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Southwest Regional Development Commission

OVERALL WORK PROGRAM

for

FISCAL YEAR 2014

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*MNRAAA, Inc. Work Program is on calendar year.

SOUTHWEST REGIONAL DEVELOPMENT COMMISSION

COMMISSION MEMBERS (June, 2013)

Vacant	Cottonwood County Municipalities
Darrell Holmberg	Cottonwood County Town Boards
John Oeltjenbruns	Cottonwood County Commissioners
* Darrel Hage	Jackson County Municipalities
Richard Peterson	Jackson County Town Boards
Dave Henkels	Jackson County Commissioners
Darrel Denny	Lincoln County Municipalities
* Eloise Hauschild	Lincoln County Town Boards
* Larry Hansen	Lincoln County Commissioners
Russ Stobb	Lyon County Municipalities
Lori Grant	Lyon County Town Boards
Mark Goodenow	Lyon County Commissioners
* Miron Carney	Murray County Municipalities
William Crowley	Murray County Town Boards
* Gerald Magnus	Murray County Commissioners
Vacant	Nobles County Municipalities
* Paul Langseth	Nobles County Town Boards
* Matt Widboom	Nobles County Commissioners
* Les Nath	Pipestone County Municipalities
Daryl Hanenburg	Pipestone County Town Boards
Bruce Kooiman	Pipestone County Commissioners
Vacant	Redwood County Municipalities
Vacant	Redwood County Town Boards
* Sharon Hollatz	Redwood County Commissioners
Fabian Deutsch	Rock County Municipalities
Vacant	Rock County Town Boards
* Robert Jarchow	Rock County Commissioners
* Bob Byrnes	City of Marshall
* Mike Kuhle	City of Worthington
* Nils Nelson	Region 8 School Boards
Vacant	Region 8 School Boards
Vacant	Region Eight Cultural Diversity
Linda Halbur	Southwest Center for Independent Living
Linda Spronk	Southwest Minnesota Private Industry Council
Richard Shrubb	Southwest Minnesota Higher Education
Chris Sorenson	Health & Human Services
Vacant	Lower Sioux Indian Community

* Indicates SRDC Board Members

STAFF MEMBERS

Jay Trusty	Executive Director
Betsy Herding	Economic Development Director
Robin Weis	Aging Program Director
Annette Bair	Physical Development Director
Dianne Crowley	Finance Director
Drew Hage	Development Planner
Gail Radke	Senior Outreach Specialist
Rhonda Wynia	Administrative Specialist
Helen Brinks	Account Specialist
Nicole Konz	Development Planner I
Kylie Henkel	Development Planner I
Brittany Perish	Development Planner I
Lisa Ackerman	Community Living Specialist
Linda Tobias	Information & Referral Specialist II
Julie Stewart	Information & Referral Specialist I
Katie Gillette	Information & Referral Specialist I
Jennifer Pieske	Information & Referral Specialist I
Jasmine Lund	Information & Referral Specialist I
Kathy Schreiber	Administrative Assistant II
Doreen Veenhuis	Administrative Assistant I

PROGRAM CATEGORY

Commission Management and Administration

MANAGEMENT AND POLICY ADMINISTRATION OBJECTIVE: To propose, and amend, as necessary, the management policies needed for the efficient administration of the Commission.

Work Elements

1. Conduct at least five (5) Board of Directors, and on alternate months six (6) combined Board/Full Commission meetings annually.
2. Review and approve amendments to the Work Program and budget including the indirect cost plan, as necessary, to reflect unanticipated changes.
3. Review and approve the Annual Report for Fiscal Year 2013 to be submitted to the SRDC constituents by September 1, 2013.
4. Review, propose, and approve policy changes needed as a result of new legislation or audit recommendations.
5. Review the preparation of the next fiscal year Work Program including the budget and approve the final Work Program.
6. Ensure the implementation of the current fiscal year Work Program for the SRDC.
7. Prepare and approve the minutes for the Executive, Budget and Personnel, Board of Directors and Full Commission meetings.
8. Migrate web-site to more current, staff friendly format
9. Continue Board/Agency strategic planning process.

OFFICE ADMINISTRATION OBJECTIVE: To provide administrative support for the operations of the Commission and its management committees and to provide informative reports, on Commission activities to local units of government and the general public.

Work Elements

1. Provide administrative managerial support for the operation of the Commission including the following:
 - a) Conduct general staff meetings to inform SRDC staff of current activities and management policies as amended and approved by the Board of Directors and the Full Commission.
 - b) Conduct professional staff meetings to insure coordination between the on-going planning activities of the Commission and a comprehensive planning approach throughout Southwest Minnesota.
 - c) Act as the Commission agent in contract negotiations with final approval by the Board and Full Commission.
 - d) Supervise and/or coordinate the tasks of the SRDC staff members and conduct or assist in employee evaluations.
 - e) Coordinate and/or review the preparation of staff activity reports, semi-annual progress reports and the annual report to be given to the Legislature.
 - f) Coordinate and/or review the preparation of the Work Program and amendments as necessary.

- g) Carry out the directives of the Board of Directors and the Full Commission including updating by-laws, operations manual, personnel policies, etc. as needed.
 - h) Provide adequate opportunities for staff training.
 - i) Submit releases to the news media concerning events or actions of the Board of Directors and the Full Commission.
 - j) Coordinate reviews among SRDC staff of applications for state and federal funding.
 - k) Seek project review comments from affected local governments and interested groups, if requested by the SRDC Board of Directors.
 - l) Submit comments to applicant and funding agencies subsequent to Commission review and file Commission review responses for future reference.
2. Provide financial support for the operations of the Commission including the following:
- a) Gather data, analyze the information and complete individual contract budgets and the Fiscal Year budget including the Work Program budget and the indirect cost plan and revise as necessary with the approval of the Budget & Personnel, Board, and Full Commission.
 - b) Compile, review, and enter all financial data.
 - c) Review for accuracy the financial records of the Commission (receipts, payroll, disbursements, general journal, general ledger and related computer reports).
 - d) Utilize the computer printouts and additional background information to prepare monthly, quarterly, and annual financial reports, the audit report and requests for payment for the grants, contracts, and payroll tax deductions and for the Budget and Personnel, Board and Full Commission.
 - e) Implement financial procedure changes recommended by the auditors, the Board and/or the Full Commission.
 - f) Prepare and submit to the County Auditors a proposed levy request by September 15, 2013 and a final levy request if changed on or before five working days after December 20, 2013.
 - g) Update depository designations as needed.
3. Provide secretarial and general office administrative support for the operations of the Commission including the following:
- a) Receive, relate messages and transfer calls to all personnel and distribute the mail.
 - b) Type and/or complete, copy, mail or distribute and file all written material prepared by SRDC staff members including meeting notices, agendas, minutes, daily correspondence, reports, studies, surveys, newsletters, etc.
 - c) Update all mailing lists, committee rosters, SRDC Website, the SRDC library and other resources with the assistance of affected staff members.
 - d) Order all office supplies.
 - e) Schedule and set up meeting facilities and make travel arrangements as delegated.
 - f) Develop and maintain Master Database containing all contact information in MS Access.

PROGRAM CATEGORY

Development

OVERALL OBJECTIVES: The SRDC is committed to a continuous process of sustainable development planning and assistance to the Region's customers, primarily local units of government, business, industry, and non-profits. The planning and assistance of sustainable development activities encompasses six major categories within development: CEDS Committee, Development Committee, General Development, Economic Development, Community Development, and Physical Development. The SRDC will work with the public and private sectors to provide resource assistance which will enhance development across the Region. Such development activities undertaken by the SRDC shall be consistent with the SRDC's Comprehensive Economic Development Strategy (CEDS).

Work Elements

1. CEDS Committee

- a) Convene the Comprehensive Economic Development Strategy (CEDS) Committee to address development and planning issues in the Region.
- b) Implement, review and update the CEDS.

2. Development Committee

- a) Convene the Development Committee at least quarterly throughout the year.
- b) The Development Committee is tasked with carrying out the strategic plan as developed at the Board Retreat and as approved by the Commission.

3. General Development

- a) Develop long-term recovery strategies and implement strategies identified. Monitor the data and economic indicators available to examine the impact events have had on the area's economy.
- b) Conduct/complete plans and studies pertaining to region wide issues.
- c) Encourage multi-government or individual governmental units to coordinate and cooperate on development issues.
- d) Provide staff and analytical support to regional ad hoc committees so identified by the Commission.
- e) Identify and provide information on legislative issues as they relate to development activities within the region.
- f) Monitor and review proposed state and federal development regulations and legislative activity affecting Southwest Minnesota.
- g) Solicit local input and keep local officials informed on critical issues.
- h) Assist with the development of legislative issues/positions, and the conveyance of those positions to the appropriate parties.

- i) Act as liaison between local units of government and state and federal regulatory agencies.

4. Economic Development

- a) Assist businesses with technical needs relating to financing, infrastructure, and other various development activities.
- b) Assist local units of government in leveraging and administering a multitude of funding programs for infrastructure repair and replacement related to economic development. Provide outreach to communities throughout the region by working to leverage financial resources from State and Federal programs.
- c) Monitor legislation for businesses to relocate to Southwest Minnesota, expand or begin a new venture.
- d) Provide staff and sponsor meetings of the Economic Development Professionals within the region.
- e) Capitalize and lend funds through the SRDC Revolving Loan Fund.
- f) Administration and servicing of the SRDC Revolving Loan Fund as directed by the Revolving Loan Fund Committee.
- g) Administration and servicing of local revolving loan funds on contract.
- h) Assist businesses in structuring loan packages and leveraging public and private resources.

5. Community Development

- a) Local Assistance
 - Write and administer grants, loans, and contracts for communities.
 - Assist communities with Capital Improvement Plans, Surveys and Analyses.
 - Assist communities with the MPCA Project Priority List and PFA Intended Use Plan.
 - Conduct community assessments for communities, townships, and counties which identify needs and outline specific strategies to meet those needs.
 - Provide resource assistance and information referral to customers of SRDC.
- b) Land Use Planning and Zoning
 - Provide Long Range planning strategies for natural and human-caused disasters that occur within the Region.
 - Produce Comprehensive Plans, Land Use Plans, Hazard Mitigation Plans, Water Plans, Solid Waste Plans, Zoning Ordinances and Updates, Ordinance Codifications.
 - Provide staff comment and assistance to local units on a variety of planning documents and tools; including: land management planning, park plans, solid waste plans, water plans, comprehensive plans, land use plans, capital improvement plans, zoning ordinance development and implementation, ordinance codification and implementing GIS Technology.
 - Assist, organize, and implement the training and education of public officials relating to land management issues.

- Provide assistance and support to local units of government to address development issues or projects, including environmental officers, zoning administrators, or city officials.

c) GIS

- Act as a geodata clearinghouse, providing a one-stop-shop for geographic information systems (GIS) data and information.
- Assist communities with geographic information systems needs.
- Respond to Census data requests to fulfill obligation as a Census Data Center.

6. Physical Development

a) Waste Management

- Provide staff and analytical support to the Southwest Regional Solid Waste Commission and the Southwest Solid Waste Administrators Association.
- Complete Regional Solid Waste Plan

b) Energy

- Provide assistance to local units of government in relation to energy issues that affect the region, including electrical transmission lines and energy inputs that affect economic viability (wind-power/bio-fuels).
- Provide staff and analytical support to the Rural Minnesota Energy Board and the Southwest Clean Energy Resource Team.
- Complete development and begin implementation of Regional Property Assessed Clean Energy (PACE) Program.

c) Natural Resources

- Provide assistance in local water management planning.

**2013 Area Plan Outcome Form
PSA Southwest**

Direct Service: ACCESS

Outcome: As part of the MinnesotaHelp Network™, Minnesota's Area Agencies on Aging will expand and improve the Senior LinkAge Line® long-term care options counseling service by making the service accessible, high quality, unbiased, accurate, comprehensive and available in order to meet the demands in each Planning and Service Area. Throughout each Planning and Service Area, the service will be available by phone, in person and via Internet (chat).

Rationale: It is critically important for accurate and timely information to be available to help older persons and their families (as well as all persons with disabilities) to know their options and make decisions regarding community services and supports. The Senior LinkAge Line®, www.MinnesotaHelp.info®, and the suite of MinnesotaHelp Network™ information tools help Minnesotans understand and utilize services and resources. Information should also be available to help people to prepare in advance for their own aging and retirement, to understand tools for using their own resources (e.g., reverse mortgages, long-term care partnership) and to find solutions for problems that are unanticipated. Ongoing appraisal of the Senior LinkAge Line® service is necessary to evaluate, improve and expand the Senior LinkAge Line®.

Strategies and Measure(s):

AAA can document the following:

1. Demonstrate compliance with the terms of the MinnesotaHelp Network™/Senior LinkAge Line® System Standards and Assurances. *These standards and assurances will cover all aspects of the MinnesotaHelp Network™.*

Measure: AAAs are measured in this area on several metrics which demonstrate compliance and are tracked in Revation Linklive, Web Referral, Minnesotahelp.info and the www.mnagingproviders.org Extranet.

2. Maintain current Minnesotahelp Network™ sites and look at expansion opportunities that might exist with partners such as counties, hospital discharge planners, libraries, health care system providers, assisted living facilities, Centers for Independent Living, Disability Linkage Line® and clinics.

Measure: Data reported via the Extranet MinnesotaHelp Network™ Kiosk Management tool.

3. Provide phone-based and in-person long-term care options counseling to people considering a move to a housing with services setting or are referred by a hospital, health care home or other professional.

Measures: Data reported In Web Referral including utilizing the Long Term Care Choices Navigator and the follow up components.

4. Provide phone-based and in-person assistance for the One Stop Shop; focusing on helping callers navigate the network of state agencies, find volunteer opportunities and explore work opportunities for older

Supporting Activities:

1. Update and monitor internal work plan to ensure compliance with terms of the 2013 – 2014 Standards and Assurances for the Senior LinkAge Line®: A One Stop Shop for Minnesota Seniors. *Document: dates Standards reviewed; non-compliance areas identified; steps developed to address non-compliance; non-compliance areas resolved and date resolved.*

2. Utilize MNRAAA quality assurance monitoring plan, include call monitoring and reviewing of staff status on Revation. *Document: monitoring conducted and results per staff person; action steps developed and implemented in response to concerns identified via monitoring efforts.*

3. Maintain Contact Center Coordinator position; participate in statewide conference calls, meetings, work groups, etc.; coordinate MNRAAA Senior LinkAge Line® (SLL) staff meetings. *Document: participation in conference calls, meetings, and work groups; SLL staff meetings held; other activities related to coordination of Contact Center.*

4. Maintain Volunteer Coordinator position; participate in statewide conference calls, meetings, work groups, etc.; assist in facilitating quarterly volunteer trainings and recruiting volunteers; update volunteer-related forms; write articles for quarterly MNRAAA News. *Document: participation in conference calls, meetings and work groups, etc.; locations of volunteer trainings and number of volunteers trained; number of volunteers recruited; topics of newsletter articles; other activities related to volunteer coordination.*

5. Maintain Senior Outreach Coordinator position; participate in statewide conference calls, meetings, work groups, etc.; provide Core Body of Knowledge training. *Document: participation in conference calls, meetings and work groups, etc.; location of*

adults.

Measures: Data reported in Web Referral and the Extranet Calendar that show an increase in the number of individuals served related to One Stop Shop niche areas.

trainings; number of volunteers and/or staff trained.

6. Recruit, train and maintain a minimum of 71 active volunteers – 30 of which will be specialty volunteers trained to assist with serving diverse populations, including minorities and dual eligibles with mental illness. *Document: number of volunteers; number of volunteer hours; number of volunteers specializing in serving minority individuals; number of volunteers specializing in serving dual eligible individuals with mental illness.*

7. Update Information and Assistance Specialist and Senior Outreach Specialist training manuals and volunteer training policies. *Document: date and type of manual and policy updated.*

8. Maintain current MinnesotaHelp Network™ sites. Explore expansion opportunities with partners such as counties, discharge planners, libraries, health care systems, assisted living facilities, Centers for Independent Living, Disability Linkage Line®, clinics, etc. *Document: location of sites; maintenance efforts; expansion efforts; location of new sites.*

9. Seek out and participate in regional marketing, outreach and promotional opportunities/activities, including: One Stop Shop, long-term care options counseling and serving underserved persons from diverse communities. Submit marketing materials to MBA for approval; enter events into Extranet calendar. *Document: outreach activities.*

10. Establish collaboratives and enhance partnerships with health care systems, counties, mental health providers, etc. *Document: activities targeted at establishment of collaboratives and enhancement of partnerships.*

11. Provide 24 health care fraud, abuse and error presentations; 20 Senior Surf events and 80 community education events. Include information about prescription drug expense assistance. *Document: type and location of presentations.*

12. Provide phone-based long-term care options counseling to individuals considering moving to a housing with services setting or are referred by a hospital, health care home or other professional. Assess quality of long term care options counseling sessions via call monitoring. *Document: outreach activities targeted at hospitals, health care homes and other professionals; results of call monitoring.*

13. Provide phone-based and in-person assistance for One Stop Shop callers. Focus on assisting with navigation of state agencies, finding volunteer opportunities and exploring work opportunities. *Document: partnering activities and outreach targeted at volunteering and employment.*

2013 Area Plan Outcome Form- PSA Southwest

System Development: Live Well at Home

Outcome: Older adults and family caregivers who are at high risk of losing their community living status will be empowered to pro-actively manage their risks and sustain community living without using Medical Assistance for another 12 months. As a result, these individuals will age successfully, require fewer health and long-term care services, and delay or avoid spend down to Medical Assistance.

Rationale: As the population ages the number of people with chronic conditions, with injurious falls, who live alone and/or who require significant assistance from family caregivers will increase. At the same time, the state is in the midst of an economic downturn that will result in reduced public funds to support these individuals once they spend down to Medical Assistance. Research shows that identifying people at high risk before they start to heavily use services, and before a health crisis, and referring them to an evidence-based intervention can successfully enable these individuals to mitigate their risk factors and stabilize their community living.

Strategies and Measure(s):

AAA can document the following:

1. Strengthen regional capacity to implement the MBA-sponsored Live Well at Home framework to identify high risk older adults and/or family caregivers and use proven risk management interventions.
Measure: Include the following in quarterly reports: (1) number of providers using proven risk management interventions with clients; (2) number of new partners engaged in implementing one or more components of the Live Well at Home framework, (3) number of providers using TCARE® process for supporting family caregivers and 4) number of providers using the LWAH on-line learning modules (as tracked by MBA through the ABC Signup software tool).
2. Strengthen regional chronic care management capacity by engaging key partners to support older adult and family caregiver self-management of risks.
Measure: Include the number of new or sustaining partners implementing one or more of the following programs in quarterly reports: Chronic Disease Self-Management Program, Matter of Balance, Powerful Tools, Family Memory Care.
3. Establish partnerships with health care partners, including health care homes and hospitals, to identify high risk older adults and provide coordinated medical, risk management and supportive services.
Measure: Describe efforts through AoA Integrated Systems Grant reporting.

Supporting Activities:

1. Strengthen regional capacity to implement Live Well at Home (LWAH) framework by promoting it to providers, including public health, health care homes, home care agencies, discharge planners, etc. Offer training and on-going technical assistance.
Document: LWAH promotional efforts; type of assistance provided and to whom; trainings provided and to whom; names of new providers who implement LWAH; names of sustaining providers who use LWAH; number of providers who use LWAH on-line learning modules.
2. Increase regional capacity to provide caregiver support services by offering Caregiver Coaching Basic Skills training and providing technical assistance to existing providers that offer TCARE®. Encourage increased use of TCARE® screening tool and referral protocols. *Document: training offered; training provided and to whom; type of outreach conducted to increase use of TCARE®; name of providers who use TCARE®.*
3. Strengthen chronic care management capacity by providing technical assistance and support to Chronic Disease Self-Management Program (CDSMP) providers, including conducting 2 leader trainings. Coordinate with Title III-D direct service work plan, which includes fidelity monitoring. *Document: type of assistance/support provided and to whom; location of leader trainings held and number of individuals trained; name of new providers who implement CDSMP; name of sustaining providers who provide CDSMP; coordination with Title III-D activities.*
4. Strengthen chronic care management capacity by providing technical assistance and support to Matter of Balance providers and by providing 2 MOB coach trainings. Coordinate with Title III-D direct service work plan, which includes fidelity monitoring. *Document: type of assistance/support provided and to whom; location of coach trainings held and number of individuals trained; name of new providers who implement MOB; name of sustaining providers who provide MOB; coordination with Title III-D activities.*
5. Strengthen chronic care management capacity by providing technical assistance and support to Powerful Tools for Caregivers (PTC) providers and by providing 2 PTC leader trainings. Provide technical assistance to 3 providers with implementation of PTC. *Document: assistance and support provided and to whom; location of leader trainings and number of individuals trained; names of new providers who implemented PTC; name of sustaining providers who utilize PTC.*
6. Explore partnerships with volunteer networks to increase number of volunteers trained to be chronic care management lay

leaders. *Document: partnerships explored and results.*

7. Continue technical assistance to Early Memory Care and Family Memory Care projects. *Document: type of technical assistance provided.*

8. Identify other evidence-based chronic care management programs provided in SW PSA. *Document names and locations of programs.*

9. Establish partnerships with health care partners, including health care homes and hospitals, to identify high risk older adults and provide coordinated medical, risk management and supportive services. *Document: efforts undertaken through AoA Integrated Systems Grant reporting.*

System Development: EXPAND & STRENGTHEN HCBS CAPACITY

Outcome: Minnesota's home and community-based service (HCBS) system will be strengthened and maintained through the economic downturn by increasing consumer control, helping people to use their own resources wisely to meet their needs, targeting services to high risk individuals and focusing public resources on the development and maintenance of core supports.

Rationale: The state's recovery from the current economic downturn will take a long time. The 2011 legislative session was dominated by significant budget pressures. The Aging Network must increasingly focus on maintaining current capacity to support older adults and family caregivers. Efforts to strengthen this capacity must focus on the most cost-effective methods to deliver the most critical services to those in highest need who are not eligible for Alternative Care or Elderly Waiver. Self-directed approaches for private and public pay older adults living in the community are important building blocks of the leaner HCBS system of the future.

Strategies and Measure(s):

AAA can document the following:

1. Increase the proportion of Title III funds allocated to self-directed services through a fiscal support entity provider and the proportion of revenue generated by Title III providers through cost sharing. Measure: Percent of Title III expenditures for self-directed services (included in quarterly financial reports). Total cost share revenue by quarter (included in quarterly financial reports). Briefly describe progress in both areas in quarterly narrative reports.

2. Provide technical assistance to organizations to maintain/increase regional capacity to provide core supports including one or more of the following: nutrition services, caregiver support services, health promotion/risk reduction programs, homemaker, chore, transportation, medication management and technology (personal emergency response, sensors, telehealth, medication dispensers, etc.).

Measure: Number of providers assisted in developing/maintaining service capacity, by type of service, included in quarterly reports.

3. Support Title III-funded organizations' efforts to target services to those with highest need who are not eligible for Alternative Care or Elderly Waiver. Provide assistance with new Title III/NAPIS data collection system and data analysis.

Measure: Number of Title III-funded organizations who are using new data collection system (by program) and number of Title III-funded organizations who are provided with data analysis/targeting assistance included in quarterly reports.

Supporting Activities:

1. Increase the proportion of Title III funds allocated to self-directed services through a fiscal support entity. *Document: percent of Title III funds allocated to self-directed services; name of fiscal support entity; funds expended for self-directed services; revenue generated through cost sharing; progress made in increasing proportion of self-directed services expended and revenue generated by cost sharing from 2012 amounts.*

2. Participate in discussions with MBA and with the fiscal support entity regarding Title III and self-directed service options. Establish policies and protocols for Title III providers to assess and refer participants to self-directed services. *Document: discussions participated in; progress made toward establishment of policies and procedures; date policies and procedures finalized.*

3. Provide training to Title III-B, C and E providers on self-directed services. *Document: name of Title III providers who participate in training and service(s) they provide; name of Title III providers and service(s) they provide who refer to self-directed services.*

4. Provide technical assistance to Title III providers who cost share. *Document: amount of cost share revenue generated by project and service.*

5. Develop/enhance regional capacity to provide core services through provision of technical assistance and support, including with CS/SD and other grant applications, basic business planning, development of services for private pay market and development/enhancement of core services. Target focus of technical assistance on development of core services in areas of PSA that are underserved. *Document: names of providers assisted in developing/enhancing capacity by type of core service; type of assistance provided; names of providers assisted with business planning; types of services developed for private pay market; core services developed/enhanced.*

6. Convene Title III providers, CS/SD grantees and other aging network providers 2 times per year. Provide opportunity for training and networking. *Document: training provided and names of providers who attended.*

7. Support efforts of Title III providers to target services to individuals with the highest need, who are not eligible for Alternative Care or Elderly Waiver, by assisting with the PeerPlace data collection system and data analysis. *Document: names of Title III providers who use PeerPlace and service(s) they provide; name of Title III providers who receive training and technical assistance regarding data analysis and targeting; changes made to targeting efforts as a result of data analysis.*

8. Provide technical assistance to Title III providers to

maintain/increase regional capacity to provide home and community based services. System development staff will meet at least quarterly with providers who are in their first year of funding and prior to the end of the third quarter with providers who are in their second year or more of funding. *Document: names of providers assisted; type of assistance provided; next steps providers will take as result of meeting.*

9. Implement Veteran's Transportation and Community Living Initiative; coordinate efforts with MBA, Veterans Administration, MnDOT and other partners. *Document: implementation efforts; activities completed.*

10. Continue assistance with Veteran Directed Home and Community Based Services project. *Document: type of assistance provided; number and location of Veterans served.*

2013 Area Plan Outcome Form-Southwest PSA

System Development: COMMUNITIES FOR A LIFETIME

Outcome: Minnesota's communities are good places to grow up and grow old, and offer physical, social and service features for their residents of all ages.

Rationale: Most boomers and current older people want to remain in their own homes and communities as long as possible and to age-in-place there. They are more likely to be able to do so if communities provide physical, social and service supports needed by residents of all ages and abilities. In order to prepare for the aging of the population, Area Agencies on Aging play a critical leadership role in working with a broad range of partners to address community-wide issues related to the aging of the population.

Strategies and Measure(s):

AAA can document the following:

1. Provision of information on Communities for a Lifetime promising practices to community groups and organizations.

Measure: Number of groups/organizations that received information included in quarterly reports.

2. Facilitate community strategic planning efforts to address one or more components of a Community for a Lifetime, using an existing assessment tool.

Measure: Number of groups provided strategic planning assistance by Communities for a Lifetime component included in quarterly reports.

3. Work with communities to measure progress towards becoming a Community for a Lifetime.

Measure: Number and name of communities measured and assessment results included in quarterly reports.

Supporting Activities:

1. Research the topic of "Communities for a Lifetime" (CFL) to identify promising practices that can augment information from the "Healthy People 2020 Initiative" and "Aging 2030". *Document: promising practices identified.*

2. Provide information on CFL promising practices to 5 community groups/organizations, including the City of St. James, Marshall Financial Empowerment Collaboration, African Development Center, Kandiyohi County Coalition and the City of Montevideo. *Document: name of community groups/organizations provided with CFL promising practices.*

3. Facilitate and provide technical assistance to at least 3 community strategic planning efforts, including the City of St. James, the City of Montevideo, and the Good Samaritan Community in Windom. Tailor technical assistance to the specific CFL component(s) identified to be addressed. Coordinate efforts with community/economic development staff from local Regional Development Commissions (RDC) and city/county planners. *Document: number and names of communities provided with strategic planning assistance; CFL component(s) addressed; coordination efforts with RDC and city and/or county planner staff.*

4. Measure progress made by communities toward becoming a CFL, including the City of St. James, the City of Montevideo and the Good Samaritan Community in Windom. Utilize the most appropriate assessment tool. *Document: name of community measured; assessment results; type of assessment tool utilized.*

5. Provide "Beyond the Workday" caregiver resources to 3 employers/organizations; provide technical assistance to employers/organizations with development of working caregiver supports; collaborate with aging network partners. *Document: names of employers/organizations provided with resource materials; assistance provided toward development of working caregiver supports; names of network partners.*

6. Enhance social support of communities to enable them to be good places to grow up and grow old. Participate in activities/initiatives that focus on: minority elders, wellness, mental health, etc. *Document: activities/initiatives engaged in and impact of engagements.*

TRANSPORTATION WORK PLAN

FY 2014

PROJECT TYPE	HOURS BUDGETED	HOURS WORKED AS OF _____	HOURS REMAINING	DOLLAR AMOUNT BUDGETED	DOLLAR AMOUNT SPENT, BY CATEGORY, AS OF __:
CORE TRANSPORTATION ACTIVITIES					\$58,824
Statewide Projects	146		146	\$0.00	\$0
			146		
<i>These are projects as determined by Mn/DOT. Review plans, policies and studies under taken by MnDOT and or required by the legislature. Projects and Plans during this FY are anticipated to include the update of the District 7 & 8 Highway Investment Plans, State Bicycle System Plan (modal), Corridor Investment Management Plan / Strategy, State Highway Investment Plan, Strategic Highway Safety Plan, State Freight Plan / Study, Urban Boundaries Adjustments (If applicable), Local Road Data confirmation and certification requests by the MnDOT Office of Transportation Data and Analysis (miles verification).</i>					
ATIP Development	100		100	\$0.00	\$0
			100		

This activity includes participation and preparation in the development of the Area Transportation Improvement Program (ATIP). Examples of activities include: • ATP 7 and 8 meetings; • ATP Subcommittee activities and meetings; • Public Meeting on draft ATIP, other activities as identified by the ATPs and Districts to support ATP activities.



Regional Planning activities (as agreed upon by the District and RDC)

155

155

\$0.00

\$0

This category will consist of specific transportation planning projects or studies that promote a seamless transportation network.

* Maintain Trail Plan data base. Identify funded as well as new/evolving projects; develop TAC approved process for periodic trail prioritization; review local and state road and bridge plans to help identify where existing/future trails may impact a project.

* Toward Zero Deaths (TZD) work with the program coordinator as the program develops.

* Meet or Communicate with Communities in the Region along state highway corridors to share the District 10 year Highway Plans, to identify community projects (infrastructure and economic driven projects related to the transportation system).

* District 8 Market Research Study Participation / assistance



Maintenance of the Functional Classification System for the region

5

5

\$0.00

\$0

was 20

5

\$0

Receive and review functional classification change requests; coordinate for concurrence with District State Aid Engineers regarding the requests; package the requests for review by the RDC; submit request with the Regional recommendation to the District and road authority.



Transportation Related Communication

170

170

\$0.00

\$0

was
184

170

\$0

This activity is communication with Mn/DOT, RDC Staff, boards, and committees, local officials and staff, and the general public on a broad range of transportation related issues and information. Examples of activities include: •Data requests such as traffic counts and census information; •Transportation Advisory Committee meetings; • Staff and commission meetings; • Local/regional meetings; • General transportation related information.



Transportation Planners Meetings

50

50

\$0.00

\$0

was 64

50

\$0

Participate and coordinate with Mn/DOT and peer transportation planners with an objective to enhance planning and provide regional input for state projects and projects considered for federal DOT funding. There are normally three meetings per year. Submit meeting information to District 7 and 8 Planners.



TOTAL CORE ACTIVITY HOURS - MID-YEAR REPORT	313	0	626		\$0
TOTAL CORE ACTIVITY HOURS - YEAR-END REPORT	313	0	626		\$0
TOTAL CORE ACTIVITY HOURS	626	0	626	\$0.00	\$0
TOTAL TRAVEL/MEALS/COMMITTEE EXPENSES FOR CORE ACTIVITIES - MID-YEAR REPORT					\$0
TOTAL TRAVEL/MEALS/COMMITTEE EXPENSES FOR CORE ACTIVITIES - YEAR-END REPORT					\$0
TOTAL TRAVEL/MEALS/COMMITTEE EXPENSES FOR CORE ACTIVITIES					\$0
TOTAL CORE ACTIVITIES EXPENSES					\$0
SECONDARY TRANSPORTATION ACTIVITIES	84	59.5	24.5	\$0.00	\$0
			24.5		\$0
<p><i>Secondary activities will be unique to each RDC and will be agreed upon by the District Planner and RDCs. Resource Assistance.</i></p> <ul style="list-style-type: none"> * Assist Transportation Alternatives Program (TAP) applicants with the proposal process. * Safe Route to School Planning and application assistance * Economic information as requested * Freight * Access management * Assist with Regional Transit Coordinators meetings. Work with SRDC Aging Program Director, Mn/DOT, and local transit systems to facilitate transit coordination efforts in the Region. 					
TOTAL SECONDARY ACTIVITY HOURS - MID-YEAR REPORT	42		24.5		\$0.00

TOTAL SECONDARY ACTIVITY HOURS - YEAR-END REPORT	42	0	24.5	\$0.00
TOTAL SECONDARY ACTIVITY HOURS	84	0	84	\$0.00
TOTAL TRAVEL/MEALS/COMMITTEE EXPENSES FOR SECONDARY ACTIVITIES - MID-YEAR REPORT				\$0
TOTAL TRAVEL/MEALS/COMMITTEE EXPENSES FOR SECONDARY ACTIVITIES - YEAR-END REPORT				\$0
TOTAL TRAVEL/MEALS/COMMITTEE EXPENSES FOR SECONDARY ACTIVITIES				\$0
TOTAL SECONDARY ACTIVITY EXPENSES				\$0
TOTAL CONTRACT ACTIVITY HOURS	710		\$0.00	\$0
TOTAL TRAVEL/MEALS/COMMITTEE EXPENSES FOR CONTRACT				\$0
TOTAL CONTRACT EXPENSES				\$0
DOLLAR AMOUNT REMAINING ON CONTRACT				\$58,824

TRANSPORTATION ACTIVITIES UNDER OTHER FUNDING RESOURCES

Identify any transportation funded activities. Include a brief narrative of work, for whom and amount of funding received.

Place other activities you do in transportation here

SOUTHWEST REGIONAL DEVELOPMENT COMMISSION

July 1, 2013 - June 30, 2014

FY 2014 22

Revenues	FY2014 BUDGET
Tax Levy	317915
Current Contracts	144133
MN Department of Transportation	50000
Economic Development Administration	64628
MNRAAA-Adm/Pdc/IIID Funds	74423
MNRAAA-Information & Assistance Funds-Federal	265455
MNRAAA-Information & Assistance Funds-State & Other	477797
MNRAAA-Eldercare Development Partnership-EDP	33558
CERTS Funds	15630
Dept. Public Safety-Hazard Mitigation	31250
Interest Earned & Miscellaneous	7840
Equipment Reserves Used	13200
Human Service Project Reserves Used	1500
Building Reserves Used	0
Total Revenues	1497329
Expenditures	FY2014 BUDGET
Committee Expense	33800
Salaries & Fringe	1228269
Staff Travel	72500
Office Space	44000
Postage	16610
Communications	8020
Print/Publication	9752
Supplies-Mtg/Wkshp Expenses	16358
Insurance	4000
Depreciation (Non-building)	18724
Audits	6200
Computer	11555
Equipment	13200
Other	10103
Consultant/Contracted Services/Legal	4720
MNRAAA, Inc. match	26020
Debt Service-Principal & Interest	11800
Office Building Principal Payment	12649
Total Expenditures	1548280
Overall Balance	-50951
Anticipated Reserve Changes by Category	
Incr/(Decr) in Equipment Reserve	5524
Incr/(Decr) in Building Reserve	13522
Incr/(Decr) in Human Service Project Dedicated Funds	-1500
Incr/(Decr) in Unrestricted Reserve	-68497

Estimated Inkind Match for Budgeted Programs 34652

Loan Budget 300000