

**Waupaca Co. DHHS Board  
Issue Briefing Sheet**

**Issue/Subject:** *Parents Supporting Parents Grant*  
**Date:** May 24, 2020  
**Service Unit Affected:** **Child and Family Service**  
**Prepared By:** Ted Phernetton

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**Purpose of Briefing Sheet**

The purpose of this briefing sheet is to provide information to the Waupaca County DHHS Board regarding the Parents Supporting Parents grant and thoughts for the board to consider moving forward.

**Issue/Subject Background**

On September 4, 2019 the Waupaca County DHHS board authorized the department to apply for a grant through the State Department of Children and Families. That application being for a service/program titled “Parents Supporting Parents.” The application was completed by the then DHHS Deputy Director Shannon Braden and on September 30, 2019 that application was signed for submission by then DHHS Director, Chuck Price. A letter dated November 7, 2019 provided notification to the Waupaca County DHHS that the grant had been awarded. At the January 8, 2020 meeting of the DHHS Board an update presentation was provided to the board regarding the grant award and an outline of the service/program. On February 21, 2020 County Board Chair Dick Koeppen signed the contract with the State of Wisconsin regarding the 3 year grant for \$265,750. An additional update was provided to the DHHS Board on May 6, 2020.

It is this writer’s understanding that there were concerns raised at the May 6, 2020 meeting that has put a pause on proceeding with the “Parents Supporting Parents” service/program.

**Key Concerns/Questions**

The following are key concerns/questions as understood by this writer; apologies if anything is missing or if the concern/question noted has already been addressed.

- **Grant Acceptance:** Authorization to apply for the grant was provided by the DHHS Board, but was acceptance of the grant ever provided?
- **Grant Duration:** This is a 3-year grant. What happens at the end of the 3 years as it relates to funding and the staff hired?
- **Program/Service Influence:** What influence does the Alia organization have over the “Parents Supporting Parents” service/program? Does Waupaca County maintain control of the service/program?

## **Exploration into Key Concerns/Questions**

- **Grant Acceptance:** As noted, at their September 4, 2019 meeting the DHHS Board did authorize the application of the grant. Whether or not it is required practice, procedure, or requirement to obtain final acceptance of a grant authorized for application, minutes from the September 4, 2019 meeting state the following ***“Motion by Craig, second by Muck to allow Shannon Kelly to apply for the 3-year grant. If awarded, she will bring this back to the Board for acceptance and plan. Motion carried.”*** Such action would dictate the call for further board action. There may be some disagreement between DHHS staff and the DHHS Board as to whether further action to accept the grant was taken. However, although there is documentation of an update regarding the grant award and program outline provided to the DHHS Board on January 8, 2020 this writer has not been able to find any documentation of any action taken by the board to accept the grant.
- **Grant Duration:** As noted, the grant award is for 3 years and totals \$265,750 over that time period. The first of year of the grant is a planning year with a budget of \$40,450, the second year is funded at \$91,170, and the third year at \$110,130. In a review of the budget, there is approximately \$24,000 in funding for indirect costs which will assist in funding overhead. The grant is written to employ 3 individuals making up 2 FTE’s. There is no guarantee for ongoing funding after the 3 years coving the current grant award. However, in discussion with State Department of Children and Families personnel they shared that although no guarantees can be made it is their intent to roll out this service/program state wide with ongoing funding being provided at a step-down level. In other words, Waupaca County would a have an ongoing percentage match dollar amount beyond year 3. That percentage is not known nor is it determined if that percentage would be constant to secure funding or if the required percentage would grow as years passed. In regard to ongoing funding of the program beyond year 3, the grant application states a number of possible funding sources with a certain reliance on reduced out of home care. There is also a possibility that a certain number of service/program participants could be partially funded through Medicaid. There is no way of knowing at this point how many folks that may be and what the possible revenue or available dollars would be.
- **Program/Service Influence:** There is nothing that this writer has come across that would indicate that there are any direct outside influences over the grant or service/program outside of the typical State/County contractual relationship. There are 3 counties who were awarded this grant from the State. This writer had conversations with both Department of Children and Families staff as well as the deputy director of the Door County DHHS, Cori McFarlane. Door County also was awarded this grant. Cori McFarlane is the former Area Administrator of the Department of Children and Family Services for the State and has many years of experience with such contracts. Everyone contacted stated that there is no connection or influence provided by Alia or

any other organization. It will be noted that Alia was mentioned in the grant application, but appears to have been done so to show and support that Waupaca County DHHS is interested and able to view processes through a different lens. Something that was needed to be successful in securing the grant.

### **Concluding Comments and Considerations**

In review to the situation it appears that there really is nothing out of the ordinary as it relates to the process of application of the Parent Supporting Parents grant. It does appear that there was a possible unintentional misstep in process and procedure by not bringing the grant back to the DHHS Board for acceptance of the award as directed. The application of the grant itself is a typical response to the State's constant call for interested folks to use their creative energies to try and find more effective ways to deal with the challenging world of services to individuals and families. The concepts within the grant services/program are not necessarily new thought, nor are they radical in nature. If positioned and executed well, the service/program will be of benefit to the citizens of Waupaca County and will not alienate community partners. Waupaca County DHHS and the DHHS Board is in control of this service/program without direct outside influence other than the State as the funder. This writer does use the phrase "direct outside influence" as we all bring to the table personal experiences, education, and philosophical foundations that influence everything that we do.

The 3-year funding cycle of guaranteed money for a period of time also is not new as it relates to County and State relations. As many of us that have been around and involved with county systems for a bit know, the financial incentives from the State to begin things are often followed by shifting the burden to continue ongoing funding to counties. And, the sustainability of any service/program is never really known upfront. All we counties can ever do is try our best to sustain things and to protect ourselves by making it clear to staff brought on board that positions will sunset as soon as funding is no longer able to sustain the service/program.

In conclusion, if this writer were a DHHS Board member or the ongoing DHHS Director, there would be no hesitation in proceeding with the approval and implementation of this service/program with the provision of sunset if funding is not able to sustain things. Having said that, it is suggested that the DHHS Board give strong consideration to accepting the grant and moving things forward.

## By-Laws of the Waupaca County Committee on Aging

PURPOSE: The Waupaca County Committee on Aging ~~provides advisory, non-binding recommendations~~ advisory board is responsible for policy recommendations to the Aging & Disability Resource Unit Manager for the advancement and improvement of the following Federal Older Americans Act Programs:

- Title III B: Supportive Services to Older Adults
- Title III C: Elderly Nutrition Program
- Title III D: Health Promotion & Prevention
- Title III E: National Family Caregiver Support Program
- Elder Benefit Specialist Program

### ROLES & RESPONSIBILITIES:

1. ~~Non-Binding Advisement~~ Responsible for Policy Recommendations: ~~Provide non-binding recommendations~~ Advisory Board responsible for policy recommendations and direction to Waupaca County Department of Health and Human Services Board regarding the unique needs, concerns, and strengths of the aging population in Waupaca County
2. **Advocacy:** Championing and representing the interests of the aging population in Waupaca County
3. **Ambassador to the Community:** Enhance the visibility of the aging programs listed above by outreach and information exchange with the general public and community stakeholders
4. **Honor the Present & Adapt for the Future:** Provide advisement to the Aging Unit on effective strategies to honor the needs and interests of the present population of individuals who are aging and anticipate and adapt to the changing needs of future populations of aging individuals to ensure compassionate and sustainable services for years to come.

### MEETINGS:

- The Committee on Aging shall meet no less than six (6) times per year and are open to the public. Proper notice will be provided in accordance with Wisconsin Statutes so that the citizenry may be aware of the time, place, and agenda of all meetings
- Parliamentary procedures shall be followed
- Meeting date, time, and location to be reviewed annually to ensure the best interests of the public are accommodated
- Meetings may be subject to cancellation due to inclement weather. Aging & Disability Resource Unit Manger will consult with the elected Chairperson prior to any cancellation based on inclement weather. Reasonable efforts will be made to provide advance notice of the cancellation to Committee members and public.

### MEMEBERSHIP: At least 50% of the total membership shall be age 60 or older

- No more than 50% of the membership shall be elected public officials
  - Individuals may not hold a dual role; if an individual is an elected official to any office their membership will be counted as an elected public official
- At least 50% of the membership shall consist of nutrition program participants elected as dining center representatives and shall include representation from home delivered meal recipients. Representation may include family or caregiver of current program participant.
- The total membership shall represent a reasonable distribution of all income levels and minority backgrounds of the older population in Waupaca County

- The term of office of each member shall be for three (3) years with no member serving more than two (2) consecutive 3-year terms. County Board Supervisors may not be appointed past their two-year elected terms. Therefore, to comply with state statutes, County Board Supervisors may serve no more than three (3) consecutive 2-year terms.
- In the discretion of the appointing authority, there shall be not less than five (5) members nor more than fifteen (15) members
- Vacancies shall be filled in the same manner as the original appointments.

OFFICERS:

- A Chairperson shall be elected every two (2) years by the Committee on Aging members by means of 2/3 vote. The elected Chairperson will preside over all meetings conducted during her/his elected term.
- A Vice Chairperson shall be elected every two (2) years by the Committee on Aging members by means of 2/3 vote. The elected Vice Chairperson will preside over all meetings conducted during her/his elected term in the absence of the elected Chairperson.

AGING PROGRAM PARTICIPANT GRIEVANCES:

- Aging Program Participants shall be provided with the Department of Health and Human Services Policy #23 Client Rights and Grievance Procedures when requested.

AMENDING BYLAWS:

- Any recommended amendments to these bylaws shall be submitted to the Committee on Aging and be read at two (2) consecutive meetings of the said Committee. Recommended amendments will be passed to the Department of Health and Human Services Board for consideration if passed on motion by 2/3 vote of quorum of Committee on Aging members present at the second reading. Recommended amendments will be considered for adoption and passed on simple majority vote of members present by the Department of Health and Human Services Board.

# Bylaws of the Waupaca County Nutrition Advisory Council

PURPOSE: The Waupaca County Nutrition Advisory Council ~~provides advisory, non-binding recommendations~~ advisory board is responsible for policy recommendations to the Aging Programs Supervisor for the advancement and improvement of the Waupaca County Elderly Nutrition Programs: Home Delivered Meal Program and Congregate Dining Program.

## ROLES & RESPONSIBILITIES:

1. ~~Non-Binding Advisement~~ Responsible for Policy Recommendations: ~~Provide non-binding recommendations~~ Advisory Board responsible for policy recommendations and direction to:
  - a. Waupaca County Committee on Aging regarding the operation and direction of the Nutrition Program
  - b. Aging Programs Supervisor regarding the food preferences of participants, days and hours of dining center operation and location, and dining center furnishings with regard to participants with disabilities
2. **Review:** Conduct a yearly on-site review of each dining center in the program
3. **Advocacy:** Championing and representing the interests of the individuals participating in the Nutrition Program. As an organized group, give support and assistance to the ongoing development of the nutrition program. Represent and speak on behalf of the nutrition program participants
4. **Ambassador to the Community:** Enhance the visibility of and increase the participation in the Nutrition Program by outreach and information exchange with the general public and community stakeholders
5. **Honor the Present & Adapt for the Future:** Provide advisement to Nutrition Program staff on effective strategies to honor the needs and interests of the present population of individuals who are aging and anticipate and adapt to the changing needs of future populations of aging individuals to ensure compassionate and sustainable services for years to come.

## MEETINGS:

- The Council shall meet no less than six (6) times per year and are open to the public. Proper notice will be provided in accordance with Wisconsin Statutes so that the citizenry may be aware of the time, date, and agenda of all meetings
- Parliamentary procedures shall be followed
- Meeting time, date, and location to be reviewed annually to ensure the best interests of the general public and Nutrition Program participants are accommodated
- Meetings may be subject to cancellation due to inclement weather. Aging & Disability Resource Unit Manger will consult with the elected Chairperson prior to any cancellation based on inclement weather. Reasonable efforts will be made to provide advance notice of the cancellation to Council members and public.

## MEMBERSHIP:

- At least 50% of the membership shall consist of nutrition program participants as elected dining center representatives and shall include representation from home delivered meal recipients. Representation may include family or caregiver of current program participant.  
Service Areas: Waupaca, New London, Clintonville, Marion, Iola/Scandinavia,  
Manawa/Ogdensburg, Weyauwega/Fremont

- Total membership shall represent a reasonable distribution of all income levels and minority backgrounds of the older population in Waupaca County
- The term of office of each member shall be for three (3) years with no member serving more than two (2) consecutive 3-year terms. County Board Supervisors may not be appointed past their two-year elected terms. Therefore, to comply with state statutes, County Board Supervisors may serve no more than three (3) consecutive 2-year terms.
- In the discretion of the appointing authority, there shall not be less than five (5) members nor more than fifteen (15) members. Vacancies shall be filled in the same manner as the original appointments.

#### OFFICERS:

- A Chairperson shall be elected every two (2) years by the Nutrition Advisory Council members by means of 2/3 vote. The elected Chairperson will preside over all meetings conducted during her/his elected term.
- A Vice Chairperson shall be elected every two (2) years by the Nutrition Advisory Council members by means of 2/3 vote. The elected Vice Chairperson will preside over all meetings conducted during her/his elected term in the absence of the elected Chairperson.

#### NUTRITION PROGRAM PARTICIPANT GRIEVANCES:

- Nutrition Program Participants shall be provided with the Department of Health and Human Services Policy #23 Client Rights and Grievance Procedures when requested.

#### AMENDING OR CHANGING OF BYLAWS:

- Any recommended amendments to these bylaws shall be submitted to the Nutrition Advisory Council and be read at two (2) consecutive meetings of the said Council. Recommended amendments will be passed to the Department of Health and Human Services Board for consideration if passed on motion by 2/3 vote of quorum of Nutrition Advisory Council members present at the second reading. Recommended amendments will be considered for adoption and passed on simple majority vote of members present by the Department of Health and Human Services Board.