

1/18/12

NUTRITION PROGRAMS: Mealsites - Berlin Senior Center, Dartford Bay Apartments, Vista Valley Apartments																				
	HOMEBOUND				HOMEBOUND				CONGREGATE				CONGREGATE				MEAL PROGRAM			
	Berlin	Green Lake/Prince.	Markesan		Berlin	Green Lake/Prince.	Markesan		Berlin	GL/Princeton	Markesan		Berlin	GL/Princeton	Markesan		TOTAL	TOTAL	TOTAL	TOTAL
	HOME	DONATION	HOME	DONATION	HOME	DONATION	TOTAL	TOTAL	CONG	DONATION	CONG	DONATION	CONG	DONATION	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
	#	AMOUNT	#	AMOUNT	#	AMOUNT	MEALS	DONATION	# SERVED	AMOUNT	# SERVED	AMOUNT	# SERVED	AMOUNT	MEALS	DONATION	MEALS	DONATION	MEALS	DONATION
January-11	619	\$1,690.75	466	\$1,153.00	197	\$789.00	1,282	\$3,632.75	292	\$979.81	114	\$268.00	152	\$342.50	558	\$1,590.31	1,840	\$5,223.06		
February-11	494	\$1,702.05	399	\$1,702.05	152	\$509.00	1,045	\$3,913.10	285	\$939.55	94	\$177.25	105	\$446.50	484	\$1,563.30	1,529	\$5,476.40		
March-11	597	\$2,498.25	476	\$1,875.90	179	\$754.00	1,252	\$5,128.15	377	\$1,331.10	119	\$168.00	138	\$296.00	634	\$1,795.10	1,886	\$6,923.25		
April-11	558	\$1,888.00	423	\$1,522.30	198	\$638.00	1,179	\$4,048.30	283	\$951.74	110	\$188.00	118	\$268.00	511	\$1,407.74	1,690	\$5,456.04		
May-11	504	\$2,720.50	425	\$2,058.60	271	\$668.00	1,200	\$5,447.10	277	\$1,037.38	147	\$216.00	123	\$362.00	547	\$1,615.38	1,747	\$7,062.48		
June-11	514	\$1,832.30	449	\$1,477.04	266	\$1,013.00	1,229	\$4,322.34	302	\$893.79	148	\$224.36	86	\$188.00	534	\$1,306.15	1,763	\$5,628.49		
July-11	418	\$2,026.54	440	\$1,395.90	262	\$895.00	1,120	\$4,317.44	213	\$857.42	140	\$398.09	92	\$240.00	445	\$1,495.51	1,565	\$5,812.95		
August-11	496	\$1,367.46	491	\$1,516.23	319	\$855.00	1,306	\$3,738.69	307	\$1,126.03	140	\$288.00	102	\$314.50	549	\$1,728.53	1,855	\$5,467.22		
September-11	528	\$1,331.58	434	\$1,357.94	271	\$1,190.00	1,233	\$3,879.52	252	\$933.17	137	\$329.22	89	\$216.00	478	\$1,478.39	1,711	\$5,357.91		
October-11	481	\$1,454.50	535	\$1,199.80	292	\$1,026.00	1,308	\$3,680.30	249	\$897.75	138	\$276.00	100	\$244.35	487	\$1,418.10	1,795	\$5,098.40		
November-11	453	\$1,679.06	494	\$1,271.00	272	\$1,141.00	1,219	\$4,091.06	334	\$1,047.54	136	\$308.00	93	\$234.00	563	\$1,589.54	1,782	\$5,680.60		
December-11							0	\$0.00							0	\$0.00	0	\$0.00		



1/18/12



Greater Wisconsin  
Agency on Aging Resources, Inc.

December 22, 2011

Gloria Lichtfuss – Nutrition Coordinator  
ADRC Green Lake County  
PO Box 588  
Green Lake, WI 54941

Dear Gloria,

Thank you for meeting with me on December 15, 2011 for the on-site review of the Green Lake County Elderly Nutrition Program. As you know, the nutrition assessment was completed for the 2010-2012 plan assessment period in order to review all items surrounding the functioning of the nutrition programs under the Older Americans Act including the following areas: administrative functions, income sources, congregate nutrition programming, home delivered meal programming, food safety and sanitation, and meals and other nutrition services.

Upon my visit to the Berlin Senior Center dining site, I observed the regular site manager Tom and team member Sue in attendance. They both appeared to be well and healthy, they were wearing clean clothes, gloves and effective hair restraints while working with the food and equipment. Appropriate hand washing was also observed and I saw a functioning hand washing station. I observed a well-functioning dish machine for sanitizing of wares, with a booster heater and an observed adequate wash temperature of 184°F. I observed clean refrigerator units at sufficient internal temperatures of 36°F, 33°F, and 38°F, as well as functioning freezer units with internal temperatures of -3°F, +10°F and a third freezer with no visible thermometer but with all items frozen solid. I observed food thermometers and alcohol for sanitizing them, and I observed the monitoring of the temperatures prior to service. Hot and cold food temps were acceptable with all hot foods 195°F or more, and all cold foods at 41°F or less.

I observed the packaging of the home delivered meals and found the current system questionable. All of the meals were packaged in foam containers which are not adequate for temperature retention, and can lead to poor quality upon receipt of meals. I observed the Oliver system sealing machine, and saw Oliver packing trays in the supply closets, but they were not being used. In addition, the food served at the congregate center was also served on foam plates and in foam bowls. While real silverware was used, the use of foam serving ware does not meet the standards of quality or customer service that we expect from the elderly nutrition program. The kitchen is stocked with a well-functioning dish machine and there is no observable reason real plates, glasses, cups and bowls cannot be used for normal daily meal service.

The lunch served the day of my visit was quite good. It was served hot and it was tasty and appealing. Upon discussing the program with the participants at my table, Tom and Sue's meals are well liked and well received. I have little to no concern about safe food handling, portion sizes or adequate menu items. I trust that Tom and Sue practice proper sanitation techniques on an ongoing basis. Likewise, I trust that Tom and Sue strive to provide safe, tasty meals on an ongoing basis. The Berlin Senior Center dining center met my expectations with the exceptions of the above outlined concerns about quality meal service.

Please see the accompanying 2010-12 Area Agency on Aging Assessment for Elderly Nutrition Programs form for details and notes on each specific section of the assessment. The following is a list of highlights that has been identified for the Green Lake County Aging Unit during this nutrition assessment process:

**Administration**

Green Lake County meets all expectations

**Income Sources**

Green Lake County meets all expectations with the exception of keeping contributions confidential at Berlin Senior Center as well as the stipulation on signs that no eligible individual will be denied a meal if unable to contribute.

**Congregate Nutrition Program**

Green Lake County meets all expectations

**Home Delivered Meal Programming**

Green Lake County meets all expectations

**Nutrition Program Staff & Volunteer Training**

Green Lake County meets all expectations

**Meals and Other Nutrition Services**

Green Lake County meets all expectations with the exception of mandatory nutrition education at Berlin Senior Center.

In addition to the above mentioned overview, it bears noting that Gloria Lichtfuss is only half-time in the elderly nutrition program. It is a concern that this position is not full time. With the responsibilities that come along with program oversight and the fact that Gloria does all in-home assessments, it is strongly suggested that Gloria's position be made full time so that she can dedicate her time to adequately overseeing the Elderly Nutrition Program. The Green Lake County Elderly Nutrition Program does in general employ competent, well-trained staff, and they act with the participants' best interests in mind which is evident in the survey results from 2011.

I would like to thank the Green Lake County Aging Unit for their cooperation during this nutrition assessment process. I appreciate all efforts made by Betty, Gloria, and your team, and your hard work in continuing to supply an ample number of individuals in the Congregate Dining and Home Delivery Meal Programs the opportunity for meals, education, socialization and improved health.

Respectfully,



Mike Glasgow, RD,CD  
Older Americans Act Consultant / Nutrition Specialist

CC: Jack Meyers, Chair, Green Lake County Commission on Aging  
Betty Bradley, Green Lake County Aging Service Director

1/18/12

**BUREAU OF AGING AND DISABILITY RESOURCES  
AGING UNIT SELF-ASSESSMENT**

<b>Name of Aging Unit:</b> Green Lake County
<b>Date Self-Assessment Approved by Commission on Aging:</b> 01-18-2012
<b>Date Self-Assessment Reviewed by AAA:</b>
<b>Date AAA Review Letter Sent to Aging Unit:</b>

<b>Part I - Compliance with the Wisconsin Elders Act</b>	
<b>Organization of the Aging Unit-</b> The law permits one of three organizational options. Which of the following permissible options has the county/tribe chosen?	<b>Check One</b>
1. The aging unit is an agency of county/tribal government with the primary purpose of administering programs for older individuals of the county/tribe.	
2. The aging unit is a unit, within a county/tribal department with the primary purpose of administering programs for older individuals of the county/tribe.	X
3. The aging unit is 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>Part I - Compliance with the Wisconsin Elders Act</b>			
<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>Does the Aging Unit have a full-time Director? Yes/No</b> Yes
<b>Membership of the Commission on Aging-</b> 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. In the case of county board members the requirement is 3 consecutive 2-year terms.			<b>Is the aging unit in compliance? Yes</b>
<b>Members of the Commission on Aging -Please list</b>			
<b>Name of Individual</b>	<b>Age 60 and Older</b>	<b>Elected Official</b>	<b>Year first term began</b>
Jack Meyers	x	x	2010
Darlene Krentz	x		2009
Naomi Hilger	X		2007
Betty Gross	X		2010
Carol Kujawa	X		2008
Richard Trochinski	X	X	2011

If the aging unit does not meet with all of the above it is required to submit a 'Corrective Action Plan', outlining a timeline and goals, in SMART format, to GWAAR (to BADR in the case of Milwaukee County and Dane County) by April 2, 2012. The policy manual outlines such plans which must include involvement of older persons, discussion of such a plan at commission on aging/advisory committee meetings and appropriate public hearing notices, meeting notices, agendas, and minutes to be submitted to GWAAR/BADR by the due date.

**Part II - Activities to Help Older People Advocate for Themselves**

**1. What does the aging unit do to inform older people about the issues that affect their lives?**

Green Lake County publishes a newsletter bi-monthly that goes to over 900 households in the community. This newsletter contains articles regarding issues that affect the elderly, upcoming community events and updates from all the Senior Centers in the County. We also publish articles in the County Newspaper regarding upcoming events and important issues. The ADRC promotes and informs the elderly who have contact with the ADRC of upcoming events, trainings, classes, or services available to the elderly in Green Lake County. Our EBS holds outreach hours monthly at each of the Senior Centers in the County and promotes any upcoming events. Posters about issues/events are also displayed throughout the community, at the Food Pantry and the ADRC.

**2. How does the aging unit teach older people to act as advocates?**

Our EBS does a lot of one on one counseling with elderly individuals to assist them and educate them on how to advocate for themselves. We have also had speakers come to the community to talk about how to be your own advocate. The ADRC in Green Lake County also works with Seniors to assist them in advocating for themselves.

<b>Part III- Progress on the Aging Unit Plan for Serving Older People Statewide Priorities</b>	
Please provide, in brief detail, the results of goals your aging unit worked on during the past calendar year of 2011.	
<b>Goal - Emergency Preparedness</b> <i>Work with the local MCO to assist all MCO members to sign up for the "code red" system in Green Lake County by 12/11.</i>	
<b>Was the goal accomplished?</b> No	<b>Yes or No?</b> No
If the goal was not accomplished please explain. <i>(A few sentences please)</i> Staff vacancies in 2011 resulted in lack of time to complete this goal. Vacancies have been filled and we will work on this goal in 2012.	
<b>Any plans to work on this goal next year?</b> Yes we will work on this goal in 2012.	
<b>Goal - Transportation Coordination</b> Each year the Green Lake County Transportation Committee, made up of stakeholders including Green Lake County Aging Unit, Fox River Industries, the City of Berlin, Mascoutin Transportation, and Southern Green Lake County Transportation, will continue to work with Wis Dot in every way possible to maximize our collective resources, reduce/eliminate duplicity and provide a coordinated, efficient transportation service that meets the needs of the elderly and disabled citizens of Berlin and the surrounding area.	
<b>Was the goal accomplished?</b>	<b>Yes or No?</b> Yes
If the goal was not accomplished please explain. <i>(A few sentences please)</i>	
<b>Any plans to work on this goal next year?</b> This goal will continue in 2012.	



**Part IV - Progress on the Aging Unit Plan for Serving Older People  
National Family Caregiver Support Program**

**Area 1 - Provide Information to caregivers about available services.**

**Explain what was done in this area:** Information is provided to caregivers in various ways in Green Lake County. Direct mailings to program participants are sent out monthly. Information regarding caregiving programs is also published in our Senior Newsletter that is mailed to over 950 households in the County. News articles are printed in the local papers regarding upcoming events, trainings, and support groups. The local ADRC provides information about the caregiver programs and services to all consumers who call in with inquiries.

**What will be done in this area next year?** We will continue to promote caregiver programs and services through the local media and the ADRC. Green Lake County sponsors a monthly Caregiver support group that will continue in 2012.

**Area 2 - Provide Assistance to caregivers in gaining access to the services**

**Explain what was done in this area:** All individuals requesting information on services or caregiver programs were responded to on a one on one basis. The worker assisted the individual with gaining access to any and all services they requested.

**What will be done in this area next year?** We will again have a worker available to assist individuals who may need assistance with accessing services. Either through the ADRC or the Adult Services worker any and all necessary assistance will be provided to all consumers requesting assistance.

**Part IV - Progress on the Aging Unit Plan for Serving Older People  
National Family Caregiver Support Program**

**Area 3- Provide Individual counseling, organization of support groups, and training to caregivers to assist in making decisions and solving problems relating to their caregiver roles.**

**Explain what was done in this area: Green Lake County runs a monthly Caregiver Support Group meeting during which various topics are covered. Any individual who requests to meet individually to get more assistance and/or information meets with the Adult Services Social Worker who provides counseling/support to the caregiver to assist them in making decisions and/or apply for services.**

**What will be done in this area next year? We will again provide counseling services through our Adult Services Social Worker. We will continue to run a monthly Caregiver Support Group to provide information and training to caregivers in the community.**

**Area 4- Provide respite care to enable caregivers to be temporarily relieved from their care-giving responsibilities.**

**Explain what was done in this area: During our Support Group activities on-site respite services are offered so that caregivers are free to listen to the program content while knowing that their loved one is being supervised and cared for. We also offer respite in the home setting to any individual who needs this service. The Adult Services Worker works with the caregiver to determine the amount of respite needed, when it is needed, and ensure that there are funds to pay for the respite if needed.**

**What will be done in this area next year? We will continue to provide on-site respite during our Support Group meetings. We will also continue to work**

Aging Unit Assessment

individually with any caregiver who needs at home respite to get relief from their caregiver duties.

<b>Part IV - Progress on the Aging Unit Plan for Serving Older People National Family Caregiver Support Program</b>
<b>Area 5 - Provide supplemental services, on a limited basis, to complement the care provided by caregivers.</b>
<b>Explain what was done in this area:</b> When a caregiver needs supplemental services in the home our Adult Services Worker does an assessment to try to determine what the need is. Depending on the outcome of the assessment services such as transportation, medication counseling, RN services or personal care services might be offered. If financial assistance is need to fund these services Caregiver funds can be used.
<b>What will be done in this area next year?</b> Green Lake County will continue the same process into 2012.
<b>Area 6 - Family Caregiver Support Activities - Coordination</b>
<b>Description of caregiver coordination activities this year:</b> Green Lake County runs a monthly Caregiver Support Group. Various topics are discussed each month including memory, loss, caring for those you love, and how to apply for assistance. We also have quest speakers come to the group to talk on various topics including nutrition, Social Security, POA of finances and health care, and Elderly Benefit Specialists and how they can assist you.
<b>What will be done in this area next year?</b> We will continue our monthly Support Group in 2012. We will also continue to provide one on one individual assistance and support to any caregiver who requests it.

<b>Part V - Progress on the Aging Unit Plan for Serving Older People Local Priorities</b> <i>(List the local priorities for older people the aging unit has been working on during the past year. Attach as many pages as are needed)</i>	
<b>Goal -</b>  	
<b>Was the goal accomplished?</b>	<b>Yes or No?</b>
<b>If the goal was not accomplished please explain. (A few sentences please)</b>  	
<b>Any plans to work on this goal next year?</b>  	
<b>Goal -</b>  	
<b>Was the goal accomplished?</b>	<b>Yes or No?</b>
<b>If the goal was not accomplished please explain. (A few sentences please)</b>  	
<b>Any plans to work on this goal next year?</b>  	

1/18/12

**AGING ADVISORY COMMITTEE**

**SURVEY FOR THE  
2013 – 2015 AGING PLAN  
~~January 2012~~**

To assist the Aging Advisory Committee in developing a mandated Aging Plan for 2013 – 2015 the following survey questions are being asked of participating seniors within Green Lake County.

1. Survey Question:

As seniors, what are your three major concerns relating to programs for seniors?

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2. Survey Question:

What senior programs could be improved; continued; or new ones that could be introduced?

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3. Please drop off your surveys at your local Senior Center. Thank You.



# WISCONSIN DEPARTMENT OF HEALTH SERVICES

## AFCSP Budget Report for 2012

Page 1 of 1

State of Wisconsin  
Department of Health Services  
Division of Long Term Care  
F-21343 (11/2011)

### Alzheimer's Family Caregiver Support Program (AFCSP) Budget Report FOR 2012

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

1. County or Counties Included in Budget:\*

Green Lake County

2. Name of county-designated AFCSP Lead Agency:

Green Lake County Health and Human Services

3. Your Name:\*

Betty Bradley

4. Your email address:\*

bbradley@co.green-lake.wi.us

5. Your telephone number (please include area code):\*

920-294-4070

6. 2012 Allocation in dollars:

\$5,532.00

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

2

### Planned distribution of funds by purpose, in dollars (\$) and percents (%) (DHS 68.06)

Note that items 8,10,12, and 14 should be entered as dollar amounts and must equal the total AFCSP allocation; and items 9,11,13, and 15 should be entered as percents and must total 100%. Please check your math before you submit!

8. DOLLARS planned for goods and services

\$4,702.00

9. PERCENT planned for goods and services

85%

10. DOLLARS planned for contracts for development of new or expanded services (note: if any expenditures planned, please complete item 25).

0

11. PERCENT planned for contracts for development of new or expanded services (note: If any expenditures planned, please complete Item 25)

0

12. DOLLARS planned for outreach activities and public awareness

0

13. PERCENT planned for outreach activities and public awareness

0

14. DOLLARS planned for support group development or assistance

\$277.00

15. PERCENT planned for support group development or assistance

5%

16. DOLLARS planned for program administration (maximum 10%)

\$553.00

17. PERCENT planned for program administration (maximum 10%)

10%

### Planned methods for distribution of funds:

18. Do you plan to make payments to service providers for direct care, as a method of distributing these funds? (DHS 68.09)  
 Yes  No
19. Do you plan to make payments to service providers for the development or expansion of services? (DHS 68.09). If so, please complete Item 25.  
 Yes  No
20. Do you plan to make payments to households of persons with Alzheimer's Disease (i.e. cash grant for agreed-upon service/goods)? (DHS 68.09)  
 Yes  No
21. Do you plan to make payments to managers of residential facilities for services to residents with Alzheimer's Disease enrolled in AFCSP? (DHS 68.09)  
 Yes  No
22. Indicate the maximum amount payable in the calendar year to or on behalf of any participating person  
 \$4,000  
 Less than \$4,000 (complete item 23)



23. If maximum amount payable is less than \$4,000, please indicate amount of maximum:

24. Briefly describe any limitations on goods and services that are to be provided, purchased, or contracted for (e.g., "will fund only respite care," or "adult day care will be funded only at XYZ Center"). See DHS 68.06(2)(b) for list of all possible services. If no limitations, indicate none.

No limitations

25. Briefly describe any new programs or expanded services planned for the coming year [see definitions under DHS 68.02(8) and (13)]. Please indicate if this is year one, two, or three of the program development or expansion.

None

26. Summarize your waiting list policy

Once all program dollars are committed for the year, any additional applicants will be placed on a waiting list based on their date of eligibility for the program.



\* indicates a required field

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