

RESOLUTION NO.: 18—2023-24

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 In 2005, Calumet, Outagamie, and Waupaca (COW) counties submitted an application
2 to the State of Wisconsin to operate a consortium Aging and Disability Resource Center
3 (ADRC). That proposal was accepted and the COW ADRC Consortium was formed.
4 On December 14, 2004, the Outagamie County Board of Supervisors adopted Resolution
5 109-2004-05 authorizing the joint ADRC application from the three counties. On May
6 9, 2006, the Outagamie County Board of Supervisors adopted Resolution 8-2006-07
7 authorizing the Calumet, Outagamie, and Waupaca County ADRC Advisory
8 Committee. Additionally, Resolution 8-2006-07 approved the appointment of four
9 representatives by the Health and Human Services Committee, one being a County
10 Board member, to serve on the COW ADRC Advisory Committee.
11

12 Currently, there are 37 counties in the State of Wisconsin that operate stand-alone
13 ADRC's and 37 counties that are part of a small number of County Board consortium
14 ADRC's. Recently, there has been a trend for more counties to opt out of consortium
15 ADRC's and operate independent stand-alone ADRC's.
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17 Waupaca County recently gave Calumet County and Outagamie County notice that they
18 intend to leave the COW Consortium ADRC effective January 1, 2024. As a result of
19 this notification, Calumet County and Outagamie County reviewed their options and
20 studied three different models of reorganizing their respective ADRC's going forward.
21 Those three options included a stand-alone model for both counties (with no cooperative
22 services), a stand-alone application model, but one where both counties would continue
23 to share services where economically and geographically feasible, and a third model
24 where Outagamie County would apply to operate a two county consortium with a shared
25 part-time ADRC Coordinator. Attached is a fiscal analysis of the three options. Not
26 any of the three have a major impact on Outagamie County funding required to operate
27 the ADRC program.
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29 After studying all three options in terms of staffing and financial costs, Health and
30 Human Services Administration recommended to the Health and Human Services Board
31 and Committee that staff apply for a stand-alone application model, with both Calumet
32 County and Outagamie County continuing to share ADRC services where economically
33 and geographically feasible.
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35 In addition, Outagamie County Health and Human Services Administration will work
36 to restructure the existing Aging Advisory Committee to meet the requirements to serve
37 as the Aging and Disability Resource Center (ADRC) Advisory Committee beginning
38 in calendar year 2024.
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The Health and Human Services Department is requesting to move to a stand-alone ADRC with shared services with Calumet County where economically and geographically feasible for ADRC operations beginning January 1, 2024. The anticipated timeframe of the completed new ADRC application to the State of Wisconsin is before July 1, 2023. Any budget changes and net budgetary impact, which is projected to be minor, will be included in the 2024 proposed budget.

NOW THEREFORE, the undersigned members of the Health and Human Services Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of the Department of Health and Human Services to submit an application to the State of Wisconsin to move to a stand-alone Aging and Disability Resource Center (ADRC) with shared services with Calumet County where economically and geographically feasible for ADRC operations beginning January 1, 2024, with any budget changes to be included in the 2024 proposed budget, as noted on the attached fiscal note, ADRC Proposed Funding Operations worksheet, and attachments, which by reference are made a part hereof, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve of the Department of Health and Human Services to restructure the existing Aging Advisory Committee to meet the requirements to serve as the Aging and Disability Resource Center (ADRC) Advisory Committee beginning in calendar year 2024, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Health and Human Services Director.

Dated this ____ day of May 2023

Respectfully Submitted,

HEALTH AND HUMAN SERVICES
COMMITTEE

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Dan Gabrielson

Justin Krueger

Jeff McCabe

Cathy Thompson

Kelly Schroeder

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1675), Controller (1674) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Department of Health and Human Services Request to Reorganize the Aging and Disability Resource Center effective 01/01/2024

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

In 2005, Calumet, Outagamie and Waupaca Counties submitted an application to the State of Wisconsin to run a consortium Aging and Disability Resource Center (ADRC). That proposal was accepted and the COW ADRC Consortium was formed. On December 14, 2004, the Outagamie County Board of Supervisors passed Resolution 109-2004-2005 authorizing the joint ADRC application from the three counties. On May 9, 2006 the Outagamie County Board of Supervisors passed Resolution 8-2006-2007 authorizing and approving the Calumet, Outagamie, and Waupaca County ADRC Advisory Committee and the appointment of four representatives by the Health and Human Services Committee, one being a County Board member, to serve on the COW ADRC Advisory Committee.

Currently there are 37 counties in the State that run stand-alone ADRC's and 37 counties that are part of some small number of county based consortium ADRC's. Recently there has been a trend for more counties to opt out of consortium ADRC's and run independent stand-alone ADRC's.

Waupaca County recently gave Calumet and Outagamie County notice that they intend to leave the COW Consortium ADRC effective January 1, 2024. As a result of that notification, Calumet and Outagamie County reviewed their options and studied three different models of reorganizing their respective ADRC's going forward. Those three options included a stand-alone model for both counties (with no cooperative services), a stand-alone application model but one where both counties would continue to share services where economically and geographically feasible, and a third model where we would apply to run a two county consortium with a shared part-time ADRC Coordinator. Attached is a fiscal analysis of the three options. None of the three have a major impact on the Outagamie County funding required to run the ADRC program.

After studying all three options in terms of staffing and financial costs, Health and Human Services Administration recommended to the Health and Human Services Board that we apply for a stand-alone application model but one where both Outagamie and Calumet will continue to share ADRC services where economically and geographically feasible.

In addition, Outagamie County Health and Human Services Administration will work to restructure our existing Aging Advisory Committee to meet the requirements to serve as the counties Aging and Disability Resource Center (ADRC) Advisory Committee beginning in calendar year 2024.

The Health and Human Services Committee has approved the creation of a County Board Resolution that would allow the department to submit an application to run a stand-alone ADRC with shared services with Calumet County where economically and geographically feasible for ADRC operations beginning January 1, 2024. The anticipated timeframe of the completed new ADRC application to the State of Wisconsin is before July 1, 2023.

The department of Health and Human Services is requesting to move to a stand-alone ADRC with shared services with Calumet County where economically and geographically feasible for ADRC operations beginning January 1, 2024. Any budget changes and net budgetary impact, which is projected to be minor, will be included in the 2024 proposed budget.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None

3. Is the specific cost or revenue included in the current year's budget? yes (X) no () partially ()

- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no () n/a (X)
- 5. Is the proposal to accept additional revenues only? yes () no (X)
- 6. Does this request modify/adjust the current year budget? yes () no (X)
If no, skip to question 8 below.
- 7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)


<u>COST CENTER NAME</u>	<u>LINE ITEM</u> <small>(i.e. Salaries, Supplies, Etc.)</small>	<u>ACCOUNT NUMBER INCLUDING COST CENTER</u> <small>(i.e. 1004100.5100, 1004100.5400, etc.)</small>	<u>INCREASE (DECREASE) AMOUNT</u>
N/A - To be included in 2024 Budget			

Annual and Long-Term Impact

- 8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes () no (X) n/a ()
- 9. What is the anticipated annual and/or long-term cost or revenue impact?

Annual Cost	Similar to current 2023 budget
Annual Revenue	Similar to current 2023 budget

Fiscal Note Prepared by: Betty Gehring

For Financial Services purposes only							
Reviewed By: 	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 60%;"><u>Detail Expenditures Account Number</u></td> <td style="border-bottom: 1px solid black; width: 40%;"><u>Amount</u></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	<u>Detail Expenditures Account Number</u>	<u>Amount</u>				
<u>Detail Expenditures Account Number</u>	<u>Amount</u>						
Date: <u>5/1/23</u>							
Comments: 							

**ADRC Proposed Funding Options
2024 Projections**

	Outagamie Stand Alone	Outagamie Stand Alone Shared Services with Calumet	Consortium with Outagamie and Calumet - Only Outagamie
Expenditures			
Salaries	734,568	734,568	734,568
Fringes	331,782	331,782	331,782
Mileage	7,002	7,002	7,002
Meals/Lodging/Other	1,133	1,133	1,133
Training & Seminars	2,266	2,266	2,266
Sundry	404	404	404
Office Equipment	3,811	3,811	3,811
Interpreter Fees	4,036	4,036	4,036
Telephone-Cellular	689	689	689
Dues & Subscriptions	258	258	258
Computer Services	1,659	1,659	1,659
ADRC Coordination Costs	3,100	3,100	64,114
VPI Contract Staffing Costs	512,704	571,514	539,628
Expense Transfer - Allocated Applied Credit	(4,420)	(4,420)	(4,420)
Total Expenditures	1,598,991	1,657,801	1,686,929
Revenues			
Benefit Specialist	33,438	33,438	33,438
MMA/SPAP	10,243	10,243	10,243
ADRC Grant	1,454,148	1,454,148	1,454,148
SHIP Grant	6,428	6,428	6,428
Nursing Home	67,283	67,283	67,283
DCS Funding	40,000	40,000	40,000
Total Revenues	1,611,540	1,611,540	1,611,540
Net Cost (Tax Levy)	(12,549)	46,261	75,389

Assumptions Used in this Exercise:

- Salaries & fringes were based on 2023 budget with a projected increase for salary and fringes using the same projected increase from 2022 to 2023 increase - Salaries 2.48%, Fringes 3.85% resulting in an overall Salary and Fringe Increase of 2.9%
- Assume all other expenses increase by 3% over 2023 budget
- Added Contracted VPI Costs for staffing: Stand alone 5.75 FTE, Shared Services 6.75 FTE, and Consortium with Calumet 7.55 FTE
- Revenue remained stable and did not include an increase from 2023 to 2024
- For 2024, VPI Contract Staffing costs were split using updated population %:

County	Population	Population %
Outagamie	191,545	78.48%
Calumet	52,539	21.52%
Total	244,084	100.00%



HEALTH AND HUMAN SERVICES
OUTAGAMIE COUNTY GOVERNMENT CENTER LEVEL 3
320 S. WALNUT ST. APPLETON, WISCONSIN 54911
TELEPHONE 920.832.4741 Fax 920.832.5164

Date: April 24, 2023
To: Honorable Members of the Outagamie County Health & Human Service Board
From: Amie Bastian, Aging and Long Term Support Manager, and John Rathman, Director
Subject: Calumet, Outagamie, and Waupaca Aging and Disability Resource Consortia Changes

Waupaca County has recently provided Outagamie and Calumet County notice of their intent to become an independent and stand-alone Aging and Disability Resource Center (ADRC) and they have started the process to get approval from their Health and Human Services (HHS) Committee and Board to provide this notice and start the new application process with the State of Wisconsin. This change will require both Calumet and Outagamie County to determine how we will move forward providing required ADRC services in our counties. The following information is provided to assist the Board in determining next steps for our ADRC.

In 2005 Calumet, Outagamie, and Waupaca Counties submitted to the State of Wisconsin a collaborative proposal to establish a multi-county Aging and Disability Resource Center. Such arrangements were promoted by the State at the time. That proposal was accepted and the consortium referred to as the COW ADRC was formed. As part of the establishment of the consortium, a governing oversight body was established to provide monitoring of overall standards of service delivery. On December 14, 2004 the Outagamie County Board of Supervisors passed Resolution 109-2004-2005 authorizing the joint application for Outagamie, Calumet and Waupaca counties for the development of the ADRC consortia. On May 9, 2006 the Outagamie County Board of Supervisors passed Resolution 8-2006-2007 authorizing and approving the Calumet, Outagamie, and Waupaca County ADRC Advisory Committee and the appointment of four representatives by the HHS Committee to the COW Advisory Committee with one being a IIIIS Board member.

The State funds the consortium based on an allocation determined by certain demographics of each county. Calumet County has acted as the fiscal agent for the consortium since the consortia was created.

Currently in the State there are 37 counties with independent ADRC's and 37 consortiums with varied sizes from 2-5 counties in each consortium. A map is also being provided to show the current ADRC structures of the counties throughout the state.

We analyzed three different options for Outagamie County to structure our ADRC starting in calendar year 2024. Staffing levels and financial considerations of each of the three models is highlighted below.

Current Staffing Model:

Outagamie County Staff
ADRC Supervisor (1)
Elder Benefit Specialist (1.5)
Community Support Specialist (8)

Contracted Staff
Community Living Specialist (1)
Disability Benefit Specialist (3)
ADRC Assistant (1)

Shared Consortia Staff
ADRC Director (1)*
Prevention Coordinator (1)
Dementia Care Specialist (1)

*Position housed and employed by Calumet County

Option 1-Standalone: This option would be a stand-alone model where Outagamie County would provide all ADRC services independently. In this model, the full-time shared positions of Dementia Care Specialist and Prevention Coordinator would be reduced to half-time (.5) positions. Director responsibilities would also be taken over by our existing ADRC Supervisor and a dedicated ADRC Director would no longer be required.

Option 2-Standalone with Shared Services: This option would have both Outagamie County and Calumet county apply and operate stand-alone ADRC's, however, we would work together to provide certain services and positions in a "shared services" model. At this time, we are hopeful that the Dementia Care Specialist and the Prevention Coordinator could be shared between the two counties allowing both of these positions to remain full-time. This will make recruitment and retention of these positions easier than if each county tried to find part-time staff to assume these responsibilities. This model would likely reduce staff turnover and provide for better back-up staffing opportunities between the two counties.

Option 3-Calumet/Outagamie Consortia Model: This model would have Outagamie and Calumet Counties apply as a new consortium, this time applying as a two-county consortium. In this model, efficiencies are achieved in only having to do a single ADRC application, monthly financial report, yearly audit and sponsoring a single Advisory Committee, however, additional administrative time would be required to run a two county consortium and there would continue to be a need for a part-time ADRC coordinator which does increase the cost of this particular model. In addition, the two counties will soon be operating different data systems so complications of how we meet State requirements for ADRC data would need to be addressed and negotiated with the State.



Wisconsin's Aging and Disability Resource Centers

