



AREA AGENCY ON AGING POLICY

Commission on Aging responsibilities for AAA staff

Authorities

The Commission on Aging shall be the lead county agency responsible for developing, administering and/or implementing a comprehensive, coordinated human service system for community based services for county residents age sixty (60) years and older, for assessing the major issues and needs of the over sixty (60) population, for providing technical assistance to agencies and organizations within the county that are involved with aging issues, for reviewing the planning and service efforts of organizations and institutions in the county and its aging network, and for making recommendations thereof. The commission shall also act as the separate administrative planning and service agency for all grant applications under the Older Americans Act and shall have accountability and fiscal responsibility for all Older Americans Act monies that are allocated through the state office on aging. – Milwaukee County Ordinance ch. 53

The Area Agency on Aging shall have a board of directors comprised of leaders in the community, including leaders from groups identified as in greatest economic need and greatest social need, who have the respect, capacity, and authority necessary to convene all interested persons, assess needs, design solutions, track overall success, stimulate change, and plan community responses for the present and for the future.

– 45 CFR § 1321.55 Mission of the area agency.

The commission on aging shall seek funding from the state office on aging and other resources for the establishment and staffing of an area office on aging. The County Board may provide additional staff needs from classified service and further provide such other services as may be required for grant match and for the conduct of commission business.

– Milwaukee County Ordinance ch. 53.11

The area agency, once designated, is responsible for providing adequate and qualified staff to facilitate the performance of the functions as set forth in this part. Such functions, except for provision of direct services, are considered to be area plan administration functions. – 45 CFR § 1321.57 Organization and staffing of the area agency.



Purpose

This policy defines the responsibilities of staff of the Milwaukee County Area Agency on Aging to support the Milwaukee County Commission on Aging

Policy

The Milwaukee County Commission on Aging serves as both the governing board of the designated Area Agency on Aging in Milwaukee County pursuant to the federal Older Americans Act and the required Commission on Aging overseeing the Aging Unit under Wisconsin state law.

Milwaukee County staff of the Area Agency on Aging have a primary responsibility to provide staff support to the Milwaukee County Commission on Aging to ensure that can effectively discharge its responsibilities under federal and state law and local ordinance.

Procedure

Area Plan Administrative Functions

The Director, Advocacy and Policy Manager, and Program and Planning Coordinator shall serve as the primary staff support to the Aging Advisory Council and the Commission on Aging in the development, public review, and publishing of the three-year Area Aging Plan.

The Development and submission of the Area Aging Plan is the principal responsibility of the Commission on Aging in its role as the separate administrative planning and service agency under the Older Americans Act for Milwaukee County. The Area Aging Plan is developed over a three-year cycle that includes:

- Broad survey, public hearings hosted by Aging Advisory Council, and data compilation on areas of need;
- Development of Aging Plan Goals by respective Commission on Aging committee, council, or advisory group, and public hearings to refine goals;
- Compilation of Area Aging Plan, approval by the Commission on Aging and County Board of Supervisors, and submission to the State Office on Aging;
- Monitoring and progress report on the Area Plan goals to the Aging Advisory Council and the Commission on Aging;
- Amendment to plan goals submitted as necessary.

All staff of the Area Agency on Aging support the development of the Area Aging Plan.

Support to Commission on Aging, Councils, and Committees

<p>Director</p>	<p>Commission on Aging Executive Committee</p>	<p>Principal support to the Commission on Aging and Liaison between the AAA staff and the Commission on Aging.</p> <p>Ensures that the Commission on Aging has the support necessary to carry out its responsibilities.</p> <p>Ensures compliance with the Older Americans Act and other relevant laws and policies.</p> <p>Prepares the Executive Summary of the Area Aging Plan and Coordinates the Preparation of the Plan/Plan Goals ensuring timely submission.</p> <p>Provides background reports and information as requested by the Commission.</p> <p>Liaison and reviewer for appointments to the Commission.</p> <p>Liaison between the Milwaukee County Commission on Aging and the Wisconsin Office on Aging.</p> <p>Staff the Executive Committee and Commission on Aging meetings.</p>
<p>Advocacy & Policy Manager</p>	<p>Aging Advisory Council Advocacy Committee</p>	<p>Ensure compliance with federal and state guidelines for the preparation of the Plan. Drafts the Outline of the Area Plan pursuant to state requirements and assigns responsibility for writing Plan sections. Responsible for preparation of all necessary administrative sections and appendices to support the Plan. Works with Program and Planning Coordinator to coordinate public feedback on the Plan. Collects and submits quarterly reports on Plan goal progress to the Advisory Council and Commission. Reviews federal Older Americans</p>

		<p>Act, Wisconsin Elders Act, and Milwaukee Ordinance ch. 55 for compliance and suggests policies to implement requirements.</p> <p>Staff Aging Advisory Council and Advocacy Committee</p>
Program & Planning Coordinator	Service Delivery Committee	<p>Works with Advocacy and Policy Manager to coordinate public feedback on the Area Aging Plan. Coordinates survey of MKE CO Older Adults for the Plan. Research and report demographic and service data.</p> <p>Prepare analysis of public input from survey, listening sessions and focus groups</p> <p>Review external needs assessments, regional health, housing, transportation, caregiver, disability, and legal services plans</p> <p>Identify populations of greatest need and service areas of greatest need in MKE CO</p> <p>Prepare the Local and Demographic Data Context Section of the Plan. Reviews ongoing Programmatic and Quality Data and presents reports to the Service Delivery Committee and the Commission on Aging. Staff the Service Delivery Committee.</p>
Program Coordinator	<p>Service Delivery Committee</p> <p>Senior Center Committee</p>	<p>Serves as principal liaison between the Commission and vendor agencies providing social support services under OAA Title IIIB, including senior center services. Supports the Commission in developing Area Plan goals regarding supportive services ensuring provision of service to those in greatest social and economic need. Works with the Planning Coordinator to staff and support the Service Delivery Committee. Staff the Senior Center committee.</p>
Senior Dining Coordinator	Nutrition Advisory Council	<p>Serves as the principal liaison between the Commission and vendor agencies providing nutrition services under OAA Title IIIC. Supports the Commission in developing Area Plan goals regarding congregate and home delivered meals and nutrition education ensuring provision of</p>

		service to those in greatest social and economic need. Staff and support the state required Nutrition Council. Ensures that each meal site holds representative elections for representatives to the Nutrition Council. Guides the Nutrition Council in following its bylaws and state policy guidance.
Community Health Coordinator	Wellness Council	Serves as the principal liaison between the Commission and vendor agencies providing wellness services under OAA Title IIIB & IIID. Supports the Commission in developing Area Plan goals regarding wellness and evidence-based health promotion ensuring provision of service to those in greatest social and economic need. Staff the Wellness Council.
Caregiver Support Coordinator		Serves as the principal liaison between the Commission and vendor agencies providing caregiver services under OAA Title IIIE and the WI AFCSP. Supports the Commission in developing Area Plan goals regarding caregiver support and education ensuring provision of service to those in greatest social and economic need.
Transportation Coordinator	Transit Plus Advisory Council	Serves as the principal liaison between the Commission and vendor agencies providing transportation services under OAA Title IIIB and WI 85.21 Specialized Transportation. Supports the Commission in developing Area Plan goals regarding transportation ensuring provision of service to those in greatest social and economic need.
Executive Assistant	Commission on Aging Aging Advisory Council Executive Committee	Principal administrative support for the Commission on Aging and its committees and counsels. Support in-person, virtual and hybrid meetings. Prepare and coordinate meeting calendars, prepare meeting agendas, schedule interpreters, attend and record virtual or in-person meetings, write and disseminate minutes, publish relevant meeting documents on CLIC, ensure all statutory guidelines and policies are consistently met, send written

	<p>Advocacy Committee</p> <p>Coordinate Admin support for all other councils and committees</p>	<p>communications to members as assigned, prepare documents for and assist with all member onboarding activities (including business cards), and consistently provide quality customer service to members and DHHS staff who support each body.</p> <ul style="list-style-type: none"> • Attend in-person meetings. • Prepare and copy meeting packets for assigned Commission on Aging related meetings. • Assist with set-up of Commission on Aging (CoA) related meetings, including ensuring that AV technology is working correctly. Review physical room layout and set up prior to start of meeting, including at remote locations. • Prepare and print CoA orientation binders and other materials for Commissioner and Council orientation. • Print materials as needed to ensure CLIC postings are accurate and up-to-date. • Print and send written correspondence to Commissioners and committee members as needed. <p>Principal support to the Commission on Aging, Executive Committee, Advocacy Committee and Aging Advisory Council.</p>
<p>Nutrition Outreach Coordinator</p>	<p>Nutrition Advisory Council</p>	<ul style="list-style-type: none"> • Provide administrative support to the Nutrition Advisory Council. Prepare and coordinate meeting calendars, prepare meeting agendas, schedule interpreters. • Attend and record virtual or in-person meetings, write and disseminate minutes, prepare and copy meeting packets, publish agenda and relevant meeting documents on CLIC. • Assist with set-up of Nutrition Council meetings, including ensuring that AV technology is working correctly. Review physical room layout and set up prior to start of meeting, including at remote locations.

<p>Administrative Assistant</p>	<p>Service Delivery Senior Centers Wellness Council Other committees and councils as assigned.</p>	<p>Administrative support for the Commission on Aging and its committees and councils. Support in-person, virtual and hybrid meetings. As assigned to particular committees and councils, prepare and coordinate meeting calendars, prepare meeting agendas, schedule interpreters, attend and record virtual or in-person meetings, write and disseminate minutes, publish relevant meeting documents on CLIC, ensure all statutory guidelines and policies are consistently met, send written communications to members as assigned. prepare documents for and assist with all member onboarding activities and consistently provide quality customer service to members and DHHS staff who support each body.</p> <ul style="list-style-type: none"> • Attend in-person meetings. • Prepare and copy meeting packets for assigned Commission on Aging related meetings. • Assist with set-up of Commission on Aging (CoA) related meetings, including ensuring that AV technology is working correctly. Review physical room layout and set up prior to start of meeting, including at remote locations. • Print materials as needed. Ensure CLIC postings are accurate and up-to-date. • Print and send written correspondence to Commissioners and committee members as needed. <p>Principal Support to the Service Delivery Committee, Senior Centers Committee, and Wellness Council.</p>
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Robert’s Rules of Order govern the order of Commission on Aging meetings. All Program Coordinators who support a committee or council serve as parliamentarians for their respective assigned committee or council and must be familiar with these Rules. Each Program Coordinator will be provided with a brief version of Robert’s Rules of Order for reference purposes. The Procedure for Administrative Support of Commission on Aging related meetings is attached and incorporated by reference into this policy.