

**SENIOR OUTREACH  
SERVICE COMMITTEE**

**Thursday, September 17,  
2020**

**8:30 AM**

**McFarland Municipal Center**  
*Community Room*

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
  - a. Motion to approve the minutes of the August 20,2020 meeting.
4. BUSINESS.
  - a. Dane County funding and contract for nutrition and case management services including estimated amounts for 2021
  - b. Township revenues
5. SCHEDULE NEXT MEETING DATE.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members 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. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or [cassandra.suettinger@mcfarland.wi.us](mailto:cassandra.suettinger@mcfarland.wi.us).

## SENIOR OUTREACH SERVICES COMMITTEE

Thursday, July 16, 2020

8:30 A.M.

McFarland Municipal Center

### MINUTES

#### **Call to order.**

1. The meeting was called to order by Chair Clow at 8:30 am.

Present: Carolyn Clow (Trustee/Chair), Lori Andersen (Director), Kathleen Blair, Brad Czebotar, Monica Macarra, Colleen McCormick, Diane Mikelbank, Barbara Vander Werff, Sara Sprang (Case Manager)

Absent: Carol Lobes, Becky Losby,

2. **Public Appearance**

No public appearances

3. **Approval of minutes from May 21, 2020**

Motion to approve by Czebotar and second by McCormick. Motion carries 7-0.

4. **Business**

- a. **Directors quarterly report**

- Case Manager service units have remained consistent between 45-65 units per month. New client continues to be open regularly.
- Meals on wheels program changed from a 3 day a week delivery to 5 day a week delivery. Clients are being requested to go on a consistent meal delivery schedule. Volunteers are needed as some regular volunteers have decided not to return and the temporary volunteers and needing to return to work. Transit Solutions, Dane County transportation, continues to assist to delivering meals as well Meals on Wheels delivery is up 30%.
- Dane County focal points are following the Forward Dane Plan for reopening.
- The McFarland Municipal Center is currently closed, and offices are locked. Loan closet equipment is being returned and disinfected.
- Trainings for Case Managers and Nutrition have completed online. Dane County Focal Point Director continue to meet online biweekly.
- Foot clinics: Artistic Salon in McFarland is currently hosting the foot clinic. Endowment is paying for pedicure kits. Cambridge foot clinic participants are utilizing Fort Atkinson's Senior Center foot clinic.

- b. **Review core services of department**

- c. Case management services: Dane County provides \$88,000 for case management and nutrition services. McFarland covers 108 square miles for case management services.

Last year contracts were formalized with townships and case management data is provided to townships on an annual basis.

- Nutrition Services
- Additional services and programs offered to older adults. Exercise programs, educational events, evidence base classed, entertainment, outreach with various local community organization, Mah Jong, Euchre, loan closet and coordination of medical and shopping transportation.
- Senior Outreach staff also collaborate with Police, EMS, Community Development and Public works.
- Emerging trends are need of financial support, support for caregivers and affordable housing.
- Director reviewed current staffing, hours and office space. Director of Senior Outreach @ 40/wk., Case Manager @ 40/wk., Case Manager/Volunteer coordinator 24 hr./wk. and Nutrition Manager @20 hrs./wk. The Case Manager/Volunteer coordinator and Nutrition Manager share an office.
- Committee members for future meetings.

1. What do we need for social services?
2. What additional services should we offer?
3. Do we want to change the services we offer?
4. Do we want to continue to participate in the County program and serve the townships?
5. How can we use volunteers?

**c. Review of potential future needs of Department**

- Define space needs. Discuss what Senior Outreach offers older adults and what additional services to offer in the future
- Define staffing needs, if additional services are offered what staff is needed to provide the service.

**d. Discuss nutrition manager opening**

- Village Board approved filling the Nutrition Manager position. Director is currently rewriting the job description and will meet with Administrator to review pay scale. Director explained the duties have increased due to 4 hrs. of paperwork per week. The job is becoming more of a professional role.

**5. Schedule Next Meeting Date:**

- Committee agreed to meet monthly to discuss core services independent of space needs. Next meeting scheduled for Thursday, August 20, 2020 at 8:30 a.m.

**6. Adjournment**

- Motion to adjourn at 10:04am by Vander Werff, seconded by Adrian.

Submitted by,  
*Sara Sprang*



## SENIOR OUTREACH SERVICES COMMITTEE

Thursday, August 20, 2020

8:30 A.M.

McFarland Municipal Center

### MINUTES

#### **Call to order.**

1. The meeting was called to order by Chair Clow at 8:30 am.

Present: Carolyn Clow (Trustee/Chair), Jerry Adrian, Lori Andersen (Director), Kathleen Blair, Brad Czebotar, Monica Macarra, Colleen McCormick, Diane Mikelbank, Barbara Vander Werff, Sara Sprang (Case Manager)

Absent: Carol Lobes

2. **Public Appearance**

No public appearances

3. **Approval of minutes from July 16, 2020**

Motion approved by Adrian and second by Mikelbank for the July 16,2020 meeting as amended. Motion carries 9-0

4. **Business**

- a. **Review and discuss Questions re: Core services**

- Chair Clow took a poll of the committee of their interest, expertise and if they had interest in working in small groups.
- Director of Senior Outreach reviewed Case Manager services, and Dane County tracks units of services of Case Management clients. Senior Outreach staffing has not changed but duties have increased especially when the nutrition program doubled in sized.

- b. **Review expected population trends**

- Director of Senior Outreach reviewed population trends of McFarland and surrounding townships that Senior Outreach serves. A summary sheet will be provided to committee members of demographics.
- Expected aging population span 40 years with diverse needs. Expected services needs for aging population are housing, disabilities (hearing, vision, cognitive.) transportation, economics, increase poverty, Activities of Daily Living (ADL's) and Instrumental activities of daily living (cooking, driving, shopping, etc.) health prevention, environmental and social needs.
- Committee asked for a handout regarding funding from Dane County and Townships. Committee also interested in funding for Monona and Verona Senior Center and the services they received from Dane County.

5. **Schedule Next Meeting Date:**

Next meeting scheduled for Thursday, September 17, 2020

**6. Adjournment**

- Motion to adjourn by Clow, second by Czebotar to adjourn at 10:04 am

Submitted by,  
*Sara Sprang*



**VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Thursday, September 17, 2020

**SECTION:** Business

**DEPARTMENT:** Outreach

**CONTACT:**

**AGENDA ITEM:** Population trends report

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Population trends for McFarland

### Population trends for McFarland

Based on projections from the McFarland Community Development department, growth is estimated in three ranges- high, mid, low. For our purposes we looked at mid-range growth projections.

From the American Community Survey (ACS) it is estimated that McFarland's population in 2040 will be 12,847

The senior population is expected to grow by 3984

2020-2025	862
2025-30	946
2030-35	1038
2035-40	1138

If you estimated our senior population to be 15% of 3984, we would add 597 seniors

The number of clients we are requested to serve reflects 3.5% of the senior population in all our service area which is currently estimated at 5121 seniors or 179 clients.

An increase in 597 McFarland seniors could result in an increase of **21 clients** or 15%.

### Population trends for Senior Outreach Service Area

Dane County estimates a 15 % overall increase in senior population Our supervisory district had a 22.4-25 % population over age as reported in the Dane County Aging plan 2019-2021 page 22

Most of the territories in our service area are concerned about their aging populations as stated in their strategic long-range plans. None mentioned McFarland Senior Outreach specifically.

**Cambridge** currently has 351 seniors with a 6.8% annual growth for 2019. And a 32 % increase since 2000.

**Christiana** has seen a decrease in the number of seniors

**Town of Dunn** 25% over 60 in 2010 with an estimated decline of the overall population 5.6 % by 2035. Yet the median age increases by 6.5 years

**Rockdale** no information

**Pleasant Springs** average age of its population is increasing. Estimate overall population increase is 6% by the year 2037. That would be 3380 (2017) to 3582 (2037)



**VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Thursday, September 17, 2020

**SECTION:** Business

**DEPARTMENT:** Outreach

**CONTACT:**

**AGENDA ITEM:** Dane County funding and contract for nutrition and case management services including estimated amounts for 2021

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Funding formulas SOS PACKET
2. Next SOS MEETING DOCUMENT

Defining rural is important because it is factored into the Case Management Funding Formula each year. After analysis, the AAA Access Committee recommends to the AAA Board a formula to be used in funding Client-Centered Case Management Services. The current formula is as follows:

Factor	Formula	Data Source
Base	15%	N/A
Rural (Elderly Density - age 60+)	15%	ACS
Population (age 60-74)	10%	ACS
Population (age 75-84)	12%	ACS
Population (age 85+)	5%	ACS
Living Alone (age 65+)	20%	ACS
Household Poverty (age 65+)	20%	FoodShare
Racial-Minority Population (age 60+)	3%	2010 Census
<b>Total</b>	<b>100%</b>	

And a rural factor is also included in the recently approved Nutrition Site Management Formula:

Factor	Formula	Data Source
% all meals served	50%	SAMS
Household Poverty (age 65+)	12.5%	FoodShare
Living Alone (age 65+)	12.5%	ACS
Rural (Elderly Density - 60+)	12.5%	ACS
Racial-Minority (age 60+)	12.5%	2010 Census
<b>TOTAL</b>	<b>100%</b>	

In addition, one Local Priority specifically focuses on seniors living in rural areas (**Client-Centered Case Management**) and one Special Project (**MIPPA**).

*Funding for both Case Management and Nutrition are based on a complicated formula. The areas served are defined for every Focal Point. Our territory includes McFarland, Town of Dunn, Pleasant Springs, Town of Christiana, and Village of Rockdale. Services is for community based individuals age 60 or over and below 240% Federal Poverty Level.*

## **Funding and expectations**

CM ([See Attachment](#))

Nutrition ([See Attachment](#)) It also stipulates that we must serve 884 congregate meals Cambridge and 5020 Home Delivered meals McFarland.

Quality indicators change year to year as far as number of clients served and units of service. It is roughly 150 clients and 550 units. It should reflect 3.5 % of senior population for the area served. Our estimated census for the population area is

Must make contact with a client a minimum of 1 time a year or clients file is closed. Can reopen later.

Township contracted amount **43,500**      **17%**

Dane County Contracted amount **80,109**      **31%**

CM **57286**

Meal site management **6558 (both sites)**

Home delivered meal management **15,303**

**Total of 123,609 of 253,250 is 48%**

### Percentage of CM Services by townships

McFarland approx.                      **60%**

Townships approx.                      **40%**

	-----
Cambridge	15
Christiana	1
Rockdale	1
Dunn	16
Pleasant Springs	8

## **Reporting**

Annual Proof of insurance/ Emergency Planning guide

Annual budget for each program and Personnel schedule

Quarterly budget for each program sent and approved

### ***CM SERVICES***

Quarterly case management report on service issues

Monthly reporting of clients receiving services by increments of time (clients must be registered to be considered a client)

MIPPA- provide information regarding any one we talk to regarding Medicare/Medicaid

Medicaid level clients are documented separately for reimbursement

Mandatory Attendance by Director at 6 meetings a year

Mandatory attendance at CM MEETINGS 10 months

Mandatory attendance at annual Ethics training

### ***Nutrition Services (McFarland and Cambridge)***

Annual Assessment for all home delivered clients

Registration of participants for both meal site and MOW at least annually

Documentation of every meal on a monthly basis by person for HDM and meal site

Recording of monies collected and payment voucher sent into Dane County

Mandatory attendance at Nutrition manager meetings

Continuing education for license/Serv Safe

Contribution letters monthly

Monthly comments

Quarterly education to clients on food/nutrition topic. Usually a handout

All kitchen volunteers must complete 6 hours training a year along with Safe Serve certification

## **Transportation services**

Transit solutions is a not under the contract we sign except for the transportation to the meal site

RSVP Transportation services for medical rides and meal delivery- Senior Outreach does not receive money to coordinate those services however it is expected of the rural focal point to coordinate that for their service area. We only coordinate McFarland, Dunn and Pleasant Springs. We have stopped providing driver coordination under our umbrella for Cambridge, and now Deerfield handles that.

## **Other**

We provide yearly reports to townships on service provided and present to their town boards

Informally expected that we will coordinate the tax clinics, flue clinics and foot clinics for clients in our focal point area. We oversee 5 tax clinics, 1-2 flue clinics, and two monthly foot clinics.

It had also been expected that we provide socially isolation reducing activities for clients at both meal sites. Contract also states providing home delivered meals for all areas served. However, we do not provide a home delivered meal program in Cambridge area.



**VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Thursday, September 17, 2020

**SECTION:** Business

**DEPARTMENT:** Outreach

**CONTACT:**

**AGENDA ITEM:** Township revenues

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

None