

## OPEN MEETING MINUTES

Instructions: [F-01922A](#)

Name of Governmental Body: State Aging Advisory Council			Attending: Patricia Dunn, Brian Warnecke, Esther Olson, Noreen Holmes, Susan McFadden, Judy Rank, Neal Minogue, Monica Snittler, Sara O'Donnell, Jeffrey Becker, and Eric Grosso.
Date: 2/22/2018	Time Started: 9:13 a.m.	Time Ended: 3:10 p.m.	
Location: Comfort Inn & Suites (5025 County Hwy V, Deforest, WI 53532)			Presiding Officer: The council does not have an official officer.
<b>Minutes</b>			

**Wisconsin State Aging Advisory Council  
Quarterly Meeting Minutes  
Thursday, February 22, 2018  
9:00 AM to 3:30 PM**

**Comfort Inn & Suites  
5025 County Hwy V  
Deforest, WI 53532**

### Action Items:

#### **A. Action Items:**

- Action Item:** The question was raised about the number of people retiring into poverty, or retiring and then coming into poverty. Eric Grosso will gather that data and share the information at a future council meeting.
- Action Item:** A council member commented about livable communities for older adults (young people too) and making them integrated. Eric Grosso said that he'd be willing to look at data related to this and report back to the group at a later date.
- Action Item:** council members requested statistics about the caregiver profession. Eric Grosso will gather that data and share the information at a future council meeting.
- Action Item:** council members would like the Office on Aging to host a workshop about long-term care insurance at the annual conference. Topics to cover include retirement financing and having enough funds so that an individual does not need to rely on aid services, advocating and creating awareness to educate staff and consumers, and how to start the savings process sooner, rather than later.
- Action Item:** Esther Olson will modify the by-laws to reflect the changes discussed and will provide an updated version at the quarterly meeting in May.
- Action Item:** Esther Olson will draft the language for roles and responsibilities of the chairperson and vice-chairperson.
- Action Item:** The State Aging Plan's focus areas, Adult Protective Services and Legal Protective Services, will be discussed via Skype before the next council quarterly meeting.

---

**B. Meeting Minutes****I. Welcome and Introductions by Monica Snittler, DHS staff support**

**Members Present:** Susan McFadden, Patricia Dunn, Noreen Holmes, Esther Olson, Brian Warnecke, and Judy Rank.

**Members Absent (Excused\*):** Bob Borremans\*, Sharon Wilcox\*, and Gary Stebnitz.

**DHS Staff Support Present:** Neal Minogue, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR), Office on Aging (OOA); Monica Snittler, DHS, BADR, OOA; Jeffrey Becker, DHS, BADR, OOA; Eric Grosso, DHS, BADR, OOA; and Sara O'Donnell, DHS, BADR.

**II. Meeting was called to order at 9:13 a.m. by Monica Snittler, DHS staff support**

This meeting was held in person and also made available via teleconference by calling 1-877-820-7831 and using the participant code of 254943.

**III. Review of Meeting Agenda**

- Introduction of newly hired BADR staff.
  - Sara O'Donnell
    - Part of the Office Operations and Program Support Unit within BADR.
    - Offers assistance and logistical support to each of the six councils administratively attached to the bureau.
  - Jeffrey Becker
    - Supervisor of the Legal and Protective Services Unit.
- Introduction of State Aging Advisory members to new staff.

**IV. Travel Reimbursement Review**

- Monica Snittler shared the updated council reimbursement form and how to complete the form based on new guidelines from DHS and the Bureau of Fiscal Services (BFS).
- During each meeting members will receive the reimbursement form. The form should be filled out, signed, dated, and turned into Sara O'Donnell by the end of the meeting.
- Any questions should be directed towards Sara O'Donnell as she will now be handling council member reimbursements.

**V. Bureau of Aging and Disability Resources Updates**

- Goals for the State Aging Advisory Council in 2018
  - OOA would like to see the council become more independent in the year ahead and beyond. For example, have the council decide

---

on the agenda, advise staff on what's important in the aging community within Wisconsin, and provide recommendations to further improve the lives of the aging population.

- The State Aging Plan
  - The plan is due at the end of June to Administration for Community Living (ACL).
  - The council will further discuss the homework assigned at the last quarterly meeting about gathering feedback related to the four areas within the state plan.
  - The OOA would also like to receive feedback from members about the importance of legal and adult protective services.
  - The addition of public comment was utilized to incorporate the voice of the consumer while writing the plan.
  - The OOA will send the State Aging Plan to aging agencies for their review and feedback; project summary sheets will also be shared.
  - The OOA will also ask council members to provide feedback on the plan.
- Council Membership
  - Neal Minogue and Monica Snittler shared that the council has a few vacant positions. They would like current members to help spread the word and recruit eligible individuals to apply.
    - The OOA would like to see representation from all areas of the state, tribes, and different ethnicities.
- Tribal and County Aging Plans
  - The OOA is currently working on compiling and distributing instructions to share with the tribes and counties so they can complete their aging plans. It is up to the area agencies on aging (AAA) to approve county and tribal aging plans. The State Office on Aging provides a lot of input in the AAA aging plans, not the tribal and county aging plans.
  - An area of focus for the aging plans is how counties and tribes are going to work together to meet the needs of tribal elders.
  - Another area of focus is public input. It is now required that two different methods are used to gather public input prior to writing the aging plans. Tribes and counties will then have to share what methods they used to gather the information.
    - Older adults used to be left behind as decisions about their lives were determined for them by professionals. Public comment is extremely important and valuable. It allows individuals to have an active involvement in the decisions made, based on what's needed, not just assumed.
- Quality Improvement Within the Bureau
  - Funding is level, but the aging population continues to grow and the demand for services and funding is increasing.
  - The OOA is utilizing strategic planning and quality improvement to educate aging units on how to provide and do more with less. The OOA decided to gather information from the counties and tribes to determine best practices and share the findings with each

---

county and tribe.

- Assembly Bills Passed
  - AB-628 Silver Alert Referral
  - AB-629 Adult Guardianship
  - AB-630 Dementia Specialist
  - AB-632 Alzheimer's Awareness Grants
  - AB-655 Decision-Making Agreements
- Caregiver Tax Credit
  - The council discussed the caregiver tax credit for \$1,000 if caregiver expenses were greater than or equal to \$2,000.

## **VI. Older Americans Act Program Presentation**

### **Eric Grosso, Demographer, Office on Aging, Department of Health Services**

- Aging Data Presentation for the State Aging Advisory Council
  - Population of those ages 60 and older in Wisconsin.
    - This is currently the fastest growing population in Wisconsin with most individuals being between the ages of 60-62.
    - The fastest period of growth for this age group was from 2010-2020.
  - Population growth of those ages 60 and older by race and ethnicity in Wisconsin.
    - White alone, not Hispanic, represents the majority of the total population 60 and older.
    - Non-white populations represent the fastest growing populations. This is due to their small size in numbers.
  - Annual number of live births in Wisconsin.
    - Baby boomers still control the most births out of any generation, even compared to millennials.
  - Percent of the population age 60 and older.
    - Six maps representing five year increments (2015-2040) were shared with council members to show projected increases in the 60 and older population within each of the 72 Wisconsin counties.
  - Wisconsin labor force and representation from the 60 and older population.
    - The question was raised about the number of people retiring into poverty, or retiring and then coming into poverty. Eric Grosso will gather that data and share the information at a future council meeting. See Action Item 1.

- Additional Data Requests
  - A council member commented about livable communities for older adults (young people too) and making them integrated. Eric Grosso said that he'd be willing to look at data related to this and report back to the group at a later date. See Action Item 2.
  - Council members requested statistics about the caregiver profession. Eric Grosso will gather that data and share the information at a future council meeting. See Action Item 3.

## VII. Executive Committee Report out

- Long-term Care Insurance Conference Workshop
  - Council members would like the OOA to host a workshop about long-term care insurance at the annual conference. Topics to cover include retirement financing and having enough funds so that an individual does not need to rely on aid services, advocating and creating awareness to educate staff and consumers, and how to start the savings process sooner, rather than later. See Action Item 4.
- Review and Discuss the By-laws
  - The council reviewed the (newly created) by-laws one section at a time and discussed any changes or updates.
    - Article 3, Section 3: Responsibilities
      - Remove brokering and monitoring, as the council does not have that authority.
      - Remove evaluation and replace with recommendations.
      - Add develop to the design section.
      - Rename the title of the section to read “functions.” Then members would have individual responsibilities.
      - Further simplify the first bullet and make sure the remaining bullets reflect the language changes made to the first bullet.
    - Article 4, Section 3: Responsibilities
      - Inform OOA in the event of an absence.
    - Article 4, Section 4: Appointment and Terms
      - Members are appointed by BADR for two three year terms, *normally*.
      - Extended terms may be permitted as determined by BADR, director of the Office on Aging; not the council.
    - Article 4, Section 5: Termination
      - Termination letters should be addressed to the director of the Office on Aging within the bureau.

---

- Article 4, Section 6: Absences

- In the first bullet change *will* to *may*, as some absentees are considered excused.
  - This section will continue to be worked on.
- Esther Olson will modify the by-laws to reflect the changes discussed and will provide an updated version at the quarterly meeting in May. See Action Item 5.
- Neal Minogue commented on the council structure and eventually having a chairperson and vice-chairperson. This would further formalize the council and allow them to advise OOA. Esther Olson will draft the language for roles and responsibilities of the chairperson and vice-chairperson. See Action Item 6.

### **VIII. Review of October Meeting and Input from Members**

- If members have any changes to the October notes they should contact Neal Minogue or Monica Snittler.
  - Correction: Page 6, the spelling of Judy Rank.
- Sara O'Donnell will be taking notes for the council moving forward.

### **IX. Homework Assignment: Addressing Aging Issues**

- The council discussed the homework assigned at previous quarterly meeting in October 2017 and reviewed the State Aging Plan focus areas. Members then shared any feedback they received while completing the homework assignment.
- Legal Assistance and the Elder Benefit Specialist (EBS) Program
  - Council members shared that they were familiar with these services because of aging and disability resource centers (ADRCs). They also shared that it can't be assumed that individuals know about these resources. These are resources consumers should know about before they actually need them.
  - ADRCs refer to outside organizations. Those organizations should be willing to collaborate with the ADRCs to ensure that information is reaching all consumers.
  - In Dane County, the elder benefit specialist goes into the community once a month and meets with senior center organizations.
  - Members commented that consumers knew about the resources, but didn't recognize the official titles, or where to receive the service.
    - A marketing campaign was suggested as a way to educate more consumers. If the message was dispersed by the state, it would have a greater impact than if the counties executed it individually.
  - In summary, most people did not know what EBS was unless they knew someone in the profession or had previously utilized the service. There needs to be increased marketing that is more effective.
  - The Office on Aging commented that the current goals in the draft of the State Aging Plan do not align with the feedback received

---

from the council and further discussion and planning will need to be considered.

- Healthy Aging
  - One member shared a resource pamphlet developed by their county that compiled the wide range of programs and services aimed at maintaining and improving physical and mental health. The remaining members felt like it was a great resource and that other counties should create something similar.
  - Evidence-based health promotion programs.
    - Members commented that this term is not used in the community, but consumers are aware of some of the programs.
    - The council discussed marketing as a key factor for building awareness. They suggested utilizing the radio to do more public service announcements, since so many people skip through commercials and don't read newspapers. It was also mentioned that when consumers listened to someone speak about the programs, or actually went to the community/senior center, they were more willing to try the programs.
- Services in Support of Caregivers
  - Council members felt that there is currently no effective marketing being implemented.
  - There are two different categories when it comes to caregivers. 1) Convincing people who need the care and 2) Working with people who recognize someone needs the care.
  - The Office on Aging commented that the current goals in the draft of the State Aging Plan do align with the feedback received from the council.
- Services to People with Dementia
  - Council members commented that more dementia care specialists are needed. There is not a good handle on young onset dementia, and dementia is underreported and under diagnosed.
- Elderly Nutrition Program
  - There are issues with rural, small towns not having the resources to keep the sites viable, along with some populous cities.
  - Council members commented that nutrition is a basic need that needs to be filled and appropriate funding is necessary. There are pockets throughout the state and counties are struggling to keep these sites up and running verse just going down to delivered meals or no meals served. A congregate meal site is meant to provide a meal and socialization; it's very important. Expecting someone to go to a site further away is not doable and realistic. The restaurant model and salad bar seem to be successful alternatives to congregate sites.
- Adult Protective Services and Legal Protective Services
  - These areas will be discussed via Skype before the next council quarterly meeting. See Action Item 7.

---

**X. Review of Next Meeting in May**

- Monica Snittler shared that the next meeting will be Thursday, May 24, 2018.
- The location of this meeting is yet to be determined.

**XI. Public Comments Related to Aging Programs and Services in Wisconsin**

- There were no comments made by members of the public.

**XII. Adjourn**

**The meeting adjourned at 3:10 p.m.**

Prepared by: Sara O'Donnell on 5/23/2018.

These minutes were reviewed by the governmental body on: 5/24/2018