

# **County Plan on Aging**

**2013-2015**

**DUNN COUNTY**

## TABLE OF CONTENTS

- ❖ **Executive Summary**
- ❖ **County/Tribal Approval of the Plan for Older People for 2013-2015**
- ❖ **Section 1 - Organization and Structure of the Aging Unit**
- ❖ **Section 2 - Context**
- ❖ **Section 3 - Planning Process**
- ❖ **Section 4 – Statewide Focus Areas**
- ❖ **Section 5 - Local Focus Areas**
- ❖ **Section 6 - Coordination Between Titles III and VI**
- ❖ **Section 7 – Budgets**
- ❖ **Compliance with Federal and State Laws and Regulations**
- ❖ **Assurances**

## EXECUTIVE SUMMARY

Aging – a constantly redefined term. The Older Americans Act defines an elder as 60 years of age. In my youth, I understood “old” was 10 years older than whatever age I was at the time. Now, as the manager of the Aging and Disability Resource Center I’m informed, “I’m not old enough for your programs, I’m only 88”. A *volunteer* at one of the meal sites is 93.

One of the directives of the Plan on Aging for 2013-2015 is to write about doing more with less. The recession continues and everyone feels that impact. The emphasis in this plan is to maintain quality services amid budget cuts, while sustaining our commitment to provide high quality services to our aging population.

An important challenge for the Aging and Disability Resource Center is to find the right match of services and consumers who need and will accept them. We are a culture of fierce independence and that is a good thing! In the brochure for the 2012 Wisconsin Aging Network conference, a description of speaker Lewis Richmond’s presentation includes this exquisite sentence. *Many people experience fear, anger, and sorrow when they must confront the indignities of their aging bodies and the unknowns associated with mortality.* Services have been provided through the Aging Network for over 40 years, but there seems to be a change in perception regarding those services. As one Dunn County resident said, ‘we’re old but we don’t want to be’.

The Aging Plan for Dunn County is written with an understanding of this phenomena and a commitment to engage and serve our residents in an appropriate and respectful manner.

Vicki Holden  
ADRC Manager

**COUNTY APPROVAL OF THE PLAN FOR  
OLDER PEOPLE FOR 2013-2015**

**DUNN COUNTY**

---

**County/Tribe**

This plan represents the intent of the county/tribe to assure that older people have the opportunity to realize their full potential and to participate in all areas of community life.

On behalf of the designated county/tribe, we certify that these organizations have reviewed the plan and have authorized us to submit this plan, which outlines activities to be undertaken on behalf of older people during 2013-2015.

We assure that the activities identified in this plan will be carried out to the best of the ability of the county/tribe.

We verify that all information contained in this plan is correct.

---

Signature and Title of the Chairperson of the Commission on Aging                      Date

---

Signature and Title of the Authorized County Board/Tribal Council                      Date

## SECTION 1 - ORGANIZATION AND STRUCTURE OF THE AGING UNIT

### OVERVIEW OF THE AGING UNIT

#### **Mission Statement**

The Aging & Disability Resource Center of Dunn County serves citizens with concerns related to aging and/or adults with disabilities, their families and caregivers. We seek to promote and improve quality of life and health while supporting the rights, dignity and preferences of each individual through information, advocacy and services.

#### **Descriptive Information**

The Aging Unit merged with the Human Service Department in June of 2008 and became the Aging and Disability Resource Center of Dunn County. The ADRC Section Manager oversees all Aging, ADRC, and Adult Protective Services staff and programs.

To complete this process Dunn County created the ADRC Advisory Committee as the oversight committee. Term limits exist for this Advisory Board with citizen members limited to two three-year terms and elected officials to three two-year terms. The census of the Advisory committee meets the target group requirements of both the ADRC and Council on Aging.

The 2013-2015 Aging Plan is being written by the ADRC manager, Vicki Holden, with the oversight of the ADRC Advisory Committee. Any questions regarding this plan or suggestions for input are welcome and encouraged.

#### **Contact Information**

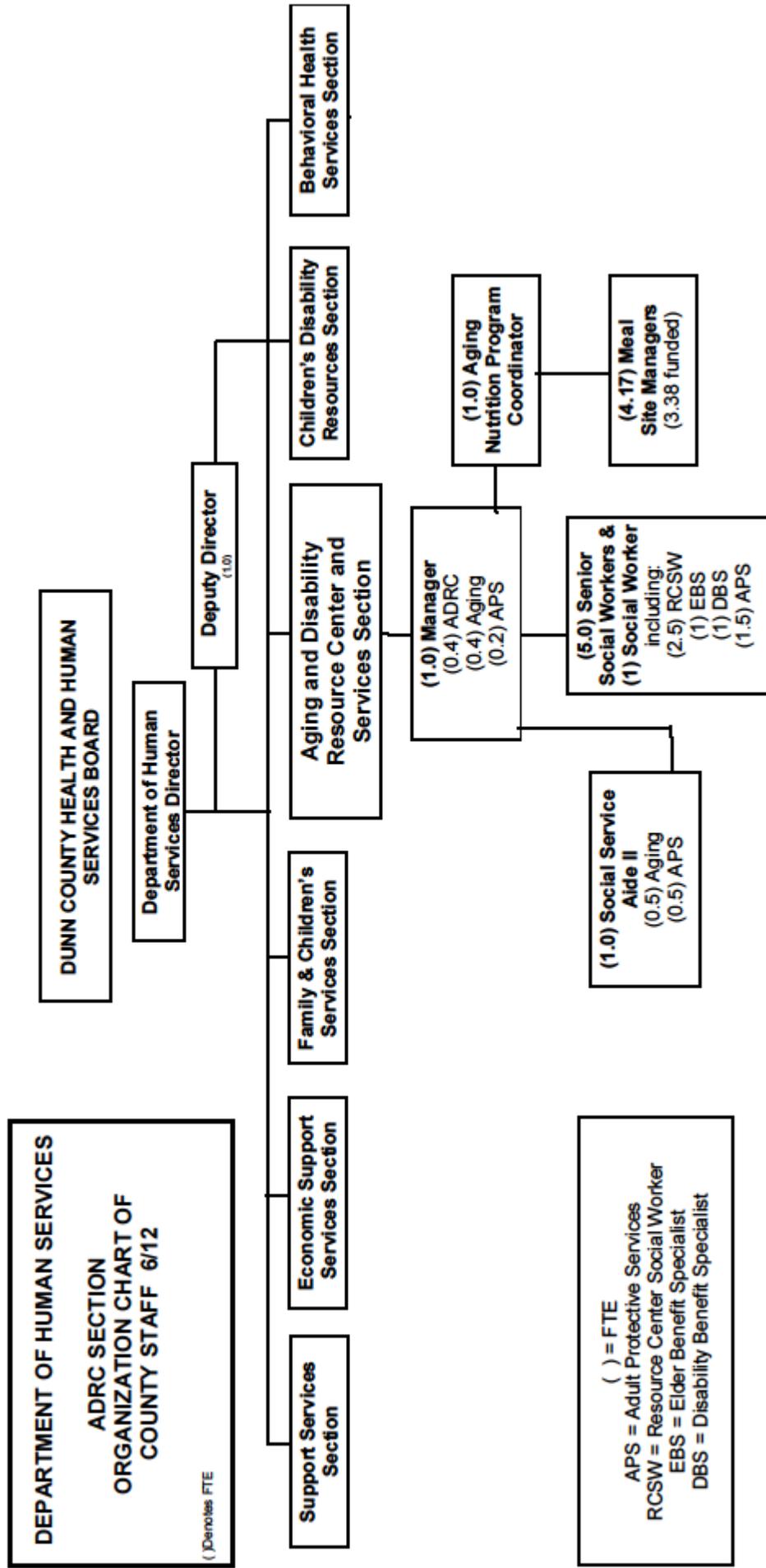
Address of the Aging Unit:

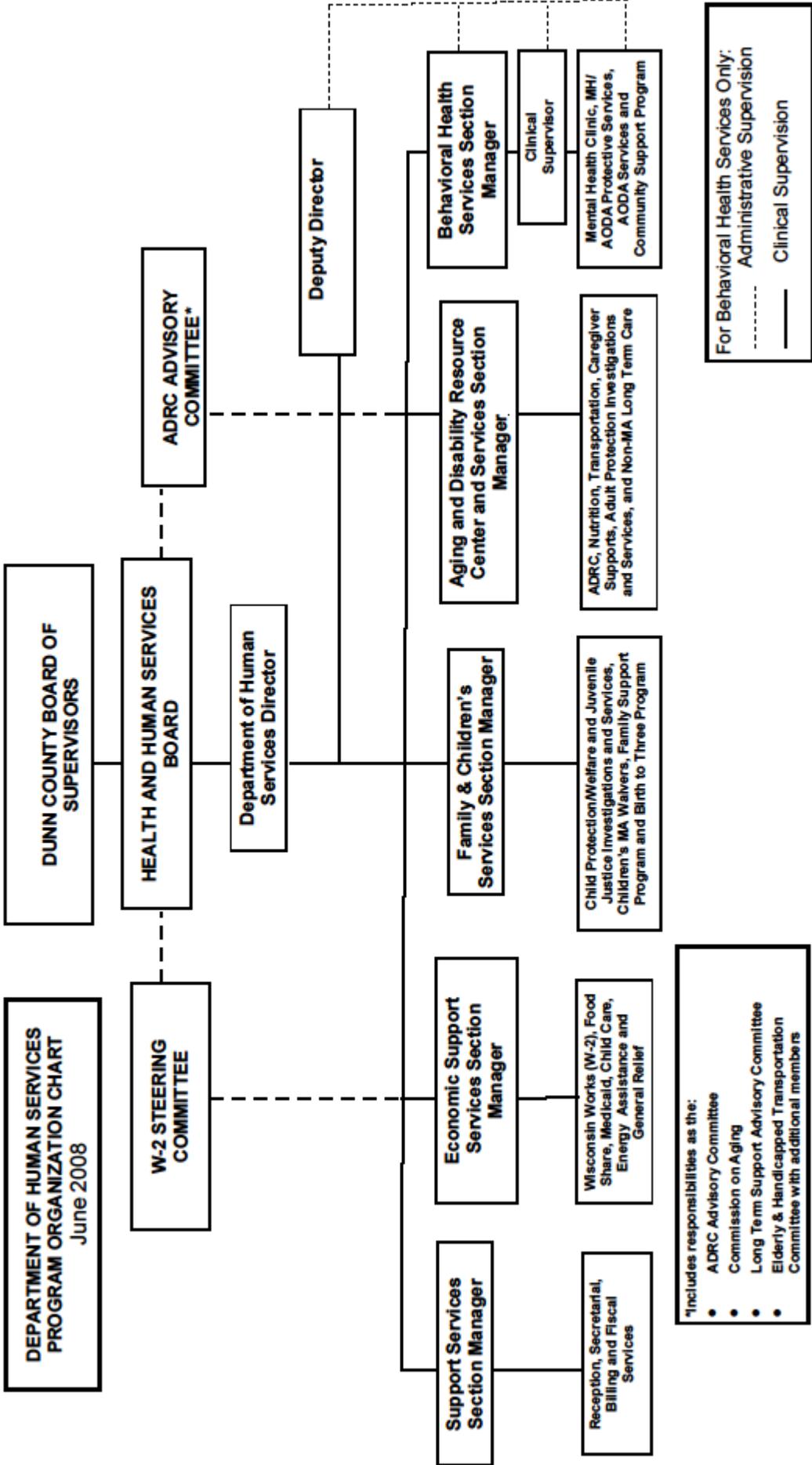
Dunn County Department of Human Services  
808 Main Street  
Menomonie, WI 54751  
(715) 232-4006  
(715) 232-5987 fax Website: [www.co.dunn.wi.us](http://www.co.dunn.wi.us)

Vicki Holden, Manager

[vholden@co.dunn.wi.us](mailto:vholden@co.dunn.wi.us)  
(715) 231-2710

**SECTION 1 - ORGANIZATION AND STRUCTURE OF THE AGING UNIT**





**SECTION 1 - ORGANIZATION AND STRUCTURE  
OF THE AGING UNIT**

**STATUTORY REQUIREMENTS FOR AGING UNITS**

Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units

<b>Organization</b> -The law permits one of three options. Which of the following permissible options has the county/tribe chosen?	<b>Check One</b>
1. An agency of county/tribal government with the primary purpose of administering programs for older individuals of the county/tribe.	
2. A unit, within a county/tribal department, with the primary purpose of administering programs for older individuals of the county/tribe.	X
3. A private nonprofit corporation, as defined in s. 181.0103 (17).	
<b>Organization of the Commission on Aging</b> -The law permits one of three options. Which of the following permissible options has the county/tribe chosen?	<b>Check One</b>
1. For an aging unit that is described in (1) or (2) above, organized as a committee of the county board of supervisors/tribal council, composed of supervisors, and advised by an advisory committee, appointed by the county board/tribal council. Older individuals shall constitute at least 50% of the membership of the advisory committee, and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.	X
2. For an aging unit that is described in (1) or (2) above, composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission, and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
3. For an aging unit that is described in (3) above, the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission, and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
<b>Full-Time Aging Director</b> -The law requires that the aging unit have a full-time director as described below. Does the county/tribe have a full-time aging director as required by law?	<b>Yes</b>

**SECTION 1 - ORGANIZATION AND STRUCTURE  
OF THE AGING UNIT**

**MEMBERSHIP OF THE POLICY-MAKING BODY**

Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

“Members of a county/tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and no member may serve more than 2 consecutive 3-year terms.”

In the case of county board/tribal council members, the requirement is 3 consecutive 2-year terms.

<b>Official Name of the Aging Unit’s Policy-Making Body-</b>			
Dunn County Health and Human Services Board			
<b>Name of Individual</b>	<b>Age 60 and Older</b>	<b>Elected Official</b>	<b>Year First Term Began</b>
Thomas Quinn, Chair			
Gary Seipel, Vice Chair			
Mary Solberg			
Sarah Kennedy			
Gary Stene			
Joyce Hopkins			
Sara Carstens			
Ed LaVenture			

**SECTION 1 - ORGANIZATION AND STRUCTURE  
OF THE AGING UNIT**

**MEMBERSHIP OF THE ADVISORY COMMITTEE**

Chapter 46.82 of the Wisconsin Statutes requires that the membership of the aging advisory committee (where applicable) must consist of at least 50% older people, and individuals who are elected to office may not constitute 50% or more of the membership.

<b>Official Name of the Aging Unit's Advisory Committee-</b>			
Dunn County Aging and Disability Resource Center Advisory Committee			
<b>Name of Individual</b>	<b>Age 60 and Older</b>	<b>Elected Official</b>	<b>Year first term began</b>
Sunanda Chhibbar PD Representative	No	No	2011
Lyn Collins Senior Representative	Yes	No	2011
Jewel Creaser Senior Representative	Yes	No	2012
Francis Eiseth Senior Representative	Yes	No	2011
June Grambo Senior Representative	Yes	No	2012
Lynne Hausman Senior Representative	Yes	No	2011
Shelley Johnson AODA Representative	No	No	2010
Fran Karnick Senior Representative	Yes	No	2010
Gary Seipel, Chair County Board Representative		Yes	2010
Mary Solberg, Vice Chair County Board Representative	No	Yes	2010
Juel Smith Developmental Disabilities Representative	Yes	No	2012

## SECTION 1 - ORGANIZATION AND STRUCTURE OF THE AGING UNIT

Listed below are the people employed by the aging unit as the aging unit director, nutrition director, lead information and assistance specialist, benefit specialist, transportation coordinator, and caregiver coordinator.

<p>Name: <u>Vicki Holden</u>          Job Title: ADRC Section Manager          Telephone Number/email Address: 715-231-2710 <a href="mailto:vholden@co.dunn.wi.us">vholden@co.dunn.wi.us</a></p>
<p>Brief Description of Duties:          Supervises section, responsible for hiring and terminating employees, generates appropriate reports, reports to standing committees.</p>
<p>Name: <u>Margea Schultz</u>          Job Title: Elderly Benefit Specialist          Telephone Number/email Address: 715-231-2714 <a href="mailto:mschultz@co.dunn.wi.us">mschultz@co.dunn.wi.us</a></p>
<p>Brief Description of Duties:          Benefits counseling and analysis, assists clients with prescription drug assistance programs, including SeniorCare and Medicare Part D, advocates for clients on benefit issues, etc.</p>
<p>Name: <u>Bobbette Tunnyhill</u>          Job Title: Nutrition Program Coordinator          Telephone Number/email Address: 715-231-6412 <a href="mailto:btunnyhill@co.dunn.wi.us">btunnyhill@co.dunn.wi.us</a></p>
<p>Brief Description of Duties:          Supervises nutrition sites and site managers, makes home visits to home delivered meal participants, completes nutrition assessments and basic nutrition counseling for participants, and coordinates with A'viands Food Service.</p>
<p>Name: <u>Lynne Shaffer</u>          Job Title: Caregiver Coordinator          Telephone Number/email Address: 715-231-2713 <a href="mailto:lshaffer@co.dunn.wi.us">lshaffer@co.dunn.wi.us</a></p>
<p>Brief Description of Duties:          Coordinates NSCSP and AFCSP projects through home visits and tracking of funds, facilitates support groups for both programs.</p>
<p>Name: <u>A'Viands</u>          Job Title: Nutritionist          Telephone Number/email Address: 715-231-2966</p>
<p>Brief Description of Duties:          Assesses menus for nutritional content.</p>

## SECTION 2 - CONTEXT

The Aging and Disability Resource Center section of the Dunn County Department of Human Services represents a merger of the Office on Aging and the long-term care services not covered by the managed care reorganization of Long Term Care Reform. Our goal is to maintain the health and wellbeing of the aging and disabled population of Dunn County to ensure independence and a high quality of life quotient. Staff works as an effective team, providing the best possible and most comprehensive services. We access federal and state grants and limited local funding. We have many community partners including non-profit and for-profit organizations, volunteers and faith based organizations. Other Dunn County Departments such as the Veteran's Office, Public Health and Home Care work with the Department of Human Services to meet the needs of older adults. We have the support of the County Executive and County Board of Supervisors.

As part of the "Chippewa Valley", Dunn often joins with Chippewa and Eau Claire counties. As the smallest of the three co-located counties, many Dunn County residents access services in those counties. Residents in the more western parts of Dunn County may access services in St. Croix County or in Minnesota.

Dunn County is a large, rural county in west central Wisconsin, sparsely populated with less than 45,000 people. Slightly over 16,000 of Dunn County's population reside in the city of Menomonie. A map is included that indicates the percentages of the township population over the age of 60.

The map also shows the many villages that are scattered around Dunn County.

Colfax (pop. 1158)

Boyceville (pop. 1086)

Ridgeland (pop. 273)

Sand Creek (pop. 570)

Eau Galle (pop. 757)

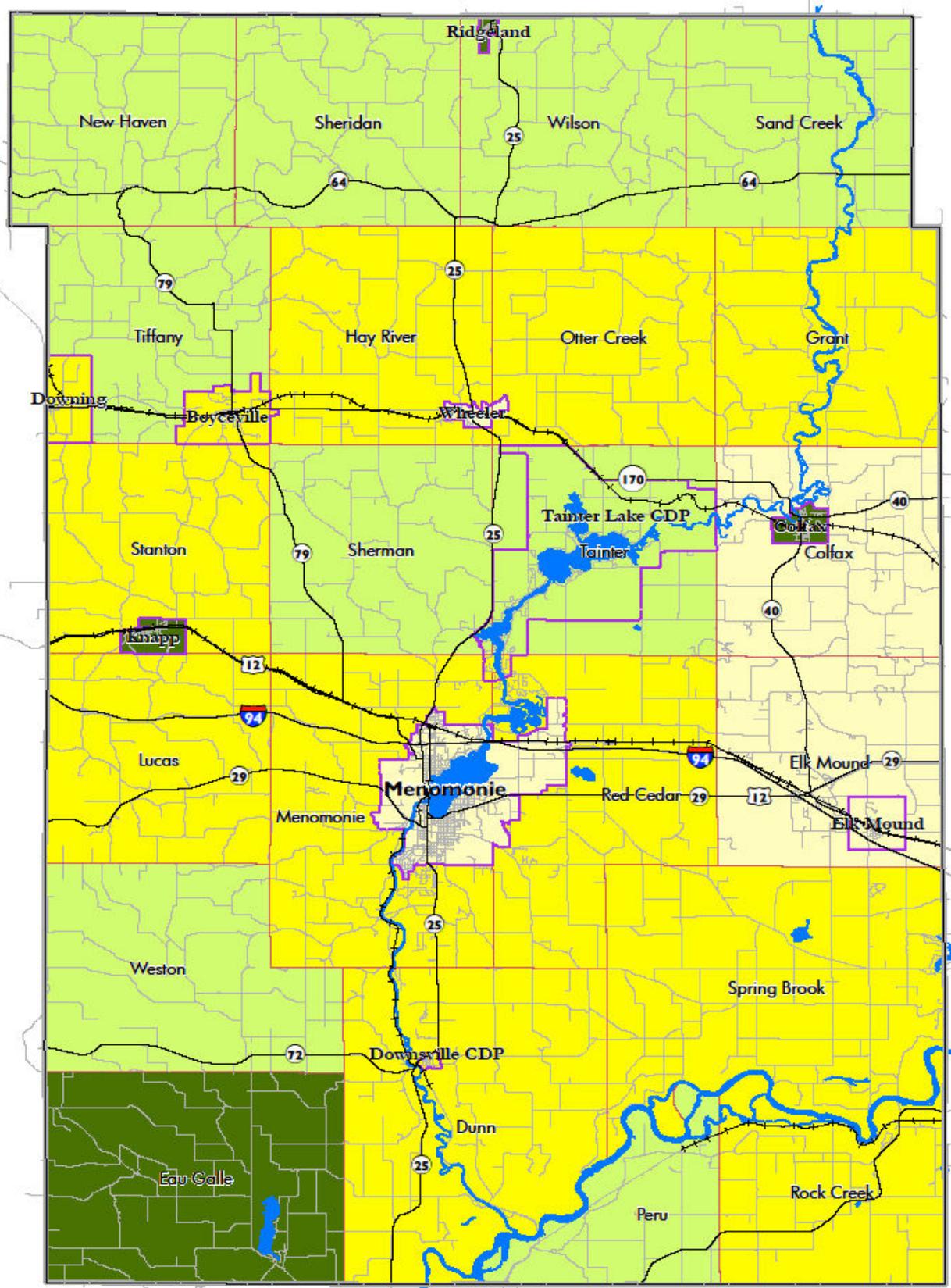
Wheeler (pop. 348)

Downing (pop. 265)

Elk Mound (pop. 878)

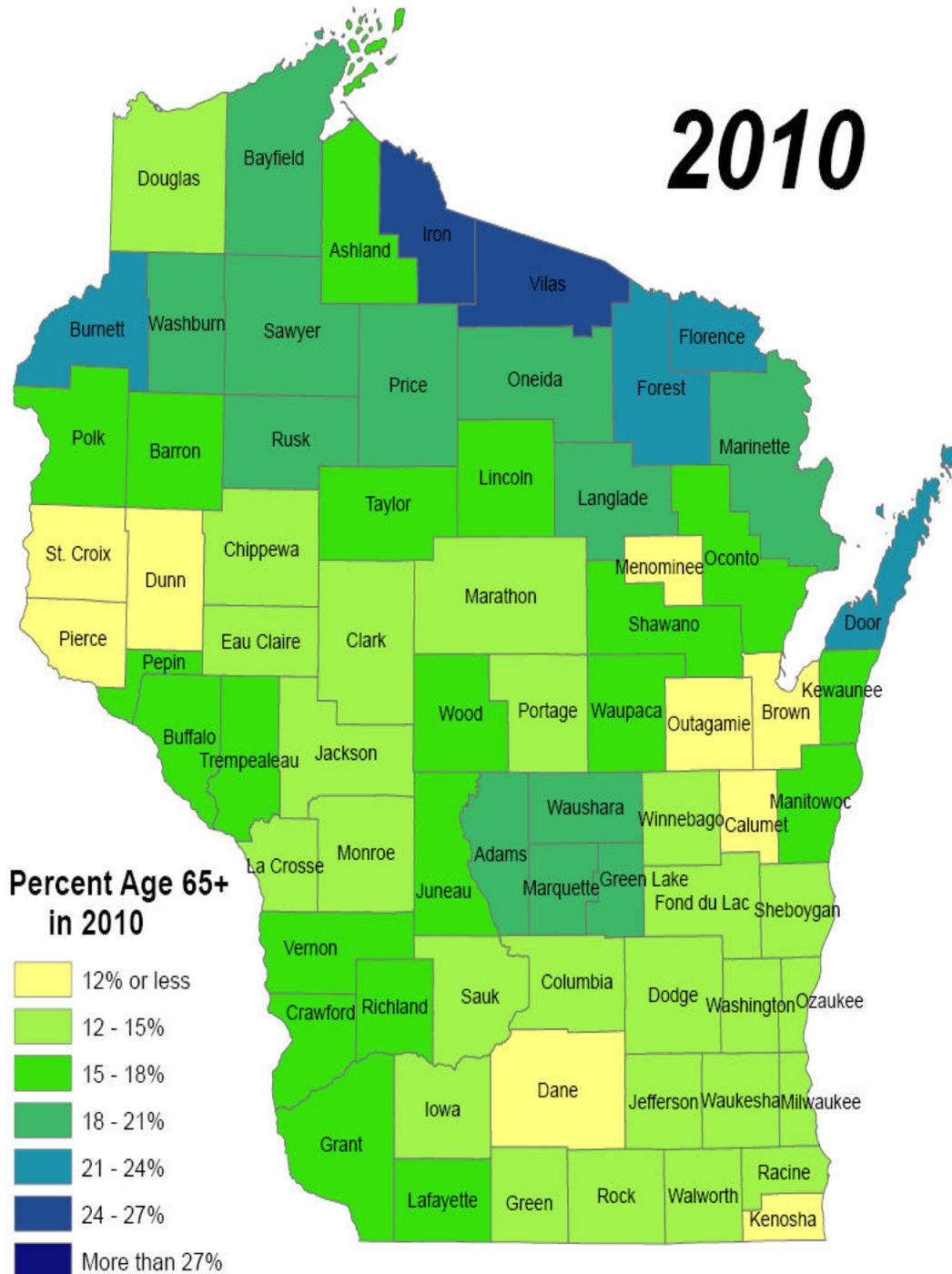
Knapp (pop. 463)

Though small, these communities are self sufficient and maintain a strong sense of loyalty, "looking out for" their own. Because our population is not centrally located, there is an attempt to bring services to the people. For example, we are currently providing meal sites in six of these villages.

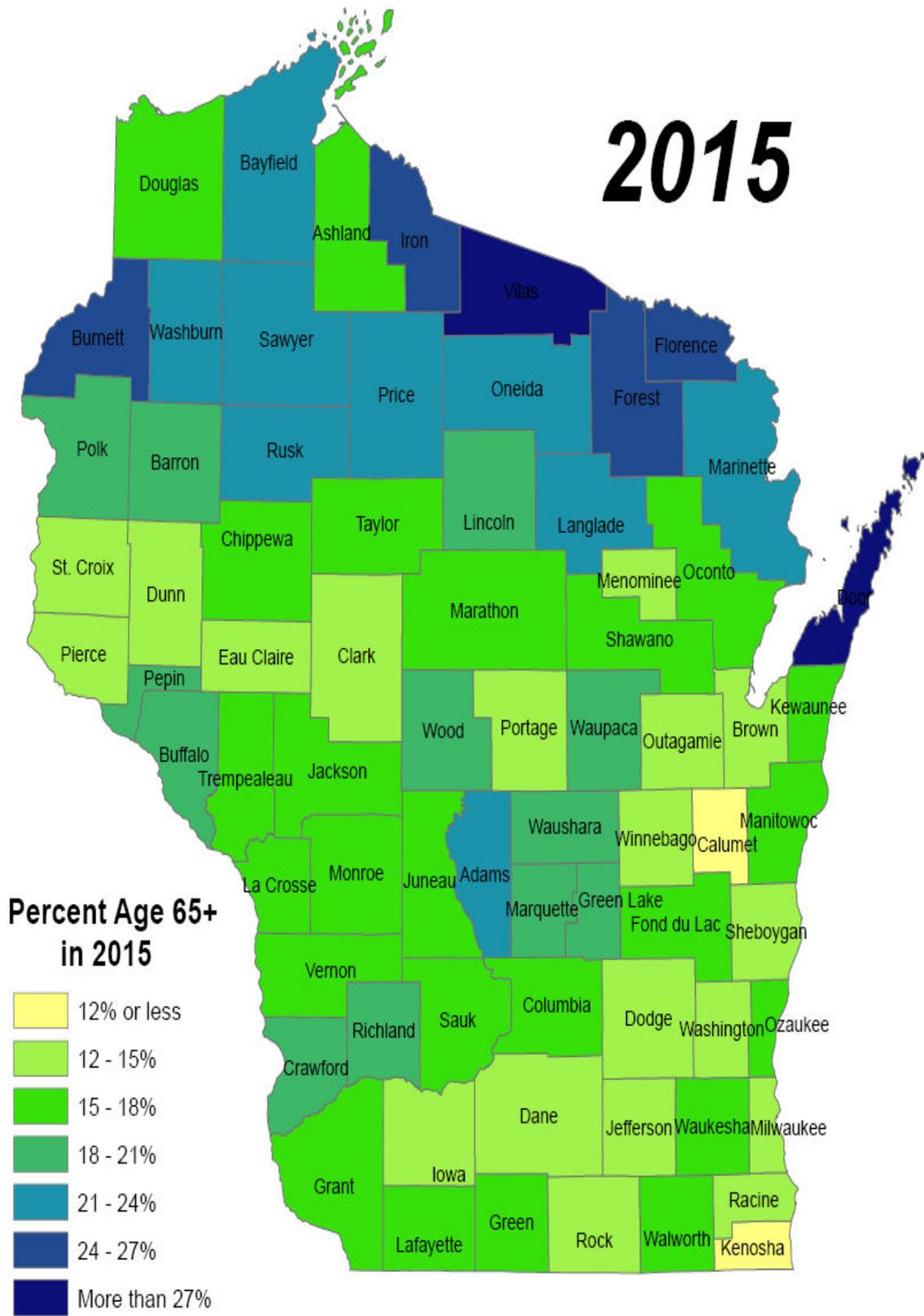


<b>Percent of Total Population 60+</b>		— Major Roads	■ Water	▭ County Boundary
■ 10% - 14.99%	■ 20% - 24.99%	— Roads	■ Cities/Villages/CDPs	
■ 15% - 19.99%	■ 25% - 29.99%	— Railroads	■ Towns	

The following maps are provided by the Department of Health Services, Bureau of Long Term Care. The maps show that studies of aging demographics have indicated that the aging population of Dunn County should increase from under 12% to under 15% during the years covered by this Aging Plan. Obviously, the “baby boomers” are aging and significantly changing the demographics in the county. This generation of outspoken and politically active individuals has high expectations for services. They want to be participants/contributors to their county, they want to continue to learn, to be physically active and independent. They have the goal to not only be healthy physically, but also mentally and spiritually.



# 2015



## SECTION 3 - PLANNING PROCESS

Initial planning for this plan included meeting with seniors from Dunn County to garner their input.

A group representing Chippewa Valley Learning in Retirement (CVLR) met with this writer on June 21, 2012. Their concerns are summarized here.

Seniors are not aware of the ADRC and may be reluctant to approach any organization, not wanting to see themselves as someone who 'needs help'. Culturally, people tend to believe they should handle their problems privately. Personally, they don't identify themselves as someone who could receive help.

There needs to be an increased awareness of available services. Change can happen both slowly or in a heart beat. People may need just a little information or a little help, but they need to know where to go.

There needs to be a volunteer program that matches volunteers with needs. Seniors are more interested in ways to serve others rather than ways to be served. Examples could be gardening for the improvement of public areas, volunteer grand parenting when one's own grand children live far away.

There should be exercise or physical activity options.

Seniors are interested in writing memoirs, sharing oral histories and need organized support to make that happen.

There needs to be a group that focuses on grieving, or maybe more appropriately called 'transitions in life'. Currently Dunn County residents have to travel to Eau Claire to The Healing Place.

There is an increasing number of caregivers who are home bound and unsupported – sometimes by choice. Special attention is necessary to assist them to access the current services. Information should be made available through churches where there are counseling pastors, care ministries and outreach staff. Churches are also multi-generational.

An unmet need in Dunn County is a resource for adult day care/ respite for citizens with dementia. Previous resources have closed, possibly due to a lack of marketing. Currently people are driving to Eau Claire to access this service.

Planning for the Aging Plan of Dunn County for 2013-2015 included two public hearing points of entry: Separate notices regarding the Aging Plan were published prior to these meetings.

- The Aging and Disability Resource Center Advisory Committee, which also serves as the Nutrition Advisory Council and the Commission on Aging, and when appropriate includes the Transportation Coordination Committee, and
- the Health and Human Services Board of Dunn County.

Copies of the draft Aging Plan were mailed to these committee members prior to their meetings.

## SECTION 3 - PLANNING PROCESS

Copies of the draft Plan on Aging 2013-2015 were distributed to each of the nine congregate meal sites in Dunn County with a cover letter inviting feedback directed to the ADRC Manager by November 1, 2012.

A front page article appeared in the August 2012 issue of the Senior Hi-Lites, describing the Aging Plan. It was noted that the plan was in draft form at this time specifically to allow for input from Dunn County citizens, keeping "seniors in charge".

The following notice was published in the Dunn County News, offering the possibility for public input. There was no public input at this meeting.

### Dunn County Department of Human Services



**Dunn County will accept public input regarding the 2013-2015 Aging Unit Plan at two public meetings: the Aging and Disability**

**Resource Center (ADRC) Advisory Committee Meeting on Monday, August 27, 2012 at 1:00 pm. in the County Board Room, 800 Wilson Ave., Menomonie, WI and at the Health and Human Services Board Meeting on Tuesday, October 30, 2012 at 5:30 pm. in Room 112, 800 Wilson Ave., Menomonie, WI. The Plan, required by the State Department of Health Services, include sections on the structure of the Aging Unit, the planning process, emergency preparedness, transportation coordination, family caregiver support activities and the budget for 2013. Copies of the draft Plan are available from the Department of Human Services at 808 Main Street in Menomonie (715-232-1116 or 715-232-4006), at the Nutrition Program Sites throughout the County, or on the Dunn County Government web page at [www.co.dunn.wi.us](http://www.co.dunn.wi.us) under County Departments/Human Service/ADRC Section.**

**The Department of Human Services will accept written comments until October 29, 2012. Written comments may be sent to the Department at PO Box 470, Menomonie, WI 54751.**

## **SECTION 4 - STATEWIDE FOCUS AREAS**

### **FOCUS AREA 4A – DEVELOPMENT OF A SYSTEM OF HOME AND COMMUNITY-BASED SERVICES**

This focus area is a federal designation and doesn't accurately reflect Wisconsin services. To provide background on this required focus area, this writer has included a brief summary of historical information written by Carol V. O'Shaughnessy, Principal Policy Analyst for the National Health Policy Forum, December 13, 2011.

In 1965, Congress enacted the Older Americans Act, establishing a federal agency and state agencies to address the social services needs of the aging population. The mission of the Older Americans Act was broad: to help older people maintain maximum independence in their homes and communities and to promote a continuum of care for the vulnerable elderly. As the Older Americans Act has been reauthorized every five years, it has evolved significantly.

As a result of the planning efforts undertaken by state agencies on aging during the 1970s and 1980s, it became clear to state aging administrators that home and community-based services for vulnerable older people were underdeveloped and that a "continuum of care," as envisioned by the Older Americans Act, did not exist. Calls by advocates and policymakers for greater access to a wider range of home and community-based care led Congress to enact the Medicaid section 1915(c) home and community-based waiver program in 1981. In addition to management of Medicaid waiver programs, some state agencies on aging have been instrumental in redesigning their state LTSS programs by making broad policy changes, using Medicaid funds for home and community-based services in combination with Older Americans Act and state funds.

Long term care redesign was implemented in Dunn County in 2008. The Office on Aging merged with the Department of Human Services and the Aging and Disability Resource Center was created. Aware that navigating the care system, with its complex range of services and differing eligibility requirements for each program, is often a challenge for older people and their families, the ADRC is intended to provide consumers a "one stop shop" for access to services, and information to support decisions about the best and most feasible care alternative.

The Aging and Disability Resource Center of Dunn County maintains a culture of ongoing process improvement in order to best serve our citizens. Working with the NIATx model, the ADRC of Dunn County received a grant through the Office of Resource Center Development to improve our customer's access to resource materials.

Originally, the ADRC displayed over 300 brochures in the resource room. Though a planned organization facilitated a search, the prospect could be overwhelming to some. Additional limitations were space, current updates, and the fact that a person would

## SECTION 4 - STATEWIDE FOCUS AREAS

have to be physically present to search through these resources. It was clear to us that a web based program would solve most of these limitations.

Grant money will fund the purchase of a computer, printer and scanner. Services can be searched online, from anywhere, but if from our resource room, a printer will be available for the successful searcher.

**Goal Statement for 2013-2015: In order to ensure continuous quality improvement, a project will be identified during each year by 12/31 which will include**

- 1) **The Project Charter specifying one of the four primary Aims**
  - Reduce Customer Wait Time**
  - Increase New ADRC Customers**
  - Increase Utility of Referrals**
  - Increase Customer's Ability to be Healthy at Home**
- 2) **A description off the PDSA cycle (Plan, Do, Study, Act)**
- 3) **The measurement of the subsequent change as defined in the Project Charter**

### FOCUS AREA 4B - OLDER AMERICANS ACT PROGRAMS

#### Elderly Nutrition Program

The elderly nutrition program, the oldest—and perhaps most well-known Older Americans Act service—is intended to address the nutritional problems of older people by providing meals in congregate settings, such as senior centers and churches (the “congregate meals” program), and meals to frail older people in their own homes (the “home-delivered meals” program). The purposes of the program are to reduce hunger and food insecurity, promote socialization among older people, provide meals to the homebound, and delay the onset of adverse health conditions among older people that result from poor nutritional health or sedentary behavior.

While there has been a decrease in the number of meals provided by the Elderly Nutrition Program, there has always been a quick and efficient response to anyone requesting a meal. Dunn County maintains nine different meal sites. Every community is served, no matter how small their population. Nutrition education is offered at each site at least four times per year.

**Goal Statement for 2013–2015: In order to be responsive to the needs of congregate and home delivered meals participants, the ADRC will conduct surveys each calendar year to determine which services are most likely to be used and will focus efforts on sustaining those services.**

## SECTION 4 - STATEWIDE FOCUS AREAS

### Transportation

The Department of Human Services/Office on Aging participates in the Regional Transportation Coordinating Committee. Also represented on this committee is the Center for Independent Living (New Freedom Transportation grant), Dunn County Transit Commission and the Stepping Stones Volunteer Program.

In addition to coordinating transportation services, this committee has undertaken the responsibility of training for all drivers. Training topics include sensitivity to all differences of abilities, confidentiality, conflict management, medical issues such as dialysis, chemotherapy, etc. ADRC staff participates as trainers each year.

**Goal Statement for 2013-2015: In order to ensure effective collaboration with surrounding counties and agencies to study ways to provide regional transportation services the ADRC will participate in WWRTCC meetings each calendar year.**

**Goal Statement for 2013-2015: In order to ensure the best possible service by volunteer drivers the ADRC will participate in providing training to support and educate the volunteers on a yearly basis.**

### **FOCUS AREA 4C - ALZHEIMER'S DISEASE AND RELATED DISORDERS (AHRD)**

The following information is taken from the National Alzheimer's Plan:

Alzheimer's disease is an irreversible, progressive brain disease that affects as many as 5.1 million Americans.<sup>1</sup> It slowly destroys brain function, leading to cognitive decline (e.g., memory loss, language difficulty, poor executive function), behavioral and psychiatric disorders (e.g., depression, delusions, agitation), and declines in functional status (e.g., ability to engage in activities of daily living and self care). In 1906, Dr. Alois Alzheimer first documented the disease when he identified changes in the brain tissue of a woman who had memory loss, language problems, and unpredictable behavior. Her brain tissue included abnormal clumps (amyloid plaques) and tangled bundles of fibers (neurofibrillary tangles). Brain plaques and tangles, in addition to the loss of connections between neurons, are the main features of AD.

Alzheimer's disease places an enormous emotional, physical, and financial stress on individuals who have it and their family members. Informal caregivers, such as family members and friends, provide the majority of care for people with AD in the community. Informal caregivers often do not identify themselves as such; they are simply a wife, daughter, husband, son, or friend helping a person whom they care about. However, the intensive support required for a person with AD can negatively impact the caregiver's emotional and physical health and well-being. Informal caregivers often report

## SECTION 4 - STATEWIDE FOCUS AREAS

symptoms of depression and anxiety, and have poorer health outcomes than their peers who do not provide such care. When the person with AD moves to a nursing home to receive 24-hour care, the financial costs to families are great: an estimated \$78,000 per year.

Family members and other informal caregivers, who take on the responsibility of caring for a loved one with AD, need support. The majority of people with AD live in the community, where their families provide most of their care. The toll of caregiving can have major implications for caregivers and families as well as population health, with about one-third of caregivers reporting symptoms of depression.

The National Plan designates these goals:

1. Prevent and Effectively Treat Alzheimer 's disease by 2025
2. Optimize Care Quality and Efficiency
3. Expand Supports for People with Alzheimer's Disease and Their Families
4. Enhance Public Awareness and Engagement
5. Track Progress and Drive Improvement

The ADRC of Dunn County is in a prime position to assist with Goal #3 of the National Plan. Information and Assistance staff provide comprehensive information to families, covering a range of topics from in-home services to prevent or delay out of home placements to placement and funding options.

While administering both the AFCSP (Alzheimer's Family Caregiver's Support Program) and NFCSP (National Family Caregiver's Support Program, Dunn County has also been fortunate to be involved in the three year Memory Connections grant which will end in 2013.

Three caregiver support groups are offered each month. One group is co-facilitated by a volunteer from the Alzheimer's Association. The other two are provided by Dunn County staff.

**Goal Statement for 2013–2015: In order to ensure that current levels of service are maintained, the ADRC of Dunn County will document the number of groups offered, the number of participants in each group and the number of Information and Assistance contacts on 12/31 of each year. This information will be included in the Annual Report filed by the Department of Human Services.**

## SECTION 4 - STATEWIDE FOCUS AREAS

### FOCUS AREA 4D - EMERGENCY PREPAREDNESS

The ADRC is a section of the Dunn County Human Service Department. The Dunn County Emergency Management Office has a comprehensive Continuity of Operations (COOP), Continuity of Government (COG) plan that was completed in 2009 and will be up-dated every year. This plan includes a list of all staff, their titles, addresses, telephone numbers, cell phone numbers, and email addresses; a staff telephone tree, to be activated in time of emergency; and a description of the services the Department of Human Services will make available in time of emergency including the staff responsible for the service and the location of the service.

The mission of Dunn County Emergency Management is to utilize effective planning, training, and coordination to continually develop the mitigation, preparedness, response, and recovery capabilities of the county's cities, villages, and townships for emergencies resulting from all hazards.

Emergency Management is the four-phase protection process of coordinating resources to deal with emergencies effectively, thereby saving lives and minimizing economic loss. Emergency Management is involved in an all-hazards approach to assist in community preparedness. The four components are mitigation, preparedness, response, and recovery. Emergency Management is a coordinated response to an unusual emergency situation; a response that calls for maximum use of community resources, with far greater need for coordination between response agencies than usually exists.

The COOP COG Plan is a very "macro" view of emergency preparedness, and a "micro" view is just as necessary. Dunn County is a rural county covering 864 square miles. While fiercely independent, farming communities and smaller villages have the culture of caring for/ looking out for their own. Asking what each individual's plan is for an emergency contact will not only clarify that plan for the person receiving meals, it will also give contact information to the Nutrition program.

**Goal Statement for 2013: In order to ensure that each participant considers their own emergency response plan, the ADRC will modify the nutrition assessment/screening form to include emergency responder information by Dec. 31, 2013.**

**Goal Statement for 2014: In order to ensure the Senior Dining Meal Sites are prepared for disasters/emergencies, the ADRC will focus on emergency preparedness plans at all Dunn County Senior Centers and Meal Sites by providing training to all nutrition staff and volunteers by Dec. 31, 2014.**

## SECTION 4 - STATEWIDE FOCUS AREAS

**Goal Statement for 2015:** In order to best prepare for a disaster, the ADRC will work with the Emergency Management Department to educate and encourage local governments and local non-profit organizations to take the lead role in indentifying those elderly and disabled who will need assistance during a disaster event Dec. 21, 2015.

### FOCUS 4E - EVIDENCE-BASED PREVENTION PROGRAMMING

The ADRC of Dunn County has provided various evidenced based prevention programs and intends to continue this priority. A \$500 grant provided by GWAAR in 2009 allowed the purchase of weights and stretch bands now used in the Exercise With Arthritis program. This program is provided at the Shirley Doane Senior Center and has been ongoing since 2009 with class size averaging twelve participants.

The Walk With Ease program is another evidenced based program through the Arthritis Association. This popular class (while limited by indoor walking options) averages twenty participants.

In 2012 two staff were trained in Stepping On – an Evidenced Based falls prevention program. The Mayo Health System-Menomonie has been approached to co-sponsor this program.

**Goal Statement for 2013-2015:** In order to offer Dunn County residents with prevention and health promotion services, a minimum of two evidenced based prevention programs will be offered by the ADRC of Dunn County each calendar year, with increased participation, as evidenced by registrations.

### FOCUS AREA 4F - FAMILY CAREGIVER SUPPORT ACTIVITIES

**Goal Statement for 2013-2015:** In order to ensure that information regarding available services is available to caregivers the ADRC of Dunn County will write monthly articles in the senior newsletter.

**Goal Statement for 2013-2015:** In order to ensure that caregivers have assistance in gaining access to those services, ADRC staff will be trained about all services. **Goal Statement for 2013-2015:** In order to ensure ongoing services to caregivers, the ADRC of Dunn County will provide staff who can maintain the current level of services, including two support groups. These caregiver support groups will be held monthly throughout 2013-2015 at two locations in the county to provide accessibility to attendees, as well as at different times of the day to accommodate schedules.

## SECTION 4 - STATEWIDE FOCUS AREAS

**Goal Statement for 2013-2015:** In order to ensure that respite care is available to caregivers the ADRC of Dunn County will use NFCSP and AFCSP funds, managed by our Caregiver Coordinator.

**Goal Statement for 2013-2015:** In order to ensure that supplemental services are provided to caregivers the ADRC of Dunn County will use NFCSP and AFCSP funds, managed by our Caregiver Coordinator.

The ADRC employs three I & A staff who provide information to consumers about services available to caregivers. All other workers at the ADRC also offer information about local resources/services as the need arises. A Dunn County Resource Guide is printed and updated yearly which includes local resources as well. The resource room at the ADRC has many brochures and pamphlets with information useful to caregivers and is available during regular business hours. A small loan library with books and videos about caregiving, Alzheimer's and health related topics is also available. We contract with Great Rivers 211 to provide people with information on local resources by dialing 2-1-1 or using the internet.

We work with Stepping Stones of Dunn County (formerly Interfaith Caregivers), referring people for volunteer caregivers. Red Cedar Medical Center's (MAYO HEALTH SYSTEMS – MENOMONIE) Education Department assists with and sponsors the caregiver support groups. The clinic also gives packets of information about our services to caregivers at medical appointments. Caregiver brochures and information are displayed at various churches throughout the county. NFCSP coordinator collaborates with Medicine Shoppe Pharmacists in providing information about caregiver services.

Dunn County is involved with two coalitions: Chippewa Valley Family Caregiver Alliance (Eau Claire, Chippewa and Dunn Counties) meets bi-monthly and has 50+ members. It hosts a Caregiver Town Hall meeting every November, gives presentations on request to medical facilities and businesses about caregiver resources, and a host of other advocating.

Dunn County also served on the committee for a Regional Caregiver Conference held in New Richmond in October. This committee consists of professionals and caregivers from St. Croix, Pierce and Dunn Counties. Monthly meetings plan the outstanding annual conference that is increasingly well attended.

When a caregiver is identified, I & A workers (listed above) provide them with information about local resources, explain how to access the resources and refer them to the NFCSP coordinator. Individual assistance/counseling is offered if they need help determining which services are needed and/or following through with setting them up.

## **SECTION 4 - STATEWIDE FOCUS AREAS**

### **INDIVIDUAL COUNSELING, ORGANIZATION OF SUPPORT GROUPS, AND TRAINING TO CAREGIVERS TO ASSIST IN MAKING DECISIONS AND SOLVING PROBLEMS RELATING TO THEIR CAREGIVER ROLES:**

A Caregiver Support Group meets in Menomonie once per month, and NFCSP funding is available to send caregivers to the Alzheimer Conference and other conferences they are interested in. Books on being a Caregiver are provided to all support group participants and any other caregivers that request them. The Support Group facilitator will also provide individual counseling as will the ADRC Benefit Specialists and Options Counselors.

### **RESPIRE CARE TO ENABLE CAREGIVERS TO BE TEMPORAIRLY RELIEVED FROM THEIR CAREGIVING RESPONSIBILITIES:**

NFCSP funding is available to provide respite care at home or at a nursing home on a temporary basis.

### **SUPPLEMENTAL SERVICES, ON A LIMITED BASIS, TO COMPLEMENT THE CARE PROVIDED BY CAREGIVERS:**

NFCSP funds are available to provide any supplemental services that would help the caregiver.

## SECTION 5 – LOCAL FOCUS AREAS

The ADRC of Eau Claire County received a grant from GWAAR in 2012 to support the development of a time bank. Eau Claire County generously included surrounding counties and invited the ADRC of Dunn County to join in the planning process. Included are representatives from the Center for Independent Living for Western Wisconsin, Inc. Triniteam Caregivers, Community Health Partnership, Inc. IRIS and the City of Eau Claire. Other community organizations are being sought at this time, including United Way and senior centers.

The concept is based on 'an hour for an hour'. Volunteers will use the TimeBank software to locate those in need of the service they have to provide. Those in need of a service will use the software to locate someone to meet their need. After fulfilling an hour of service, the volunteer "earns" an hour of Time Dollars but also has the option of donating that hour to someone in need.

This system is based on the belief that everyone has gifts and talents to share. It facilitates the connections in a community that might be missed due to size and distance. Accepting help is more palatable when the recipient can respond with their own offering.

**Goal Statement for 2013-2015: In order to increase services to Dunn County residents, the ADRC of Dunn County will work to increase membership in the Chippewa Valley TimeBank by including the program in our outreach efforts as well as our information and assistance contacts. If successful, the number of Dunn County participants should increase each year.**

**SECTION 6 – COORDINATION BETWEEN TITLES III AND VI**

**Not applicable.**

**ASSURANCE OF COMPLIANCE WITH  
FEDERAL AND STATE LAWS AND REGULATIONS**

On behalf of the designated county/tribal organization, we certify that the

**Dunn County Department of Human Services, ADRC Section**

---

(Give the full name of the aging unit)

has reviewed the appendix to the county/tribal plan entitled Assurances of Compliance with Federal and State Laws and Regulations for 2013-2015. We assure that the activities identified in this plan will be carried out to the best of the ability of the county/tribe in compliance with the federal and state laws and regulations listed in the Assurances of Compliance with Federal and State Laws and Regulations for 2013-2015.

---

Signature, and Title of the Chairperson of the Commission on Aging                      Date

---

Signature, and Title of the Authorized County Board/Tribal Council                      Date

## ASSURANCES

The applicant certifies compliance with the following regulations:

### 1. Legal Authority of the Applicant

- The applicant must possess legal authority to apply for the grant.
- A resolution, motion or similar action must be duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein.
- This resolution, motion or similar action must direct and authorize the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

### 2. Outreach, Training, Coordination & Public Information

- The applicant must assure that outreach activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that each service provider trains and uses elderly persons and other volunteers and paid personnel as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that each service provider coordinates with other service providers, including senior centers and the nutrition program, in the planning and service area as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that public information activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources designated area agency on aging.

### 3. Preference for Older People with Greatest Social and Economic Need

The applicant must assure that all service providers follow priorities set by the Bureau of Aging and Disability Resources designated area agency on aging for serving older people with greatest social and economic need.

### 4. Advisory Role to Service Providers of Older Persons

The applicant must assure that each service provider utilizes procedures for obtaining the views of participants about the services they receive.

### 5. Contributions for Services

- The applicant shall assure that agencies providing services supported with Older Americans Act and state aging funds shall give older adults a free and voluntary

opportunity to contribute to the costs of services consistent with the Older Americans Act regulations.

- Each older recipient shall determine what he/she is able to contribute toward the cost of the service. No older adult shall be denied a service because he/she will not or cannot contribute to the cost of such service.
- The applicant shall provide that the methods of receiving contributions from individuals by the agencies providing services under the county/tribal plan shall be handled in a manner that assures the confidentiality of the individual's contributions.
- The applicant must assure that each service provider establishes appropriate procedures to safeguard and account for all contributions.
- The applicant must assure that each service provider considers and reports the contributions made by older people as program income. All program income must be used to expand the size or scope of the funded program that generated the income. Nutrition service providers must use all contributions to expand the nutrition services. Program income must be spent within the contract period that it is generated.

## 6. Confidentiality

- The applicant shall ensure that no information about, or obtained from an individual and in possession of an agency providing services to such individual under the county/tribal or area plan, shall be disclosed in a form identifiable with the individual, unless the individual provides his/her written informed consent to such disclosure.
- Lists of older adults compiled in establishing and maintaining information and referral sources shall be used solely for the purpose of providing social services and only with the informed consent of each person on the list.
- In order that the privacy of each participant in aging programs is in no way abridged, the confidentiality of all participant data gathered and maintained by the State Agency, the Area Agency, the county or tribal aging agency, and any other agency, organization, or individual providing services under the State, area, county, or tribal plan, shall be safeguarded by specific policies.
- Each participant from whom personal information is obtained shall be made aware of his or her rights to:
  - a) Have full access to any information about one's self which is being kept on file;
  - b) Be informed about the uses made of the information about him or her, including the identity of all persons and agencies involved and any known consequences for providing such data; and,
  - c) Be able to contest the accuracy, completeness, pertinence, and necessity of information being retained about one's self and be assured that such information, when incorrect, will be corrected or amended on request.
- All information gathered and maintained on participants under the area, county or tribal plan shall be accurate, complete, and timely and shall be legitimately

necessary for determining an individual's need and/or eligibility for services and other benefits.

- No information about, or obtained from, an individual participant shall be disclosed in any form identifiable with the individual to any person outside the agency or program involved without the informed consent of the participant or his/her legal representative, except:
  - a) By court order; or,
  - b) When securing client-requested services, benefits, or rights.
- The lists of older persons receiving services under any programs funded through the State Agency shall be used solely for the purpose of providing said services, and can only be released with the informed consent of each individual on the list.
- All paid and volunteer staff members providing services or conducting other activities under the area plan shall be informed of and agree to:
  - a) Their responsibility to maintain the confidentiality of any client-related information learned through the execution of their duties. Such information shall not be discussed except in a professional setting as required for the delivery of service or the conduct of other essential activities under the area plan; and,
  - b) All policies and procedures adopted by the State and Area Agency to safeguard confidentiality of participant information, including those delineated in these rules.
- Appropriate precautions shall be taken to protect the safety of all files, microfiche, computer tapes and records in any location which contain sensitive information on individuals receiving services under the State or area plan. This includes but is not limited to assuring registration forms containing personal information are stored in a secure, locked drawer when not in use.

## 7. Records and Reports

- The applicant shall keep records and make reports in such form and requiring such information as may be required by the Bureau of Aging and Disability Resources and in accordance with guidelines issued solely by the Bureau of Aging and Disability Resources and the Administration on Aging.
- The applicant shall maintain accounts and documents which will enable an accurate review to be made at any time of the status of all funds which it has been granted by the Bureau of Aging and Disability Resources through its designated area agency on aging. This includes both the disposition of all monies received and the nature of all charges claimed against such funds.

## 8. Licensure and Standards Requirements

- The applicant shall assure that where state or local public jurisdiction requires licensure for the provision of services, agencies providing services under the county/tribal or area plan shall be licensed or shall meet the requirements for licensure. and apply for licensure.
- The applicant is cognizant of and must agree to operate the program fully in conformance with all applicable state and local standards, including the fire, health, safety and sanitation standards, prescribed in law or regulation.

## 9. Civil Rights

- The applicant shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with that act, no person shall on the basis of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity under this plan.
- All grants, sub-grants, contracts or other agents receiving funds under this plan are subject to compliance with the regulation stated in 9 above.
- The applicant shall develop and continue to maintain written procedures which specify how the agency will conduct the activities under its plan to assure compliance with Title VI of the Civil Rights Act.
- The applicant shall comply with Title VI of the Civil Rights Act (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the service funded by the grant.
- All recipients of funds through the county/tribal or area plan shall operate each program or activity so that, when viewed in its entirety, the program or activity is accessible to and usable by handicapped adults as required in the Architectural Barriers Act of 1968.

## 10. Uniform Relocation Assistance and Real Property Acquisition Act of 1970

The applicant shall comply with requirements of the provisions of the Uniform Relocation and Real Property Acquisitions Act of 1970 (P.L. 91-646), which provides for fair and equitable treatment of federal and federally assisted programs.

## 11. Political Activity of Employees

The applicant shall comply with the provisions of the Hatch Act (5 U.S.C. Sections 7321-7326), which limit the political activity of employees who work in federally funded programs. [Information about the Hatch Act is available from the U.S. Office of Special Counsel at <http://www.osc.gov/>]

## 12. Fair Labor Standards Act

The applicant shall comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (Title 29, United States Code, Section 201-

219), as they apply to hospital and educational institution employees of state and local governments.

### 13. Private Gain

The applicant shall establish safeguards to prohibit employees from using their positions for a purpose that is or appears to be motivated by a desire for private gain for themselves or others (particularly those with whom they have family, business or other ties).

### 14. Assessment and Examination of Records

- The applicant shall give the Federal agencies, State agencies and the Bureau of Aging and Disability Resources authorized Area Agencies on Aging access to and the right to examine all records, books, papers or documents related to the grant.
- The applicant must agree to cooperate and assist in any efforts undertaken by the grantor agency, or the Administration on aging, to evaluate the effectiveness, feasibility, and costs of the project.
- The applicant must agree to conduct regular on-site assessments of each service provider receiving funds through a contract with the applicant under the county or tribal plan.

### 15. Maintenance of Non-Federal Funding

- The applicant assures that the aging unit, and each service provider, shall not use Older Americans Act or state aging funds to supplant other federal, state or local funds.
- The applicant must assure that each service provider must continue or initiate efforts to obtain funds from private sources and other public organizations for each service funded under the county or tribal plan.

### 16. Regulations of Grantor Agency

The applicant shall comply with all requirements imposed by the Department of Health and Family Services, Division of Supportive Living, Bureau of Aging and Disability Resources concerning special requirements of federal and state law, program and fiscal requirements, and other administrative requirements.

### 17. Older Americans Act

The applicant shall comply with all requirements of the Older Americans Act (PL 89-73).

### 18. Federal Regulations-

The applicant shall comply with all federal regulations (45 CFR 1321) governing Older Americans Act funds and programs.

#### 19. Wisconsin Elders Act

The aging unit must comply with the provisions of the Wisconsin Elders Act.

Wisconsin Statutes Chapter 46.82 Aging unit.

“Aging unit” means an aging unit director and necessary personnel, directed by a county or tribal commission on aging and organized as one of the following:

- (1) An agency of county or tribal government with the primary purpose of administering programs of services for older individuals of the county or tribe.
- (2) A unit, within a county department under s. 46.215, 46.22
- (3) or 46.23, with the primary purpose of administering programs of
- (4) services for older individuals of the county.
- (5) A private corporation that is organized under ch. 181 and
- (6) that is a nonprofit corporation, as defined in s. 181.0103 (17).

**Aging Unit; Creation.** A county board of supervisors of a county, the county boards of supervisors of 2 or more contiguous counties or an elected tribal governing body of a federally recognized American Indian tribe or band in this state may choose to administer at the county or tribal level, programs for older individuals that are funded under 42 USC 3001 to 3057n, 42 USC 5001 and 42 USC 5011 (b). If this is done, the county board or boards of supervisors or tribal governing body shall establish by resolution a county or tribal aging unit to provide the services required under this section. If a county board of supervisors or a tribal governing body chooses, or the county boards of supervisors of 2 or more contiguous counties choose, not to administer the programs for older individuals, the department shall direct the area agency on aging that serves the relevant area to contract with a private, nonprofit corporation to provide for the county, tribe or counties the services required under this section.

**Aging Unit; Powers and Duties.** In accordance with state statutes, rules promulgated by the department and relevant provisions of 42 USC 3001 to 3057n and as directed by the county or tribal commission on aging, an aging unit:

(a) *Duties.* Shall do all of the following:

1. Work to ensure that all older individuals, regardless of income, have access to information, services and opportunities available through the county or tribal aging unit and have the opportunity to contribute to the cost of services and that the services and resources of the county or tribal aging unit are designed to reach those in greatest social and economic need.
2. Plan for, receive and administer federal, state and county, city, town or village

- funds allocated under the state and area plan on aging to the county or tribal aging unit and any gifts, grants or payments received by the county or tribal aging unit, for the purposes for which allocated or made.
3. Provide a visible and accessible point of contact for individuals to obtain accurate and comprehensive information about public and private resources available in the community which can meet the needs of older individuals.
  4. As specified under s. 46.81, provide older individuals with services of benefit specialists or appropriate referrals for assistance.
  5. Organize and administer congregate programs, which shall include a nutrition program and may include one or more senior centers or adult day care or respite care programs, that enable older individuals and their families to secure a variety of services, including nutrition, daytime care, educational or volunteer opportunities, job skills preparation and information on health promotion, consumer affairs and civic participation.
  6. Work to secure a countywide or tribal transportation system that makes community programs and opportunities accessible to, and meets the basic needs of, older individuals.
  7. Work to ensure that programs and services for older individuals are available to homebound, disabled and non-English speaking persons, and to racial, ethnic and religious minorities.
  8. Identify and publicize gaps in services needed by older individuals and provide leadership in developing services and programs, including recruitment and training of volunteers, that address those needs.
  9. Work cooperatively with other organizations to enable their services to function effectively for older individuals.
  10. Actively incorporate and promote the participation of older individuals in the preparation of a county or tribal comprehensive plan for aging resources that identifies needs, goals, activities and county or tribal resources for older individuals.
  11. Provide information to the public about the aging experience and about resources for and within the aging population.
  12. Assist in representing needs, views and concerns of older individuals in local decision making and assist older individuals in expressing their views to elected officials and providers of services.
  13. If designated under s. 46.27 (3) (b) 6., administer the long-term support community options program.
  14. If the department is so requested by the county board of supervisors, administer the pilot projects for home and community-based long-term support services under s. 46.271.
  15. If designated under s. 46.90 (2), administer the elder abuse reporting system under s. 46.90.
  16. If designated under s. 46.87 (3) (c), administer the Alzheimer's disease family and caregiver support program under s. 46.87.
  17. If designated by the county or in accordance with a contract with the department, operate the specialized transportation assistance program for a county under s. 85.21.
  18. Advocate on behalf of older individuals to assist in enabling them to meet their basic needs.

19. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.283 (1) (a) 1., apply to the department to operate a resource center under s. 46.283 and, if the department contracts with the county under s. 46.283 (2), operate the resource center.
20. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.284 (1) (a) 1., apply to the department to operate a care management organization under s. 46.284 and, if the department contracts with the county under s. 46.284 (2), operate the care management organization and, if appropriate, place funds in a risk reserve.

(b) Powers. May perform any other general functions necessary to administer services for older individuals.

(4) Commission On Aging.

(a) Appointment.

1. Except as provided under subd. 2., the county board of supervisors in a county that has established a single-county aging unit, the county boards of supervisors in counties that have established a multicounty aging unit or the elected tribal governing body of a federally recognized American Indian tribe or band that has established a tribal aging unit shall, before qualification under this section, appoint a governing and policy-making body to be known as the commission on aging.
2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall appoint, subject to confirmation by the county board of supervisors, the commission on aging. A member of a commission on aging appointed under this subdivision may be removed by the county executive or county administrator for cause.

(b) Composition.

A commission on aging, appointed under par. (a) shall be one of the following:

1. For an aging unit that is described in sub. (1) (a) 1. or 2., organized as a committee of the county board of supervisors, composed of supervisors and, beginning January 1, 1993, advised by an advisory committee, appointed by the county board. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.
2. For an aging unit that is described in sub. (1) (a) 1. or 2., composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.
3. For an aging unit that is described in sub. (1) (a) 3., the board of directors of the

private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.

(c) Terms.

Members of a county or tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and no member may serve more than 2 consecutive 3-year terms. Vacancies shall be filled in the same manner as the original appointments. A county or tribal commission on aging member appointed under par. (a) 1. may be removed from office for cause by a two-thirds vote of each county board of supervisors or tribal governing body participating in the appointment, on due notice in writing and hearing of the charges against the member.

(d) Powers and duties.

A county or tribal commission on aging appointed under sub. (4) (a) shall, in addition to any other powers or duties established by state law, plan and develop administrative and program policies, in accordance with state law and within limits established by the department of health and family services, if any, for programs in the county or for the tribe or band that are funded by the federal or state government for administration by the aging unit. Policy decisions not reserved by statute for the department of health and family services may be delegated by the secretary to the county or tribal commission on aging. The county or tribal commission on aging shall direct the aging unit with respect to the powers and duties of the aging unit under sub. (3).

(5) Aging Unit Director; Appointment. A full-time aging unit director shall be appointed on the basis of recognized and demonstrated interest in and knowledge of problems of older individuals, with due regard to training, experience, executive and administrative ability and general qualification and fitness for the performance of his or her duties, by one of the following:

(a) 1. For an aging unit that is described in sub. (1) (a) 1., except as provided in subd. 2., a county or tribal commission on aging shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors or the tribal governing body that participated in the appointment of the county or tribal commission on aging. 2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors that participated in the appointment of the county commission on aging.

(b) For an aging unit that is described in sub. (1) (a) 2., the director of the county

department under s. 46.215, 46.22 or 46.23 of which the aging unit is a part shall make the appointment, subject to the personnel policies and procedures established by the county board of supervisors.

- (c) For an aging unit that is described in sub. (1) (a) 3., the commission on aging under sub. (4) (b) 3. shall make the appointment, subject to ch. 181.