.

23. Briefly describe any new programs or expanded services planned for the coming year, see definitions under Wis. Admin. Code §§ DHS 68.02(8) and (13). Indicate if this is year one, two, or three of the program development or expansion.*

No new programs or expanded services are planned.

24. Explain your program's waiting list policy, including how many families have been told they must wait for services.*

First come first served.

25. Explain how your program, aging unit, and/or Aging and Disability Resource Center (ADRC) will provide outreach to families living with or newly diagnosed with Alzheimer's or dementia. Include specific plans for marketing, collaborating with your agency's dementia care specialist, and providing education to families and community partners about the benefits of enrolling in AFCSP.

A newsletter, Living Well is sent out 3 times a year; one of which is typically sent out county-wide. Information on dementia and the AFCSP and NFCSP are included. This will continue in 2024. A new Dementia Care Specialist is currently being recruited. This is a setback on dementia support for caregivers and those with dementia.

Public outreach and educational activities will occur, including offering memory screens, education on living with dementia. Other topics will be discussed once a new dementia care specialist is hired.

2. Thank You!

Thank you for taking our survey. Your response is very important to us.

Aging & Disability Services Advisory Committee (ADAC)

2024 Meeting Dates

February 27

Joint meeting with Nutrition Advisory Council
Emergency Operations Center

June 27

September 24

November 19

