

# **State of Louisiana**

## **AREA AGENCY ON AGING FOUR-YEAR AREA PLAN**

A Comprehensive Coordinated Service System for Older Persons in Louisiana

Capital Area Agency on Aging

**JULY 1, 2015 - JUNE 30, 2019**  
(Fiscal Year 2016 - Fiscal Year 2019)

Submitted to:



Office of the Governor  
Office of Elderly Affairs

P. O. Box 61

Baton Rouge, LA 70821-0061

Phone: (225) 342-7100

Fax: (225) 342-7133

## SUBMITTAL PAGE

( X ) 4-Year Plan for July 1, 2015 – June 30, 2019

( ) Area Plan Update for July 1, 20\_\_ - June 30, 20\_\_

( ) Area Plan Amendment (Date): \_\_\_\_\_

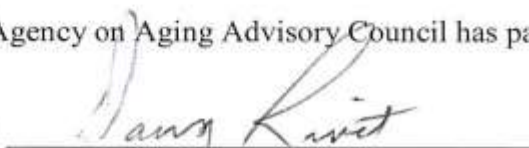
This Area Plan for programs on aging is hereby submitted for the District 2 planning and service area. The Capital Area Agency on Aging assumes full responsibility for implementation of this plan in accordance with requirements of the Older Americans Act (OAA) and Regulations; laws and rules of the State of Louisiana; and policies and procedures of the Governor's Office of Elderly Affairs.

This plan includes all information, goals and objectives, and assurances required under the Governor's Office of Elderly Affairs Area Plan on Aging format, and it is, to the best of my knowledge, complete and correct.

Signature:   
Area Agency Director

Date: 7-22-14

The Area Agency on Aging Advisory Council has participated in the development and final review of the Area Plan.

Signature:   
Chair, Area Agency Advisory Council

Date: 7/22/14

The Board of Directors of the sponsoring agency has reviewed this plan and Submittal Page. It is understood that we are approving all sections of the Plan. We are satisfied that the plan is complete, correct, and appropriately developed for our planning and service area.

Signature:   
Chair, Board of Directors

Date: 7-28-14

Signature:   
Secretary, Board of Directors

Date: 7/24/14

# TABLE OF CONTENTS

Section 1: Mission Statement	4
Section 2: Description of the Planning & Services Area (PSA)	4
Section 3: Description of the Area Agency on Aging (AAA)	14
Section 4: Planning Process/Establishing Priorities	17
Section 5: Methods Used to Determine Service Needs	18
Section 6: Targeted Populations	23
Section 7: Community Meeting	26
Section 8: Results of Public Hearings	39
Section 9: Identification of Priorities	52
Section 10: Area Plan Goals and Objectives	54
Section 11: Summary of Services under the Area Plan	61
Section 12: Disaster Preparedness	62
Section 13: Request for Waiver of Title III Priority Services	123
Section 14: Governing Board	124
Section 15: Advisory Council	129
Section 16: Assurances	130
Section 17: Verification of Intent	132
Section 18: Needs Assessment Survey and Tally Forms	133

# Section 1

## Mission Statement

**The Governor's Office of Elderly Affairs' mission statement is "To serve as the focal point for the development, implementation, and administration of the public policy for the state of Louisiana, and address the needs of the state's elderly citizens." Provide the mission statement which describes the purpose and overall goal(s) of the Area Agency on Aging.**

The mission of the Capital Area Agency on Aging is to provide advocacy and specified services for seniors and persons with adult onset disabilities, and their caregivers, that will help them remain in their own homes and communities with independence, dignity and protection from harm.

# Section 2

## Description of the Planning and Service Area (PSA)

**Provide a description of the physical and demographic characteristics of the PSA and the unique resources and/or constraints. Describe the service delivery system, challenges, successes in the local system development, public and private resources.**

**Physical and Demographic Characteristics:** The agency's PSA includes the parishes of Ascension, Assumption, East Feliciana, Iberville, Pointe Coupee, St. Helena, Tangipahoa, Washington, West Baton Rouge and West Feliciana. Two of these parishes, Ascension and Iberville, are divided by the Mississippi River which creates unique access and administrative challenges. The overall population in the PSA is 431,967 of which 78,289 (18.12%) are 60 years of age or older. Between 2000 and 2012, the total population in the PSA has increased by 61,894 (14.3%) according to the Administration on Aging Integrated Database Special Tabulations. The corresponding increase for the population 60 years of age or older is 25,467 (32.5%). Ascension (48.83%), West Feliciana (43.57%), and Tangipahoa (34.19%) had the greatest increase. Washington (19.49%), Iberville (21.40%) and Pointe Coupee (23.50%) had the smallest growth. Overall, 13.38% of persons 60 and older in the PSA are below poverty level compared to 12.69% below poverty statewide.

**Unique Resources and/or Constraints:** CAAA's corporate offices are located in Baton Rouge, in a parish that is not a part of its PSA for Older Americans Act programs. Baton Rouge is the seat of state government, as well as the location of a wide variety of health and social services programs and resources. However, the fact that OAA funding is not available to us for this area can operate as a constraint.

The **service delivery system** is similar throughout the ten parishes, with Councils on Aging operating Senior Centers and Meal Sites in each parish. The agency provides services through contractual agreements with these Councils on Aging, one legal service provider, a caregiver support service provider, an Alzheimer's care service provider and a meals provider. The agency has been successful in raising additional funds through an annual health fair expo and as a member agency of the Capital Area United Way. Three evidence-based workshops and leader trainings (The Chronic Disease Self-Management Program, The Diabetes Self-Management Program and A Matter of Balance) are offered by the agency. Based on participant feedback, the workshops are very successful; however, there have been some challenges in finding facilities that are interested in hosting them.

**Challenges and Successes in the Local System:** The rural nature of the area can be a challenge, as the time and resources needed to serve the most sparsely settled regions can make it very expensive to reach the very populations that are most in need of service. In the 40+ years that the Councils on Aging have been doing this job, they have become a trusted source of information and assistance to the seniors in their parishes, which is a significant factor in the success of the system.

**Public and Private Resources:** Our ADRC database contains an extensive listing of public and private resources that can be accessed by the ADRC counselor, or any other member of the agency staff.

## Area Profile

### **1. Identify cities/towns designated as rural in the PSA. Describe population using the 2010 Census Data. (Include chart showing population data)**

Overall, 49.1% of persons aged 60 and above live in rural areas:

<u>Parish</u>	<u>No. Rural</u>	<u>% Rural</u>	<u>Towns/Villages</u>
Ascension	2,213	15.30%	Lemanville; Sorrento
Assumption	1,968	43.60%	Bayou Goula; Bayou L'Ourse
East Feliciana	3,968	100.00%	Clinton; Jackson
Iberville	3,155	54.50%	Maringouin; Crescent
Pointe Coupee	2,753	54.10%	Ventress; Fordoche
St. Helena	2,306	100.00%	Greensburg; Montpelier
Tangipahoa	9,096	44.80%	Kentwood; Natalbany
Washington	6,516	66.60%	Angie; Varnado
West Baton Rouge	1,124	29.60%	Brusly; Erwinville
West Feliciana	2,549	100.00%	St. Francisville

Rural elderly experience isolation because of the low density of population; they also suffer from lack of available resources. In addition, in times of economic uncertainty like the present, they experience a lack of informal support, when children and grandchildren are forced to move out of the area to seek employment in a more developed setting, leaving the oldest generation on their own.

### **2. Identify cities/towns designated as urban in the planning and service area. Describe population using the 2010 Census Data. (Include chart showing population data)**

Overall, 50.9% of persons aged 60 and above live in urban areas:

<u>Parish</u>	<u>No. Urban</u>	<u>% Urban</u>	<u>Urban Cities/Towns</u>
Ascension	12,274	84.70%	Donaldsonville; Gonzales; Prairieville
Assumption	2,543	56.40%	*(Donaldsonville; Morgan City); Pierre Part
East Feliciana	0	0%	
Iberville	2,534	45.50%	Plaquemine; St. Gabriel; White Castle
Pointe Coupee	2,340	45.90%	New Roads; Livonia
St. Helena	0	0%	
Tangipahoa	11,195	55.20%	Hammond/Ponchatoula; Amite/Roseland
Washington	3,261	33.40%	Bogalusa; Franklinton
West Baton Rouge	2,679	70.40%	Port Allen; *(Baton Rouge); Addis
West Feliciana	0	0%	

\* Cities/towns in parentheses are not located in the parish indicated, but are part of an Urban Cluster that includes census tracts in that parish.

**3. Describe significant differences among cities/towns/communities in the PSA as relates to availability of services, resources, populations, economy, etc.**

There are significant differences in the availability of services among the parishes, mostly based on the economic conditions in each. Although the Councils on Aging in some parishes of the CAAA service area have a millage tax which provides local funds for senior services, flat federal and state funding continues to present a challenge in keeping up with the increasing demand for services. For those Councils on Aging that do not have a source of local funding the challenges are greater. East Feliciana Parish, designated as 100% rural, does not have any local funding sources and has the highest poverty level (19.59%) in the PSA for persons aged 60 and over. Consequently there is a more limited availability of senior services but a greater need for them. In contrast, Ascension Parish, designated as 15.30% rural, has the second lowest poverty level (9.83%) in the PSA for persons aged 60 and over. The Council on Aging has a 1.5% millage tax to support senior services, resulting in a higher level of availability of services.

## **Focal Points**

**1. For the purpose of assuring access to information and services for older persons, the area agency shall work with the community agencies and officials in the PSA to ensure that focal points are available in each community. Define “community” for the purposes of focal point designation.**

CAAA defines “community”, for the purposes of focal point designation, as a major city or town in a parish, in which services for older persons are provided.

**2. List community focal points within the PSA (include addresses) as reported on the NAPIS State Program Report. Attach maps of the PSA and indicate all Focal Points.**

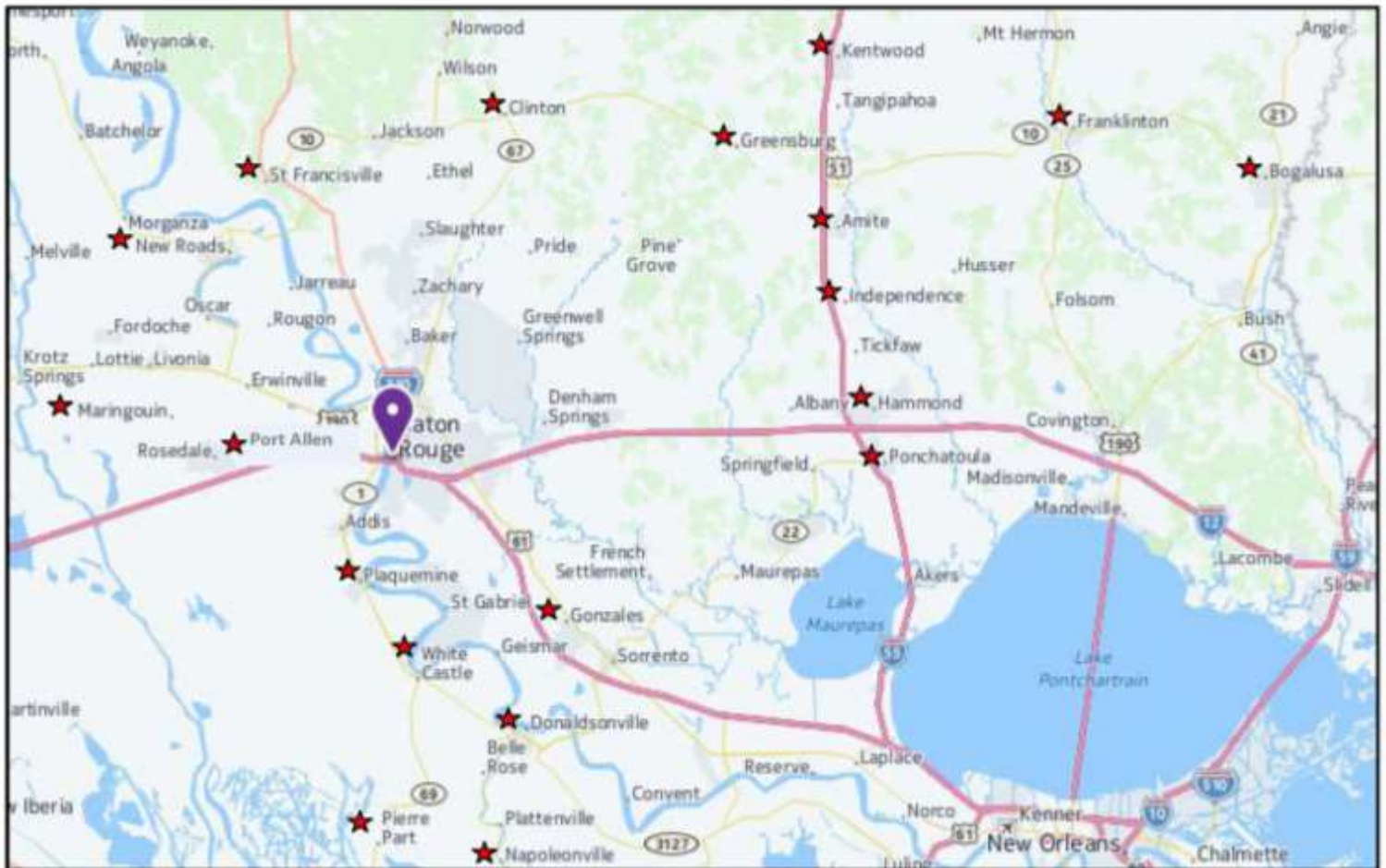
See following pages for map of the PSA with Focal Points indicated, and chart of Services Provided and Agencies Collocated/Coordinated.

<b>COMMUNITY SERVED</b>	<b>FOCAL POINT NAME &amp; ADDRESS</b>	<b>SERVICES PROVIDED</b>	<b>OTHER AGENCIES SERVICES COLLOCATED COORDINATED</b>
Donaldsonville	Donaldsonville Senior Center 101 Bocage Donaldsonville, LA 70346		
Gonzales	Gonzales Senior Center 536 Irma Blvd Gonzales, LA 70737		
Pierre Part	Pierre Part Senior Center 3618 Hwy 70 P.O. Box 301 Pierre Part, LA 70339		
Napoleonville	Napoleonville Senior Center 166 Hwy 1008 Napoleonville, LA 70390		
Clinton	Clinton Senior Center 11102 Bank St Clinton, LA 70722		
Plaquemine	Plaquemine Senior Center 58105 Court St Plaquemine, LA 70764		
White Castle	White Castle Senior Center 55050 Latino St White Castle, LA 70788		
Maringouin	Maringouin Senior Center 77375 Wheellock Maringouin, LA 70757		

New Roads	New Roads Senior Center 2202 Hospital Rd New Roads, LA 70760		
Greensburg	Turner Chapel 381 Turner Chapel Road Greensburg, LA 70441		
Amite	Amite Senior Center 113 N. E. Central Ave Amite, LA 70422		
Hammond	Hammond Senior Center 207 E. Church St Hammond, LA 70401		
Independence	Independence Senior Center 305 E. Railroad Ave Independence, LA 70433		
Kentwood	Kentwood Senior Center 218 Ave F Kentwood, LA 70444		
Ponchatoula	Ponchatoula Senior Center 300 North 5 <sup>th</sup> St Ponchatoula, LA 70454		
Bogalusa	Bogalusa Senior Center 603 Willis Ave Bogalusa, LA 70427		
Franklinton	Franklinton Senior Center 1025 Dobson St Franklinton, LA 70438		
Port Allen	WBR Senior Center 2560 Court St Port Allen, LA 70767		
St. Francisville	West Feliciana Senior Center 5725 N. Commerce St St. Francisville, LA 70775		



## Capital Area Agency on Aging PSA with Focal Points



**Community Focal Points Services Provided & Agencies Services Collocated/Coordinated**

	Donaldsonville Senior Center	Gonzales Senior Center	Pierre Part Senior Center	Napoleonville Senior Center	Clinton Senior Center	Plaquemine Senior Center	Maringouin Senior Center	White Castle Senior Center	New Roads Senior Center
Other Agencies' Services Collocated/Coordinated									
Cancer Services			x	x	x	x			x
TRIAD			x	x					
Social Security			x	x					x
DOTD	x	x	x	x	x	x	x	x	x
Health Unit			x	x	x	x			x
Office of Family Support	x	x	x	x		x			x
Hospitals			x	x					x
Senior Employment Program			x	x	x	x	x	x	x
AARP			x	x					x
Community Action Agency	x	x	x	x	x				x
RSVP			x	x					
Cooperative Extension	x	x	x	x	x	x	x	x	x
Library			x	x	x				
Food Pantry			x	x	x				x
Home Health			x	x					x
FEMA			x	x					x
Food for Seniors	x	x	x	x	x				x
SHIP	x	x	x	x		x			x
Elderly Protective Services	x	x	x	x		x	x	x	x
United Way	x	x	x	x					x
Arthritis Association (FAST)	x	x	x	x	x				x
Alzheimers Services	x	x	x	x					
LA SeniorRx	x	x	x	x	x	x	x	x	x
LA Answers (ADRC)	x	x	x	x	x	x	x	x	x
Ombudsmen Program	x	x	x	x	x	x	x	x	x

### Community Focal Points Services Provided & Agencies Services Collocated/Coordinated

	Turner Chapel Meal Site	Dennis Mills Meal Site	Amite Senior Center	Independence Senior Center	Hammond Senior Center	Kentwood Senior Center	Ponchatoula Senior Center	Franklinton Senior Center	Bogalusa Senior Center	Port Allen Senior Center	St Francisville Senior Center
Other Agencies' Services Collocated/Coordinated											
Cancer Services										X	X
TRIAD			X	X	X	X	X				
Society	X		X	X	X	X	X	X	X	X	X
DOTD			X	X	X	X	X	X	X	X	
Health Unit	X	X								X	X
Office of Family Support	X	X	X	X	X	X	X			X	X
Hospitals	X	X	X	X	X	X	X	X	X	X	X
Senior Employment Program	X		X	X	X	X	X	X	X	X	X
AARP			X	X	X	X	X			X	X
Community Action Agency			X	X	X	X	X				
RSVP			X	X	X	X	X			X	
Cooperative Extension	X	X	X	X	X	X	X	X	X	X	X
Library	X	X	X	X	X	X	X			X	
Food Pantry	X	X	X	X	X	X	X			X	X
Home Health	X	X						X	X	X	X
FEMA								X	X	X	X
Food for Seniors	X	X	X	X	X	X	X			X	X
SHIIP			X	X	X	X	X	X	X	X	X
Elderly Protective Services	X	X	X	X	X	X	X	X	X	X	X
United Way			X	X	X	X	X	X	X	X	
Arthritis Association (FAST)			X	X	X	X	X				X
Alzheimers Services			X	X	X	X	X	X			
LA SeniorRx	X	X	X	X	X	X	X	X	X	X	X
LA Answers (ADRC)	X	X	X	X	X	X	X	X	X	X	X
Ombudsmen Program	X	X	X	X	X	X	X	X	X	X	X

## Summary of the Needs Assessment

**Provide an explanation of the needs assessment process and results. Describe how the survey was distributed and to whom. Did specific groups have similar responses? What were some comments received from respondents? Describe some conclusions determined from survey results.**

The Area Agency distributed a total of 1541 Louisiana Senior Needs Assessment surveys and 100 Community Agency Needs Assessment surveys (see Section 18). A total of 1000 individual surveys were mailed to individuals 60 years of age and older whose names were randomly selected from voter registration rolls for the ten parishes in the PSA. An additional 500 surveys were distributed at senior centers and meal sites. Community Agency Needs Assessments were distributed to 45 agencies and associations such as Alzheimer's Services of the Capital Area, legal services providers, home health agencies, Gulf Coast Social Services, Senior Health Insurance Information Program, AARP, Cancer Services, Rural Health Clinics and others.

Some 239 responses from Louisiana Senior Needs Assessments, and 12 Community Agency Needs Assessments were received. The CAAA is responding to 92 clients who requested additional information on available services.

The needs assessment process resulted in recognition of the following top needs:

- Knowing what services are available and how to get them
- A senior center that is close to my home
- Having a meal with my friends or others like me
- Getting exercise that is good for me
- Having someone to talk to when I feel lonely

Respondents from voter registration rolls more often expressed need for services at their home, or services which they did not know how to obtain, while respondents from senior centers and meal sites, not surprisingly, more frequently expressed needs for services that could be provided at a senior center.

There were no comments received on the survey forms. However, at the public hearing portion of the assessment process, a variety of comments were received, as follows: "Sounds like a good plan." Those in attendance also commented on the use of Council on Aging services, the need for a local SALT Council, and information about the availability of weatherization services.

Conclusions determined from survey results: Seniors who use the services of the Councils on Aging are satisfied with their situation, though they sometimes have suggestions for more and better services. However, the seniors who do not use the Councils are more often in need of information about where they can obtain basic services. There appear to be some hard-to-reach populations who have not received outreach information.

## Description of Priority Groups

**Provide a clear and concise description of target groups in your PSA. How will the needs assessment impact elderly persons: with greatest Economic and Social need, at risk for institutional placement, with limited English proficiency, with cognitive disorders, residing in rural areas, Minorities, Native Americans, and other vulnerable populations?**

The CAAA Area Plan, as a result of the needs assessment process, confers priority status for meeting the needs of the following target groups which can be expected to have special needs:

- elderly persons with greatest economic and social need,
- elderly persons at risk for institutional placement,
- elderly persons with limited English proficiency,
- elderly persons with cognitive disorders,
- elderly persons residing in rural areas,
- minorities,
- other vulnerable populations

Area Plan resulting from the needs assessment will impact elderly persons in the target groups as follows:

**Persons with greatest economic and social need, limited English proficiency, minorities:** CAAA will seek new sources of funding, partners, and resources to expand services and activities; distribute material developed by agency Dietitian on eating healthy both at home and away from home (restaurants, family events); ensure that outreach events include information on exercise classes, nutrition education, the SenioRx prescription assistance program and evidence-based wellness workshops that are currently available throughout the service area; and increase the knowledge of older persons and the general community about the availability of programs that protect their rights and prevent abuse, neglect and exploitation.

**Persons at risk for institutional placement:** CAAA will take action to improve the ability of homebound seniors to access information, counseling and assistance that is available to them; adopt or develop materials that can be shared with the homebound to provide helpful tips for safe and healthful exercise that they can accomplish on their own; and increase the knowledge of consumers and the public about the services provided by the Ombudsman Program to residents of long-term care and assisted living facilities.

**Persons with cognitive disorders:** CAAA will take action to increase knowledge about the availability of services to the caregivers of elderly and disabled persons.

**Persons residing in rural areas:** CAAA will utilize social media to produce Outreach opportunities and to publicize the services offered by the ADRC and other community partners; work with rural transportation providers, such as Councils on Aging, and Medicaid transportation programs to create a comprehensive transportation network that will meet a wide variety of needs; work with Councils on Aging to increase the variety of services available at Senior Centers; and send CAAA staff members for training in additional evidence-based wellness programs such as Tai Chi, so that there is an ongoing availability of activities that are healthful and enjoyable.

**Other vulnerable populations:** CAAA will establish strong partnerships with area hospitals by demonstrating that community-based services can help improve the health of their patients; and expand the network of services available to the caregivers of elderly and disabled individuals.

## Section 3

### Description of the Area Agency on Aging

**1. Describe how the Area Agency, on behalf of all older individuals, will carry out its role as the leader on aging issues in the PSA. Explain the community-based system of services and how it will promote independence, protect, and preserve the quality of life for seniors and caregivers.**

Capital Area Agency on Aging (CAAA) is a non-profit organization under section 501(c)(3) of the Internal Revenue Code. CAAA serves as an advocate and provides leadership on behalf of the elderly by building trust with partners of every kind, making its information and expertise available widely. Services are provided to older individuals and the disabled and their caregivers by organizations that are in and of the communities in the service area, so that they are flexible and culturally appropriate. It is the responsibility of CAAA, as leader on aging issues, to constantly scan the environment for opportunities and threats, making sure that services are available to meet the needs of seniors and the disabled, with a priority emphasis on target populations.

Many opportunities are available to collaborate with partners who are serving the same population. CAAA is an active participant in the Oral Health Coalition, the Entergy Monitoring Council, area SALT (Seniors And Lawman Together) Councils, the Lifespan Respite Coalition, and the DHH Health Promotion Team, to name a few. A knowledgeable aging network, and a No Wrong Door approach, will improve the probability that seniors and caregivers will learn of and have access to the services that can make a difference in their lives.

**2. Describe how the agency coordinates and delivers services, the connection it has to local agencies/providers, strengths and weaknesses and how the agency ensures service system delivery.**

Other public and private service providers in the PSA are encouraged to collaborate with CAAA to offer opportunities for seniors to learn about and access services. We attend each other's health fairs and events, and participate in work groups and professional associations.

The agency provides Long Term Care/Ombudsman services in the parishes of Ascension, Assumption, E. Baton Rouge, E. Feliciana, Iberville, Lafourche, Livingston, Pointe Coupee, St. Charles, St. Helena, St. James, St. John, Tangipahoa, Terrebonne, Washington, W. Baton Rouge, and W. Feliciana. The staff of this program is well known by the administrators of nursing homes and assisted living facilities.

The agency functions as the Aging and Disability Resource Center (ADRC) in the parishes of Ascension, Assumption, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, St. Tammany, Tangipahoa, Washington, West Baton Rouge, and West Feliciana under a separate contract with the Governor's Office of Elderly Affairs. SenioRx and Louisiana Answers, programs of the ADRC, have greatly enhanced our ability to provide information on home and community based services that are available in our largely rural PSA, and to help elderly and disabled individuals to get prescription medications at low cost or free. Cooperative efforts with public and private community-based and social service agencies have been established. We will continue to explore additional partnerships which will increase our ability to link clients with available services.

The agency maintains a working agreement with the Elderly Protective Services providers for the PSA and makes appropriate referrals to clients seeking assistance. Priority access to all available Title III services is given to eligible persons reported to GOEA/EPS as neglected/abused.

The agency insures coordination of services by requiring nutrition and supportive service providers to enter into agreements with other service providers in their area and by bringing persons with unique professional qualifications to the Board of Directors and the Advisory Council. The Agency is a United Way Agency and actively participates with various other service agencies throughout the area. The Agency enjoys good coordination and cooperation with various agencies throughout the PSA.

Transportation to medical specialists that crosses parish lines has been a weakness of service coordination in the rural areas of the PSA. Fuel and vehicle insurance costs have increased while funding for supportive services has decreased. For parishes that do not have local support of transportation, this will likely remain an unmet need especially for low income clients who do not qualify for Medicaid transportation.

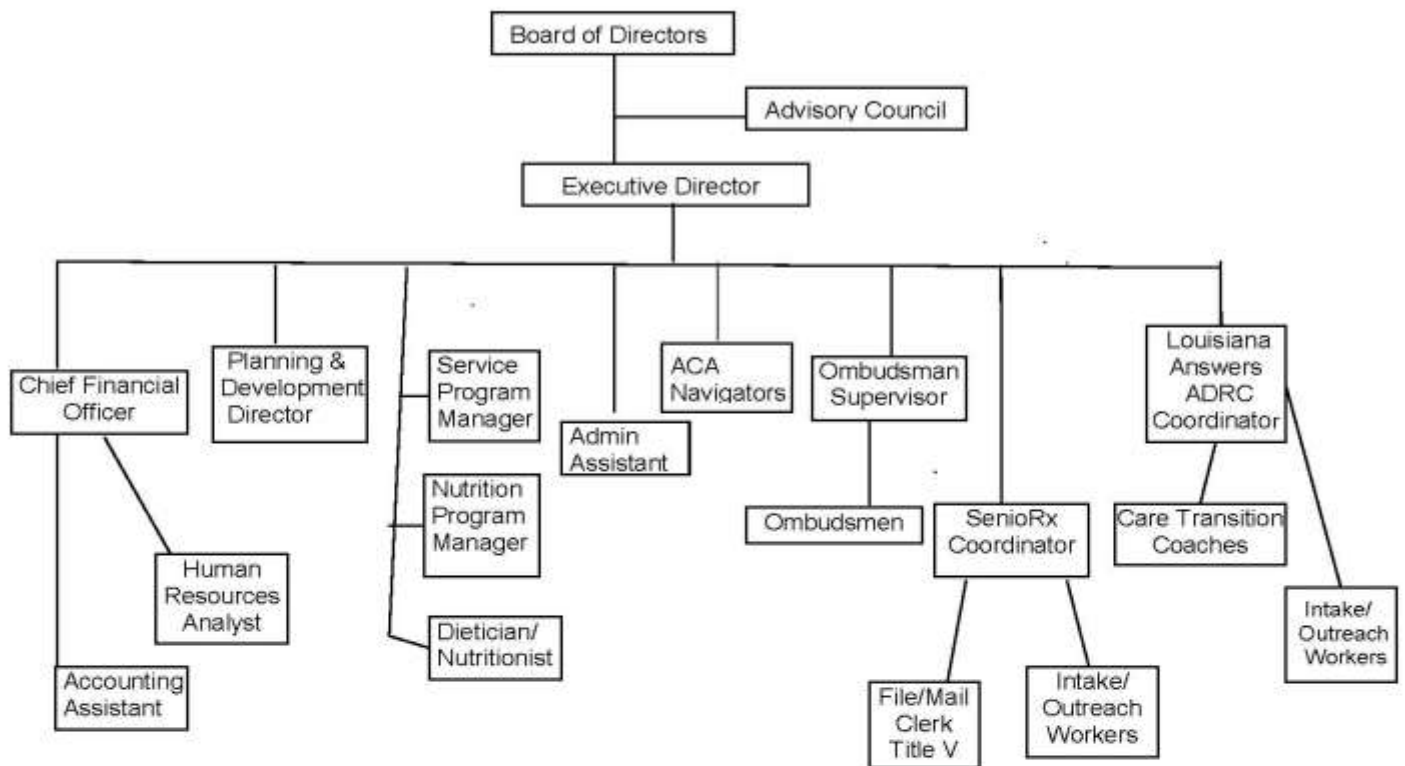
### **3. Explain leadership efforts and involvement with the community to help persons with disabilities and their caregivers.**

CAAA, through its Aging and Disability Resource Center, is constantly seeking new partners and new services to expand the assistance available to the disabled. Staff seek out contacts with behavioral health agencies and professionals. The agency offers evidence-based wellness programs that are in the highest tier recognized by the Administration Community on Living; the disabled are specifically targeted to encourage participation.

### **4. Describe the administrative functions of the Area Agency, the organizational structure, the effectiveness of services, any expansion efforts, planned changes and attach the organizational chart (clearly define lines of authority).**

The agency was chartered in May 1974. It is governed by a Board of Directors composed of volunteers from the area and persons with special interest and/or qualifications in aging. The agency provides services through contracts with Councils on Aging in every parish, two legal services providers, a caregiver support service provider, an Alzheimer's care service provider and a meals provider. It also directly provides services in the following programs: Nursing Home Transitions, Ombudsman, ADRC (Louisiana Answers and SenioRx), Navigator, Community-Based Care Transitions, and Evidence-Based Wellness. The agency's Organizational Chart is shown on the following page. It shows all programs and functions that are a part of the overall agency; this relationship of programs within a single agency makes it easier for seniors to receive comprehensive care.

**CAPITAL AREA AGENCY ON AGING, INC.  
ORGANIZATION CHART**





## Section 4

### Planning Process/Establishing Priorities

**1. Give an overview of the steps utilized by the Area Agency during the planning process. Explain how the agency established planning priorities.**

The steps utilized by CAAA during the planning process included a needs assessment survey of both a sample of individuals age 60 and above from voter registration rolls, and participants at meal sites operated by contracted Councils on Aging. A separate survey was sent to professionals in the area who serve the aging and the disabled. Census data for the service area was extensively researched. These results were compiled and presented at a Community Meeting, where participants were encouraged to provide input. The Area Plan was then drafted, following guidelines provided by GOEA. Public Hearings were then scheduled, one in each parish of the service area. At the public hearings, the draft Plan was discussed and again input was sought and recorded. After comments were incorporated into the body of the plan, it was reviewed and discussed at a meeting of the CAAA Advisory Council. The Council's comments and suggestions were used to create a final version of the Plan, which was reviewed and approved by the Board of Directors. After all required forms and attachments were organized, the entire document was submitted to GOEA.

In drafting the Area Plan, CAAA **established planning priorities** by relying upon the results of the needs assessment survey, as supported by data from the census and other research, development of trends over time, availability of funding, and relationships with partners.

**2. Explain how the Area Agency provided opportunities for public involvement in the planning process, specifically using public agencies, governmental entities, local business, and current/past program participants.**

CAAA involved its Board of Directors and its Advisory Council throughout the entire process. The service providers involved their Boards as well, and their Board members attended several of the public hearings. Notices of public hearings were published in newspapers in each parish in the PSA, and in the state journal, *The Advocate*.

## Section 5

### Methods Used to Determine Service Needs

**1. Describe below how the Area Agency assessed the needs of older persons and adults with disabilities residing in the planning and service area. Give details of the process and methods used (tools or instruments used).**

CAAA assessed the needs of older persons and adults with disabilities by the following methods: 1) Senior Needs Assessment Surveys which were randomly distributed in the ten-parish planning and service area to both individuals and community agencies; 2) a Community Meeting held to report the results of the surveys and to obtain input on additional needs; 3) Public Hearings in all 10 parishes in the planning and service area to review the proposed plan and get further input; 4) Census data; 5) analysis of current service use and waiting lists; 6) recommendations from CAAA's Board of Directors and Advisory Council and 7) ongoing environmental tracking of events such as hurricanes and other disasters, demographic trends, the economic climate, funding opportunities or reductions in funding. Survey instruments are included in Section 18 of this Plan.

**2. Which home and community-based services have a waiting list? Detail your plan to reduce or eliminate these waiting lists.**

<u>Service</u>	<u># on Waiting List</u>
Caregiver:	41
Home-delivered Meals:	116
Homemaker:	86
Home Repairs:	3
Personal Care:	27

CAAA will attempt to reduce or eliminate these waiting lists by seeking additional funding and by supporting the efforts of service providers to raise local funds.

### Service Needs

**1. Based on the information and methods used to determine service needs, list the prevalent service needs of older persons and adults with disabilities in the PSA. Include discussion regarding whether information was received from organizations or agencies that specifically serve persons with disabilities and whether such information was incorporated into the Area Plan. (Office of Aging and Adult Services, Alzheimer's Association, Office of Behavioral Health, Long Term Care Units, Office of Disability Affairs, etc.)**

Needs Assessment surveys indicate the following prevalent service needs of older persons and adults with disabilities in the PSA, in order of priority of stated need:

- Knowing what services are available and how to get them
- A senior center that is close to my home
- Having a meal with my friends or others like me

- Getting exercise that is good for me
- Having someone to talk to when I feel lonely

Information was received from Councils on Aging regarding partnerships with organizations serving the elderly population in the same parish, included in the chart on pages 10 and 11 regarding Focal Points.

**2. Give a brief overview of how the Area Agency will address the top five (5) needs identified. (Specific details of goals and objectives are required in Section 10: Goals and Objectives.)**

The top 5 needs identified, as stated in item 1 above, will be addressed by CAAA as follows:

- Our ADRC will assist in informing older individuals and persons with disabilities of what services are available and how to get them, including assistance in obtaining and completing applications for benefits and services.
- The ADRC and the contracted service providers will perform comprehensive outreach activities, to make sure that individuals throughout the service area are aware of the location of senior centers and the services that are available there.
- CAAA will work with the Councils on Aging to attempt to increase the availability of rural transportation services that are needed to give seniors access to Senior Centers where they can participate in the congregate meals program and experience the socialization and other services that are available at these focal points.
- CAAA is currently exploring Title III D highest tier evidence-based Disease Prevention and Health Promotion ongoing exercise programs, such as “Tai Chi Moving for Better Balance”, that can be offered at Senior Centers.
- The agency will explore partnerships in the development of a service that seniors or the disabled can call when they are having a problem or just need to hear a friendly voice.

Many of these services are available in the PSA, but to a limited extent, or have not been marketed to some populations. This listing confirms the findings of our Aging and Disability Resource Center’s information and assistance activities as the unmet needs most often requested.

## Service to Most-in-Need

**Identify and explain how the Area Agency will address vulnerable and most-in-need citizens of the PSA.**

**Low-Income Minority Older Individuals**, concentrated in East Feliciana, Iberville, and St. Helena parishes, will be targeted through partnerships such as those with faith-based organizations that can reach these individuals, through an increase in Medicaid-funded home and community-based services, and through collaboration with Federally Qualified Health Centers that can provide high quality health care on a sliding fee scale.

**Frail, Home-bound or Isolated Elderly** can be targeted through advocacy for oral health care that is offered at sites accessible to this population; through partnerships with groups providing home repairs and modifications, and through collaborations with local law enforcement agencies which can help assure safety and security through increased patrols.

Instructions for service providers attempting to serve **seniors with limited English-speaking ability** are contained in the Policies and Procedures manual issued by the Area Agency on Aging. The Service Programs Manager on the AAA staff has responsibility for coordinating activities to facilitate those services.

## Needs Identified

**Describe the existing and potential needs of older adults, adults with disabilities, and their caregivers in the PSA.**

Existing needs include safe and affordable housing, transportation, and in-home services for the homebound. Potential needs will develop as the Baby Boom generation ages and becomes more frail and in need of home-based services in ever greater numbers.

## Resources

**1. Determine existing services and resources within the PSA currently available for addressing the needs identified.**

The Agency will continue to meet previously established needs by providing existing services at current expenditure levels. To address the needs and concerns brought out in the Needs Assessment, CAAA plans to continue to provide the following services during the next four years:

### **Access**

- Information and Assistance
- Transportation
- Outreach

### **In-Home**

- Home Repair
- Homemaker
- Personal Care
- Home-Delivered Meals, including Nutrition Education
- Telephoning

### **Legal Services**

- Legal Assistance

### **Other**

- Senior Health Insurance Information Program

- SenioRx
- Utility Assistance
- Aging and Disability Resource Center (ADRC)
- National Family Caregiver Support Program Respite
- Wellness
- Material Aid
- Congregate Meals, including Nutrition Education
- Medical Alert

While some of these services are mandatory based on their funding streams, they were addressed as concerns and issues through the needs assessment or based on waiting lists for these services. The goals for these services are to maintain current levels of services and funding.

The needs assessment process indicated that there are populations throughout the service area who are not currently receiving the above-listed services. Goal 1 of the Area Plan addresses the need to increase the awareness by elderly individuals of resources available in the community.

The CAAA Aging and Disability Resource Center (ADRC) is the primary means of addressing the needs identified; staff counsels and assists individual consumers and also participates in developing partnerships that will allow them to provide information about services available in the community. Councils on Aging, working in partnership with CAAA, operate Senior Centers that serve as focal points in their communities, so that the elderly have a one-stop shop for getting help with problems. See pages 10 and 11 for services available at focal points. The elderly and their caregivers can access the CAAA website for a clear summary of service available, and links to offerings by other entities. The Senior Resource Guide is a current, printed publication that puts vital information readily at hand.

## **2. Explain the association between the Aging Agency and the local Aging and Disability Resource Center.**

Capital Area Agency on Aging administers the ADRC program in thirteen parishes in and around the Planning and Service Area.

### **Service Gaps and Barriers**

#### **Provide a description of unmet needs, under-utilized services, gaps, and barriers that prevent access to services.**

Unmet needs include sufficient funds and programs to provide affordable housing for seniors and the disabled, as well as home repairs, weatherization, and utility assistance. Transportation that crosses parish lines is also a major unmet need, especially in rural parishes that seldom have adequate sources of specialist medical services, requiring travel to a larger population area in another parish. Evidence-based wellness programs are an under-utilized resource in some parishes; in some communities, congregate meal sites are not well-attended.

There are many frail home bound seniors in isolated areas of the mostly rural PSA, who are in need of assisted transportation to attend medical appointments and other essential business. Lack of this service is a gap in the network, and a barrier to seniors being able to participate more fully in their communities. The cost of services,

and the difficulty in finding qualified staff to provide services, can be insurmountable barriers to a comprehensive system of care for seniors.

## Budget Impact

**Explain how the AAA budget will be impacted by the Area Plan. Briefly describe possible funding sources. How will additional funding be obtained to close service gaps?**

This Area Plan calls for the CAAA administration to pay careful attention to how funding is allocated. Priority services to the most-in-need populations should have first call on Older Americans Act funds. One possibility, recommended by the federal Administration on Community Living, is to means test applicants, serving lowest income individuals first, and wait-listing those with higher income until funding becomes available.

Possible funding sources include private pay from clients and caregivers who have adequate means to afford to pay for their services and who prefer to avoid a waiting list; federal grants and programs such as the Veteran Directed Home and Community Based Services Program; subcontracts with health care insurance providers and managed care organizations for wellness and prevention services; and foundations and other granting organizations that could provide bridge funding while new programs are being implemented. All of these sources will be explored in the continuing effort to close service gaps.

## Section 6

### Targeted Populations

**Describe how the AAA's policies meet the need of the targeted populations. Include a review of the targeting priorities established in the OAA. Explain how the Area Agency will target specific goals as outlined in the GOEA State Plan (See GOEA Website; Documents). Identify existing target populations in the PSA and methods used to identify them. Expound on their characteristics, locations, and needs. How will they be addressed in the current Area Plan? How has this changed from the previous plan? Discuss barriers that may exist for providing services to those targeted populations, and how the AAA plans to overcome those barriers.**

It is CAAA's policy to provide a comprehensive, coordinated system of services with a priority emphasis on the following groups which are targeted in the Older Americans Act:

- a.) Those in Greatest Economic Need:** There are 9270 (13.38%) persons 60+ in greatest economic need, defined as having income below the federal poverty guidelines. The greatest concentration of this population in the service area is in East Feliciana Parish (19.6%), Washington Parish (18.5%), and Iberville Parish (16.4%).
- b.) Low Income Minorities:** There are 4080 (5.2%) low-income minority individuals age 60+ in the PSA. The greatest concentration of this population is in the following parishes: East Feliciana (10.8%), St. Helena (10.2%), and Iberville (8.4%).
- c.) Greatest Social Needs:** There are 16,370 (20.9%) persons 60+ who live alone in the PSA; this group is considered to have greatest social needs. This population is concentrated in the following parishes: St. Helena (30%), Pointe Coupee (26%) and Washington (25.8%).

The special needs populations listed above are greatest in East Feliciana, Iberville, Pointe Coupee, St. Helena, and Washington. Therefore, those areas can expect to be the focus of our greatest attention as we attempt to develop resources to meet the needs of our most vulnerable elderly.

The GOEA State Plan set the following goals; the CAAA response and planned activity is indicated for each:

- Maintain a baseline of 200 training hours for agency staff, contractors and aging network personnel who provide services to the elderly on an annual basis. – CAAA staff will attend all scheduled training.
- Through the ADRC, to provide 43,000 seniors and disabled adults age 21 and older who have no insurance assistance in obtaining free or reduced prescriptions through pharmaceutical companies' charitable programs and other requested services. – the CAAA SenioRx Program will provide this service throughout the ADRC service area.
- Through the Title III and Nutritional Services Incentive Program (NSIP) activity, provide for the delivery of supportive and nutritional services to at least 10% of older individuals to enable them to live dignified, independent and productive lives in appropriate settings. – CAAA will continue to support its Nutrition Programs by allocating funding received from the Capital Area United Way.

- Through the Title V Senior Community Service Employment Program (SCSEP) activity, achieve an unsubsidized job placement rate of 25% of authorized slots. – CAAA will continue to employ Title V workers and, where possible, offer them full-time employment with the agency.
- Through the Ombudsman activity, ensure client access to ombudsman services in all Louisiana licensed nursing homes through monthly visits made by certified Ombudsmen. – CAAA will continue to strongly support its Ombudsman Program.

Existing target populations in the PSA:

- elderly persons with greatest Economic and Social need,
- elderly persons at risk for institutional placement,
- elderly persons with limited English proficiency,
- elderly persons with cognitive disorders,
- elderly persons residing in rural areas,
- minorities
- other vulnerable populations

The Area Plan resulting from the needs assessment will impact elderly persons in the listed groups as follows:

**Persons with greatest economic and social need, limited English proficiency; minorities:** CAAA will seek new sources of funding, partners, and resources to expand services and activities; distribute material developed by agency Dietitian on eating healthy both at home and away from home (restaurants, family events); ensure that outreach events include information on exercise classes, nutrition education, the SenioRx prescription assistance program and the Matter of Balance falls prevention workshops that are currently available throughout the service area; and increase the knowledge of older persons and the general community about the availability of programs that protect their rights and prevent abuse, neglect and exploitation.

**Persons at risk for institutional placement:** CAAA will take action to improve the ability of homebound seniors to access information, counseling and assistance that is available to them; adopt or develop materials that can be shared with the homebound to provide helpful tips for safe and healthful exercise that they can accomplish on their own; and increase the knowledge of consumers and the public about the services provided by the Ombudsman Program to residents of long-term care and assisted living facilities.

**Persons with cognitive disorders:** CAAA will take action to increase knowledge about the availability of services to the caregivers of elderly and disabled persons.

**Persons residing in rural areas:** CAAA will utilize social media to produce Outreach opportunities and to publicize the services offered by the ADRC and other community partners; work with rural transportation providers, such as Councils on Aging, and Medicaid transportation programs to create a comprehensive transportation network that will meet a wide variety of needs; work with Councils on Aging to increase the variety of services available at Senior Centers; and send CAAA staff members for training in additional evidence-based wellness programs such as Tai Chi, so that there is an ongoing availability of activities that are healthful and enjoyable.

**Other vulnerable populations:** CAAA will establish strong partnerships with area hospitals by demonstrating that community-based services can help improve the health of their patients; and expand the network of services available to the caregivers of elderly and disabled individuals.



The primary differences between the previous Area Plan and this current Plan are 1.) the previous plan intended to utilize the resources and staff of the Medicaid-funded Home and Community-Based Services Program (Single Point of Entry). However, since DHH terminated its contract with CAAA for these services in 2011, that resource is no longer available; 2.) the current Plan contains an increased emphasis on evidence-based wellness programs, and in overall health promotions and disease prevention activities, as these efforts offer the greatest potential for positive outcomes for the elderly and disabled individuals who participate.

Barriers to the provision of essential services, as always, include a lack of funding and an inability to engage partners. However, CAAA has already dedicated considerable staff time and talent to the process of entering the mainstream of health-related activities and initiatives, and will make a solid effort to continue in this direction.

# Section 7

## Community Meetings

### Capital Area Agency on Aging

#### Area Plan Needs Assessment Community Meeting Record Fiscal Years 2016-2019

Date of Meeting: 5-21-14

Location of Meeting: Gonzales, LA

#### **1. Describe the format and attach copies of the agenda for the meeting.**

Meeting was conducted at the Senior Center of the Ascension Council on Aging in Gonzales. Agendas and handouts were distributed to each table as sign-in sheets were circulated. CAAA Executive Director addressed the group and explained the needs assessment process and the purpose of the meeting. Other staff was in attendance to record the questions and comments of the attendees. See copy of Agenda, attached.

#### **2. Briefly summarize comments of those in attendance at the meeting.**

Participants had several suggestions for activities that would attract more seniors to Senior Centers, such as: making available a meeting space for a minister to conduct bible study, counseling, or other services; organizing a choir and making space available for practice, performance; provide more trips that are handicapped accessible; perform outreach to retired educators to find out what activities would be of interest to them; and offer activities that would encourage the homebound to come to the Senior Center at least once in a while, so they aren't so bored and lonely at home.

#### **3. Indicate revisions made due to comments, if applicable.**

The purpose of the meeting was to explain the results of the needs assessment process. Comments from the meeting were incorporated with the other results of the process.

#### **4. Attach a copy of the attendance list indicating attendee's name, organization or group representing minority elderly person, rural elderly person, caregiver, and/or grandparent raising grandchild, etc. Mark as: Needs Assessment Community Meeting Record**

**Note: A separate Community Meeting Form is required for each meeting held.**

Attached are copies of the attendance rosters for the Community Meeting.

Capital Area Agency on Aging  
Area Plan Needs Assessment Community Meeting  
May 21, 2014

Agenda

Explanation of Area Plan process

Needs Assessment Survey Results

Input from Participants

# Fy 16-19 NEEDS ASSESSMENT COMMUNITY MEETING RECORD

Gonzales Senior Center - May 21, 2014

	Signature	Organization	Minority	Rural	Caregiver
1.	<i>Inez Christy</i>				
2.	<i>Oran Haron</i>				
3.	<i>Claude L. Cochran</i>				
4.	<i>David McKinnon</i>				
5.	<i>Meredith Wagner</i>				
6.	<i>Angella Dupont</i>				
7.	<i>Stacy H. McKinnon</i>				
8.					
9.					
10.					
11.					
12.					

# Fy 16-19 NEEDS ASSESSMENT COMMUNITY MEETING RECORD

Gonzales Senior Center - May 21, 2014

	Signature	Organization	Minority	Rural	Caregiver
1.	Hertude Spooner				
2.	Robert L. Macleain				
3.	Sharon Ventres				
4.	Quak G. Kidd				
5.	Quanda L. Washington				
6.	Isa Ma Palacios				
7.					
8.					
9.					
10.					
11.					
12.					

# Fy 16-19 NEEDS ASSESSMENT COMMUNITY MEETING RECORD

Gonzales Senior Center - May 21, 2014

	Signature	Organization	Minority	Rural	Caregiver
1.	Judy Labouge	COA			
2.	Kathryn Norin	COA			
3.	Wayne Norin	COA			
4.	Betty Bechel	COA			
5.	Patricia Mafar	COA			
6.	Kyria Triche	COA			
7.					
8.					
9.					
10.					
11.					
12.					

# Fy 16-19 NEEDS ASSESSMENT COMMUNITY MEETING RECORD

Gonzales Senior Center - May 21, 2014

	Signature	Organization	Minority	Rural	Caregiver
1.	<i>Servicio Caeasen</i>				
2.	<i>Jeffrey Smith</i>				
3.	<i>Deja York</i>				
4.	<i>Jonny Dodd</i>				
5.	<i>Margaret Haines</i>				
6.					
7.					
8.					
9.					
10.					
11.					
12.					

# Fy 16-19 NEEDS ASSESSMENT COMMUNITY MEETING RECORD

Gonzales Senior Center - May 21, 2014

	Signature	Organization	Minority	Rural	Caregiver
1.	Richard Greenant				
2.	Allen Cooper				
3.	Jameson				
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					




# Fy 16-19 NEEDS ASSESSMENT COMMUNITY MEETING RECORD

Gonzales Senior Center - May 21, 2014

	Signature	Organization	Minority	Rural	Caregiver
1.	Robert Deshotel				✓
2.	Donna Serpore				✓
3.	marie L. Victorian				
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

# Fy 16-19 NEEDS ASSESSMENT COMMUNITY MEETING RECORD

Gonzales Senior Center - May 21, 2014

	Signature	Organization	Minority	Rural	Caregiver
1.					
2.	Pearlle Modica				
3.	Janice Elder				
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

# Fy 16-19 NEEDS ASSESSMENT COMMUNITY MEETING RECORD

Gonzales Senior Center - May 21, 2014

	Signature	Organization	Minority	Rural	Caregiver
1.	<i>Karla Lambert</i>				
2.	<i>Irma Keller</i>				
3.	<i>Luciene Templest</i>				
4.	<i>Dorothy Costin</i>				
5.	<i>Luisa Hernandez</i>				
6.	<i>Helen McCard</i>				
7.					
8.					
9.					
10.					
11.					
12.					

# FY 16-19 NEEDS ASSESSMENT COMMUNITY MEETING RECORD

Gonzales Senior Center - May 21, 2014

	Signature	Organization	Minority	Rural	Caregiver
1.	Jeannette Kirk Anderson				
2.	Rev. & Mrs. C. B. Willey				
3.	Marlene M. Stephens				
4.	Rev. Thelma Stephens				
5.	Joyce Clark				
6.					
7.					
8.					
9.					
10.					
11.					
12.					

# Fy 16-19 NEEDS ASSESSMENT COMMUNITY MEETING RECORD

Gonzales Senior Center - May 21, 2014

	Signature	Organization	Minority	Rural	Caregiver
1.	Gail LeBeauf				
2.	Mary Franklin				
3.	Wally Beavers				
4.	Amy Williams				
5.	Rev. David Kicks				
6.	Mary D. Cuckey				
7.					
8.					
9.					
10.					
11.					
12.					

# Fy 16-19 NEEDS ASSESSMENT COMMUNITY MEETING RECORD

Gonzales Senior Center - May 21, 2014

	Signature	Organization	Minority	Rural	Caregiver
1.	<i>Maritza Bayala</i>				
2.	<i>Karnell Gude</i>				
3.	<i>Wendy Gundy</i>				
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

## Section 8

### RESULTS OF PUBLIC HEARING CAPITAL AREA AGENCY ON AGING

#### 1. Complete the following record for all Public Hearings conducted on the proposed plan.

LOCATION	DATE	# 60 + ATTEND	# SERVICE PROVID.	# ELECTED OFFICIAL	# PUBLIC OFFICIAL	# OTHERS	TOTAL # ATTEND
Assumption COA	6-16-14	19	2				19
Iberville COA	6-17-14	20	4				23
Ascension COA	6-17-14	8					8
Washington COA	6-18-14	13	1			1	14
Tangipahoa COA	6-18-14	18	1				19
West Feliciana COA	6-19-14	17	1				17
East Feliciana COA	6-19-14	11					11
St. Helena COA	6-19-14	74	8			1	76
West Baton Rouge COA	6-20-14	17	3				17
Pointe Coupee COA	6-20-14	17	2				18

Add more rows/pages as needed.

#### 2. Briefly summarize comments of those in attendance.

“Sounds like a good plan.” Those in attendance also commented on the use of Council on Aging services, the need for a local SALT Council, and information about the availability of weatherization services.

#### 3. Indicate needs identified through public hearings from the following:

- **Elected Officials:** none in attendance
- **Public Officials:** none in attendance
- **Service providers including Entitlement Programs:**  
Service providers pointed out the need for greater collaboration with agencies that serve the same population.
- **Service Recipients:** someone to cut the grass for a homebound couple; someone that a person who lives alone could call when he feels lonely and uncertain.
- **Older individuals:** no comments were received from older individuals who were not service recipients.

**3. Specify others, such as, caretakers:** none in attendance

**4. Summarize comments and indicate revisions made due to comments, if applicable.**

Commenters addressed the lack of resources in rural areas, especially transportation. They asked to see more references to CAAA working with Councils on Aging to accomplish the goals of the Plan. The Plan was revised to include a greater emphasis on the need to increase transportation services, and to show the partnerships that exist between CAAA and the service providers in the service area.

**5. Specify methods and dates used in publicizing hearings.**

Notice of hearings was published in the following journals on the dates indicated:

- *The Advocate*, Friday, 5-30-14
- *Bayou Journal*, Tuesday, 6-3-14
- *Plaquemine Post/South*, Thursday, 5-29-14
- *Gonzales Weekly Citizen*, Thursday, 5-29-14
- *Bogalusa Daily News*, Wednesday, 6-4-14
- *Amite Tangi Digest*, Wednesday, 6-4-14
- *St. Francisville Democrat*, Wednesday, 6-4-14
- *The Watchman*, Wednesday, 6-4-14
- *The St. Helena Echo*, Wednesday, 6-4-14
- *The West Side Journal*, Thursday, 6-5-14
- *The Pointe Coupee Banner*, Thursday, 6-5-14

**6. Indicate the views of service recipients regarding general policy in the development and administration of the area plan.**

Service recipients did not express views regarding general policy in the development and administration of the Area Plan. However, they showed interest in the material presented, following along on their handouts and paying close attention.



**PUBLIC HEARING NOTICES**

Capital Area Agency on Aging will be conducting public hearings on their Area Plan for elderly services:

JUNE 16, 2014, 11AM, at Assumption Council on Aging, 166 Hwy. 1008, Natchitochesville, LA 70574.  
 JUNE 17, 2014, 9:30AM, at Iberville Council on Aging, 14105 Court St., Paquetville, LA 70452.  
 JUNE 17, 2014, 11AM, at Assumption Council on Aging, 166 Hwy. 1008, Natchitochesville, LA 70574.  
 JUNE 18, 2014, 9:30AM, at Washington Council on Aging, 1008 On Garden St., Franklinton, LA 70430.  
 JUNE 18, 2014, 11AM, at Assumption Council on Aging, 166 Hwy. 1008, Natchitochesville, LA 70574.  
 JUNE 19, 2014, 9:30AM, at West Feliciana Council on Aging, 5725 N. Commerce St., Franklinton, LA 70430.  
 JUNE 19, 2014, 11AM, at East Feliciana Council on Aging, 11102 Blank St., Clinton, LA 70450.  
 JUNE 19, 2014, 12:30PM, at St. Helena Council on Aging, 123 Hwy. 1008, Natchitochesville, LA 70574.  
 JUNE 20, 2014, 9:30AM, at West Baton Rouge Council on Aging, 2560 Court St., Port Allen, LA 70450.  
 JUNE 20, 2014, 11:30AM, at St. Charles Council on Aging, 1008 On Garden St., Franklinton, LA 70430.  
 JUNE 20, 2014, 12:30PM, at St. Helena Council on Aging, 123 Hwy. 1008, Natchitochesville, LA 70574.

4984031-may 30-11

70821-0613

DATE: 5-30-14

ACCOUNT NUMBER: 702067

**LEGAL ADVERTISING INVOICE**

\*\*\* ORIGINAL INVOICE \*\*\*

RECEIVED

JUN - 3 2014

CAPITAL AREA AGENCY ON AGING

PO BOX 66038

BATON ROUGE LA 70896-6038

Capital Area Agency on Aging

PMT/CREDITS

INVOICE NUMBER	TAG / DESCRIPTION	START DATE	STOP DATE	TIMES	SIZE	AMOUNT DUE
T0498403105	HEARING NOTICES	05/30/14	05/30/14	1	56.00	35.98

LEGAL ADVERTISING INVOICE AFFIDAVITS WILL BE SENT SEPARATELY

**LEGAL ADVERTISING INVOICE**

THE ADVOCATE / SATURDAY / SUNDAY ADVOCATE

\* PLEASE RETURN THIS PORTION WITH REMITTANCE \*

INVOICE NUMBER	AMOUNT DUE
T0498403105	35.98

DO NOT FOLD STAPLE OR MUTILATE

ACCOUNT NUMBER	702067
----------------	--------

REMIT AMOUNT \$

CHECK NO

CAPITAL AREA AGENCY ON AGING

PO BOX 66038

BATON ROUGE LA 70896-6038

CAPITAL CITY PRESS

PO BOX 613

BATON ROUGE, LA 70821-0613







**CAPITAL AREA AGENCY ON AGING  
PUBLIC HEARING NOTICE**

Capital Area Agency on Aging will hold a public hearing on their Area Plan for elderly services. The hearing will be held at 11AM, June 16, 2014 at the Assumption Council on Aging, 166 Hwy. 1008, Napoleonville, LA

NOTICE 1

Sealed bids will be received by the Police Jury Road & Bridge Department, LA 70390 until 2:00 P.M., Tuesday, July

**ASSUMPTION PARISH SCHOOL BOARD  
MEETING MINUTES FOR MAY 21, 2014**

**PROCEEDINGS OF THE ASSUMPTION PARISH SCHOOL BOARD**

**Assumption Parish Media Center  
Napoleonville, Louisiana  
May 21, 2014**

The Assumption Parish School Board met in Regular Session on Wednesday, May 21, 2014, at 7:00 p.m. at Assumption Parish School Board Media Center, Napoleonville, LA with President Andrea Barras, presiding.

**PRESENT: Honoray Lewis, Ward 1, Lee Meyer, Sr., Ward 2, Andrea Barras, Ward 3, Larry Howell, Ward 5, Daniel Washington, Ward 6, John Beck, Ward 7, Jessica Ourso, Ward 8, Doris Dugas, Ward 9**

**ABSENT: Electa Fletcher Mickens, Ward 4**

The meeting was opened in prayer led by President Andrea Barras, followed by the Pledge of Allegiance led by Doris Dugas, Vice-President.

**Adoption of Agenda**

On motion of Mr. Howell, seconded by Mr. Meyer and unanimously carried the Board adopted the agenda as amended.

**Consent Agenda**

- A) Approve minutes of May 7, 2014 board meeting
- B) Approve addendum items:
- C) Approve leave:

**Leave:**

Laura Joseph, medical leave effective April 14, 2014 through May 26, 2014 (Para, NMS)

**Resignations:**

Chad Vignes, effective May 27, 2014 (Teacher, 9th Grade Academy)  
Alicia Cortez, effective May 27, 2014 (Teacher at LPS)  
Emmanuel Falguières, effective end of school year (Teacher, PPP)

**Retirement:**

Kay Bilello, effective May 27, 2014 (Speech Therapist, LPS)  
Lloyd Hidalgo, Jr. effective August 1, 2014 (Supervisor of Facilities and Grounds)  
LouAnne Talbot, effective May 27, 2014 (Teacher, NPS)  
Janice Guedry, effective September 2, 2014 (Secretary, PAC)

On motion of Mr. Beck, seconded by Ms. Dugas and unanimously carried the Board adopted the consent agenda.

**Reports and Recognition**

- A) The Board recognized the Parish Primary and Middle School Physical Fitness Team: Shane Thibodeaux, NMS; Kaleb Theriot, PPM; Shazz Preston, NPS; Taylor Theriot, PPM; Raegan Alleman, PPM; and Sadie Landry, PPP. The team was coached by Jean Becnel, Christy Cavalier, and Debbie Hannagan.
- B) Pierre Part Middle School Beta Club performed the song that won 1<sup>st</sup> place at the State Beta Convention.
- C) Rick Louque of LSU AgCenter Louisiana Cooperative Extension Service presented the annual report. The Service has served Assumption Parish since 1914 to provide practical, useful, and research proven information on agricultural and home economics subjects.

**Grounds and Facilities**

- A) The Board received information from Catherine Gaudin & L'Hu Engineering

#2017 Lo-Lift 20" Water Lubricated Pac or approved equal. Complete with: Sta and Performance per Curve, 48" Square Cast Iron Suction Bell and Stator, Cas

**ASSUMPTION PAR  
NO**

N C

The Assumption Parish School Board position:

**LICENSED CLINICAL SOCIAL WORK**

Applicants for the above position must Department of Education and Bulletin 7 tion in School Personnel) in accordance

Send Resume to:

4901 Hwy 308

Or  
at thock@assumptionschools.com

DEADLINE: 12:00 pm Thursday, Thurs

The Assumption Parish School does not national origin, sex, age, or disability in or employment practices as required by Inquires concerning this policy may be 7251).

Publish week of: May 25, 2014  
June 1, 2014  
June 8, 2014

**SECRETARY  
PROCLAMATION**

State of

EXECUTIVE

PROCLAMATION

EXTENSION OF STATE OF EMERGENCY  
SUBSURFACE INSTABILITY, AND  
IN BAYOU CORNE

WHEREAS: Proclamation No. 87 R.

Database of public notices published by the newspapers of Louisiana to inform you, the citizens  
[www.lapress.com](http://www.lapress.com) and click on the Louisiana public notice button. This database is provided  
 twice to the citizens of Louisiana by this newspaper and the Louisiana Press Association.

he State of Louisiana, and with particu-  
 4 Title 30 of Louisiana Revised Statutes  
 e held in the Hearing Room, 1st Floor,  
 Street, Baton Rouge, Louisiana, at 9:00  
 4, upon the application of GOODRICH

mer of Conservation will consider evi-  
 Orders pertaining to the following mat-  
 Marine Shale, Reservoir A, in the Beech  
 ana Parish, Louisiana.

ions and to create a single drilling and  
 tion for and production of oil and gas  
 le, Reservoir A.

separately owned tracts, mineral leases  
 thin the proposed unit with each tract  
 surface acreage basis of participation,  
 wells drilled to the Tuscaloosa Marine  
 tside of the unit created herein, should  
 et from any unit line and no closer than  
 etitive unit completed in, drilling to, or  
 ated to drill to said reservoir.

wells drilled to the Tuscaloosa Marine  
 rizontal portion of the well is cased and  
 the Tuscaloosa Marine Shale. Reservoir  
 ndary will be calculated based on the  
 ions in the well, and not based on the

ioner of Conservation should be autho-  
 by Supplemental Order without the ne-  
 producing characteristics of the reser-  
 vify such reclassification is submitted to  
 ner of Conservation.

rs as may be pertinent.

Reservoir A is hereby defined as being  
 encountered between the depths of  
 (measurements) in the Goodrich Petro-  
 d Co, 68 H No. 1 Well, located in Section  
 East.

in the Office of Conservation in Baton

ings  
 n shall take notice thereof.

TON  
 4 L. Ick  
 AMERICANS WITH DISABILITIES ACT, IF  
 HEARING, PLEASE CONTACT THE OF-  
 FERING DIVISION AT P.O. BOX 94275,  
 N WRITING WITHIN TEN (10) WORKING

s of the Town of Jackson met in regular  
 Jackson Fire Station located at 1631  
 ayor Charles E. Coleman and Board of  
 John McCrory, Mike Harrell, Rafe Stew-  
 ars were also present.  
 ng to order and announced the agenda.

ng May 15th

by Mr. Harrell to accept the agenda as

FAX (225) 342-8688  
 C-9830  
 6/4

## PUBLIC HEARING

Capital Area Agency on Aging will hold a public hearing on their Area  
 Plan for elderly services. The hearing will be held at 11AM, June 19,  
 2014 at the East Feliciana Council on Aging, 11102 Bank St., Clinton, LA.  
 C-9831

6/4

## LEGAL NOTICE

In compliance with LA. R.S. 39:1301 et seq., the proposed budget for the  
 year ending June 30, 2015, for the office of the Clerk of Court is avail-  
 able for public inspection in the office of the East Feliciana Parish Clerk  
 of Court, 12305 St. Helena Street, Clinton, LA. A public hearing on the  
 proposed budget will be held June 17, 2014 at 8:00 AM at the said office  
 of the Clerk of Court. The general summary of the budget is as follows:

Proposed budget for the fiscal year ending June 30, 2015	
Estimated beginning fund balance:	\$768,000
Estimated revenues:	\$631,000
Estimated funds available:	\$1,399,000
Estimated operating expenses:	\$769,234
Estimated capital expenditures:	\$9,000
Estimated ending fund balance:	\$620,766

David Dart  
 Clerk of Court  
 East Feliciana Parish  
 C-9832  
 6/4

## NOTICE OF PUBLIC HEARING

A public hearing will be held on Tuesday, June 10, 2014, at 5:00 p.m.  
 at the Village of Wilson Town Hall, 6528 Sycamore Street, Wilson, LA,  
 pertaining to the increase in cost of the town's Occupational License.

C-9833  
 6/4

## NOTICE TO BIDDERS

SP# 9404

Sealed bids will be opened and publicly read by the Purchasing Section  
 of the Division of Administration, 1201 N. 3rd. St., 2nd. Floor, Suite  
 2-160, (P.O. Box 94095), Baton Rouge, Louisiana, at 10:00 A.M. for the  
 following:

File No. VI3024Q, Bid No. 2257420 - ELMHS Fire Alarm/Sprinkler Sys-  
 tem FY 15, June 18 (NOTE: MANDATORY ONETIME JOBSITE VISIT  
 VENDOR MUST INSPECT JOB SITE TO VERIFY MEASUREMENTS AND/  
 OR AMOUNT OF SUPPLIES NEEDED PRIOR TO BIDDING. IF VENDOR  
 FINDS CONDITIONS THAT DISAGREE WITH THE PHYSICAL LAYOUT AS  
 DESCRIBED IN THE BID, OR OTHER FEATURES OF THE SPECIFICATIONS  
 THAT APPEAR TO BE IN ERROR, SAME SHALL BE NOTED ON PROPOSAL.  
 FAILURE TO DO SO WILL BE INTERPRETED THAT BID IS AS SPECIFIED.  
 VENDOR MAY CONTACT LELIA BORDELON AT 225-634-0203 FOR AD-  
 DITIONAL INFORMATION.

## MANDATORY ONETIME JOBSITE VISIT REQUIRED

JOBSITE VISIT:  
 WHERE: EASTERN LA MENTAL HEALTH SYSTEM 4502 HWY. 951 JACK-  
 SON, LA 70748 WHEN: JUNE 11, 2014 TIME: 1:00 PM)

Bid proposal forms, information and specifications may be obtained by  
 accessing the bid number in LaPac at [www.doa.Louisiana.gov/osp](http://www.doa.Louisiana.gov/osp) or  
 from the purchasing section listed above. No bids will be received after  
 the date and hour specified. The right is reserved to reject any and all  
 bids and to waive any informalities.

Sandra G. Gillen  
 Director of State Purchasing  
 FAX (225) 342-8688  
 C-9835  
 6/4

## TOWN OF SLAUGHTER

In accordance with Act 186 of 1984, the public is hereby notified that  
 the proposed budget of the Town of Slaughter, Louisiana for the fis-  
 cal year ending June 30, 2015 is available for inspection at Town Hall,  
 Slaughter, Louisiana, between the hours of 8:00 a.m. and 5:00 p.m. Mon-





## NOTICE TO CUSTOMERS Pointe Coupee Parish Waterworks District No. 1

This notice is in the form and content as certain experience low water pressure because of maintenance to the George Yates Well. This will occur until maintenance is completed.

Pointe Coupee Parish Waterworks District No. 1

PUBLISHED May 28 & June 3, 2014

## Public Hearing Notice

Capital Area Agency on Aging will hold a public hearing on their Area Plan for elderly services. The hearing will be held at 11:30 AM, June 20, 2014 at the Pt. Coupee Council on Aging (New Roads Senior Center), 2242 Hospital Rd., New Roads, LA.

## Sheriff's Sale

18th Judicial District Court  
Pointe Coupee Parish  
State of Louisiana

Sub No. 44,501-C

BANK OF AMERICA, N.A.  
Versus  
TODD PARIS CALEGAN AND  
MICHELLE D. MONROE CALEGAN

By virtue of and to satisfy a Writ of Seizure and Sale issued in the above numbered and entitled suit, directed to me by the Honorable 18th Judicial District Court in and for the Parish of Pointe Coupee, State of Louisiana, the undersigned Sheriff has moved and will offer for sale at public auction in the Sheriff's Office located near the front door of the courthouse in New Roads, in the Parish of Pointe Coupee, the below property, beginning at 10:00 A.M. Wednesday, the 11th of June, 2014:

A CERTAIN LOT OR PARCEL OF LAND, together with all buildings and improvements thereon, situated in the City of New Roads, Parish of Pointe Coupee, State of Louisiana, being known and designated as LOT C3-A on a Plat of Survey made by Charles B. St. Roman, Registered Land Surveyor, dated August 18, 2004, a copy of which Map is filed and recorded under Entry No. 130 of the records of Pointe Coupee Parish, Louisiana, which also is made a part hereof by reference for greater certainty of description.

Said LOT C3-A contains 26,214 Square Feet, more or less, and has such dimensions, measurements and bearings as are shown on said Plat of Survey.

Being the same property acquired by Todd Paris Calegan and Michelle Monroe Calegan by ACT of CASE SASE from Louis H. Cook, Jr. and Kathleen Hagan Cook, dated November 21, 2005, and Filed and Recorded a Conveyance Book No. Entry No. 133 of the Records of Pointe Coupee Parish, Louisiana.

The Mailing Address of the above described property is 208 New Roads Street, New Roads, La. 70086.

Terms and Conditions: The CASE WITH benefit of Approval to the lot and highest bidder, at public auction according to law.

RETURN May 8, 2014  
June 5, 2014

BEAUREGARD TORRES, III SHERIFF  
POINTE COUPE PARISH

For additional information, contact:  
Lt. Vincent Russo  
Pointe Coupee Sheriff's Office

## Sheriff's Sale

18th Judicial District Court  
Pointe Coupee Parish  
State of Louisiana

Sub No. 45,875-D

NEIGHBORS FEDERAL  
CREDIT UNION  
Versus  
CALVIN T. WEATHERFORD  
AND AARON L. WALKER

By virtue of and to satisfy a Writ of Seizure and Sale issued in the above numbered and entitled suit, directed to me by the Honorable 18th Judicial District Court in and for the Parish of Pointe Coupee, State of Louisiana, the undersigned Sheriff has moved and will offer for sale at public auction in the Sheriff's Office located near the front door of the courthouse in New Roads, in the Parish of Pointe Coupee, on Wednesday, the 25th of June, 2014 beginning at 10:00 A.M. the following described property to wit:

One (1) 2013 Toyota Corolla  
VIN 4 SYTH4EEH8974514

Terms and Conditions: The CASE WITH benefit of Approval to the lot and highest bidder, at public auction according to law.

RETURN June 5, 2014

BEAUREGARD TORRES, III SHERIFF  
POINTE COUPE PARISH

For additional information, contact:  
Lt. Vincent Russo  
Pointe Coupee Sheriff's Office

## Notice Of Introduction Of Ordinance And Of Public Hearing

NOTICE IS HEREBY GIVEN that the following ordinance has been introduced before the Pointe Coupee Parish Police Jury and that a public hearing will be held relative thereto at 5:00 o'clock p.m. Tuesday, June 24, 2014 at the Police Jury Meeting Room, Courthouse Annex, 100 East Main Street, New Roads, Louisiana after which said ordinance may be considered for adoption.

"AN ORDINANCE

relating to consideration of the public purpose of the Finance Officer, providing, providing or establishing health services to the citizens of the parish, with all material rights to be retained.

Section 6. Melanet L. Bayche, president of this police jury, he and she is authorized and directed to execute the sale and all other documents which may be necessary in order to effect the transfer of said real property, and to do any and all other things which may be necessary in connection therewith, all for on behalf of and in the name of the Police Jury of the Parish of Pointe Coupee, Louisiana and the Parish of Pointe Coupee, Louisiana.

Section 7. If any section, part, paragraph, sentence or clause of this ordinance should be declared invalid or unenforceable, such invalidity or defect shall not affect the remaining sections, paragraphs, parts, sentences, or clauses thereof and, to this end, the several provisions hereof are declared to be severable.

Section 8. All ordinances or parts thereof in conflict herewith are hereby repealed."

PUBLISHED June 5, 12 & 19, 2014

## Pointe Coupee Parish Police Jury Minutes

The Pointe Coupee Parish Police Jury met in regular session at 5:00 p.m. on Tuesday, May 13, 2014, at the Courthouse Annex in the Police Jury Meeting Room, New Roads, Louisiana.

President Bayche asked that Mr. Calvin Ferrin, who passed away, be remembered in prayer. He was the father of employee Sandra Chan.

President Melanet Bayche called the meeting to order and directed Secretary Gertie Martin to call the roll.

PRESENT: Messrs. John Proulx, Clifford Nelson, Albert Moss, Kyle Olinde, Correll Dukes, Justin Cox, Glenn Cline, Albert Dukes, Mrs. Janet Voshag, Mr. Karl Jarman and Mrs. Melanet Bayche. Absent after roll call: Mr. Russell Young.

ABSENT: None

ADOPT MINUTES

Motion by Mr. Proulx and seconded by Mr. Nelson.

RESOLVED: That the minutes of April 4, 2014 meeting be adopted as presented and published in the official journal.

Unanimously carried.

AMEND AGENDA

Motion by Mr. Cox and seconded by Mr. Moss.

RESOLVED: That the agenda be amended for inclusion of the following:  
• Resolution—Appoint Eugene L. Jarman for Ryan Jude Gilman (President Bayche)

The President called for a roll call vote that resulted as follows:  
YEAS: Messrs. Proulx, Nelson, Moss, Olinde, C. Dukes, Cline, A. Dukes, Moss, Voshag, Mr. Jarman and Mrs. Bayche.  
NAYS: None.  
ABSENT: Mr. Young.

On a vote of 11-0-1, the motion carried.

IS MINUTES OF PUBLIC COMMENTS

There were no public comments.

RESOLUTION—EXPRESSION OF SYMPATHY FOR FRANCES BARTIE, JOHN FISHER, SR. AND MELBA POLICIAU

President Bayche announced the following expression of sympathy resolutions were presented to the families of Mrs. Frances Bartie, Mr. John Fisher, Sr. and Mrs. Melba Proulx on April 22, 2014:

Motion by Mrs. Voshag and seconded by Mr. Olinde.

WHEREAS: Due to the infinite wisdom her call to be eternal reward Mrs. Frances Bartie, Mrs. John Fisher, Sr. and Mrs. Melba Proulx;

WHEREAS: Mrs. Frances Bartie was a native of Louisiana, AL and a resident of New Roads and Pointe Coupee Parish for 77 years; and

WHEREAS: She was a dedicated member and President of the Capital Resource Conservation & Development (RC&D) Council, Inc., as well as other organizations and services to her community and Pointe Coupee Parish; and

WHEREAS: Mr. John E. Fisher, Sr. was a native of Big Lake, LA and a resident of Louisiana and Pointe Coupee Parish for 82 years; and

WHEREAS: Mrs. Melba Proulx was a native of Pointe Coupee Parish and a resident of New Roads for 41 years; and

WHEREAS: her love of family and the history of Louisiana, Pointe Coupee Parish and New Roads were evident with her years serving as deacon at the Pointe Coupee Parish Museum; and

WHEREAS: their presence will be daily missed by their families and friends. Therefore be it

RESOLVED: That this Pointe Coupee Parish Police Jury does and hereby extends to the families of Mrs. Frances Bartie, Mr. John Fisher, Sr. and Mrs. Melba Proulx this resolution of sympathy in the loss of their loved one.

Unanimously carried.

EMPLOYEE ANNIVERSARY SERVICE AWARD

Justin Cox presented an employee anniversary service award to employee Blaine Boudreau for 30 years of dedicated service.

ANNOUNCE CANDIDACY FOR UNITED STATES CONGRESS

Mr. Edwin Edwards, former governor of Louisiana, announced his candidacy for United States Representative in the South Congressional District and requested support of jurors.

CONSIDERATION OF HEALTH INSURANCE RENEWAL

Investigator Agent Claude Jarman of Wright and Price presented proposals for health insurance renewal for consideration and/or approval of the Jury. After discussion, the following resolution was offered:

Justin Young moved the meeting at 5:27 p.m.

Motion by Mr. Cox and seconded by Mr. Jarman.

RESOLVED: That Mr. Claude Jarman be authorized to seek additional proposals for group health insurance.

Unanimously carried.

REPORT ON NEGOTIATIONS FOR AGREEMENT CONCERNING THE CIVIC CENTER

The Pointe Coupee B

July to review documents presented in accordance for the person for the item

The Jury asked that the Person Clerk her of customers who would be allow

Justin Cox and A. Dukes questioned the payment by Mr. L. Cox and well Jury has the authority to defer the jury employees in the Police Department, meeting of the Jury should have been

Parish Administrator Jimmy Batts go reduced fee

After reading the resolution from the 1 and a written summary from Attorney was not submitted

Justin Cox raised concerns and display Parish Administrator for further review Jury informed about things that are be

Assistant District Attorney Jewell Cline to return himself and asked that Attorney matter

Justin C. Dukes commented on the case will have on the parish and that it was a will proceed on \$5.9 million project.

Attorney Gertie stated if the Jury does object to pay the more person fee of \$

Motion by Mr. Proulx and seconded

RESOLVED: That the Police Jury early Attorney Human Gertie return with a this issue at their next meeting.

Unanimously carried.

DISCUSSION & CONSIDERATION OF CALL

At the recommendation of the Public Use Jury about having two (2) Public Utilities

Public Utilities Supervisor Albert Sneed was (2) men on call due to the large pay on call and the public to not have two (2

After discussion, the following resolution

Motion by Mr. A. Dukes and seconded by

RESOLVED: That (two) Public Utilities in the Public Works Department be

The President called for a roll call vote that resulted as follows:  
YEAS: Messrs. Cox, A. Dukes and Jarman.  
NAYS: Mr. Cline, Mrs. Voshag, Mrs. Young and Mrs. Bayche.  
ABSENT: None.

On a vote of 3-4, the motion failed.

DISCUSSION & CONSIDERATION OF LIST

Justin Nelson discussed the invoice under for consideration of possible write-offs.

Justin Cox stated there are duplications of a re invoice on the list. After discussion, the

Motion by Mr. Nelson and seconded by Mr.

RESOLVED: That the invoice utilities con-

table and request Justin to turn in names and Collections Supervisor.

The President called for a roll call vote that resulted as follows:  
YEAS: Messrs. Proulx, Nelson, Moss, Mr. Voshag, Mr. Jarman and Mrs. Bayche.  
NAYS: Mr. Cox.  
ABSENT: None.

On a vote of 11-1-1, the motion carried.

Justin Cox stated he voted nay because he is

definitely was can and cannot pay.

NAME A SUBDIVISION ROAD CUTTING

Justin Olinde requested approval of the Jury

Verones.

Motion by Mr. Olinde and seconded by Mr. C.

RESOLVED: That a subdivision

Unanimously carried.

REQUEST DISTRICT ATTORNEY TO RE-AL RIGHTS BY NEW ROADS MAYOR R. KIRK, CLIFFER WHITE, VERONICA DAVIS AND FORWARD ALL INFORMATION

Justin Young asked that this matter be deferred.

Justin Cox questioned why this item is on the list and is an issue that happened in March of 2011. He stated the Jury does not have the authority to issue that should be handled by the person who system that handles constitutional rights with Attorney, etc., as he received and handle comply because Justin Young stated he tried to not over men's resignation, which was forwarded in Young's witnesses stand they did not see any.

DISCUSSION & CONSIDERATION OF PRO

As per the request of the Finance Committee, I

Chairman Spivey South to cut grass and spray them



# Public

## PUBLIC HEARING - ELDERLY SERVICES

Capital Area Agency on Aging will hold a public hearing on their Area Plan for elderly services. The hearing will be held at 12:30PM, June 19, 2014 at the St. Helena Council on Aging (First Baptist Church), 6285 Hwy 10, Greensburg, LA. G\_13541

Publish in the St Helena Echo Wednesday, June 4, 2014.

## ST HELENA PARISH POLICE JURY

NOTICE OF PUBLIC HEARING - JUNE 10, 2014

### PROPOSED PINE RIDGE SUBDIVISION

Notice is hereby given, to the residents of St. Helena Parish, that a public hearing will be held on Tuesday, June 10, 2014 at 6:00 p.m. inside the St. Helena Parish Police Jury meeting room to solicit comments on the proposed Pine Ridge Sub-division which will be located on Hano Road in the Fifth District of St. Helena Parish. A copy of the sub-division plans is available for your review in the Building Department of the Police Jury Monday-Friday between the hours of 8:00 a.m. and 4:00 p.m.

G\_13542

Publish in the St Helena Echo Wednesday, June 4, 2014.

NOTICE OF PUBLIC HEARING - June 10, 2014

### INTRODUCTION OF ORDINANCE - BUILDING CODES

#### ST. HELENA PARISH POLICE JURY

#### NOTICE TO THE PUBLIC OF THE INTRODUCTION OF AN AMENDED ORDINANCE AND SETTING OF A PUBLIC HEARING ON SAME

The following amended ordinance has been introduced for consideration by the St. Helena Parish Police Jury at its regular meeting of May 27, 2014.

At the regular meeting of the St. Helena Parish Police Jury to be held on Tuesday, June 10, 2014 this ordinance will be on the agenda for public hearing and thereafter will be considered for final passage.

Pursuant to Section 2-112 of the St. Helena Parish Police Jury Code of Ordinances, the St. Helena Parish Police Jury hereby gives notice that the general public is invited to give its comments as regards this ordinance at the public hearing which has been scheduled for Tuesday, June 10, 2014, during the regular meeting of the St. Helena Parish Police Jury is conducted at the St. Helena Parish Police Jury Meeting Room located at 17911 Louisiana Highway 43, Greensburg, St. Helena Parish, Louisiana, beginning at 6:00 o'clock p.m. The ordinance referred to herein reads as follows:

ORDINANCE NUMBER \_\_\_\_\_ OF 2014

"AN ORDINANCE TO AMEND, REVISE, ENACT AND RE-ENACT SECTION 5-102 OF SUBCHAPTER "C" OF CHAPTER 5 OF THE CODE OF ORDINANCES OF ST. HELENA PARISH, LOUISIANA, ENTITLED ADOPTION OF STATE UNIFORM CONSTRUCTION CODES"

WHEREAS, the Louisiana Legislature by Act 12 of the First Extraordinary Session of 2005 enacted Part IV of Chapter 8 of Title 40 of the Louisiana Revised Statutes providing for the mandatory adoption by parishes and municipalities of certain building codes;

WHEREAS, since the re-adoption of these building codes by the St. Helena Parish Police Jury on July 26, 2011, these building codes mandated by state law have been themselves

Jury in writing; discussed at public hearing; after motion the official vote of the mem Police Jury, as follows:

The motion to adopt the \_\_\_\_\_ and second \_\_\_\_\_

The vote thereon was as follows:  
YEAS: 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

NAYS: 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

NOT VOTING: 1) \_\_\_\_\_

2) \_\_\_\_\_

ABSENT: 1) \_\_\_\_\_

2) \_\_\_\_\_

BE IT FURTHER ORDAINED  
dinance and shall take effect  
mulgated as provided by law  
of the passage of this ordinance  
ordinance one (1) time in a  
journal of the St. Helena Pa  
WHEREUPON the above ar  
clared duly adopted on th  
Greensburg, St. Helena Pa  
Thomas J. Wicker, Presiden  
ATTEST:

Sharonda Brown, Secretary  
lice Jury

G\_13543

Publish in the St Helena Echo

## SHERIFF'S SALE

Twenty-First Judicial District  
the Parish of St. Helena  
Vanderbilt Mortgage and F  
Vs. 22,333

Cedric L. Burise and Dorotl

By virtue of a Writ of Seizure  
Twenty-first Judicial Court  
in and for the Parish of St.  
titled and numbered suit, I  
sell at public auction for cash  
der and according to law, at  
front door of the Court House  
Wednesday, June 25, 2014  
Between the hours of 9 o'clock  
o'clock a.m. the following  
erty in the Parish of St. Helena  
WITHOUT APPRAISEMENT  
One (1) 2007 Fleetwood  
52 x 32 Manufactured  
GAFL675AB78586CD21, in  
er, Skirting, Refrigerator, a  
Terms of Sale: CASH, according  
Greensburg La. Advertise

# Public I

## Gravity Drainage District No. 4

### NOTICE TO BIDDERS - Official Printing

Notice is hereby given that the Board of Commissioners of Gravity Drainage District No. 4, Parish of Tangipahoa, Louisiana, will receive sealed bids until 4:30 p.m. Monday, June 30, 2014 for the official printing for the said Drainage District No. 4 for the year beginning July 1, 2014 and ending June 30, 2015.

Bids may be presented to the Drainage Board at Amite City Hall, Amite, Louisiana, or mailed to 614 Suzanne Drive, Amite, Louisiana 70422.

Bids must be submitted for the cost of a square of 100 words, provided when the material is to be in tabular form, the tabulated material shall be computed on the basis of the number of words of straight matter which would occupy an identical amount of space.

Must be published and circulated within the said Gravity Drainage District... The right to reject any and all bids received is hereby reserved.

Mary Lynn Thompson, Secretary

A. 120523

Publish in the Amite Tangi Digest Wednesday, May 28; June 4; June 11; June 18; and June 25, 2014.

## PUBLIC HEARING - ELDERLY SERVICES

Capital Area Agency on Aging will hold a public hearing on their Area Plan for elderly services. The hearing will be held at 11AM, June 18, 2014 at the Tangipahoa Council on Aging (Amite Senior Center), 113 NE Central Ave., Amite, LA.

A. 120525

Publish in the Amite Tangi Digest Wednesday, June 4, 2014.

## T. P. RURAL FIRE PROTECTION DISTRICT NO. 2

### MINUTES, April 28, 2014

The Commissioners of T. P. Rural Fire Protection District No. 2 met in REGULAR SESSION on Monday April 28, 2014, immediately following the meeting of the Tangipahoa Parish Council at the Tangipahoa Parish Courthouse Annex at 206 East Mulberry Street, Amite, Louisiana and was called to order by Greg Varnado, President.

The following members were present:

Trent Forrest, Greg Varnado, Louis Joseph, Carlo Bruno, Nicky Muscarello, Ronnie Bankston, Lionell Wells, David Vial, and Bobby Cortez

Absent: Harry Lavine

Adoption of Minutes - A motion was made by Mr. Lavine and seconded by Mr. Forrest to adopt the minutes of the regular meeting dated March 24, 2014. With no opposition, motion carried.

A motion was made by Mr. Bruno and seconded by Mr. Joseph to amend the agenda by unanimous vote to add the matters of approval of the notice of final acceptance for the contract between TPRFPD No. 2 (Eighth Ward Fire) and Rhino Shield Louisiana and addressing the letter to the Board from Independence Volunteer Fire Department, Inc's Board of Directors. Roll call vote was as follows:

Yeas: 9 (Forrest, Varnado, Joseph, Bruno, Muscarello, Bankston, Wells, Vial, Cortez)

310 Avenue G

Kentwood, La 70444

Bid Opening April 14, 2014

Bidder Name: Barbara Stevens  
La 70422

Bid Amount: \$3,012.00

A motion was made by Mr. Joseph to approve the bid of Stevens. Roll call vote was as follows: Yeas: 9 (Forrest, Varnado, Bankston, Wells, Vial, Cortez)

Nays: None

Absent: 1 (Lavine)

Not Voting: None

b) Approval to Purchase Pump

A motion was made by Mr. Muscarello to approve the purchase of state contract from Farrar price of \$310,718.39. Roll call vote was as follows: Yeas: 9 (Forrest, Varnado, Bankston, Wells, Vial, Cortez)

Nays: None

Absent: 1 (Lavine)

Not Voting: None

Approval to Seek Louisiana Being Loranger Volunteer Fire E After a brief discussion regarding Assistant Chief and Robert Moore made by Mr. Muscarello and requesting that Mr. Crocker seek opinion regarding the aforesaid vote was as follows:

Yeas: 9 (Forrest, Varnado, Bankston, Wells, Vial, Cortez)

Nays: None

Absent: 1 (Lavine)

Not Voting: None

Eighth Ward Fire Matters-

a) Final Acceptance for Rhino

A motion was made by Mr. Muscarello to approve final acceptance and accepting subcontract. Roll call vote was as follows:

Yeas: 9 (Forrest, Varnado, Bankston, Wells, Vial, Cortez)

Nays: None

Absent: 1 (Lavine)

Not Voting: None

Re-appoint Oversight Comm

Mr. Varnado appointed Mr. V himself ex officio. Mr. Wells kept aware of decisions that Administrators Report- Mr. C April 2014.

Other Fire Matters - None

With no other business approved and seconded by Mr. Wells Fire District No. 2 adjourned



L-WEBLEY  
ENTARY

AN - PINE  
OOL

should sub-  
station and two  
reference to:  
Kennedy, Per-  
rector Wash-  
arish School  
0 Main Street  
on, LA 70438  
documentation  
attached to  
location at the  
application is  
d.

ee/Skills

RS: Company.  
Every Week.  
lient Pay &  
s. Pd Empty &  
Loaded.  
ch, 50% D&H.  
A, 3 yrs exp.  
88-7911 x225

ERTSON OIL  
CO.

VER NEEDED  
ITH 2 YRS  
(PERIENCE.  
ker/Trailer &  
Hazzmat  
idorsement  
required.  
95-732-2728

ESULTS...

it's what you  
et when you  
vertise in the  
Classifieds!

CK  
RS  
ED

ence.  
ecord.  
Night.

3.6486

THERS  
NG

unity Employer

70403  
www.coastal  
truckdriving.com

**MERCHANDISE**

**345 Garage Sales**



Holy Family  
Rummage Sale  
Saturday, June  
7th 7am-til  
1220 14th Ave.  
Franklinton

**AUTOMOTIVE**

**REAL ESTATE**

**652 Homes For Rent -  
Bogalusa**

3BR/2BA,  
\$750 mo  
References / deposit.  
732-4822; 516-1958

**718 Homes For Sale**

4BR home in Old  
River Estates for  
sale.  
\$65,000. Call  
735-5209

**RIVER CASTLE**

**\$190s**

More than a camp,  
can be lived in year  
round. Spectacular  
& unique deep  
water property  
directly on  
Pearl River. Call for  
photos & more info.

Beverly @  
Real Estate  
Resource Group.  
985-801-4501  
504-669-8825

**REDUCTION SALE:**  
All 2013 models  
priced to move. Vari-  
ous lenders available.  
Call **SIMMONS**  
**HOUSING INC**  
Brookhaven, Ms.  
1-888-346-9998.  
Visit us on our new  
website: www.sim-  
monshousinginc.com

**805 LPA - Statewide**

Attorneys

**INJURED IN AN  
AUTO ACCIDENT?**  
Call InjuryFone for  
free case evaluation.  
Never a cost to you.  
Don't wait, call now!  
1-800-816-5596

Education

**MEDICAL BILLING  
TRAINEES NEEDED**  
Become a Medical  
Office Specialist  
Train at home or  
Campus. HS Di-  
ploma/GED & Com-  
puter needed. All  
edu/disclosures.  
1-888-778-0456

Financial

Reduce Your P  
Tax Bill by as m  
as 75 Percent  
Levies, Liens &  
Wage Garnish  
Call The Tax  
to see if you  
1-800-916-6

For Sale

DirectTV - Or  
channels o  
a month. T  
ings! \$636  
ings. Free  
Genie free  
Customers  
saving tod  
1-800-697  
ning With  
DISH TV  
Starting

PTDI certi-  
ates and offer  
"class" train-  
Academy  
Weekly "No  
own or  
back "Certi-  
Ready  
"Paid  
With  
Regional  
dled

on your first  
prescription and free  
shipping.  
**Medical Guardian** -  
Top-rated medical  
alarm and 24/7 medi-  
cal alert monitoring.  
For a limited time, get  
free equipment, no  
activation fees, no  
commitment, a 2nd  
waterproof alert but-  
on for free and more  
only \$29.95 per  
month. 800-685-6707

Wp Wanted

a Name, Not a  
Number. \$\$\$ Up to

\$\$\$ BCBS +  
+ Pet & Rider.  
Benefits & 401k  
Quality Hometime  
ation Sign-On  
CDL-A Req  
258-8782  
ad-drivers.com

er Bros., Inc.  
Contractor IM-  
ATE OPEN-

In the Tele-  
Industry for  
Laborers "Fore-  
able Plow/  
g Operators  
Technicians  
Offered.  
**REQUIRED**  
LPOSI-

**CLASS A CDL**

NG? Start a  
R in trucking  
with Acade-

The LPA 2014 Direc-  
tory is now available.  
Order yours now -  
THE source for info  
on Louisiana's news-  
papers as well as  
broadcast media in  
the state. Names,  
addresses, phone  
and fax numbers,  
demographics - It's all  
here.  
Call the LPA at

Reach 2 million  
readers. With the  
Louisiana Statewide  
miniClassified Adver-  
tising Network you  
can place your 15  
word (maximum)  
classified ad over 100  
Louisiana newspa-  
pers all across Louisi-  
ana for only \$125.  
For more info call  
800-701-8753  
ext.106.

**DIVORCE WITH OR  
WITHOUT children**  
\$125.00. Includes  
name change and  
property settlement  
agreement. SAVE  
hundreds. FAST and  
easy. Call  
1-888-733-7165, 24-7

**DONATE YOUR  
CAR, TRUCK OR  
BOAT TO HERITAGE  
FOR THE BLIND.**  
Free 3 Day Vacation,  
Tax Deductible, Free  
Towing, All Paper-  
work Taken Care Of.  
800-953-8884

**GET THE WORD  
OUT!** Use the Louisi-  
ana Press Associa-  
tion's Press Release  
Service to get your  
news out. We can  
send your release to  
346 media outlets,  
both print and broad-  
cast (or choose 115  
newspapers or 231  
broadcasters) in the  
State of Louisiana  
for one low price. Call  
Mike at LPA for info.  
225-344-9309.

**AN ORDINANCE**  
authorizing the  
Mayor of the City of  
Bogalusa to enter  
into a contract with  
the low bidder for  
sand, gravel and red  
clay gravel.

**AN ORDINANCE**  
authorizing the  
Mayor of the City of

**905 Legals**

**PUBLIC NOTICE**

Capital Area Agency  
on Aging will hold a  
public hearing on their  
Area Plan for elderly  
services. The hearing  
will be held at  
9:30AM, June 18,  
2014 at the Washing-  
ton Council on Aging,  
1025 Dobson St.,  
Franklinton, LA.

L-12323

1T  
6/04/2014

**PUBLIC NOTICE**

**NOTICE OF  
INTRODUCTION OF  
ORDINANCE:**

**NOTICE IS HEREBY  
GIVEN** that the fol-  
lowing entitled ordi-  
nance was introduced  
at a council meeting  
of the Mayor and City  
Council of the City of  
Bogalusa, State of  
Louisiana, on Tues-  
day, June 3, 2014 at  
5:30 p.m. and laid  
over for publication of  
notice.

"Bogalusa before  
occupancy by the  
tenant begins.

**NOTICE IS HEREBY  
FURTHER GIVEN**  
that the Mayor and  
City Council will meet  
on Tuesday, June 17,  
2014 at 5:30 p.m. in  
the City Hall Court-  
room, Bogalusa, La.  
at which time there  
will be a public hear-  
ing on the adoption of  
the aforesaid ordi-  
nances.

**FRANK "DOUG"  
RITCHIE,  
COUNCIL  
PRESIDENT  
BOGALUSA CITY  
COUNCIL**

L-12325  
1T  
6/04/2014

**www.bogalusa.com**

**CLASSIFIED GET RESULTS!  
THE FOR YOU!!**



# Bids, Notices

PAGE 9

WEST SIDE JOURNAL • JUNE 3, 2014

## NOTICE TO BIDDERS

Sealed bids will be received by the West Baton Rouge Parish Natural Gas & Water Systems until 10:00 A.M., Thursday, June 19, 2014, in the West Baton Rouge Parish Natural Gas & Water Systems Office, and opened at 10:00 A.M. in the Parish Council Meeting Room, Parish Governmental Building, Port Allen, Louisiana, at which time and place, bids will be opened and read aloud.

Bids will be for furnishing for the following:

### VARIOUS SIZE PIPE AND FITTINGS

Specifications and bid forms may be obtained from the West Baton Rouge Parish Natural Gas & Water Systems Office, Room 4129, Parish Governmental Building, Port Allen, Louisiana. Right is reserved to accept any and all bids and to waive any informalities. Bids received after specified hour and date will be returned unopened.

Bid amount shall remain in effect for one (1) year from July 1, 2014 through June 30, 2015.

Daryl Baker, Director  
West Baton Rouge Parish  
Natural Gas & Water Systems

Pub. May 27 & 28, 2014 & June 3, 2014

## NOTICE TO BIDDERS

Notice is hereby given that sealed bids will be received by the Administration Office of the West Baton Rouge Parish Council until 2:00 P.M., Monday, June 30, 2014 in:

- One Raco HHP250 POWER PACK with Power Management and Ball Bag Style Brush Shredding Attachment

Bids will then be opened and publicly read aloud.

### SEPARATE BID PACKAGES FOR EACH ITEM WILL BE AVAILABLE

All bids shall be submitted in a sealed envelope by the dealer and marked to indicate the above item bid. Detailed specifications and proposal forms can be obtained from the Parish Council Office located in the Governmental Building between the hours of 8:00 A.M. and 5:00 P.M., Monday through Thursday and between 8:30 A.M. and 12:00 P.M., Friday, or by calling (225) 835-4755, except on holidays.

The specifications are used only to denote the quality standard of product desired and do not necessarily restrict bidders to a specific brand, make, manufacturer, or material specification. The specifications are used only to set forth and convey to prospective bidders the general style, type, character, and quality of the product desired. Equivalent or better products will be acceptable.

Prospective bidders must have a dealer certified mechanic shop capable of providing all warranty requirements on a prospective to bidding.

No bid bond is required for this project.

No bidder may withdraw his bid for at least (30) days after the time scheduled for the opening of bids. Each proposal shall be submitted only on the Proposal Form authorized by this office.

The West Baton Rouge Parish Council reserves the right to reject any and all bids or to accept any bid(s), which is the opinion of the Parish Council will be in the best interest of the Parish.

Pub. May 29, 2014, June 3, 2014 & June 17, 2014

## NOTICE OF PUBLIC HEARING

### Special Use Permit

(Request): Special Use Permit to allow a Tavern in a C-1.2 Zone (Community-Scaled Commercial)  
Address: 3747-B Hwy 1 South, Port Allen, LA 70767  
Property Description: File #2014-06, Tract B-3A in Section 76 175 R120 & Section 1 T8S R120E containing 1.00 acre located at 3847-B Highway 1 South, Port Allen, LA 70767 for Cindy Nguyen.

A PUBLIC HEARING will be held by the West Baton Rouge Zoning Commission, relative to the zoning request.  
Date: Tuesday June 17, 2014 Time: 6:30pm

A PUBLIC HEARING will be held by the West Baton Rouge Parish Council relative to the zoning request.  
Date: Thursday June 26, 2014 Time 6:30pm

Public hearings will be held at the West Baton Rouge Parish Council Meeting Room, 880 North Alexander Avenue, Port Allen, Louisiana.

Pub. West Side Journal Three (3) Times: 5/29/2014, 6/10/2014 and 6/17/2014

## NOTICE

Capital Area Agency on Aging will hold a public hearing on their Area Plan for elderly services. The hearing will be held at 9:30AM, June 20, 2014 at the West Baton Rouge Council on Aging, 2509 Court St., Port Allen, LA.

Pub. 6/3/2014

## NOTICE OF PUBLIC HEARING

### West Baton Rouge Parish Planning Commission

Notice is hereby given that the West Baton Rouge Parish Planning Commission will hold a Public Hearing on Tuesday, June 17, 2014 at 6:30 P.M. in the West Baton Rouge Parish Council Governmental Building, 880 North Alexander Avenue, Port Allen, La. to receive comments from the public on the following plan:

- 1) File #2014-01 Final Plat of Survey showing a Family Partition, of the Spauld L.L.C. Tract into Lots 1 thru 5 (for SDBLES, L.L.C. Section 19, T8S, R11E, West Baton Rouge Parish LA. Located at 11237 Section Road, Port Allen, LA 70767.
- 2) File #2014-04 Final Plat Showing the Subdivisions and Family Partitions of Lot 3, Yatus Meadows Subdivisions into Lots 3-A, 3-B, 3-C and 3-D located in Sections 42 & 43, T3S, R11E, S.D. Land District West of the Mississippi River, WBR Parish, LA (ac. Leroy J. Meaux and Patricia Meaux, located at 18609 Bauche Rd. Bauche, LA 70729

Pub. West Side Journal Three (3) Times: 6/3/2014

## NOTICE

The West Baton Rouge Parish School Board is cancelling the committee meetings scheduled for June 18, 2014.

DAVID COHONA  
SECRETARY-TREASURER

Pub. West Side Journal Three (3) Times: 6/3/2014

To browse a searchable database of public notices published by the newspapers of Louisiana to inform you, the citizen of Louisiana, please visit our web site at [www.thewestsidejournal.com](http://www.thewestsidejournal.com)

## NOTICE

The West Baton Rouge Parish School Board has scheduled the following special meetings in connection with the Superintendent Search Process:

June 4, 2014	4:00 P.M. Meet & Greet the Candidate
	5:00 P.M. Special School Board Meeting-Candidate Interview
June 9, 2014	4:00 P.M. Meet & Greet the Candidate
	5:00 P.M. Special School Board Meeting-Candidate Interview
June 10, 2014	4:00 P.M. Meet & Greet the Candidate
	5:00 P.M. Special School Board Meeting-Candidate Interview
June 11, 2014	4:00 P.M. Meet & Greet the Candidate
	5:00 P.M. Special School Board Meeting-Candidate Interview

Pub. West Side Journal Three (3) Times: 6/3/2014



## Baby of the Week

Babies of the week will be placed in the paper on a first come, first serve basis. Photos of babies more than three years old will not be printed. Please type or print neatly to fill in the blanks. In listing parents and grandparents, put "late" only before the names of those persons who are deceased. (Example: John Jones and the late Mrs. John Jones, or Mrs. John Jones and the late Mr. Jones or the late Mr. and Mrs. John Jones.)

There is no charge for baby of the week.

\_\_\_\_\_ daughter/son of \_\_\_\_\_  
(Child's full name)

\_\_\_\_\_ wife/husband of \_\_\_\_\_  
(Parent's full name including middle & maiden name)

\_\_\_\_\_ wife/husband of \_\_\_\_\_  
(Adult, how is relationship with baby best)

\_\_\_\_\_ His/Her brothers \_\_\_\_\_  
(List appropriate names)

and / or sisters are \_\_\_\_\_  
(List appropriate names)

Maternal grandparents are \_\_\_\_\_  
(Name of mother & parents)

Paternal grandparents are \_\_\_\_\_  
(Name of father & parents)

Authorized by\* \_\_\_\_\_  
(\* If both parents are mentioned in the article, this is to be signed by BOTH)

4.

Sullivan, Chairman

Whitley  
a. CEO

it  
or  
g

xy  
x

amey

ilman

the regular meeting of Board of  
Parish Hospital to order at 5:00

ard Sullivan.

out of seven members present

d seconded by Melvin Harvey to  
sented. Motion carried.

#### **Provider Base Clinic**

the last meeting they had agreed  
ider Base Clinic at the Health  
time that the Board approve a  
l in for all doctors that will be  
is person will start off training in  
ed by the time the Provider Base  
ider Base Clinic did not work out,  
l to Admissions.

and seconded by Cheryl Franklin  
on hiring a Receptionist/Clerk for  
tion carried.

#### **Building**

renovations needed to the Gould  
d that Dr. Pat Schneider would be  
spital for the WIC program. Lee  
ilding on Wednesday with Daniel  
ilding the building it was noted that  
npliant, floors and the ceiling will  
ime wasn't sure if the roof would  
d from the Board at this time that  
rd on this project. Mitch Barshier  
st and Lee stated between \$15,000  
of. Kevin Bearden wanted to know  
e stated that Lynch Construction  
ive an ideal of what it would cost.  
questions and was waiting on the  
s done, contractors can give a final

Brashier and seconded by Kevin  
ve forward on the renovation of  
l decisions have been made by the

Executive Session was moved to the

Board of three renditions, Option 1,  
t the "lay out" of the new Hospital  
one in detail. A short discussion

#### **Administrator's Report**

Presented by Lee Chantant, CEO

#### **Rural States Rural Development Grant - Richland Parish**

Richland Parish Hospital was awarded a HRSA grant for Pre-diabetes Prevention in Louisiana. West Feliciana Parish Hospital has partnered with Richland Parish Hospital as the grant recipient for the South Louisiana Delta Parishes, which are St. Helena, Tangipahoe, Washington and West Feliciana Parishes. The program is designed to focus on High School students. The coordinator will, with the assistance of the schools, screen students to determine if they are pre-diabetic. If students are found to be pre-diabetic or diabetic then those students will be referred to their primary care Physician for follow-up. The program will also develop educational material, activities and follow-up for the students throughout the school year to help those students stay on track with their diabetic care. There is no cost to the student or school for any activities under this program. See attached for more details.

#### **Important Legislation Passed**

On April 1st the President signed an important piece of Legislation which had major affects on our many healthcare providers. The Protecting Access to Medicare Act H.R. 4302 had far reaching impact to Physicians and Hospitals alike. Some of the major provisions are:

- Delay the Physician payment reduction of 24% for one year
- Delay the implementation of the ICD-10 conversion for one year
- Delays the DHS reduction until 2017
- It also restored funding to rural Hospitals that were going to lose their preferred medicine status

#### **Local Television Road Trip Broadcast**

On Friday April 25th WAFB-TV will broadcast live its morning show from the Clinton/Jackson area. Our Hospital will have several public awareness spots leading up to and during the broadcast. The Jackson are in particular is an important part of our market and this will give us an opportunity to outreach to that community.

#### **PERSONNEL REPORT (In Folder)**

#### **FINANCIAL REPORT**

#### **Presented by Linda Harvey, CFO**

Linda gave an update/report on Hospital Statistics, Income Statement, and Balance Sheet (compared to a year ago), Physicians Offices, Physical Therapy, Emergency Medical Services, and Hospital Revenue per Physicians, Cash Investments, Bottom Line, and the Check Register.

Attorney Updates, Executive Session

It was moved by Melvin Harvey and seconded by Mitch Brashier to enter into Executive Session at 5:40 p.m. for thirty minutes to discuss Dr. Pat's office lease contract and the professional contract for Dr. Brock.

It was moved by Kevin Bearden and seconded by Cheryl Franklin to enter back into the regular meeting at 6:14 p.m. Motion carried.

It was moved by Mitch Brashier and seconded by Melvin Harvey to enter into a renewal of the lease agreement with Dr. Pat Schneider and to approve the management agreement between Dr. Pat Schneider and Dr. Bock as presented by the Hospital's Attorney, Clay Countryman. Motion carried. Motion carried.

#### **PUBLIC COMMENT**

#### **ADJOURNMENT**

There being no further business to discuss. It was moved by Melvin Harvey and seconded by Cheryl Franklin to adjourn the meeting at 6:25 p.m. Motion carried.

/s/Melvin Harvey, Secretary

/s/Leonard Sullivan, Chairman

# 2477

Published: 6-4-14

#### **PUBLIC NOTICE**

Capital Area Agency on Aging will hold a public hearing on their Area Plan for elderly services. The hearing will be held at 9:30AM, June 19, 2014 at the West Feliciana Council on Aging, 5725 N. Commerce St., St. Francisville, LA.

# 2478

Published: 6-4-14

## Section 9

### Identification of Priorities

**Describe the Area Agency's planning cycle priorities derived from the Needs Assessment process. Explain how the agency will meet targeting mandates. List the factors which have influenced the agency's priorities; the Area Plan goals and objectives must relate to the priorities established in this section. Some factors may include resources, number of persons served, administrative changes, and service delivery constraints.**

CAAA's priorities, derived from the Needs Assessment process, are as follows:

- Providing information on what services are available and how to access them
- Providing a place near their homes where individuals can have a meal with friends and take part in exercise classes and other fun activities
- Providing someone a senior can talk to when they are feeling lonely and isolated
- Providing information and other resources that will help seniors get the exercise they need to stay healthy and prevent falls
- Providing information on how seniors can eat healthy at home and away from home
- Providing information and referrals to Elderly Protective Services when seniors feel threatened or taken advantage of
- Providing transportation to the Senior Center, store, doctor, and other destinations
- Providing referrals and access to dental care, eye care, and hearing aids
- Providing referrals to legal assistance that can protect the rights, safety and property of elderly persons
- Providing access to utility assistance that will allow consumers to keep warm or cool as the weather changes
- Providing access to information on health issues and new medications, as well as help applying for health insurance.

CAAA will meet targeting mandates by requiring contracted service providers to give priority to individuals who meet the following criteria:

- greatest economic and social need,
- at risk for institutional placement,
- limited English proficiency,
- cognitive disorders,
- residing in rural areas,
- minorities,
- other vulnerable populations

CAAA's priorities were influenced by the following factors:

- **Resources** such as funding, time and talent
- **Number of Persons Served and in Need of Service:** CAAA intends to continue to provide the services consumers are currently receiving, to the extent that resources and regulations will allow, and at the same time will seek additional resources to provide more and possibly different services to new populations – the Baby Boom generation is entering the ranks of the elderly, with expectations that may not coincide with those of other generations. As people live longer, their needs and interests change, so the current mix of services may need to be augmented.
- **Administrative Changes** such as the expectation that all IID Evidence-based Wellness services will need to meet highest-tier criteria and thus can only be performed by staff and/or providers with specialized training; also, CAAA will not be administering Project Care Utility Assistance due to organizational changes at Entergy.
- **Service Delivery Constraints** including political and environmental factors; there is a likelihood that the minimum wage will be increased significantly in the next year or two, which could seriously impact the staffing of our service providers, and greatly increase the cost of providing service.
- **Cultural Expectations:** Church and family are very important to our elderly; any plans we make should consider ways to supplement these institutions, rather than replace them.
- **Emergency Preparedness and Disaster Recovery:** The service area is vulnerable to hurricanes, tropical storms and flooding; service planning must always remain aware of the potential need to evacuate or to shelter in place, possibly without access to utilities or other essential services. A natural disaster can cause disruption and displacement of populations, so that people have a greater need of information and support, after being separated from family and other informal networks.

## Section 10

### Area Plan Goals and Objectives

**AAA's objectives must address Title IIIB, Title IIID, and Title IIIE services as follows: Access Services (Information and Assistance, Outreach, Assisted Transportation, and Case Management); In-Home Services (Home Delivered Meals, Chore, Homemaker, Personal Care, Home repair/Modification, Sitter, Telephoning); Health Promotion/Disease Prevention (Medication Management, Evidence-Based Wellness); Family Caregiver Services(In-Home, Group and Institutional Respite, Adult Day Care, Adult Day Health Care, Individual Care Support, Individual Counseling, Support Groups, Case Management, Outreach, Information & Assistance); Family Caregiver Supplemental Services (Material Aid, Personal Care, Sitter, Chore, Home-Delivered Meals, Home Repair/Modification); Ombudsman (Awareness and Partnerships); and Elderly Protective Services-EPS (Awareness and Partnerships).**

#### **Budget Implications, Expected Costs, and Funding Sources**

The current Area Plan consists of goal and objectives that acknowledge an environment of flat funding for Older Americans Act Services, and attempt to more effectively target existing funding to priority populations that are most in need. This Plan attempts to leverage partnerships and to increase awareness by consumers and the public about the availability and value of services. The activities of this Plan can thus be accomplished without an infusion of new funding; they can be accomplished by current staff, focusing their attention on efficiency and effectiveness, not on increased spending. If their efforts result in the receipt of new funding, the expenditure of those funds will be reported in an amendment to this Area Plan, or in the next planning cycle, as appropriate.

#### **CATEGORY 1: Access Services**

##### **Narrative: How is goal related to an unmet need as determined by the Needs Survey?**

Needs Survey indicated that the elderly in our service area experience an unmet need in the following areas: knowing what services are available; availability of transportation to the Senior Center, store, doctor, etc.; having a meal with friends; taking part in fun activities; and having access to a Senior Center that is close to their homes.

##### **Goal Statement:**

Increase awareness by elderly individuals of resources available in the community.

##### **Rationale: How will goal alleviate the need referenced above?**

The existence of waiting lists for many services throughout the CAAA service area indicates that there are seniors in need of services who are not currently receiving them. Our ADRC staff is a source of information about available resources which can supplement the limited services currently funded by the Older Americans Act. We will continue to develop relationships with other organizations that offer valuable services, and arrange for seniors to have access to information about such services at focal points throughout the service area.

**Objective 1.1** Seek new sources of funding, partners, and resources to expand services and activities. Party responsible: Executive Director. Results expected: Elderly and disabled persons will have access to a comprehensive array of services from a variety of providers, which they can learn about from the agency's ADRC.

**Completion date:** January 2016 and ongoing

**Objective 1.2** Utilize social media to produce Outreach opportunities and to publicize the services offered by the ADRC and other community partners. Party responsible: ADRC Coordinator. Results expected: Populations less likely to call the ADRC will still be able to learn about events and services, at the time and place of their choosing.

**Completion date:** October 2015 and ongoing

**Objective 1.3** Work with rural transportation providers, such as Councils on Aging, and Medicaid transportation programs to create a comprehensive transportation network that will meet a wide variety of needs.

Parties responsible: Executive Director, Service Program Manager. Results expected: Individuals who live in isolated rural areas will be able to travel for socialization, or to access needed services.

**Completion date:** January 2018 and ongoing

**Objective 1.4** Work with Councils on Aging to increase the variety of services available at Senior Centers. Parties responsible: Executive Director, Service Program Manager. Results expected: Senior Centers will come to be recognized as the true focal points for services to meet all needs.

**Completion date:** January 2017 and ongoing

## **CATEGORY 2: In-Home Services**

### **Narrative: How is goal related to an unmet need as determined by the Needs Survey?**

Needs Survey indicated that the elderly in our service area experience an unmet need in the following areas: having someone to talk to when feeling lonely; keeping their homes warm or cool as appropriate for the weather; getting information or help in applying for health insurance; finding someone to protect their rights, safety and property; and accessing dental care, eye care, and hearing aids.

### **Goal Statement:**

Improve ability of homebound seniors to access information, counseling and assistance that is available to them.

### **Rationale: How will goal alleviate the need referenced above?**

Now that people are living longer, there are greater numbers of frail elderly, over age 85, in need of specialized care in their home, including health care, housekeeping and personal care services. Resources are needed to meet the rapidly increasing needs of the Baby Boom generation; service providers from the federal government to local non-profit agencies are seeking resources to pilot new approaches to delivering services in ways that are both economical and satisfying to the recipients.

**Objective 2.1** Seek funding for more services for the vulnerable, fragile and homebound who are most difficult to serve and most in need of assistance. Party responsible: Executive Director. Results expected: The frail elderly will be able to remain in the home of their choice, confident that they will be safe and well cared for.

**Completion date:** October 2017 and ongoing

**Objective 2.2** Explore innovative methods to outreach to the homebound and other under-served populations, to

inform them about what services are available. Parties responsible: Executive Director, Service Program Manager. Results expected: Homebound seniors and disabled adults who are not currently receiving services from the agency will learn of the needed services that they are eligible for.

**Completion date:** October 2015 and ongoing

**Objective 2.3** Attempt to reduce isolation by creating opportunities to socialize with others. Parties Responsible: Executive Director, Service Program Manager. Results expected: Frail elderly and disabled persons will visit Senior Centers periodically, to stay in touch with their communities and have something to look forward to.

**Completion date:** April 2019 and ongoing

**Objective 2.4** Explore partnerships in the development of a call-in service that seniors or the disabled can call when they are having a problem or just need to hear a friendly voice. Party Responsible: Service Program Manager. Results expected: Seniors and the disabled will not have to wait for a staff member to initiate a call, but will be able to reach out as the situation dictates.

**Completion date:** January 2019 and ongoing

### **CATEGORY 3: Health Promotion/Disease Prevention**

#### **Narrative: How is goal related to an unmet need as determined by the Needs Survey?**

Needs Survey indicated that the elderly in our service area experience an unmet need in the following areas: getting exercise that is good for them; exercise, dancing, walking classes or groups; information on how to eat healthy; information on health issues and new medications; preventing falls or other accidents.

#### **Goal Statement:**

Increase the number of elderly and disabled individuals who are aware of the availability and value of wellness-related services.

#### **Rationale: How will goal alleviate the need referenced above?**

Health is a major determinant of an older person's ability to remain in his or home and community with a degree of independence.

**Objective 3.1** Establish strong partnerships with area hospitals by demonstrating that community-based services can help improve the health of their patients. Parties responsible: Executive Director, ADRC Coordinator. Results expected: Patients who are "coached" through the Community-Based Care Transitions program will be readmitted to the hospital less frequently than the general population.

**Completion date:** July 2015 and ongoing

**Objective 3.2** Adopt or develop materials that can be shared with the homebound, providing helpful tips for safe and healthful exercise that they can accomplish on their own. Party responsible: Planning and Development Director. Results expected: Seniors will be able to participate in exercise that is good for them even when they are not able to attend an organized class.



**Completion date:** April 2018 and ongoing

**Objective 3.3** Send staff for training in additional evidence-based wellness programs such as Tai Chi, so that there is an ongoing availability of activities that are healthful and enjoyable. Party responsible: Planning and Development Director. Results expected: Seniors and community members will have a variety of programs to choose from, and will be more likely to find something that suits their interests and needs.

**Completion date:** July 2017 and ongoing

**Objective 3.4** Distribute material developed by CAAA Dietitian on eating healthy both at home and away from home (restaurants, family events). Parties Responsible: Nutrition Program Manager and Dietitian. Results expected: Seniors and the disabled will have access to information that is tailored to their needs, and as a result will make better choices when selecting grocery items or food to be eaten away from home.

**Completion date:** January 2016 and ongoing

**Objective 3.5** Ensure that outreach events include information on exercise classes, nutrition education, the SenioRx prescription assistance program and the evidence-based wellness workshops that are currently available throughout the service area. Parties responsible: Planning and Development Director, SenioRx Coordinator. Result expected: Elderly and disabled individuals, their caregivers, and the general community will have access to enhanced health promotion and disease prevention services.

**Completion date:** October 2015

#### **CATEGORY 4: Family Caregiver Services**

##### **Narrative: How is goal related to an unmet need as determined by the Needs Survey?**

Needs Survey indicated that caregivers of the elderly and disabled in our service area experience an unmet need in the areas of: having someone to talk to when they feel lonely; and preventing falls or other accidents.

##### **Goal Statement:**

Expand network of services available to the caregivers of elderly and disabled individuals.

##### **Rationale: How will goal alleviate the need referenced above?**

Services for caregivers are a way to answer the demand of citizens for a voice in their own care. Caregiving can also lead to isolation as loved ones become more homebound; falls prevention becomes a major concern for this population.

**Objective 4.1** Participate in the DHH/GOEA Lifespan Respite initiative to provide caregiver training plus some respite services to those most in need. Parties responsible: Executive Director, ADRC Coordinator. Results expected: The availability of high quality respite services, both volunteer and for-pay, will increase, relieving some of the stress that caregivers experience.

**Completion date:** April 2016 and ongoing

**Objective 4.2** Offer evidence-based wellness programs targeted at family caregivers. Party responsible: Planning and Development Director. Results expected: Family caregivers will learn new skills to help them care for their family member, and at the same time will be in a supportive environment in which to share experiences.

**Completion date:** July 2018 and ongoing

**Objective 4.3** Develop an outreach campaign that focuses on the issues confronting caregivers and attempts to find them where they are (on social media, at churches, through employers, Women's Council, etc.). Party responsible: Service Program Manager. Results expected: Many more family caregivers will become aware of the existence of resources that can help lighten their burden and improve conditions for their family member.

**Completion date:** April 2017 and ongoing

## **CATEGORY 5: Family Caregiver Supplemental Services**

### **Narrative: How is goal related to an unmet need as determined by the Needs Survey?**

Needs Survey indicated that caregivers of the elderly and disabled in our service area experience an unmet need in knowing what services are available to them and their loved ones.

#### **Goal Statement:**

Increase knowledge about the availability of services to the caregivers of elderly and disabled persons.

### **Rationale: How will goal alleviate the need referenced above?**

There is currently a national focus on the topic of caregiver support, as a potential saving of scarce government funds when the elderly and disabled receive care in their homes instead of nursing facilities.

**Objective 5.1** Target the healthcare needs of caregivers using the agency's Navigator contract with CMS. Parties responsible: Executive Director, SenioRx Coordinator. Results expected: Caregivers will be able to obtain affordable health insurance, to safeguard their own health against the stresses of caregiving.

**Completion date:** April 2016 and ongoing

**Objective 5.2** Add tips and resources for caregivers to *The Senior Resource Guide*, and make every effort to distribute this publication to them. Party responsible: ADRC Coordinator. Results expected: *The Senior Resource Guide* will become a source of valuable reference materials that caregivers can use on a daily basis.

**Completion date:** July 2016 and ongoing

## **CATEGORY 6: Ombudsman**

### **Narrative: How is goal related to an unmet need as determined by the Needs Survey?**

Needs Survey indicated that the elderly in our service area experience an unmet need in the area of having someone to protect the rights, safety and property of residents of long term care and assisted living facilities.

**Goal Statement:**

Increase the knowledge of consumers and the public about the services provided by the Ombudsman to residents of long-term care and assisted living facilities.

**Rationale: How will goal alleviate the need referenced above?**

Ombudsman services are crucial to providing safety and protection to the residents of long-term care and assisted living facilities

**Objective 6.1** Train at least one back-up ombudsman so that there is no downtime in the event that a regular worker is unavailable. Parties responsible: Executive Director, Ombudsman Supervisor. Results expected: The Ombudsman Program in this district will not experience any breaks in service, even if a staff member retires or resigns, or has to go on extended leave for any reason.

**Completion date:** January 2017 and ongoing

**Objective 6.2** Provide advocacy and counseling for nursing home residents seeking more independence. Parties responsible: ADRC Coordinator, Ombudsman Supervisor. Results expected: Through the DHH Nursing Home Transition Program, which is part of the Money Follows the Person grant, nursing home residents will be able to explore the possibility of returning to the community.

**Completion date:** July 2016 and ongoing

**CATEGORY 7: Elderly Protective Services (EPS)**

**Narrative: How is goal related to an unmet need as determined by the Needs Survey?**

Needs Survey indicated that the elderly in our service area experience an unmet need for having someone to call when they feel threatened or taken advantage of.

**Goal Statement:**

Increase the knowledge of older persons and the general community about the availability of programs that protect their rights and prevent abuse, neglect and exploitation.

**Rationale: How will goal alleviate the need referenced above?**

Many seniors in Louisiana do not have family who are able to protect them from potential harm; in a disturbing number of cases, family members are the perpetrators of abuse, neglect and exploitation.

**Objective 7.1** Through the Aging and Disability Resource Center, coordinate interaction among members of an existing network that consists of SALT (Seniors And Lawmen Together) Councils, the Elderly Protective Services Program, and legal services providers. Party responsible: ADRC Coordinator. Results expected:

Network members will work together to strengthen the protections for the elderly, so that fewer of them suffer a loss of safety and security.

**Completion date:** July 2015 and ongoing

**Objective 7.2** Enhance relationships with EPS providers, and provide linkages between EPS and referral staff from ADRC, Councils on Aging, other contractors and partners. Party responsible: ADRC Coordinator. Results expected: There will be a clear path for referrals, and all of the parties involved will understand the process and know what to expect.

**Completion date:** October 2016 and ongoing

# Section 11

## CAPITAL AREA AGENCY ON AGING

### SUMMARY OF SERVICES UNDER THE AREA PLAN

Mark all services to be administered under the Area Plan by funding source.

SERVICES TO BE PROVIDED	III B	III C	III D	III E	SENIOR CENTER	LOCAL FUNDS	IN KIND	OTHER FUNDS
2. Adult Day Health Care								
3. Assisted Transportation (P)(A)								
4. Case Management (P)(A)								
5. Chore (P)(IH)								
6. Congregate Meals		X						X
7. Home Delivered Meals		X						X
8. Homemaking (P)(IH)	X							
9. Information and Assistance	X							
10. Legal Assistance (P) (L)	X							
11. Nutrition Counseling								
12. Nutrition Education		X						
13. Outreach (P)(A)	X							
14. Personal Care (P)(IH)	X							X
15. Transportation (P)(A)	X							
<b>Other Services Supported by Title III</b>								
16. Counseling								
17. Crime Prevention Services								
18. Home Repairs/Modification (P)(IH)								
19. Material Aid	X							
20. Medical Alert	X							
21. Medication Management								
22. Placement Services								
23. Public Education								
24. Recreation								
25. Sitter Service								
26. Telephoning (P)(IH)	X							
27. Utility Assistance	X							
28. Visiting (P)(IH)								
29. Wellness	X		X					X
<b>NFCSP Information</b>								
30. NFCSP Public Education								
<b>NFCSP Access Assistance</b>								
31. NFCSP Information & Assistance				X				
32. NFCSP Outreach								
33. NFCSP Case Management								
<b>NFCSP Counseling/Support Programs/ Groups and Caregiver Training</b>								
34. NFCSP Individual Counseling								
35. NFCSP Support Group								
<b>NFCSP Respite Care</b>								
36. NFCSP Adult Day Care (R)								
37. NFCSP Adult Day Health Care (R)								
38. NFCSP Group Respite (R)								
39. NFCSP Individual Care Support								
40. NFCSP In-Home Respite (R)				X				
41. NFCSP Institutional Respite (R)								
<b>NFCSP Supplemental Services</b>								
42. NFCSP Material Aid (S)								
43. NFCSP Personal Care (S)								
44. NFCSP Sitter Service (S)				X				
45. NFCSP Chore (S)								
46. NFCSP Home Delivered Meals (S)								
47. NFCSP Home Repair/Modifications (S)								

## Section 12

### Disaster Preparedness

**See format specified by Compliance and Planning.**

Attached are Disaster Plans for the PSA:

## **CAAA Disaster/Emergency Plan**

### **Pre-Disaster Emergency Procedures**

Each year prior to Hurricane Season and during monthly staff meetings, the potential risks of emergencies (ice/snow, wind/hurricane/tornado, water/flood, chemical spill, fire or travel inhibiting incident) are discussed (staff contacts attached). Occasional safety drills are conducted by Agency and discussed. Staff is directed to follow emergency directions given to the public by the Governor's Office and/or by State Police.

The Executive Director of the Agency and assigned agency staff members serve as points of contact and support when or if needed by the Council on Aging Directors (COA) in the ten parish service area (see Succession Plan attached).

The Executive Director has implemented daily off-site backup of all agency databases to secure critical information i.e. scanned copies of insurance policies, budgets, bylaws etc. Depending of the extent of the crisis during office hours, if the office building must be evacuated, staff will meet across the street, away from the building. If there is an impending emergency (wind, water, etc.) staff members will be responsible for securing valuable equipment in their own office space, then they will assist in securing common office equipment. Staff will ensure that all equipment is unplugged, lights turned off & office doors closed and locked.

The COA Directors have working relationships and formal agreements with disaster response organizations within each of their service areas to provide COA vehicles and/or facilities during a time of need (see attached plans). The Governor's Office of Homeland Security & Emergency Preparedness, and the Mayor's Office of Homeland Security & Emergency Preparedness Parish Homeland Security & Emergency Preparedness contact numbers (attached) have been distributed to the agency staff and to service providers.

The Agency's Service Programs Manager participates in ongoing cooperative disaster response planning meetings in the community through membership in the Louisiana Capital Area Voluntary Organizations Active in Disasters (LCAVOAD). Pertinent information from the meetings is disseminated to the agency staff and each of the COA Directors for use in developing a disaster response plan.

The Nutrition Program provider is contracted to maintain a supply of shelf-stable meals equal to one day's average number of meals to be used in the event of a disaster. Assigned agency staff will notify meals provider to arrange for prompt delivery of the shelf stable meals to the meal sites prior to impending disaster or as soon as meals can be delivered safely after a disaster. Agency staff will notify and collaborate with each COA director or their designated staff to ensure delivery of priority services in order to meet the needs of the elderly clients. Depending on the duration of the disaster/emergency, MRE's may become available and will be delivered when conditions warrant.

### **During Disaster/Emergency Procedures**

CAAA staff is not part of any disaster response team; staff is encouraged to participate if they can. Staff will follow directions given by the Governor's Office, police/sheriffs office, or by emergency responder personnel.

### **Post Recovery of Disaster/Emergency**

Staff is directed to call the office in order to ascertain if there is utility service. Upon restoration of utility service, staff that is able will return to work. Staff will begin to respond to inquiries for assistance and establish communication with COA staff.

### **Succession Plan**

The Executive Director, the Chief Financial Officer (CFO), the Planning & Development Director (PDD), and the Board of Directors President (in that order) will represent the agency and make any official statements and answer questions throughout the crisis.

### **Contact Numbers for Emergency Personnel**

Governor's Office of Homeland Security & Emergency Preparedness (GOSEP) 925-7500  
EBR Emergency Operations Center (EOC) JoAnne Moreau 225-389-2100  
Louisiana State Police 225-925-6006  
East Baton Rouge Sheriff's Office 225-389-5176  
Emergency Medical Service (EMS) 911

### **CAAA Staff Members** (T designates able to text)

Antoinette Brown	225-266-4567 T	Shenika Conley	985-335-5291 T
Beryl Mitchell	225-384-7756 T	Shirley Bourgeois	225-235-3758 T
Demetria Brumfield	225-266-2510 T	Shirley Merrick	225-964-0689 T CFO
Diane Gray	225-810-1363 T	Susan DeMers	225-266-1712 T PDD
Dianne Flores	225-247-7489 T	Tracy Berry	504-250-9786 T
Dusty Lyons	225-975-8861 T	Tracy Thompson	225-288-4449 T
Jackie Riley	985-817-2214 T	Alrina Ponville	225-397-2306
Judy Vercher	225-603-4969 T	Debbie McCullough	225-892-4020 T
Latoi B-Perkins	225-278-4991 T	Glenda Teagle	225-603-7659
Lee Ann Carey	225-329-6969 T	Mavis Lee	985-215-3458
Linda Beauvais	225-939-4797 T Ex Dir	Peggy Essick	504-559-1283 T



Michelle Ball	225-252-8263 T
Monique Martin	225-588-2208 T
Natalie Cole	985-788-7101 T
Patti Golden	985-626-1505 T

#### **CAAA Board Members**

Ken Blanchard	225-776-6001	Janie Keller	225-448-5431
Patricia Blanchard	985-369-7621	Karen McDonald	225-932-9867
Charlene Gordon	225-336-4176	Louis Prejean	225-933-3855 Pres
Thomas Govan	225-663-3551	Jane Rester	985-735-7104
Rene Graff	225-448-5488	Olton Scott	225-926-0091
Todd Hamilton	225-344-6345	Caroline Smith	225-926-0091
Alan Heumann	225-655-7546	William Vercher	225-627-9535
Ann Holland	225-683-6842		

#### **COA Directors**

Ascension - Darlene Schexnayder	225-715-3352
Assumption – Rosa Lou Molaison	985-513-1373
E Feliciana – Brenda Gardner	225-719-0341
Iberville – Charlene Siplin	225-687-5194
Pt Coupee – Becky Bergeron	225-240-9614
St Helena – Jim Robb	225-405-7924
Tangipahoa – Debi Fleming	985-634-1277
Washington – Nancy McBeth	985-516-2313
W Baton Rouge – Susan Veilleux	337-255-8829
W Feliciana - Pat Gilmore	225-278-5131

## **ASCENSION COUNCIL ON AGING, INC. EMERGENCY/DISASTER PLAN**

### **AGENCY GOAL**

The goal of Ascension Council on Aging in an emergency situation is to ensure that Ascension COA staff are prepared to deal with emergency situations and conditions which may adversely impact the health or the environment of older persons.

### **AGENCY OBJECTIVES**

The objectives of Ascension Council on Aging during a disaster or emergency are:

1. Protection of participants and staff
2. Prevention or reduction of property damage at Agency facilities
3. Continuity of Agency operations during the emergency/disaster
4. Restoration of Agency services as soon as possible following the emergency/disaster
5. Maintenance of favorable public and personnel relations during and following the emergency/disaster

### **POTENTIAL RISKS TO THE AGENCY**

1. Hurricanes
2. Tornadoes
3. Chemical Accident
4. Train Derailment
5. Flooding
6. Fire
7. Hazardous Materials
8. Winter Weather
9. Biological

### **EMERGENCY RESPONSE PRIOR TO AN EMERGENCY**

The following measures will be implemented in order to prepare for an emergency/disaster:

1. Educate and train staff, including volunteers, to fulfill designated responsibilities during an emergency/disaster
2. Educate community agencies of the special needs of the elderly and of appropriate responses during an emergency/disaster through active staff participation on the Local Emergency Planning Committee (LEPC) and in Critical Incident Command training

3. An education program for older persons will be conducted at Senior Centers. This will include utilization of older persons as resources during an emergency/disaster
4. Develop and maintain a list of older persons who may be at risk during emergency/disaster, in cooperation with the local parish Office of Homeland Security & Emergency Preparedness (OHSEP) and local fire departments.
5. Cooperate with OHSEP in periodic testing, evaluating and updating parish emergency disaster operation plans. Annually submit agency emergency disaster operations plan to Capital Area Agency on Aging (CAAA) and the Louisiana Governor's Office of Elderly Affairs (GOEA).
6. Participate in emergency/disaster prevention or mitigation programs and projects as requested and/or required by GOEA, La. Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP), OHSEP, etc.
7. Maintain an Agency disaster plan. Conduct emergency exercise annually that will test the capability of the written plan during actual disaster/emergency.
8. Daily off-site backup of all Agency databases to secure critical information has been implemented. The Bookkeeper will maintain backups of the Accounting and Payroll database, the Site Coordinator will maintain backups of client database. The Agency Director will have copies of these backups in the event of an impending disaster.
9. Institute a planned communication tree for notification during the alert and response phase of the emergency.
10. Maintain a copy of the emergency manual at all Agency focal points (Senior Centers and program offices), a first aid kit, and emergency kit. Emergency kit to include: flashlight, battery-operated radio, clean-up supplies, and rubber gloves.
11. An Evacuation Box will be prepared each May and updated at the end of July. This box will be a water-tight, heavy-duty plastic bin. The box will contain the following:

Organization Documents:

Charter  
Bylaws  
Tax Exempt Status

Financial Statement/Documents:

Statement of Financial Position  
Annual Budget  
Most Recent Audit  
Contract deadlines/requirements

Insurance Policies:

General Liability  
Property  
Auto  
Directors & Officers Liability

Contact Information:

Employees  
Board of Directors  
CAAA  
Community Partners

Other Items:

Checks  
Business Credit Card  
Inventories  
Photos of Offices/Contents  
Backups  
Corded Telephone

## **RESPONSE PHASE-ALERT**

The following outlines the responsibilities of Ascension Council on Aging staff upon notification of an emergency/disaster:

Following the Alert phase, the Director will:

1. Before Emergency Operations Center (EOC) activation, make all communications to CAAA, GOEA, and OHSEP to assure coordination of status reports and resource availability and needs.
2. Relocate to the EOC when activated and/or if required by local OHSEP.
3. Institute evacuation/shelter policies as necessary.
4. Provide the EOC with the assistance, information, and operational support to assist older persons during the disaster/emergency.
5. Maintain contact with staff to provide direction, materials, and support as needed.
6. Two shelf stable meals will be delivered to clients in the event of an impending disaster upon release from CAAA.
7. Ensure that the Site Coordinators have assigned staff as appropriate and that communication and record-keeping are in place.
8. Transportation vehicles will be released to Ascension Parish Office of Emergency Preparedness/Homeland Security for use in evacuation of affected areas. Drivers will be provided by OHSEP.

## **RESPONSE DURING EMERGENCY/DISASTER**

Agency responsibility during a disaster/emergency is to meet the immediate needs of those affected. This includes agency response to ensure individual safety, sanitation, and security.

1. When staff is alerted by OHSEP that there is an impending or potential disaster/emergency, it will be the immediate responsibility of any or all staff to contact the Agency Director. In the absence of the Agency Director, the Bookkeeper and Site Coordinators shall be contacted.
2. The Agency Director will immediately institute the following alert system:
  - a. The Agency Director will contact Site Coordinators, Transportation Coordinators & Bookkeeper.
  - b. The Site Coordinators will be responsible to alert by phone all Senior Center meal staff, meal drivers, homemakers and PCA staff.
  - c. The Transportation Coordinator will be responsible to alert by phone all transportation drivers and janitorial staff.
  - d. The Bookkeeper will be responsible to alert by phone all other Agency Office Staff.
  - e. In the event telephones are inoperable, it will be the role of the Agency Director to contact OHSEP to obtain law enforcement agency assistance in notification to centers.

## **EVACUATION/SHELTER**

The Agency Director will liaison with OHSEP to determine if and when Agency facilities should be evacuated and/or when sheltering in place is appropriate. The Agency Director will alert the Site Coordinator and Transportation Coordinator to implement these procedures.

In the event assistance and transportation is needed, the Agency Director will make these arrangements through the EOC.

## **RECOVERY PHASE**

The Agency Recovery Phase is to offer sustained care over a longer period of time to assist individuals in re-establishing their lives.

1. Following the emergency/disaster, a report and/or operations evaluation will be prepared, including but not limited to the following:
  - a. Type/scope and location of the disaster/emergency
  - b. Number of seniors impacted
  - c. Service provided, resources utilized and phone log
2. Notify CAAA and GOEA within 24 hours, and provide the following information:
  - a. Number of seniors affected
  - b. Services needed
  - c. Description of services
  - d. Need for relocating services
3. Begin process of outreach and advocacy to assist Seniors in accessing services to address immediate, short and long range needs.
4. The COA Director will communicate identified needs with CAAA, GOEA and other agencies (local, state and federal) and departments to form a coalition to identify needs and provide resources. The COA Director will assign staff to this effect as appropriate.

## **SHELTERING IN PLACE**

### **Policy for Senior Centers**

1. The COA Director in coordination with the EOC will decide when sheltering in place is appropriate.
2. The COA Director will contact the Site Coordinator and Transportation Coordinator to shelter in place.
3. At Senior Centers, the shelter in place policy will be as follows:

- a. Shelter in place at Senior Centers will be utilized as an emergency measure until the local on scene commander (OSC) (generally the Fire Chief) determines that participants can be relocated to a Red Cross Shelter or can be taken home.
- b. Staff will close all windows and doors. In the event of a chemical or hazardous material disaster, doors and windows shall be sealed immediately with masking or duct tape and doorways blocked with towels, rags, or blankets.
- c. Staff shall listen to the radio to await further instructions.
- d. Staff will make participants as comfortable as possible; provide meals and some type of activity, i.e. cards, games, TV, etc.
- e. The Site Coordinators will maintain a log of foods and disposables used, as well as a record of the number of meals provided and to whom.
- f. At the conclusion of the emergency, the Site Coordinator will prepare necessary records for billing/reimbursement purposes and forward to appropriate agencies.

#### **PARTNERS:**

- 1. Ascension Parish Government –  
Tommie Martinez, Parish President - 225-324-0365 (cell)  
Steven Hardy, Buildings – 225-610-4767 (cell)
- 2. Office of Homeland Security & Emergency Preparedness  
Rick Webre, Director – 225-
- 3. Bateman  
Ed Martinez – Manager – 225-
- 4. LeBlanc's Food Stores – 225-
- 5. City of Gonzales –  
Kenny Matassa, Councilman – 225-715-1291 (cell)
- 6. City of Donaldsonville –  
Raymond Aucoin, Councilman – 225-717-2540 (cell)
- 7. Ascension Parish Sheriff's Office –  
Staff Sergeant Joey Meyers, 225-715-9507 (cell)
- 8. CAAA
- 9. GOEA

## **PARISH EMERGENCY RESPONDERS LIST - 911**

1. **OFFICE OF HOMELAND SECURITY & EMERGENCY PREPAREDNESS (OHSEP) – Rick Webre, Director**

**Office – 225-**

**Cell – 225-**

2. **ASCENSION PARISH SHERIFF’S OFFICE – 225-**

3. **GONZALES POLICE DEPARTMENT –**

**Chief Sherman Jackson – office – 225-647-7511**

**CPD cell – 225-290-1471**

4. **ASCENSION FIRE DISTRICT 1 – Chief Eugene Witek - 225-647-7342**
5. **DONALDSONVILLE FIRE DIST. 2 – Chief Chuck Montero – 225-473-0664**
6. **GONZALES FIRE DEPARTMENT – Chief Tracey Normand – 225-644-5307**
7. **PRAIRIEVILLE FIRE DEPT. – Chief Mark Stewart – 225-673-6663**
8. **SORRENTO FIRE DEPT. – Chief William Samuel – 225-675-8668**
9. **ST. AMANT FIRE DEPT. – Chief James LeBlanc – 225-644-2225**
10. **LOUISIANA STATE POLICE – 800-969-2059 OR 225-754-8500**

**On cell call - \*LSP or \*577**

## **CONTINUOUS OPERATION PLAN (COOP)**

EXECUTIVE DIRECTOR UNABLE TO FULFILL DUTIES – Bookkeeper is in charge under direction of Board of Directors

BOOKKEEPER UNABLE TO FULFILL DUTIES – Executive Director with Administrative Assistants will fulfill those duties

SITE COORDINATOR UNABLE TO FULFILL DUTIES – Administrative Assistant and Social Workers will partner to fulfill duties under the direction of the Executive Director

TRANSPORTATION COORDINATOR UNABLE TO FULFILL DUTIES – Back-up Dispatcher will step in to fulfill duties under the direction of the Executive Director

## **KEY DUTIES FOR CONTINUATION OF OPERATIONS & SERVICES**

### **PRE-DISASTER**

Director will:

- Attend OHSEP meetings & follow directives
- Contact CAAA
- Contact GOEA
- Secure Disaster Kit
- Turn over Vehicles & Keys to OHSEP

Bookkeeper & Administrative Assistants will:

- Back-up & secure computers

Bookkeeper will:

- Secure and take accounting program computer, payroll information & files

Site Coordinators will:

- Contact CAAA about shelf stable meals for distribution to clients

Social Workers, Site Coordinators, Transportation Coordinators along with supporting staff will:

Contact clients to:

- Get evacuation plans

- Inform of shelters and arrange transportation

- Discern if disaster supplies are needed

- Arrange transportation to stores for supplies

- Contact family members as needed

Transportation Drivers will:

- Fuel vehicles and transport to site as directed by OHSEP

Janitors will:

- Secure buildings and outside items



## **DURING EMERGENCY/DISASTER**

### **DISASTER/EMERGENCY WITH PRIOR WARNING –**

Staff will be home with family members

Executive Director will be in contact with OHSEP & follow directives

### **DISASTER/EMERGENCY WITHOUT PRIOR WARNING –**

Executive Director will be in contact with OHSEP & follow directives

Staff will practice Shelter-in-Place directives

## **POST DISASTER/RECOVERY**

### **Director**

- Contact OHSEP & Sheriff's Office for safe return directives
- Contact supervisors & Administrative Staff
- Assess sites for damages and inspect for safety issues in the areas of flooding, electricity, infrastructure, & availability of services
- Contact CAAA & GOEA to report interruption or return of services
- Inform Board Chairman of status

### **Bookkeeper**

- Maintain ability to complete payroll
- Maintain ability to complete accounts receivable
- Maintain ability to complete accounts payable
- Assist director in areas of need

### **Site Coordinators**

- Contact staff
- Coordinate meal delivery with CAAA

### **Transportation Coordinators**

- Contact staff

### **Site Coordinators, Social Workers, & Community Based Staff**

- Contact clients to assess needs & help to identify and access community relief aids such as financial resources, food stamps, FEMA, Red Cross and/or charitable organizations
- Visit shelters to identify over 60 population needs

### **Transportation Coordinators & Drivers**

- Contact transportation clients to assess needs & help to identify and access community relief aids such as financial resources, food stamps, FEMA, Red Cross and/or charitable organizations

### **All Staff**

- Be flexible to facilitate roles and duties not typically assigned

## **ASSUMPTION PARISH COUNCIL ON AGING DISASTER/EMERGENCY PLAN UPDATE**

2014

### **OBJECTIVE:**

- To educate the elderly in a positive plan of action in the event of a disaster with the possibility of evacuation.
- To continue to provide advocacy as well as additional direct services to elderly victims of hurricanes and other local disasters.

### **Types of Emergencies that could occur**

The Assumption Council on Aging has identified the following:

Fire  
Hurricane  
Tornado  
Flood  
Electricity  
Sleet  
Gas Leak  
Sink Hole  
Violence in workplace  
Robbery  
Computers Down  
Accident  
Chemicals  
Hazardous Materials

We narrowed down our list to four most common incidents that might occur. Specific emergency procedures to aid in minimizing the impact to life and property will be developed.

The four most likely incidents to occur are:

- 1)Hurricane
- 2)Hazard Material Spill
- 3)Sink Hole
- 4)Sleet

### **ACTION PLAN**

- The Council will provide the Sheriff's Office and OEP with vans equipped with wheelchair lifts for evacuation of elderly and handicapped if it becomes necessary.
- We will provide OEP and Sheriff with a compilation of names and locations with corresponding maps of the frail and homebound elderly and the handicapped that we serve.
- We will take steps to establish liaison with FEMA-Disaster Applications Centers and individual assistance centers serving Assumption Parish.
- We will establish an information and application desk, staffed by Assumption COA employees at the FEMA centers if such staff can be released from job duties, to handle all elderly clients. This

will prevent the elderly from having to stand in long lines and also extend Assumption COA Information and Assistance Services.

- We will establish canteen services at our centers in cooperation with the American Red Cross if deemed necessary by both the Assumption COA and American Red Cross.
- We will extend advocacy activities to include assisting the elderly in obtaining assistance from the various relief agencies.
- We will expand Congregate and Home Delivered Meal Services to include individuals age 60+ who are without cooking facilities due to damages caused by the loss of power in the event of a disaster or emergency situation.

## **STAFF RESPONSIBILITIES**

- The Director will be the primary person to contact and if she is incapacitated the next persons to be contacted will be the Assistant Director and the Sub-Office Manager in Pierre Part.
- A list of all staff and their phone numbers have been given to all staff for reference and contact if and when it becomes necessary.
- Generators have been installed at the two COA facilities in Napoleonville and Pierre Part to insure continued services in time of emergencies.
- There are staff persons from this agency who are on the Emergency Preparedness Board and these persons, especially the Director, attends meeting to plan and cooperate in disaster planning for the parish of Assumption.
- Information is disseminated to COA agency staff regarding contact numbers for OEP and parish Homeland Security.
- In the event of any emergency that requires evacuation the Director will implement the necessary procedures to have vans driven to the Sheriff's station in order to have them used for possible evacuation.
- In regards to our Home Delivered Meals Program, tow shelf stable meals per person, per year are to be provided in case of a disaster, and these are furnished to us by Capital Area Agency on Aging, and the Council will be responsible for the delivery of these meals.
- We will be able to deliver MRE's if they become available and the period exceeds the two day period.
- This agency will backup all computer data and these removable drives will be kept off site in order to secure our information.
- We have portable lap top wireless computers in order to access information and cell phones will be used for communication with other staff and other agencies.
- If possible, the day after the impact and substantial damage emergency occurrence the Director and supervisors will meet at a specified location.
- Those van drivers who are willing to drive, may be asked to help in the evacuation of persons in the disaster areas.
- This agency will keep a list of all telephones and cell phones of employees in order to contact them either during or after such a disaster or emergency. This will also help to resume services to our elderly. Homemaker staff will call their clients to see if they are all OK and if services can be resumed.

- All efforts by this agency will take place in order that all our services can resume if there has not been damage to the Council facilities. If there is too much damage, then another site could be found to relocate.

#### PLANNING FOR AN EMERGENCY

- Planning for an Emergency:** Before an emergency or disaster strikes, we will help our clients prepare by doing the following: Notify clients of type of emergency and send information on how to prepare for emergency situation. The Assumption COA, will deliver shelf stable meals to be kept by the client for when emergency occurs.
- Life Safety:** Education plans will be developed for each area of the Council's facilities to follow in crisis situations. This will be based on our fire drill especially at all meal sites. A staff person is assigned to do this.
- Responding to an emergency:** Once we know our organization will continue to function, we will do our best to make sure our clients receive the help they need.

#### CONTINUOUS OPERATION FOR ORGANIZATION PLAN

- The Executive Director is the primary person to take charge in case of disaster or emergency and will contact all other pertinent staff and agencies. If the Director is out or on extended leave, then the duties are to be assigned to the Assistant Director, Shirley Jones and in our Pierre Part area to Sylvia Coupel, Office Manager. Additional pay will be awarded if the time is above their normal office hours.
- If the Executive Director leaves his/her post without notice, the Assistant Director will take over and a board meeting will be called.
- If the Executive Director is called to military duty, the Assistant Director will be in charge until his/her return.

AGENCY CONTACTS:

Assumption Office of Emergency Preparedness  
John Boudreaux (985) 369-369-7386

Capital Area Agency on Aging, Inc.  
Linda Beauvais, Director (225) 922-2528

GOEA  
Karen Ryder (225) 342-7100

FIRST RESPONDERS: Fire Departments  
Labadieville: Bryan Gros- 985-526-4786  
Pierre Part: Don Breaux 985-252-6706  
Napoleonville: Donald Blanchard 985-369-2851  
Bayou L'Ourse: Cyrus Ratcliff 985-631-3470  
Paincourtville: 985-369-3554

## **East Feliciana Council on Aging Disaster Plan**

The Executive Director of the East Feliciana Council on Aging will serve as the point of contact for East Feliciana COA Staff. The Agency's Executive Director participates in on going cooperative disaster response planning meetings in the community through membership in the East Feliciana Parish Office of Emergency Preparedness/Homeland Security.

East Feliciana Parish could be at potential risk of hurricanes, tornados, floods, ice storms, fires and a chemical melt down at the nuclear plant.

In the event of an emergency or disaster, the Agency Director will be notified by the East Feliciana Parish Sheriff's Office. The Director will establish direction and control to reestablish services to clients in cooperation with Capital Area Agency on Aging's Disaster Preparedness Plan. Communication with the Board of Directors will be initiated and if the Executive Director is out of town or cannot be reached the Administrative Assistant will be in control of the situation and reestablish services to clients. Two shelf-stable meals will be delivered to clients in the event of an impending disaster upon release for CAAA. The Agency Director has home and cell phone numbers of all staff in order to communicate following a disaster. If the Director is unable to reach staff personnel by land line or cell phone, text messaging will be implemented. The Agency's Director will serve as contact with CAAA, East Feliciana Parish Office of Emergency Preparedness/Homeland Security and media to consolidate and efficiently disburse information. East Feliciana COA Director and staff will attempt to make contact with all clients as soon as possible following a disaster to assess the needs of the clients.

In the event of an impending disaster, transportation vehicles will be released to East Feliciana Parish Office of Emergency Preparedness/Homeland Security for use in evacuation of affected areas. Drivers will be provided by OEP.

Monthly off-site backups of all Agency databases are completed monthly to secure critical information. The Bookkeeper will maintain backups of the Accounting and Payroll database, the Site Coordinator will maintain back-ups of SAMS program. The Agency Director will have copies of their back-ups in the event of an impending disaster.

An Evacuation Box will be prepared each May and updated at the end of July. This box will be a water-tight, heavy-duty plastic bin. The box will contain the following:

Amended March 2014

**ORGANIZATION DOCUMENTS;**

Charter

Bylaws

Tax Exempt Status

**Financial statement/documents;**

Statement of Financial Position

Annual Budget

Most Recent Audit

Contact deadlines/requirements

**INSURANCE POLICIES;**

General Liability

Property

Auto

Directors & Officers Liability

**CONTACT INFORMATION;**

Employees

Board of Directors

Clients

CAAA

**OTHER ITEMS;**

Checks

Business Credit Card

Inventories

Photos of Officers/Contents

Back-up

Battery-powered Radio/TV/Flashlights

Extra Batteries

Corded Telephone

**Director:**

Brenda Gardner # 110  
P. O. Box 8707  
Clinton, Louisiana - 70722  
Home: 225 683-8148  
Cell: 225-179-0341

**Secretary:**

Dolly Zimmer #160  
8097 West Lakeshore  
Drive  
Ethel, Louisiana - 70730  
Home: 225-683-3090  
Cell: 225-892-3090

***EAST FELICIANA COUNCIL ON AGING  
Staffing Profile 2013-2014***

**Bookkeeper:**

Patricia Luttrull # 145  
8340 Main Street  
Zachary, Louisiana - 70791  
Home: 225 658-8556  
Cell: 225-719-0163

**Meal Site Coord.**

Bennie Davis # 1 00  
12010 Liberty Street  
Clinton, Louisiana - 70722  
Home: 225 683-5538  
Cell: 225-244-1194

Helen Davis  
P.O. Box 861  
Jackson, La 70748  
Home: 225-634-3479

**Meal Site Manager: (Clinton)**

Faye Rollins #140  
6841 Scott Lane  
Jackson, Louisiana - 70748  
Home: 225 634-7245  
Cell: 225-244-1975

**Meal Site Manager: (Jackson)**

**Title V Workers**

Elizabeth Hulbert  
P.O. Box 961  
Jackson, La. 70748  
Home: 225-634-9777  
Cell: 225-301-7691

**Driver:**

Yvonne Banks #155  
P.O. Box 8017  
Clinton, Louisiana 70722  
Home: 225 683-8208  
Cell: 225-937-0358  
JD Dantzler # 181  
2440 Tomb Drive  
Jackson, La. 70748  
Home: 225-634-5867  
Cell: 225-244-2289

**Asst. Site Manager: (Clinton)**

Lucille Archie # 175  
P. O. Box 331  
Clinton, Louisiana - 70722  
Home: 225-683-4697  
Cell: 225-721-3071

**Transportation Manager:**

Lisa Gibbs # 120  
P. O. Box 40 I (1190 Sensley Lane)  
Clinton, Louisiana - 70722  
Home: 225 683-1674  
Cell: 225-719-7053

**Driver:**

Larry Griffin # 180  
7397 Hwy 961  
Clinton, Louisiana - 70722  
Home: 225-683-5343  
Cell: 225-721-8927  
Berdia Collins # 184  
12739 Robins Road  
Clinton, La 70722  
Home: 225-683-8583



<b>Business Contact Form</b>				
<b>Continuity Of Organizational Operations Plan</b>		<b>General Business Contacts</b>		
<b>Business Type</b>	<b>Name</b>	<b>Office Phone</b>	<b>Cell Phone</b>	<b>Email</b>
<b>East Feliciana OEP</b>	Bud Weigand	225-634-3251		
<b>East Feliciana Sheriff Office</b>	Talmadge Bunch	225-683-8572		
<b>East Feliciana Parish Police Jury</b>	Louis Kent	225-683-8577	719-1263	
<b>East Feliciana Parish Town Hall</b>	Laura Bell (Mayor)	225-683-5531		
<b>Quad Area</b>	Sandra Baker	225-683-3308		
<b>East Fel Health Unit</b>	Nickie Beoneke	225-683-8551		
<b>Parish Manager</b>	JD Rouchon	225-683-8577		
<b>East Feliciana District Attorney</b>	Sam D'Aquila	225-683-8563		
<b>LT. Consultant</b>	Don Reason	225-683-6080	719-0127	
<b>Governor's Office of Elderly Affairs</b>	Rosa Walton	225-342-7100		
<b>Capital Area Agency on Aging</b>	Linda Beauvais	225-922-2525		
<b>DOTD</b>	Donna Lavigne	225-274-4302		
<b>Batman Food Service</b>		1-888-603-8562		
<b>Trabona's IGA</b>	Alternate Vendor	225-683-8287		
<b>Electric Company's</b>	Entergy	1-800-968-8243	<b>Demco 1-800-262-1160</b>	
<b>Gas Utility District #2</b>	Gas	255-683-9416		

<b>East Fel Rural Water</b>	Water	225-683-9698	Emerg. 683-3509	
<b>Waterworks District #7</b>	Water	866-355-6602		
<b>Insurance Agent</b>	Gerald Scriber (Ree)	1-318-435-9771		
<b>Internet Service</b>	Bell South	1-888-321-2375		
<b>Abila (MIP)</b>		1-866-736-2378		

BOARD MEMBERS - CALL LIST

NANCY BENNETT	683-6637
LUCILLE BRASHIER.	683-5618
GLORIA GONZALES	683-1024
ANN HOLLAND	683-6842 - HOME
719-2949 - CELL	
CURTIS JELKS	629-5972 - HOME
719-2715 - CELL	
LOUIS KENT	683-9373 - HOME
719-1263 - CELL	
JULIUS KENNERSON	629-5451
LLOYD LEBLANC	683-5418 - HOME
229-3644 - CELL	
PAM LCCKWOOD	301-7952 - CELL
BEATRICE MOFFIT	683-5477
CHARLENE NETTERVILLE	522-0159
JIM PARKER	634-2356 - WORK
SUSAN POCHE'	629-5907 - HOME
LOUISE REYNOLDS	629-5959 - HOME
921-5962 - CELL	
SONDRA SMITH	634-7777 - WORK
634-7279 - HOME	

**East Feliciana Parish Police Jury**

District 1-A

*Dennis Aucoin*  
*P.O. Box 8815*  
*Clinton, LA 70722*  
*225.683.8210 (hm)*  
[slaughterlogging@aol.com](mailto:slaughterlogging@aol.com)

District 2

*Edward Brooks, Sr.*  
*7105 Richardson Loop*  
*Jackson, LA 70748*  
*225.634.7929 (hm)*  
[edbrookssr@att.net](mailto:edbrookssr@att.net)

District 4-A

*Keith Mills*  
*3719 Bank Street*  
*Jackson, LA 70748*  
*225.634.5725 (hm)*  
[Kmills196@hotmail.com](mailto:Kmills196@hotmail.com)

District 5

*Larry Beauchamp - Vice President*  
*9820 Bank Street Ext.*  
*Clinton, LA 70722*  
*225.683.8057 (hm)*  
[elbvp3@gmail.com](mailto:elbvp3@gmail.com)

District 7

*Louis Kent - President*  
*P.O. Box 7996*  
*Clinton, LA 70722*  
*225.683.9373 (hm)*

District 1-8

*Chris Hall*  
*8311 Hwy. 955 E*  
*Ethel, LA 70730*  
*225.683.5269 (hm)*  
[ashandchrishall@gmail.com](mailto:ashandchrishall@gmail.com)

District 3

*Jason McCray*  
*P.O. Box 1332*  
*Jackson, LA 70748*  
*225.634.3137*  
[mccrayjh@wfpsb.com](mailto:mccrayjh@wfpsb.com)

District 4-8

*Dwight Hill*  
*P.O. Box 161*  
*Jackson, LA 70748*  
*225.634.3250 (hm)*  
[gdh@hughes.net](mailto:gdh@hughes.net)

District 6

*Karl "Bubba" Chaney*  
*P.O. Box 8655*  
*Clinton, LA 70722*  
*225.683.6901 (hm)*  
[bubba8655@gmail.com](mailto:bubba8655@gmail.com)

Parish Manager (appointed)

*John "JR" Rouchon*  
*P.O. Box 427*  
*Clinton, LA 70722*  
*225.719.3945*  
[JRouchon@bellsouth.net](mailto:JRouchon@bellsouth.net)

American Red Cross  
1-866-438-4636  
Louisiana Attorney General Hurricane Hotline  
1-800-351-4889  
- . Louisiana State Police Road Closure Hotline  
1-800-469-4828  
National Weather Service Forecast Office  
1-504-522-7330

## **IBERVILLE COUNCIL ON AGING EMERGENCY PLAN**

### **TABLE OF CONTENTS**

<b>GENERAL</b>	<b>4</b>
<b>SITUATION</b>	<b>4</b>
<b>CONCEPT OF OPERATIONS</b>	<b>5</b>
<b>ASSIGNMENT OF RESPONSIBILITIES</b>	<b>6</b>
<b>BUILDING DAMAGED</b>	<b>8</b>
<b>EVACUATIONS</b>	<b>10</b>
<b>FIRE</b>	<b>12</b>
<b>FLOOD</b>	<b>14</b>
<b>NATURAL GAS LEAK</b>	<b>16</b>
<b>HAZARDOUS MATERIALS RELEASE</b>	<b>17</b>
<b>TORNADO</b>	<b>19</b>

## **IBERVILLE COUNCIL ON AGING EMERGENCY PLAN**

58105 COURT ST

PLAQUEMINE, LA 70764

PHONE:(225) 687-9682

FAX: (225) 687-2379

### **I. GENERAL:**

1. Emergencies happen. The purpose of this plan is to describe the actions to be taken in an emergency to make sure that the seniors and staff of this center are kept from harm. The safety and well being of seniors and staff shall always take first priority over all other considerations.
2. A copy of this plan will be kept in the office, and the plan will be prominently posted next to the office door.
3. The plan will be reviewed and updated at least annually, and after every actual emergency.
4. All staff will be given a copy of the plan and will be trained to follow it in an emergency. A drill will be held at least annually to test the plan and the staff, in addition to any drills required by the Fire Marshall.
5. Quick response guides are attached to this plan. They explain what to do in each type of emergency.
6. A list of emergency telephone numbers is attached.

### **II. SITUATION:**

1. This senior center is located at 58105 Court St which consists of one building.

This center could be affected by hurricanes, severe storms, tornadoes, fires, criminal acts and hazardous materials incidents.

A list of the staff is attached. The average number of seniors at the center most days is 40.

A list of contact numbers for staff and seniors is attached.

### **III. CONCEPT OF OPERATIONS:**

1. The director, is in charge. When an emergency happens, she will be informed immediately and will inform the rest of the staff. One person (the receptionist) will be assigned to listen for alerts on the radio and check on the status of the emergency.
2. Depending on the type of emergency, the director will decide whether to shelter in place or evacuate the building. If an evacuation is needed for a fire in the building, the staff will lead the seniors to the parking lot of the Courthouse next door, and they will be transported home.

#### **A. Shelter In Place:**

*Shelter In Place means that the staff and the seniors in the center will remain in the center's building(s). Sheltering can be*

*used in emergencies such as severe storms. Any seniors or staff that are outside will be brought in, accounted for and put in their assigned rooms. Windows and doors will be firmly closed and checked for soundness. If a storm gets very strong, and windows are threatened, seniors and staff will be moved to interior rooms and hallways. In the event of a tornado warning, seniors and staff will be moved to interior hallways. Sheltering may also be used in the event of a hazardous chemical incident. Windows and doors will be shut and all fans, air conditioners and ventilators will be turned off. Cloths will be stuffed around gaps at the bottom of doors. The center will stay in Shelter until the authorities give an all clear.*

**B. Evacuate:**

*There are a number of hazards that could cause an evacuation. The most common would be a fire in or near the center's building(s), rising floodwaters or an evacuation order issued by the police, fire department or other governmental authority. The person in charge will order an evacuation. If the emergency is limited to a single building or area, staff and seniors will be moved to a safe distance. If the entire center has to be evacuated staff and seniors will be moved to a predesignated evacuation site at least two miles from the center. Staff will notify next of kin to come get their family members at the evacuation site. In any evacuation seniors will be accounted for at the start, and again, at the completion.*

3. All actions shall be taken carefully and quickly to ensure that the seniors and staff are protected from harm.
4. Depending on the type of emergency, the staff will follow the steps listed in the attached hazard guides. The emergency actions will be in three phases; Alert, Action and Recovery.

**IV. ASSIGNMENT OF RESPONSIBILITIES:**

1. The director is responsible for everything that happens to the seniors. The director will see to it that there is always a person in charge of the center, that the person knows the provisions of the emergency plan and that the rest of the staff is trained and able to carry out the provisions of the plan.
2. Staff members will be provided a copy of the plan and will be trained to follow it. Every staff member will participate in an emergency.
3. The director will update the plan as needed and will hold at least one practice drill every year, in addition to any drills that may be required by fire regulations.

**V. SIGNATURE:**

\_\_\_\_\_  
Charlene Siplin, Director

\_\_\_\_\_  
Date

## **A      QUICK RESPONSE GUIDE**

### **BUILDING DAMAGED**

#### **ALERT PHASE**

1. WHERE IS THE BUILDING DAMAGED?
  - A. DETERMINE SEVERITY THEN EVACUATE IF REQUIRED.
2. IS ANYBODY TRAPPED IN THE BUILDING?
  - A. IF YES,
    - (1) EVACUATE EVERYBODY ELSE.
    - (2) CALL 911 OR LOCAL FIRE DEPARTMENT.
    - (3) HAVE STAFF MEMBER STAY BY TRAPPED PERSON.
3. ARE ANY EXITS BLOCKED?
  - A. IF YES,
    - (1) EVACUATE USING OTHER EXITS.
    - (2) IDENTIFY DANGERS AND BLOCK ACCESS.
4. IS THERE DANGER OF A PARTIAL OR TOTAL BUILDING COLLAPSE?
  - A. EVACUATE IMMEDIATELY AND CALL 911 OR LOCAL FIRE DEPARTMENT.
5. ARE THERE ANY OTHER CLUES: GAS SMELL, WATER LEAK, POWER OUT?
  - A. EVACUATE TO A SAFE DISTANCE.

#### **ACTION PHASE**

1. PRIMARY STAFF ACTIONS:
  - A. CALM STAFF AND SENIORS.
  - B. BEGIN STANDARD BUILDING EVACUATION.
  - C. ASSEMBLE SENIORS AT DESIGNATED SPOT.
  - D. PICK UP EMERGENCY CARD FILE OR DIRECTORY.
  - E. IF 911 WAS CALLED, HAVE A STAFF MEMBER STAY BY BUILDING TO MEET RESPONDERS.
  - F. ACCOUNT FOR ALL SENIORS AND MOVE TO A SAFER LOCATION. DESIGNATE A NEAR LOCATION AND A FAR AWAY LOCATION.



## 2. SECONDARY STAFF ACTIONS:

- A. SHUT OFF GAS.
- B. CHECK BUILDING FOR STRAGGLERS.
- C. CALL NEXT OF KIN AND NOTIFY THEM OF SITUATION.
- D. KEEP ANYBODY FROM RE-ENTERING BUILDING.
- E. MAKE SURE THAT TRANSPORT IS AVAILABLE TO MOVE SENIORS AND STAFF TO FAR AWAY LOCATION.
- F. IF THE DAMAGE IS WEATHER RELATED, MAKE SURE A PORTABLE RADIO IS BROUGHT TO CHECK WEATHER STATUS.

## RECOVERY PHASE

- 1. WHEN SENIORS ARE OUT OF BUILDING, IS ANYBODY HURT?
  - A. IF YES, PERFORM FIRST AID AND CALL 911 OR FIRE DEPARTMENT.
- 2. IS EVERYBODY ACCOUNTED FOR?
  - A. IF NOT, START SEARCH AND CALL FOR HELP IF NEEDED.
- 3. ARE THERE ASSOCIATED DANGERS: FLOOD WATERS, LOOSE ELECTRIC WIRES, FIRES, DEBRIS?
  - A. IF YES, TAKE SENIORS TO FAR AWAY EVACUATION SITE.
- 4. HAS 911 OR THE FIRE DEPARTMENT BEEN CALLED?
  - A. IF YES, MAKE SURE THAT SOMEBODY STAYS TO MEET EMERGENCY RESPONDERS.

## EVACUATIONS

### ALERT PHASE

- 1. WHAT IS THE THREAT?
  - A. FIRE: MOVE SENIORS TO FIRE EXITS AND OUT OF AND AWAY FROM THE BUILDING.
  - B. GAS SMELL: MOVE SENIORS TO FIRE EXITS AND OUT OF AND AWAY FROM THE BUILDING.
  - C. DAMAGED BUILDING: MOVE SENIORS AWAY FROM DAMAGED PARTS, THEN OUT OF BUILDING IF NECESSARY.
  - D. WATER LEAK INSIDE: MOVE SENIORS AWAY FROM LEAK.
  - E. WATER RISING OUTSIDE: IF TIME PERMITS, EVACUATE BUILDING AND AREA AHEAD OF WATER. IF WATER RISES TOO FAST, STAY IN BUILDING AND CALL FOR HELP. MOVING THROUGH FLOWING WATER IS EXTREMELY DANGEROUS.
  - F. HAZARDOUS MATERIALS RELEASE: IF TIME PERMITS, MOVE SENIORS TO A FAR EVACUATION SITE. IF TIME IS SHORT, SHELTER IN PLACE.

## **ACTION PHASE**

1. PRIMARY STAFF ACTIONS:
  - A. MOVE SENIORS QUICKLY AND QUIETLY TO ASSEMBLY AREAS INSIDE OR OUTSIDE.
  - B. ACCOUNT FOR ALL SENIORS AND STAFF.
  - C. CHECK FOR INJURIES
  - D. PICK UP EMERGENCY INFORMATION CARD DECK OR MANUAL AND TAKE ALONG.
  - E. IF AN AREA EVACUATION IS REQUIRED, SECURE TRANSPORT AND LEAVE A NOTE STATING WHERE YOU HAVE GONE AND WHAT YOU WILL DO.
2. SECONDARY STAFF FUNCTIONS:
  - A. SHUT OFF GAS.
  - B. CLOSE WINDOWS.
  - C. CALL APPROPRIATE AGENCY; 911, FIRE DEPARTMENT, POLICE, GAS COMPANY, ETC.
  - D. LEAVE A STAFF PERSON BEHIND, IF POSSIBLE, TO MEET EMERGENCY RESPONDERS.

## **RECOVERY PHASE**

1. AFTER EVACUATION, DOES A DANGER EXIST IN THE BUILDING?
  - A. IF YES, DO NOT ALLOW STAFF OR SENIORS TO RE-ENTER THE BUILDING.
2. IS THE AREA DANGEROUS, WITH FLOOD WATERS, LIVE WIRES, ETC.?
  - A. IF YES, DO NOT ALLOW SENIORS OR STAFF TO RE-ENTER THE AREA.
3. HOW DO YOU FIND WHETHER THE AREA CAN BE RE-ENTERED?
  - A. CALL THE POLICE OR FIRE OR OFFICE OF EMERGENCY PREPAREDNESS. IF YOU DON'T KNOW, DON'T GO.
4. SHOULD SENIORS BE BROUGHT BACK TO THE CENTER AFTER AN EVACUATION?
  - A. IF A SITUATION IS SERIOUS ENOUGH TO EVACUATE, SENIORS SHOULD NOT BE BROUGHT BACK UNTIL THE FACILITY CAN BE EVALUATED AS SAFE.

## **FIRE**

### **ALERT PHASE**

1. DO YOU HEAR A SMOKE DETECTOR?
  - A. IF YES, EVACUATE IMMEDIATELY.
2. DO YOU SEE SMOKE?
  - A. IF YES, EVACUATE IMMEDIATELY.
3. DO YOU SEE FLAMES?
  - A. IF YES, EVACUATE IMMEDIATELY. ASSIST HANDICAPPED PEOPLE OUT OF THE BUILDING.
4. IS THE MAIN EXIT BLOCKED?
5. IF YES, EXIT THROUGH AN ALTERNATE EXIT OR A WINDOW. SHOULD YOU CALL THE FIRE DEPARTMENT FROM THE CENTER?
  - A. **IF ANY OF THE ABOVE APPLIES, EVACUATE FIRST, THEN CALL. TREAT EVERY ALARM AS AN EMERGENCY**
  - B.

### **ACTION PHASE**

1. ACCOUNT FOR ALL SENIORS AND STAFF.
2. ONCE EVERYBODY IS OUT AND ACCOUNTED FOR, DO NOT LET ANYBODY BACK IN.
3. IF THE FIRE IS SMALL, YOU MAY BE ABLE TO PUT IT OUT WITH THE CENTER'S FIRE EXTINGUISHERS.
4. REMEMBER FIRE RULES:
  - A. ALWAYS CRAWL CLOSE TO THE FLOOR IN SMOKE.
  - B. FEEL EACH DOOR FOR HEAT BEFORE OPENING IT.
  - C. IF YOUR CLOTHING CATCHES FIRE, STOP, DROP TO THE FLOOR, COVER YOUR FACE WITH YOUR HANDS AND ROLL OVER AND OVER AGAIN TO PUT OUT THE FLAMES.

### **RECOVERY PHASE**

1. BE READY TO ANSWER FIRE DEPARTMENT QUESTIONS:
  - A. IS ANYBODY STILL IN THE BUILDING?
  - B. HAS ANYBODY BEEN INJURED BEFORE, DURING OR AFTER THE EVACUATION?
  - C. WHERE DID THE FIRE START?

- D. IS THERE ANYTHING IN THE BUILDING THAT COULD BE DANGEROUS TO FIREFIGHTERS; GASOLINE, CHEMICALS, PROPANE, PAINT, ETC.?
  - E. HOW LONG HAS THE FIRE BEEN GOING ON?
2. DO NOT RE-ENTER BUILDING UNTIL THE FIRE DEPARTMENT HAS APPROVED RE-ENTRY.

## **FLOOD**

### **ALERT PHASE**

- . IS THERE A SEVERE WEATHER WATCH OR WARNING?
- A. IF YES, TURN ON THE TV OR RADIO TO GET INFORMATION.

IS THERE A FLASH FLOOD OR FLOOD WATCH OR WARNING?

- A. CONTINUE TO MONITOR THE TV AND RADIO TO KEEP A CLOSE WATCH ON THE WEATHER.

IS THE CENTER IN A FLOOD PRONE AREA?

- B. IF YES, KEEP ALERT AND WATCH WEATHER WARNINGS. ADVISE STAFF TO BE ALERT.

IS WATER COMING INTO THE BUILDING?

- C. IF YES, ATTEMPT TO SEAL UP WATER ENTRY AREAS. PUT SENIORS IN CHAIRS AND CALL 911 TO REPORT. DO NOT TRY TO TAKE SENIORS ACROSS FLOODED AREAS.

IS EVACUATION AN IMMEDIATE CONCERN?

- D. ASSEMBLE AND MOVE SENIORS, ONE AT A TIME, WITH A STAFF MEMBER , TO A HIGHER PLACE.

### **ACTION PHASE**

1. PRIMARY STAFF ACTIONS IF CENTER IS IN FLOOD AREA
- A. POSITION SANDBAGS AT FIRST SIGN OF FLOODING.
  - B. CHECK RAIN APPAREL FOR SENIORS AND STAFF.
  - C. LOCATE AND BOX EMERGENCY CARD FILE.
  - D. LOCATE AND BOX FIRST AID KIT.
  - E. REVIEW RESPONSIBILITIES AND THINGS TO DO LIST.
  - F. DOUBLE CHECK EVACUATION ROUTES TO NEAR AND FAR SHELTERS.
  - G. FOLLOW STANDARD EVACUATION PROCEDURES.

2. SECONDARY STAFF ACTIONS:

- A. PROTECT EQUIPMENT AND FILES FROM WATER BY PUTTING THEM INTO PLASTIC BAGS AND MOVING THEM TO HIGHER SHELVES.
- B. TURN OFF GAS AND ELECTRICITY BEFORE LEAVING.
- C. LEAVE A NOTE ON DOOR TO TELL WHERE YOU ARE GOING.
- D. LEAVE A STAFF MEMBER TO WAIT FOR RESPONDERS IF HELP WAS REQUESTED AND HAD NOT YET ARRIVED.
- E.

**RECOVERY PHASE**

- 1. HAS THE SEVERE WEATHER WATCH/WARNING BEEN LIFTED?
  - A. IF SHELTERED IN PLACE, RETURN TO NORMAL.
  - B. IF EVACUATED, BEGIN RETURN PREPARATIONS.
- 2. IS THE BUILDING DAMAGED?
  - A. IF YES, SEE BUILDING DAMAGED CHECKLIST.
- 3. IS EVERYBODY ACCOUNTED FOR?
  - A. RESUME NORMAL OPERATIONS AS SOON AS POSSIBLE.

**NATURAL GAS LEAK**

**ALERT PHASE**

- 1. IS THERE A NATURAL GAS SMELL IN THE CENTER (NOTE: ALL STAFF WILL BE FAMILIARIZED WITH THE SMELL OF NATURAL GAS)?
  - A. IF YES, CALL THE GAS COMPANY AT ONCE AND OPEN A WINDOW NEAR THE SOURCE. PUT OUT ANY OPEN FLAMES.
  - B. IF YES, KEEP STAFF AND SENIORS AWAY FROM GAS LEAK.
  - C. IF YES, EVACUATE SENIORS AND STAFF FROM BUILDING. DO NOT TURN ANY ELECTRICAL SWITCHES ON OR OFF AND DO NOT USE THE TELEPHONE INSIDE THE CENTER.

**ACTION PHASE**

- 1. PRIMARY STAFF ACTIONS:
  - A. USE STANDARD EVACUATION PROCEDURES.
  - B. ONCE EVACUATED, DO NOT RETURN UNTIL BUILDING IS SAFE.
  - C. CALL GAS COMPANY/911 FROM AN OUTSIDE PHONE.
  - D. WAIT A SAFE DISTANCE UNTIL THE GAS COMPANY ARRIVES.

2. SECONDARY STAFF ACTION:

KEEP OTHER PEOPLE AWAY FROM THE BUILDING.

**RECOVERY PHASE**

1. HAS AN ALL CLEAR BEEN ISSUED BY THE GAS COMPANY/911?
  - A. RETURN TO NORMAL ACTIVITIES AS THE RESPONDERS RECOMMEND.

**HAZARDOUS MATERIALS RELEASE**

**ALERT PHASE**

1. HAS THERE BEEN AN ALERT ABOUT A HAZARDOUS MATERIALS RELEASE?
  - A. IF YES, GET INFORMATION FROM THE RADIO, TV OR PHONE.
2. IS A CLOUD OF HAZARDOUS MATERIALS LIKELY TO COME TOWARD YOU?
  - A. IF YES, FIND OUT HOW SOON IT WILL GET TO YOU.
3. IS A CLOUD FAR OFF AND LIKELY TO COME SLOWLY?
  - A. IF YES, CONSIDER EVACUATION, TRAVELLING AWAY FROM THE PATH OF THE CLOUD. FIND OUT WHETHER THE CLOUD IS LIKELY TO GO TO YOUR REGULAR EVACUATION DESTINATION. IF YES, CHOOSE ANOTHER DESTINATION.
4. IS THE CLOUD CLOSE AND LIKELY TO COME SOON?
  - A. IF YES, SHELTER IN PLACE. GET ALL SENIORS AND STAFF INSIDE. CLOSE AND SEAL ALL DOORS, WINDOWS AND VENTS. TURN OFF AIRCONDITIONING/HEATING AND FANS. TURN OFF OR EXTINGUISH ANY OPEN FLAME DEVICE. KEEP RADIO AND TV ON TO GET BULLETINS.
5. IS THERE A STRANGE ODOR OR A VISIBLE CLOUD OUTSIDE?
  - A. IF YES, CALL 911 OR FIRE DEPARTMENT AND REPORT THE SITUATION AND REQUEST ADVICE AND ASSISTANCE.
  - B.

**ACTION PHASE**

1. PRIMARY STAFF ACTIONS IF YOU SHELTER IN PLACE:
  - A. CALL 911 AND TELL THEM YOU ARE SHELTERING IN PLACE.
  - B. SEAL OFF THE ROOM WHERE YOU ARE SHELTERING WITH TAPE, BLANKETS, PLASTIC BAGS, ETC.
  - C. MAKE SURE YOU HAVE A RADIO, TV, PHONE, WATER, FIRST AID KIT IN THE SHELTER AREA.
  - D. FOLLOW WHAT AUTHORITIES TELL YOU TO DO.
  - E. DO NOT LEAVE THE BUILDING UNTIL THE AUTHORITIES GIVE AN ALL CLEAR.
2. SECONDARY STAFF ACTIONS:
  - A. REMOVE AND DISCARD ANY CLOTHING EXPOSED TO THE HAZARDOUS MATERIAL.
  - B. IF SKIN IS EXPOSED TO HAZARDOUS MATERIAL, WASH WITH SOAP AND WATER. USE A LOT OF WATER.
  - C.

#### **RECOVERY PHASE**

1. HAVE YOU RECEIVED AN ALL CLEAR FROM THE AUTHORITIES?
  - A. RETURN CENTER TO NORMAL OPERATIONS.
2. DO YOUR NOSE AND EYES DETECT ANY LINGERING CONTAMINATION, SUCH AS FILMS, POWDERS AND ODORS?
  - A. IF ANY CONTAMINATION IS PRESENT CALL 911. DO NOT LET ANYBODY TOUCH CONTAMINATED OBJECTS OR AREAS.
3. ARE THERE STILL QUESTIONABLE AREAS BUT NO OBVIOUS CLUES?
  - A. CALL AUTHORITIES AND REQUEST ASSISTANCE.

## **TORNADO**

### **ALERT PHASE**

1. IS THERE A SEVERE THUNDERSTORM WATCH OR WARNING?
  - A. IF YES, TURN ON WEATHER RADIO AND TV AND LISTEN FOR MORE INFORMATION.
2. IS THERE A TORNADO WATCH?
  - A. IF YES, MONITOR THE RADIO AND TV AND LOOK AND LISTEN FOR A TORNADO.
3. IS THERE A TORNADO WARNING?
  - A. IF YES, MOVE SENIORS AND STAFF TO INTERIOR HALLWAYS AND ROOMS THAT HAVE GOOD STRUCTURAL SUPPORT. AND LISTEN UNTIL YOU HEAR AN ALL CLEAR.
4. DID YOU SEE OR HEAR A TORNADO?
  - A. IF YES, QUICKLY MOVE SENIORS AND STAFF TO INTERIOR HALLWAYS AND ROOMS THAT HAVE GOOD STRUCTURAL SUPPORT AND FOLLOW ACTION CHECKLIST.
  - B.

### **ACTION PHASE**

1. PRIMARY STAFF ACTIONS:
  - A. MOVE SENIORS AND STAFF, AS ABOVE.
  - B. HAVE SENIORS AND STAFF GET NEXT TO THE WALL IN THE CENTER OF THE BUILDING AND TELL THEM ABOUT THE TORNADO TUCK POSITION.
  - C. REMAIN IN SHELTERED AREA UNTIL AN ALL CLEAR HAS BEEN GIVEN.
  - D. IF THE BUILDING IS DAMAGED, MOVE SENIORS AWAY FROM THE DAMAGED AREA, BUT STAY IN SHELTER UNTIL AN ALL CLEAR HAS BEEN GIVEN.
  - E. KEEP SENIORS AND STAFF CALM AND REASSURED.
2. SECONDARY STAFF ACTIONS:
  - A. GET BLANKETS AND PILLOWS TO COVER SENIORS.
  - B. GET FLASHLIGHTS AND EMERGENCY LIGHTS READY.
  - C. REVIEW ANY OTHER APPLICABLE CHECKLISTS.

### **RECOVERY PHASE**

1. IS ANYBODY HURT?
  - A. IF YES, PERFORM FIRST AID AND CALL 911 FOR ASSISTANCE.
2. IS ANYBODY MISSING?



- A. IF YES, START IMMEDIATE SEARCH AND RESCUE. CALL FOR HELP IF NEEDED.
- 3. IS THE BUILDING DAMAGED?
  - A. IF YES, REFER TO THE BUILDING DAMAGED CHECKLIST.
- 4. ARE THERE ANY OTHER STORM RELATED PROBLEMS, SUCH AS A POWER OUTAGE, GAS LEAK, WATER LEAK, FLOODING, TELEPHONE OUT?
  - A. IF GAS LEAK, EVACUATE. TURN OFF APPLIANCES WHICH COULD CREATE A SPARK OR FLAME.
  - B. IF WATER LEAK OR FLOODING, EVALUATE, THEN EVACUATE IF NECESSARY.
  - C. IF THE POWER IS OUT, USE EMERGENCY LIGHTING.
  - D. IF THE PHONE IS OUT, EXPECT EMERGENCY RESPONSE TO BE DELAYED. GET TO A WORKING PHONE TO REPORT PROBLEMS.
  - E. IF OTHER PROBLEMS ARISE, DEAL WITH THEM AS PER THE OTHER CHECKLISTS.

## **CRIMINAL ACT**

### **ALERT PHASE**

- 1. HAS THERE BEEN A THREAT OF CRIMINAL ACTION AGAINST THE CENTER, EITHER A BOMB THREAT OR ANY OTHER TYPE OF CRIMINAL ACTION?
  - A. IF YES, CALL THE PROPER AUTHORITIES IMMEDIATELY.
  - B. IF YES, ACCOUNT FOR ALL SENIORS AND STAFF.
  - C. IF YES, HAVE STAFF LOOK FOR ANY SUSPICIOUS PERSONS OR PACKAGES IN OR NEAR THE CENTER.
- 2. IS A CRIMINAL OR MENTALLY UNSTABLE PERSON PRESENT IN THE CENTER, THREATENING SOME TYPE OF ACTION?
  - A. IF YES, FIND OUT WHETHER HE OR SHE IS WITHIN REACH OF ANY SENIORS OR HAS HARMED ANYBODY.
  - B. IF YES, TRY TO GET SENIORS AND STAFF OUT OF REACH OF THE PERSON.
  - C. IF YES, CALL FOR ASSISTANCE FROM 911 OR LAW ENFORCEMENT.

## ACTION PHASE

1. PRIMARY STAFF ACTIONS:
  - A. IF A BOMB THREAT EXISTS, TREAT IT SERIOUSLY, BY LOOKING FOR ANY SUSPICIOUS PACKAGES.
  - B. CALL THE AUTHORITIES AND EVACUATE THE CENTER.
  - C. WAIT A SAFE DISTANCE AWAY FROM THE CENTER FOR THE AUTHORITIES.
  - D. IF A PERSON IS THREATENING OR COMMITTING CRIMINAL ACTS, GET SENIORS AND STAFF AWAY FROM THE PERSON AND CALL 911.
  - E. IF THE PERSON HAS HARMED ANYBODY, GET TO THE INJURED PERSON AND PERFORM FIRST AID.
2. SECONDARY STAFF ACTIONS:
  - A. ACCOUNT FOR ALL SENIORS AND STAFF.
  - B. KEEP OTHER PEOPLE AWAY FROM THE CENTER.
  - C. HAVE A STAFF MEMBER MEET LAW ENFORCEMENT RESPONDERS OUTSIDE THE CENTER AND BRIEF THEM ON THE SITUATION.
  - D. STAND BY TO ASSIST RESPONDERS TO LOCATE THE PERSON OR BOMB.
  - E.

## RECOVERY PHASE

1. MAKE SURE THAT AUTHORITIES HAVE ISSUED AN ALL CLEAR, THAT THE PERSON OR BOMB HAS BEEN REMOVED OR OTHERWISE RENDERED HARMLESS.
2. RETURN TO NORMAL ACTIVITIES AS SOON AS POSSIBLE.

## STAFF INFORMATION:

Name	Address	Contact Numbers
Charlene Siplin, Director	25350 Pecan Tree Ln, Plaquemine, LA 70764	(225) 687-0444 (home) (225) 772-1773 (work cell) (225) 337-5585 (personal cell)
Kimberly Anderson, Bookkeeper	31110 Robinson Rd. White Castle, LA 70788	(225) 545-1332 (home) (225) 650-0299 (personal cell)
Barbara Cavalier, Receptionist	32831 Bayou Sorrel Rd. Plaquemine, LA 70764	(225) 659-2389 (home) (225) 776-5224 (personal cell)
Ragan White, Activity Coordinator	58640 Delacroix Ave. Plaquemine, LA 70764	(225) 687-2919 (home) (225) 772-0169 (work cell) (225) 776-4054 (personal cell)
Clyde McNell, Transportation Coord.	3238 River Landing Dr. Addis, LA 70710	(225) 615-7737 (home) (225) 772-7649 (work cell) (225) 776-4938 (personal cell)

## **POINTE COUPEE COUNCIL ON AGING, INC. DISASTER PLAN**

The Executive Director of the Pointe Coupee Council on Aging, Inc. will serve as the point of contact for Pointe Coupee COA Staff. The Agency's Executive Director participates in ongoing cooperative disaster response planning meetings in the community through membership in the Pointe Coupee Parish Office of Emergency Preparedness/Homeland Security.

In the event of an emergency or disaster, the Agency Director will establish direction and control to reestablish services to clients in cooperation with Capital Area Agency on Aging's Disaster Preparedness Plan. Two shelf-stable meals will be delivered to clients in the event of an impending disaster upon release from CAAA. The Agency Director has home and cell phone numbers of all staff in order to communicate following a disaster. The Agency's Director will serve as contact with CAAA, Pointe Coupee Parish Office of Emergency Preparedness/ Homeland Security and media to consolidate and efficiently disburse information. Pointe Coupee COA Director and staff will try will attempt to make contact with clients prior to disaster to notify clients of disaster.

In the event of an impending disaster, transportation vehicles will be released to Pointe Coupee Parish Office of Emergency Preparedness/Homeland Security for use in evacuation of affected areas. Drivers will be provided by OEP. The OEP will determine if and when Agency facilities should be evacuated and/or sheltering in place. We will provide to OEP any potential clients that will need to be evacuated.

The Agency Director implemented daily off-site backup of all Agency databases to secure critical information. The Bookkeeper will maintain back-ups of the Accounting and Payroll database, the Site Coordinator will maintain back-ups of the Harmony program. The Agency Director will have copies of these back-ups in the event of an impending disaster.

An Evacuation Box will be prepared each May and updated at the end of July. This box will be a water-tight, heavy-duty plastic bin. The box will contain the following:

### **Organization Documents**

- Charter
- Bylaws
- Tax Exempt Status

### **Financial Statements**

- Statement of Financial Position
- Annual Budget
- Most Recent Audit

### **Insurance Policies**

- General Liability
- Property
- Auto
- Directors & Officers Liability

### **Contact Information**

Employees  
Board of Directors  
Clients  
CAAA

#### **Other Items**

Checks  
Business Credit Card  
Inventories  
Back-ups

Pointe Coupee Council on Aging staff is not part of any disaster response team; staff is encouraged to participate if they can. Staff will follow directions given by the Governor's Office, police/sheriff's office, or by emergency responder personnel. The Agency Director will maintain contact with Agency Supervisors to provide direction as needed. The Agency Supervisors will be responsible to contact employees for updates and notifications.

#### **Contact Numbers for Emergency Personnel**

Governor's Office of Homeland Security & Emergency Preparedness (GOSEP) 925-7500  
Pointe Coupee Emergency Operations Center (EOC) Don Ewing 225-694-3773  
Louisiana State Police 225-925-6006  
Pointe Coupee Sheriff's Office 225-638-5400  
Capital Area Agency on Aging 225-939-4797  
Emergency Medical Service (EMS) 911

Pointe Coupee COA Director and staff will return once it is safe and will attempt to make contact with clients as soon as possible following a disaster to assess the needs of the clients. The office has a backup generator for utilities.

**ST. HELENA COUNCIL ON AGING  
EMERGENCY/DISASTER PLAN  
2014**

**AGENCY GOAL**

The goal of the St. Helena Council on Aging in an emergency situation is to ensure that fully qualified personnel are mobilized to rapidly deal with emergency situations and conditions which may adversely impact the health or the environment of older persons.

**AGENCY OBJECTIVES**

The objectives of the Agency during a disaster or emergency are:

1. Protection of participants and staff
  2. Prevention or reduction of property damage at Agency facilities
  3. Continuity of Agency operations during the emergency/disaster
  4. Restoration of Agency services as soon as possible following the emergency/disaster
  5. Maintenance of favorable public and personnel relations during and following the emergency/disaster

**EMERGENCY RESPONSE PRIOR TO AN EMERGENCY**

The following measures will be implemented in order to prepare for an emergency/disaster.

1. Educate and train staff, including volunteers, to fulfill designated responsibilities during an emergency/disaster
2. Educate community agencies of the special needs of the elderly and of appropriate responses during an emergency/disaster through active staff participation on the Local Emergency Planning Committee, Police Jury Homeland Security Office, (LEPC) and in Critical Incident Command training.
3. An education program for older persons will be conducted at Senior Centers. This will include utilization of older persons as resources during an emergency/disaster.
4. Develop and maintain a list of older persons who may be at risk during emergency/disaster, in cooperation with the local parish Emergency Management Office (EMO) and local fire departments.
5. Cooperate with EMO in periodic testing, evaluating and updating parish emergency disaster operations plans. Annually, submit agency emergency disaster operations plan to the LA Governor's Office of Elderly Affairs (GOEA).
6. Participate in emergency/disaster prevention or mitigation programs and projects as requested and/or required by GOEA, LA Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP), EMO, etc.
7. Maintain an Agency disaster plan. Conduct emergency exercise annually that will test the capability of the written plan during actual disaster/emergency.
8. Institute a planned communication tree for notification during the alert and response phase of the emergency. Attached List of Staff
9. Maintain a copy of the emergency manual at all Agency focal points (Senior Centers and program offices), a first aid kit, and emergency kit. Emergency kit to include: flashlight, battery-operated radio, staff name badge copies, clean up supplies and rubber gloves.( These supplies will be at each Meal Site and Main Office)

**RESPONSE PHASE-ALERT**

The following outlines the responsibilities of Council on Aging staff upon notification of an emergency/disaster.

Following the Alert phase, the Director will:

1. Before Emergency Operations Center (EOC), Parish Homeland Security Office, activation, make all communications with GOEA, EMO, Nutrition Providers and other sub-contractors to assure coordination of status reports and resource availability and needs.
2. Relocate to the EOC when activated and/or if required by local EMO.
3. Institute evacuation/shelter policies as necessary.
4. Provide the EOC with the assistance, information, and operational support to assist older persons during the disaster/emergency.
5. Maintain contact with staff to provide direction, materials and support as needed.
6. Ensure that the COA Director and Administrative Coordinator have assigned staff as appropriate and that communication and record-keeping are in place.

### **RESPONSE-During emergency/disaster**

Agency responsibility during a disaster/emergency is to meet the immediate needs of those affected. This includes agency response to ensure individual safety, sanitation, and security.

1. When staff are alerted by EMO that there is an impending or potential disaster/emergency, it will be the immediate responsibility of any or all staff to contact the Agency Director. In the absence of the Agency Director, the Administrative Coordinator shall be contacted.
2. The Agency Director will immediately institute the following alert system.
3. The Agency Director will contact the The Nutrition coordinator will be responsible to alert by phone all Senior Centers, Kitchen, and drivers.
4. In the event telephones are inoperable, it will be the role of the Agency Director to contact EMO to obtain law enforcement agency assistance in notification to centers and/or volunteer stations.

### **EVACUATION/SHELTER**

The Agency Director will liaison with EMO to determine if and when Agency facilities should be evacuated and/or when sheltering in place is appropriate. The Agency Director will alert the Administrative Coordinator and Nutrition Coordinator to implement these procedures.

In the event assistance and transportation is needed, the Agency director will make these arrangements through the EOC.

### **RECOVERY PHASE**

The Agency Recovery Phase is to offer sustained care over a longer period of time to assist individuals in re-establishing their lives.

1. Following the emergency/disaster, a report and/or operations evaluation will be prepared, including but not limited to the following:

Type/scope and location of the disaster/emergency

Numbers of seniors impacted

Services provided, resources utilized and phone log

2. Notify GOEA within 24 hours, and provide the following information:

Number of seniors affected

Services needed

## Description of services

### Need for relocating services

3. Begin process of outreach and advocacy to assist Seniors in accessing services to address immediate, short and long range needs.
4. The Council on Aging Director will communicate identified needs with GOEA and other agencies (local, state, and federal) and departments to form a coalition to identify needs and provide resources. The COUNCIL ON AGING director will assign staff to this effect as appropriate.

## **SHELTERING IN PLACE**

### **Policy for Seniors Centers**

1. The COUNCIL ON AGING director in coordination with the EOC will decide when sheltering in place is appropriate.
2. The COUNCIL ON AGING director will contact the Administrative Coordinator and the Nutrition Coordinator.
3. They will in turn contact the Site Manager.
4. At Senior Centers, the shelter in place policy will be as follows:
5. Shelter in place at Senior Centers will be utilized as an emergency measure until the local on scene commander (OSC) (generally the Fire Chief) determines that participants can be relocated to a Red Cross Shelter or can be taken home.
6. Staff will close all windows and doors. In the event of a chemical or hazardous materials disaster, doors and windows shall be sealed immediately with masking or duct tape and doorways blocked with towels, rags, or blankets.
7. Staff shall listen to the radio to await further instructions.
8. Staff will make participants as comfortable as possible, provide meals and some type of activity, i.e. cards, game, TV, etc.

## **PARISH OFFICE BUILDING**

### **EMERGENCY SHELTERING PROCEDURE**

Upon notification from the Emergency Management Office (EMO) and/or Red Cross, the following procedures will be implemented.

1. The COUNCIL ON AGING Director will notify the Nutrition coordinator, who will then notify appropriate kitchen staff to open the kitchen.
2. The Nutrition coordinator, will supervise staff for preparation of coffee, soup, sandwiches, and other foods for shelter operations.
3. The COA Director will maintain contact with EMO in order to determine when to serve food for emergency responders.
4. The Staff will assist with other shelter operations as assigned by the COUNCIL ON AGING Director.
5. The Program staff will maintain a log of foods and disposables used, as well as a record of the number of meals provided and to whom.
6. At the conclusion of the emergency, the Administrative Coordinator will prepare necessary records for billing/reimbursement purposes and forward to appropriate agencies.



**Disaster and  
Emergency Plan  
(COOP)**



**DISASTER/EMERGENCY and OFFICE SAFETY PLAN  
(Continuity of Operations Plan-COOP)**

**Disaster Plan**

Certain conditions affect the safety and wellbeing of employees and may be reason to close an operation. When unusual conditions such as extreme weather, power outages and equipment failures make it impractical to operate the workplace, the following guidelines and procedures should be followed.

- When employees have already reported to work and work for the better part of the day, departments may send employees home and provide regular pay for the full day.
- In the event of a site-specific emergency, the area supervisor, at the site is responsible for making a decision with respect to the operation of the site and approval of the executive director. Factors to consider are the safety of employees and the critical need for the operation.
- In the event of extreme weather conditions, departments should advise employees of a location to contact prior to leaving home, i.e. radio stations.
- Some emergencies or equipment failures may result in assigning alternative duties to employees. Such duties will be as consistent as possible under the circumstances with current job descriptions. In the event that an employee's work site is not usable due to inclement weather and an alternative work space is unavailable, an employee should be excused with pay.



- Department heads should contact the executive director for more direction.
- Some conditions may require a department to allow all employees who are negatively affected thereby to utilize either vacation and/or personal days in order to avoid loss of pay. Normal notice requirements are waived. Employees who are ineligible for paid leave may be permitted to use leaves that will accrue within a reasonable time. In the event of extraordinary weather conditions, reasonable tardiness should be excused.

#### **Emergencies**

- In all emergency situations, 911 shall be contacted.

#### **Fire**

- Each of the Tangipahoa Voluntary Council on Aging Senior Center sites has an exit procedure to be followed in case of a fire. This procedure is rehearsed in periodic drills under the direction of the Area Supervisor and documentation submitted to the administrative office. The local fire departments should be contacted for guidance in ensuring the safety of the clients/participants and employees and visitors of each site.

#### **Elevators Should Never Be Used In Fire Or Storm Emergency Weather**

#### **Emergency and/or Weather Related Closings**

- The Executive Director is given the authority to declare closure of the Council's offices due to weather-related emergencies or acts of God. In such instances, director will determine how much paid time employees will be allowed, per occurrence. All employees are expected to contact their immediate supervisor regarding weather-related closures or in the event they are unable to report to work due to weather conditions, and are expected to report to work as soon as possible following the weather-related closure. It is the responsibility of each employee to communicate with the supervisor as soon as possible for information regarding closure and their return to duty. In the event the supervisor cannot be contacted, *efforts must be made* to get the message to another employee who can deliver the message to the appropriate supervisor.
- In the event of snow, heavy rains, or other unusual weather conditions creating hazardous travel during working hours, the executive director will decide if and when the office will be closed early to permit employees to leave. If such weather conditions occur at night or on weekends, you must use your own judgment. We do, however, expect all employees to make every reasonable effort to report to work.
- Generally speaking, if weather conditions become hazardous and/or dangerous for employees to be on the road, etc., individual common sense will prevail.
- Plans will be made to close meal sites if deemed necessary to protect the elderly. However, even though meal sites are closed, when conditions allow, all employees will be expected to report to work, as usual. In the event an employee feels they are unable or there is any question, employee must contact their immediate supervisor or next in the chain of command to report. If the employee feels it is safe to travel and plans to report to work, but there may be questions regarding whether or not the agency as a whole is "open" the employee should contact their supervisor. In summary, employees must contact their supervisor or next in command regarding any questionable weather related closure. Employees who do not report to supervisor will be given annual leave and a note placed in the personnel file stating attempts to contact their supervisor or next in command. If no annual leave is available, time without pay will be taken.
- Employees will utilize time for cleaning meal sites, "catching up" paperwork, visiting participants by telephone or if weather permits face to face, and training and staff meetings. Supervisors are responsible for maintaining a plan to be utilized when necessary.
- Statements will be issued by executive director to transportation service contract holders that they can expect service to be cancelled if deemed dangerous. As long as roads and bridges are clear and it is safe for travel, service will be provided as scheduled.

#### **Transportation Specific**

- Transportation Coordinator/Supervisor will make back-up copies of schedule book for anticipated days affected by weather.

- Dispatcher will take possession of schedule book and communicate with drivers, supervisor, transportation supervisor, executive director and any other individuals as needed.
- With the preparations in place, the call will be determined by the executive director for activation.
- Dispatcher and/or Transportation Assistant will contact scheduled riders to discuss and determine re-scheduling, then, contact drivers of adjusted schedule.
- Process will continue until determined safe to return to normal procedure by executive director.

### **General Security**

- Security problems and violations cannot be handled in a constructive manner unless Tangipahoa Voluntary Council on Aging management is aware of them. The Tangipahoa Voluntary Council on Aging security policy, therefore, places a strong emphasis on reporting security-related incidents so that the proper action can be taken. In an emergency, contact Area Supervisors or Executive Director to determine the immediate action to take and then complete a security incident report.

### **Security incident reporting procedures**

- Written reports should be prepared by department heads (or appropriate personnel) and submitted to the executive director immediately after a security-related incident has occurred or been discovered. The report must cover any and all information relating to the who, what, when, where, why, and how aspects of the incident. If time is a critical factor, the report can be made first over the telephone, cell phone, pager, e-mail, or text messaging, and later confirmed in writing.

The following types of incidents must be reported:

- Bomb threats via telephone, e-mail, mail, etc., or actual bomb incidents.
- Suspicious letters or packages that may contain biological agents or explosives.
- Actual or suspected espionage or subversive activity.
- Natural or man-made disasters.
- Any acts of violence or threats of violence.
- Theft or misappropriation of Tangipahoa Voluntary Council on Aging assets.
- Shortages of stored materials, especially hazardous materials, pesticides, fertilizer, etc.
- Loss, theft, or suspected theft of proprietary information. Also, any inadvertent or unauthorized disclosure of proprietary data.
- Any breach of the Tangipahoa Voluntary Council on Aging's contraband policy.
- Criminal acts on Tangipahoa Voluntary Council on Aging property, including gambling, and the possession or use of narcotics.
- Damage to Tangipahoa Voluntary Council on Aging property or an employee's personal property while on Tangipahoa Voluntary Council on Aging premises involving actual or suspected mischief, vandalism, or criminal negligence.
- Attempts by persons to misrepresent themselves as employees or agents.
- Any illegal action proposed by a purchasing agent or contractor representative.
- Any breach of computer security.
- Any intoxication.

### **Security prevention procedures**

- Employees who violate security rules are subject to discipline up to and including discharge.
- Supervisors are responsible for training employees regarding security matters such as evacuations, securing doors, and turning on alarm systems.
- Supervisors are to test alarm systems in accordance with their security checklist.
- Supervisors are responsible for securing their areas at closing. Each item on the security list is to be checked off.
- The Tangipahoa Voluntary Council on Aging reserves the right to use any lawful means to investigate a breach of security or its policies.
- Employees are expected to cooperate with any investigation. Employees who fail or refuse to cooperate may be disciplined, which may include discharge.

- Any employee who provides false information or omits information during an investigation is subject to discipline, including discharge.

### **Workplace weapons policy**

In order to ensure a safe environment for employees and customers, The Tangipahoa Voluntary Council on Aging prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons in our facilities or on our property. Any employee in possession of a firearm or other weapon within our facilities/property or while otherwise fulfilling job responsibilities may face disciplinary action including termination. Possession of a valid concealed weapons permit authorized by the state of Louisiana is not an exemption under this policy. To the extent allowed by law, our Tangipahoa Voluntary Council on Aging prohibits clients or visitors from carrying weapons in our facilities or on our property.

Firearms or other dangerous weapons mean:

- Any device from which a projectile may be fired by an explosive.
- Any simulated firearm operated by gas or compressed air.
- Slingshot.
- Sand club.
- Metal knuckles.
- Any spring-blade knife.
- Any knife that opens or is ejected open by an outward, downward thrust or movement.
- Any instrument that can be used as a club and poses a reasonable risk of injury.

This policy does not apply to:

- Any law enforcement personnel engaged in official duties.
- Any security personnel engaged in official duties.
- Any person engaged in military activities sponsored by the federal or state government, while engaged in official duties.

Management or security personnel should be notified immediately if any staff member, client, or visitor is found with a firearm or other dangerous weapon in violation of this policy. Local law enforcement will be called promptly, if necessary, to help handle a situation.

### **Office Safety**

#### **General Rules**

- Do not stand on furniture to reach high places.
- Use the ladder or step stool to retrieve or store items that are located above your head.
- Do not jump from ladders or step stools.
- Do not block your view by carrying large or bulky items; use the dolly or hand truck or get assistance from a fellow employee.
- Do not throw matches, cigarettes or other smoking materials into trash baskets.
- Do not tilt the chair you are sitting in. Keep all chair legs on the floor.
- Do not kick objects out of your pathway; pick them up or push them out of the way.
- Doors
  - Keep doors in hallways fully open or fully closed.
  - Use the handle when closing doors
- Files
  - Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.
  - Put heavy files in the bottom drawers of file cabinets.
  - Use the handle when closing drawers and files.
- Sharp Objects

- Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the tips pointing down in a container.
- Carry pencils, scissors and other sharp objects with the tips pointing down.
- Paper Cutter/Shredder
  - Position hands and fingers on the handle of the paper cutter before pressing down on the blade
  - Keep the paper cutter handle in the closed or locked position when it is not being used.
  - Do not use paper-cutting devices if the finger guard is missing.
  - Do not place your fingers in or near the feed of a paper shredder.
- Stapler
  - Point the ejector slot away from yourself and bystanders when refilling staplers.
  - Keep fingers away from the ejector slot when loading or testing stapling devices.
  - Use a staple remover, not your fingers, for removing staples.
- Electrical
  - Do not use frayed, cut or cracked electrical cords.
  - Do not plug multiple electrical cords into a single outlet.
  - Do not use extension or power cords that have the ground prong removed or broken off.
  - Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
- Fans
  - Do not use fans that have excessive vibration, frayed cords or missing guards.
  - Do not place floor type fans in walkways, aisles or doorways.
- Stairs
  - Use the handrails when ascending or descending stairs or ramps.
  - Do not store or leave items on stairways.
  - Do not run on stairs or take more than one step at a time.

#### **Emergency Meals**

- Two emergency meals are available annually for distribution to the Home Delivered Meals participants in disaster related emergencies.

#### **Records Security**

- Steps are taken to ensure financial records and important documents are protected to the best of agency's ability.
- As per TVCOA *Accounting Policies and Procedures*, the finance clerk is responsible for performing a weekly backup of the financial records of the agency at the close of each business week. The most current technology possible will be used for backup which is stored in the fireproof insert in a fireproof file cabinet. For additional security, a copy is also stored off the premises.
- Client information is "web based" and can easily be restored if destroyed.

### **Emergency Disaster Plan**

#### **Agency Goal**

The goal of the Tangipahoa Voluntary Council on Aging in an emergency situation is to ensure that fully qualified personnel are mobilized to rapidly deal with emergency situations and conditions which may adversely impact the health or the environment of older persons.

#### **Agency Objectives**

The objectives of the Agency during a disaster or emergency are:

Protection of participants and staff

1. Prevention or reduction of property damage at Agency facilities
2. Continuity of Agency operations during the emergency/disaster
3. Restoration of Agency services as soon as possible following the emergency/disaster
4. Maintenance of favorable public and personnel relations during and following the emergency/disaster

#### **Emergency Response Prior to an Emergency**

The following measures will be implemented in order to prepare for an emergency/disaster.

1. Educate and train staff, including volunteers, to fulfill designated responsibilities during an emergency/disaster
2. Educate community agencies of the special needs of the elderly and of appropriate responses during an emergency/disaster through active staff participation on the Local Emergency Planning Committee (LEPC) and in Critical Incident Command training.
3. An education program for older persons will be conducted at Senior Centers. This will include utilization of older persons as resources during an emergency/disaster.
4. Develop and maintain a list of older persons who may be at risk during an emergency/disaster, in cooperation with the local parish Emergency Management Office (EMO) and local fire departments.
5. Cooperate with EMO in periodic testing, evaluating and updating parish Emergency disaster operations plans. Annually, submit agency emergency disaster operations plan to the LA Governor's Office of Elderly Affairs (GOEA),
6. Participate in emergency/disaster prevention or mitigation programs and projects as requested and/or required by GOEA, LA Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP), EMO, etc.
7. Maintain an Agency disaster plan. Conduct emergency exercise annually that will Test the capability of the written plan during actual disaster/emergency.
8. Institute a planned communication tree for notification during the alert and response phase of the emergency.
9. Maintain a copy of the emergency manual at all Agency focal points (Senior Centers and program offices), a first aid kit, and emergency kit. Emergency kit to include: flashlight, battery-operated radio, staff name badge copies, clean up supplies and rubber gloves.

#### **Response Phase-Alert**

The following outlines the responsibilities of Tangipahoa Voluntary Council on Aging staff upon notification of an emergency/disaster

Following the Alert phase, the Director will:

1. Before Emergency Operations Center (EOC) activation, make all communications with GOEA, EMO, Nutrition Providers and other sub-contractors to assure coordination of status reports and resource availability and needs.
2. Relocate to EOC when activated and/or if required by local EMO.
3. Institute evacuation/shelter policies as necessary.
4. Provide the EOC with the assistance, information, and operational support to assist older persons during the disaster/emergency.
5. Maintain contact with staff to provide direction, materials and support as needed.
6. Ensure that the Area Supervisors and Transportation Coordinator have assigned staff as appropriate and that communication and record-keeping are in

place.

### **Response-During Emergency/Disaster**

Agency responsibility during a disaster/emergency is to meet the immediate needs of those affected. This includes agency response to ensure individual safety sanitation, and security

1. Agency director will be alerted by EMO that there is an impending or potential disaster/emergency.
2. The Agency Director\* will immediately institute the following alert system.
3. The Agency Director\* will contact the Area Supervisors, transportation coordinator and administrative office personnel.
4. The Area Supervisors will be responsible to alert by phone or in person all employees of their Area Senior Center.
5. The Transportation Coordinator will notify the transportation staff (transportation assistant, dispatcher and all drivers).
6. The area supervisors will notify RSVP office staff and RSVP volunteer stations and volunteers as appropriate.
7. In the event telephones are inoperable, it will be the role of the Agency Director to contact EMO to obtain law enforcement agency assistance in notification to centers and/or volunteer stations.

\*or Nutrition Program Director/Aging Services Coordinator

### **Evacuation/Shelter**

The Agency Director\* will liaison with EMO to determine if and when Agency facilities Should be evacuated and/or when sheltering in place is appropriate. The Agency Director\* will alert the Area Supervisors and Transportation Coordinator to implement these procedures. In the event assistance and transportation is needed, the Agency director will make these arrangements through the EOC.

### **Recovery Phase**

The Agency Recovery Phase is to offer sustained care over a longer period of time to Assist individuals in re-establishing their lives.

1. Following the emergency/disaster, a report and/or operations evaluation will be prepared, including but not limited to the following  
Type/scope and location of the disaster/emergency  
Numbers of seniors impacted  
Services provided, resources utilized and phone log

2. Notify GOEA within 24 hours, and provide the following information:

Number of seniors affected

Services needed

Description of services

Need for relocating services

3. Begin process of outreach and advocacy to assist Seniors in accessing services to address immediate, short and long range needs.
4. The Tangipahoa Voluntary Council on Aging Director will communicate identified needs with GOEA and other agencies (local, state, and federal) and departments to form a coalition to identify needs and provide resources. The TVCOA director will assign staff to this effect as appropriate.

### **Sheltering in Place- Senior Centers**

1. The TVCOA director in coordination with the EOC will decide when sheltering in place is appropriate.
2. The TVCOA director\* will contact the Area Supervisors
3. At Senior Centers, the shelter in place policy will be as follows:

4. Shelter in place at Senior Centers will be utilized as an emergency measure until the local on scene commander (OSC) (generally the Fire Chief) determines that participants can be relocated to a Red Cross Shelter or can be taken home.

5. Staff will close all windows and doors. In the event of a chemical or hazardous materials disaster, doors and windows shall be sealed immediately with masking or duct tape and doorways blocked with towels, rags or blankets.

6. Staff shall listen to the radio to await further instructions.

7. Staff will make participants as comfortable as possible, provide meals and some type of activity, i.e. cards, game, TV, etc.

#### **Parish Office Building Emergency Sheltering Procedure**

Upon notification from the Emergency Management Office (EMO) and/or Red Cross, The following procedures will be implemented.

1. The TVCOA Director will notify the Area Supervisors, who will then notify appropriate kitchen staff to open the kitchen.

2. The Area Supervisor will supervise staff for preparation of coffee, soup, sandwiches, and other foods for shelter operations.

3. The Area Supervisors will maintain contact with EMO in order to determine when to serve food for emergency responders.

4. The Area Supervisors will assist with other shelter operations as assigned by the TVCOA Director.

5. The Area Supervisors will maintain a log of foods and disposables used, as well as a record of the number of meals provided and to whom.

6. At the conclusion of the emergency, the Area Supervisors will prepare necessary records for billing/reimbursement purposes and forward to appropriate agencies.

#### **Tangipahoa Public Transportation Emergency Management Plan (CEMP)**

Primary Agencies: Office of Emergency Management, Fire Department/Emergency Rescue, Police Department

Support Agencies: Dept. of Transportation and Development, Parish Law Enforcement, Parish Environmental Protection

- Introduction

The authority for implementing this Comprehensive Emergency Management Plan (CEMP) resides with the Tangipahoa Public Transit as provided in the Louisiana Dept. of Transportation and Development (LADOTD) "Transit Bus Safety Standard". This Plan has been developed in cooperation with the LADOTD, Office of Public Transportation. The CEMP identifies the activities to be implemented at the request of the local Office of Emergency Management (OEM), consistent with the Parish Emergency Management Plan.

- Purpose

To provide for the coordination of transportation resources and the identification of emergency transportation routes for the movement of people and materials.

- Scope

1.2.1 Transportation resources may be obtained from public agencies, the private sector, and through volunteer resources. State and Federal resources may be available on a short-term basis. These resources shall be requested through the Office of Emergency Management (OEM).

1.2.2 It is the policy of Tangipahoa Public Transit that Parish and State Departments with transportation resources and support operations are responsible for restoring transportation systems under their control. Priorities shall be determined by the OEM.

- Emergency Response Activities

Tangipahoa Public Transit is the lead agency for the movement of people in the Parish. A Tangipahoa Public Transit representative may act as the Transportation Coordinator for the movement of people in emergency operations.

Tangipahoa Public Transit may provide a representative to the OEM, as necessary, for the coordination of transportation activities. Tangipahoa Public Transit shall, subject to the conditions of the disaster and availability of operators and

equipment, support emergency operations with buses, vans or other transportation vehicles at its disposal, upon request of the OEM.

Tangipahoa Public Transit will respond to requests from the OEM to implement specific activities including:

- Instituting Emergency Response Capabilities Audit
- Bomb Threat Procedures
- Developing/Expanding Emergency Telephone Directory
- Criminal Activity Report
- Emergency Action Plan
- Emergency Shutdown Procedures

- Training and Exercises

Training will be conducted as required by and coordinated with the OEM.

- Modifications and Update

Tangipahoa Public Transit will revise this CEMP to reflect new practices, policies, and procedures received from the OEM.

Revisions will be filed with DOTD.

- Resource Requirements

Refer to the OEM Comprehensive Emergency Management Plan and Emergency Information System (EIS).



## **WASHINGTON PARISH COUNCIL ON AGING DISASTER PLAN**

### **I. INTRODUCTION**

#### **Overview and Purpose:**

The Washington Parish Council on Aging serves as a coordinating body for the delivery of disaster related services to elderly persons residing in Washington Parish. The WPCOA has developed a disaster plan and is ready to carry out the plan in case of a disaster.

The WPCOA disaster plan has two basic purposes. One purpose is to serve as the operational plan for the WPCOA on how they will carry out their functions as an organization. The second purpose is to serve as a service coordination plan. This plan will establish a framework to enhance the coordination of services, as necessary, to maximize the ability to provide disaster related service to the elderly. The specific implementation of such a framework will be dependent upon the extent of the disaster and the impact of the disaster on the agency's ability to provide services.

#### **Disaster Coordination:**

The WPCOA is working with other service providers and agencies for the purpose of coordinating the delivery of disaster related services to elders. Coordination activities are being designed to maximize the use of resources and decrease unnecessary duplication of disaster response efforts. It is the goal that these activities will strengthen the community's ability to quickly and effectively meet the disaster related needs of elderly disaster victims.

Coordination of services and disaster relief efforts will take place on two levels. Representatives of the WPCOA will cooperate with the Washington Parish Office of Homeland Security to provide appropriate facilities and equipment to assist in disaster relief efforts. The WPCOA also communicates with voluntary organizations active in disaster services.

#### **Disaster Public Awareness/Education:**

On an ongoing basis the WPCOA will consult with the aging services network, the American Red Cross, the Salvation Army and emergency management agencies. This consultation will be done regarding the development, distribution and/or presentation of disaster preparedness materials and/or activities. The WPCOA will assist in the distribution of materials to clients and elderly residents of Washington Parish.

#### **Staff and Client Training**

The disaster plan of the WPCOA includes the development and implementation of client disaster planning. It is the goal of the WPCOA to work with service providers and emergency management agencies to develop programs and activities to enhance the ability of our elderly to develop their own disaster plans. Annually, in advance of Hurricane Season, the WPCOA staff will hold a meeting to prepare staff for any form of threat to our service area. The development of a personal plan, family plan and their participation and responsibilities in the agency plan are discussed.

### **Prioritization of Service Delivery:**

In case of a disaster, depending on the extent of the disaster impact, the delivery of services by the WPCOA may be prioritized. The purpose of service prioritization is to ensure that the delivery services protect against the loss of life, health, safety and property of elderly disaster victims in Washington Parish. The first priority is to serve the immediate needs of current clients. In a disaster situation, WPCOA will meet the disaster-impacted needs of elderly persons within its available resources. The WPCOA will strive to secure additional funding for the provision of documented disaster-related services to seniors.

### **Definition of Disasters:**

“Disaster” means any natural, technological or man-made emergency that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by the Parish Manager, the Governor, or the President of the United States. Disasters shall be identified by the severity of resulting damage, as follows:

- 1) “Minor disasters” means disasters that are likely to be within the response capabilities of local government and to result in only minimal need for state and federal assistance.
- 2) “Major disasters” means disasters that will likely exceed local capabilities and require a broad range of state and federal assistance.
- 3) “Catastrophic disasters” means disasters that will require massive state and federal assistance, including immediate military involvement.

The most commonly thought of disaster in Southeast Louisiana is a hurricane. However, in an area such as ours, we are exposed to many potential disasters. These are hazardous material accidents, fires, tornadoes, flooding and terrorism. The basic elements of coordination and service delivery apply to any of these disaster situations. Regardless of the type of disaster, the WPCOA will take on a coordinating role and be the primary link from the aging services network to local emergency management agencies.

### **Seasonal Weather Monitoring:**

The Executive Director shall monitor weather reports daily and be alert to any weather conditions that may lead to the development of tropical storms and/or hurricanes during the Hurricane season, from June 1 to November 30.

### **Documenting Disaster Related Activities:**

In order for the WPCOA to get reimbursed for additional staff time worked above normal work hours, it is imperative that a written record of such activities be maintained. The WPCOA Staff Disaster Activity Log” provides the format for such documentation. For additional information, please consult with the Assistant Director/CFO.

## **II. AGENCY DISASTER ROLES AND RESPONSIBILITIES**

### **Washington Parish Council on Aging Responsibilities:**

The WPCOA shall use the following guidelines to ensure a swift and effective transition to prioritized services in case of a disaster:

1. The WPCOA shall consult with the Capital Area Agency on Aging, the Governor's Office of Elderly Affairs and the Department of Transportation & Development to determine specific policies and procedures for carrying out prioritized services including procedures for suspension of regular services, carrying out delivery of prioritized services and utilizing existing funding to assist in covering the costs of prioritized services;
2. In case of a disaster or immediate impending disaster, declared by the President of the United States, the Governor of Louisiana or the local Parish authorities, the Executive Director of the WPCOA shall have the Authority to:
  - a) implement the WPCOA Disaster Plan;
  - b) suspend delivery of regular services as needed to implement disaster priority services;
  - c) execute all memorandums of agreements and/or emergency contracts necessary to implement the plan and transition to the delivery of priority services as needed.

#### **Disaster Service Priorities under Recovery Phases:**

The WPCOA operates three basic disaster recovery phases: humanitarian relief, short-term recovery, and long term recovery. These phases include the delivery of specific services to meet the disaster related needs of elderly persons. The WPCOA shall prioritize the delivery of services to first meet the needs identified in each of the disaster phases. In an actual disaster situation advance guidelines shall be reviewed to determine specific service priorities.

##### **Phase One – Humanitarian Relief**

- a) Home delivered meals;
- b) Congregate meals;
- c) Purchase and delivery of emergency food, water and other personal supplies for disaster victims and relief workers that cannot be obtained through primary relief efforts/agencies;
- d) Information and referral;
- e) Transportation

##### **Phase Two – Short Term Recovery**

- a) Home delivered meals;
- b) Congregate meals;
- c) Purchase and delivery of emergency food, water and other personal supplies for disaster victims and relief workers that cannot be obtained through primary relief efforts/agencies;
- d) Information and referral
- e) Transportation

##### **Phase Three – Long Term Recovery**

Resumption of regular services and addition of services as needed, to which funding is available, to aid elderly residents of

Washington Parish in the long-term recovery process.

These are not DISASTER SPECIFIC PROCEDURES AND PROTOCOLS

**The following procedures details the roles and responsibilities during:**

**Tropical storm/hurricane advisories, watches, and warnings, as well as, post-disaster phases.**

If a tropical storm and/or hurricane watch is posted during the normal business day, any Washington Parish Council on Aging (WPCOA) staff not on approved leave shall immediately report to the WPCOA office upon being notified and/or learning of the posting. **Staff shall report to the office at the time instructed to do so if the watch is posted outside of normal business hours.**

It is the responsibility of each staff member to back-up his/her own computer files. If there are files that a staff member has but is not available to back them up because they are on leave or out of the office the Executive Director or her designee will assign this duty to a co-worker. Transportation personnel are responsible for fueling and securing agency vehicles. This should be done during the “watch” phase.

After being dismissed, all staff should activate their own personal disaster plans and shall remain “on call” throughout the “watch” phase.

### **III. Administration**

#### **Executive Director/Governmental Agency Liaison**

##### **General Role:**

Communicate with and assist the WPCOA regarding Board level policy decisions or determinations;

Directly communicate with the Capital Area Agency on Aging and/or the Governor’s Office of Elderly Affairs, other departments of state government, state and local offices of emergency management, FEMA, and other outside public or private agencies regarding disaster operations;

Order implementation of the disaster plan under advice of the local Office of Homeland Security or the Governor’s Office of Elderly Affairs or when considered necessary and appropriate.

Obtain and report to appropriate agencies and staff information regarding specific disaster situation impacting or potentially impacting elders in Washington Parish.

Maintain ongoing communication with local Parish Offices of Homeland Security and departments of parish and local government.

##### **Tropical Storm/Hurricane Advisories:**

Verify information concerning the Advisory and initiate notification procedures;

Contacts department heads, Officers of the Board of Directors, CAAA, GOEA and DOTD;

Instruct staff regarding implementing their department/personal/family disaster plans if the advisory is posted on

a non-business day. The Executive Director shall determine whether staff should be dismissed early, if the advisory is posted during a business day;

In the event an advisory notice is not canceled by the end of normal business hours, the Executive Director shall call a meeting of all staff to issue specific instructions before staff is dismissed. The Executive Director shall decide which tasks and procedures should be initiated before staff is dismissed;

**Tropical Storm/Hurricane Watches:**

Verify information concerning the Watch and initiate notification procedures;

Complete all call downs not completed;

Communicate with the management team to review the status of call downs, status of procedures, and to develop and announce any additional instructions as necessary;

Order the securing of offices and vehicles according to procedures, and secure own office space;

Communicate with supervisory staff before their dismissal to review status of disaster tasks, and update department staff concerning status of the storm;

Dismiss departments, as disaster tasks are completed/implemented.

**Tropical Storm/Hurricane Warnings:**

Verify information concerning the Warning and initiate notification procedures;

Complete all watch phase activities not already completed;

Order, if not previously done, timely suspension of activities at the WPCOA offices and closing of the office to allow staff/volunteers to make way to their disaster location;

Maintain contact with emergency management offices, Officers of the Board of Directors, CAAA, GOEA, and DOTD as necessary.

**Post Disaster:**

Re-establish communications with emergency management offices, Officers of the Board of Directors, CAAA, GOEA and DOTD;

Upon notification of “all clear” signal, report back to work on following business day or as soon as possible unless instructed otherwise;

Evaluate the WPCOA facilities to determine the extent of any damage. Set up an alternative site as previously arranged if needed;

Establish and maintain, either directly or through appropriate staff, communications with local emergency management offices, CAAA, GOEA, DOTD, FEMA, private disaster relief agencies and other federal, state, local public and/or private agencies to support the provision of disaster related service to elder victims;

Direct activities to ensure additional funding is secured from public and private sources to ensure the provision of service to meet the immediate and long term disaster related needs of elders; and

Authorize, as empowered, emergency expenditure of funds to ensure delivery of prioritized disaster related services and operation of the WPCOA.

Compile data regarding the status of elders in affected areas and their disaster related needs;

Report the analysis of disaster service needs to appropriate staff and agencies.

Identify service provider support needs and resources and coordinate request for support with local parish EOC, FEMA, CAAA and GOEA;

Gather and disseminate information to elder disaster victims, service providers, government agencies and the public at large regarding the delivery of prioritized disaster related service.

Resume normal operations.

#### **SPECIFIC PROCEDURES FOR SECURING VEHICLES, RECORDS, ETC.**

Specific procedures for securing equipment and facilities will be issued and implemented by department prior to dismissal prior to employee dismissal.

**WASHINGTON PARISH COUNCIL ON AGING  
EMPLOYEE DISASTER SURVEY**

The purpose of this survey is to determine the availability of Council on Aging staff members for deployment, reassignment and overtime, either within or outside your area, in the event a disaster or other emergency impacts the agency's mission to deliver services to the elderly.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAILING ADDRESSⓈif different) \_\_\_\_\_

CURRENT POSITION: \_\_\_\_\_

CURRENT WORK LOCATION: \_\_\_\_\_

WORK NUMBER: \_\_\_\_\_ HOME NUMBER: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ALTERNATE CONTACT: (could be a relative or friend in another area with whom you could relocate temporarily or could be contacted in case of an emergency)

NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: ( ) - - CELL PHONEⓈ ) - -

List any special circumstances that could possibly affect your ability to be deployed and/or work overtime during a disaster:

---

---

---

Working during and after a disaster is a difficult job. **Employees may be asked to report to work at a specified time and location. In addition, certain employees may be required to work overtime.** Duties may require long periods of standing or sitting in the open with few breaks. Victims of a disaster will be under a great deal of stress, as will the people responding to it. In addition, weather in the disaster area may be extreme both in temperature and humidity.

I have read and understand the paragraph above.

**WEST BATON ROUGE COUNCIL ON AGING**

**WEST BATON ROUGE SENIOR CENTER**

P.O. Box 122      2560 Court Street

Port Allen, Louisiana 70767

Telephone 225-383-0638    Fax 225-383-0631

**DISASTER-EMERGENCY PLAN**

04/09/2014

The West Baton Rouge Council On Aging has worked with the Office of Emergency Preparedness , the Parish Council and the WBR Sherriff Department to see to the well being of the elderly in WBR Parish. In the event of an emergency all COA vans are ready to go. The keys are taken to OEP and they handle events such as evacuation and shelter.

The COA has a phone list of all staff members, board members, government agencies, service providers and participants to stay in contact. The Director would make decisions as to what occurs next, if unavailable the second in command would make the decisions. As soon as food vendors were up and running arrangements would be made to continue food delivery.

Susannah Veilleux



## **WEST FELICIANA COUNCIL ON AGING, INC. DISASTER PLAN**

The Executive Director of the West Feliciana Council on Aging, Inc. will serve as the point of contact for West Feliciana COA Staff. The Agency's Administrative Assistant participates in ongoing cooperative disaster response planning meetings in the community through membership in the West Feliciana Parish Office of Emergency Preparedness/Homeland Security.

In the event of an emergency or disaster, the Agency Director will establish direction and control to reestablish services to clients in cooperation with Capital Area Agency on Aging's Disaster Preparedness Plan. Shelf-stable meals will be delivered to clients in the event of an impending disaster upon release from CAAA. The Agency Director has home and cell phone numbers of all staff in order to communicate following a disaster. The Agency's Director will serve as contact with CAAA, West Feliciana Parish Office of Emergency Preparedness/ Homeland Security and media to consolidate and efficiently disburse information. West Feliciana COA Director and staff will attempt to make contact with clients as soon as possible following a disaster to assess the needs of the clients.

In the event of an impending disaster, transportation vehicles will be released to West Feliciana Parish Office of Emergency Preparedness/Homeland Security for use in evacuation of affected areas. Drivers will be provided by OEP.

The Agency Director uses Crash Plan as an off-site backup of all Agency databases to secure critical information. The Bookkeeper will maintain back-ups of the Accounting and Payroll database. The Agency Director will have copies of these back-ups in the event of an impending disaster.

The off-site location will store the following information:

### **ORGANIZATION DOCUMENTS:**

Charter  
Bylaws  
Tax Exempt Status

### **FINANCIAL STATEMENT/DOCUMENTS:**

Statement of Financial Position  
Annual Budget  
Most Recent Audit  
Contract deadlines/requirements

### **INSURANCE POLICIES:**

General Liability  
Property  
Auto  
Directors & Officers Liability

### **CONTACT INFORMATION:**

Employees

Board of Directors  
Clients  
CAAA

**OTHER ITEMS:**

Checks  
Business Credit Card  
Inventories  
Photos of Offices/Contents  
Back-ups  
Battery-powered Radio/TV/Flashlights  
Extra Batteries  
Corded Telephone

**West Feliciana Council on Aging Employees Contact Information**

**5725 N. Commerce Street**  
**Post Office Box 1933**  
**St. Francisville, LA 225-635-6719 (main)**  
**225-635-4314; 225-635-5953 (fax)**

Patricia H. Gilmore, Executive Director  
10231 Sligo Road  
St. Francisville, LA 70775  
225-635-4448 (Home)  
225-278-5131 (Cell)

Lillie D. Pinkney, Bookkeeper/Admin. Asst.  
P.O. Box 2404  
St. Francisville, LA 70775  
225-635-5944 (Home)  
225-721-0010 (Cell)

Cassandra Williams, Transportation Coordinator  
P. O. Box 1622  
12240 Jackcon Rd. Apt. 5C St. Francisville, LA 70775  
225-485-4473 (Cell)  
(Cell)

Idella Gresham, Driver  
P.O. Box 159  
1261 McHugh Rd Baker, LA 70714  
225-778-2845 (Home) 225-245-0766

Katherine Allen Senior Center Coordinator  
P.O. Box 1952  
9122 Hampton Rd, St. Francisville, LA 70775  
225-245-1183 (Cell)  
225-245-2263 (Cell)

Dustin Guidry  
9790 Bains Road  
St. Francisville, LA 70775  
225-635-6531 (Home)

## Section 13

### Capital Area Agency on Aging

#### Title III Request for Waiver of Priority Services (Optional)

**Agencies may request a Waiver of Priority Services if it is demonstrated that such service(s) is/are being provided sufficiently to meet the needs in the PSA. Agencies requesting a Waiver must adhere to GOEA Policy §1141.**

- 1. Priority Service(s) for which Waiver is requested:** no waiver is being requested by CAAA
- 2. Detailed rationale for Waiver Request.**
- 3. Public Hearing record regarding Waiver Request. (See format in Section 8)**
- 4. Assurance that supplemental service funds not utilized due to this request are allocated to the remaining priority services categories.**
- 5. Waivers may be granted for up to 12 month periods and must be requested annually.**

## Section 14

### Governing Board

**Insert completed GOEA forms PAF4012 Board Roster and PAF4010 Roster Certification. See Tools.**

Following is the current CAAA Board Roster:

## Board of Directors Roster 2014

I CERTIFY THAT THIS IS AN OFFICIAL ROSTER OF THE BOARD OF DIRECTORS AND OFFICERS OF THE CAPITAL AREA AGENCY ON AGING, ELECTED IN ACCORDANCE WITH THE AGENCY'S BYLAWS.  
(Agency Name)

Date \_\_\_\_\_

PAF 4012  
Rev. 03/2014

NAME: <u>Holland</u> <u>Ann</u> (Last) (First) (M.I.) ADDRESS: <u>P. O. Box 8414</u> CITY: <u>Clinton</u> ZIP CODE: <u>70722</u> PHONE #: (225) <u>683-6842</u> AGE: 60+ (X) _____ OCCUPATION: <u>Retired Teacher</u>	<b>FIRST TERM:</b> From <u>12/08</u> To <u>12/11</u> (Month/Year) (Month/Year) <b>SECOND TERM:</b> From <u>12/11</u> To <u>12/14</u> (Month/Year) (Month/Year) <b>IF OFFICER, OFFICE HELD:</b> <u>Secretary</u> From <u>01/13</u> To <u>12/14</u> (Month/Year) (Month/Year)
NAME: <u>Blanchard</u> <u>Kenneth</u> (Last) (First) (M.I.) ADDRESS: <u>23940 Railroad Ave.</u> CITY: <u>Plaquemine</u> ZIP CODE: <u>70764</u> PHONE #: (225) <u>385-4442</u> AGE: 60+ (X) _____ OCCUPATION: <u>Attorney</u>	<b>FIRST TERM:</b> From <u>12/09</u> To <u>12/11</u> (Month/Year) (Month/Year) <b>SECOND TERM:</b> From <u>12/11</u> To <u>12/14</u> (Month/Year) (Month/Year) <b>IF OFFICER, OFFICE HELD:</b> _____ From _____ To _____ (Month/Year) (Month/Year)
NAME: <u>Blanchard</u> <u>Patricia</u> (Last) (First) (M.I.) ADDRESS: <u>105 Lucky St.</u> CITY: <u>Plattenville</u> ZIP CODE: <u>70393</u> PHONE #: (985) <u>369-7621</u> AGE: 60+ (X) _____ OCCUPATION: <u>Judicial Secretary</u>	<b>FIRST TERM:</b> From <u>01/13</u> To <u>12/15</u> (Month/Year) (Month/Year) <b>SECOND TERM:</b> From _____ To _____ (Month/Year) (Month/Year) <b>IF OFFICER, OFFICE HELD:</b> _____ From _____ To _____ (Month/Year) (Month/Year)
NAME: <u>McDonald</u> <u>Karen</u> (Last) (First) (M.I.) ADDRESS: <u>18127 Pinehurst Dr.</u> CITY: <u>Prairieville</u> ZIP CODE: <u>70769</u> PHONE #: (225) <u>932-9867</u> AGE: 60+ (X) _____ OCCUPATION: <u>Healthcare Director</u>	<b>FIRST TERM:</b> From <u>01/13</u> To <u>12/15</u> (Month/Year) (Month/Year) <b>SECOND TERM:</b> From _____ To _____ (Month/Year) (Month/Year) <b>IF OFFICER, OFFICE HELD:</b> _____ From _____ To _____ (Month/Year) (Month/Year)

<p>NAME: <u>Gordon</u> <u>Charlene</u> (Last) (First) (M.I.)</p> <p>ADDRESS: <u>P. O. Box 421</u> CITY: <u>Port Allen</u> ZIP CODE: <u>70767</u></p> <p>PHONE #: (225) <u>336-4176</u> AGE: 60+ (X) _____ OCCUPATION: <u>Police Jury</u></p>	<p><b>FIRST TERM:</b> From <u>01/12</u> To <u>12/14</u> (Month/Year) (Month/Year)</p> <p><b>SECOND TERM:</b> From _____ To _____ (Month/Year) (Month/Year)</p> <p><b>IF OFFICER, OFFICE HELD:</b> _____</p> <p>From _____ To _____ (Month/Year) (Month/Year)</p>
<p>NAME: <u>Govan</u> <u>Thomas</u> (Last) (First) (M.I.)</p> <p>ADDRESS: <u>P. O. Box 3597</u> CITY: <u>Baton Rouge</u> ZIP CODE: <u>70821</u></p> <p>PHONE #: (225) <u>663-3551</u> AGE: 60+ (X) _____ OCCUPATION: <u>Banker</u></p>	<p><b>FIRST TERM:</b> From <u>01/13</u> To <u>12/15</u> (Month/Year) (Month/Year)</p> <p><b>SECOND TERM:</b> From _____ To _____ (Month/Year) (Month/Year)</p> <p><b>IF OFFICER, OFFICE HELD:</b> _____</p> <p>From _____ To _____ (Month/Year) (Month/Year)</p>
<p>NAME: <u>Heumann</u> <u>Alan</u> (Last) (First) (M.I.)</p> <p>ADDRESS: <u>327 Cedar St.</u> CITY: <u>Denham Springs</u> ZIP CODE: <u>70726</u></p> <p>PHONE #: (225) <u>665-7546</u> AGE: 60+ (X) _____ OCCUPATION: <u>Retired SHIIP Director</u></p>	<p><b>FIRST TERM:</b> From <u>01/13</u> To <u>12/15</u> (Month/Year) (Month/Year)</p> <p><b>SECOND TERM:</b> From _____ To _____ (Month/Year) (Month/Year)</p> <p><b>IF OFFICER, OFFICE HELD:</b> _____</p> <p>From _____ To _____ (Month/Year) (Month/Year)</p>
<p>NAME: <u>Keller</u> <u>Janie</u> (Last) (First) (M.I.)</p> <p>ADDRESS: <u>10 Hidden Oak Lane</u> CITY: <u>Baton Rouge</u> ZIP CODE: <u>70810</u></p> <p>PHONE #: (225) <u>448-5431</u> AGE: 60+ (X) _____ OCCUPATION: <u>Administrative Assistant to Staff Attorney</u></p>	<p><b>FIRST TERM:</b> From <u>01/14</u> To <u>12/16</u> (Month/Year) (Month/Year)</p> <p><b>SECOND TERM:</b> From _____ To _____ (Month/Year) (Month/Year)</p> <p><b>IF OFFICER, OFFICE HELD:</b> _____</p> <p>From _____ To _____ (Month/Year) (Month/Year)</p>

NAME: <u>Rester</u> <u>Jane</u> (Last) (First) (M.I.)  ADDRESS: <u>P. O. Box 109</u> CITY: <u>Varnado</u> ZIP CODE: <u>70467</u>  PHONE #: ( ) _____ AGE: 60+ (X) _____ OCCUPATION: <u>Retired Council On Aging Director</u>	<b>FIRST TERM:</b> From <u>01/13</u> To <u>12/15</u> (Month/Year) (Month/Year) <b>SECOND TERM:</b> From _____ To _____ (Month/Year) (Month/Year)  <b>IF OFFICER, OFFICE HELD:</b> _____ From _____ To _____ (Month/Year) (Month/Year)
NAME: <u>Scott</u> <u>Olton, Rev.</u> (Last) (First) (M.I.)  ADDRESS: <u>P. O. Box 492</u> CITY: <u>St. Francisville</u> ZIP CODE: <u>70775</u>  PHONE #: (225) <u>635-6942</u> AGE: 60+ (X) _____ OCCUPATION: <u>Clergy</u>	<b>FIRST TERM:</b> From <u>01/12</u> To <u>12/14</u> (Month/Year) (Month/Year) <b>SECOND TERM:</b> From _____ To _____ (Month/Year) (Month/Year)  <b>IF OFFICER, OFFICE HELD:</b> _____ From _____ To _____ (Month/Year) (Month/Year)
NAME: <u>Smith</u> <u>Caroline</u> (Last) (First) (M.I.)  ADDRESS: <u>4250 Essen Lane</u> CITY: <u>Baton Rouge</u> ZIP CODE: <u>70809</u>  PHONE #: (225) <u>926-0091</u> AGE: 60+ (X) _____ OCCUPATION: <u>Nursing Home Administrator</u>	<b>FIRST TERM:</b> From <u>01/13</u> To <u>12/15</u> (Month/Year) (Month/Year) <b>SECOND TERM:</b> From _____ To _____ (Month/Year) (Month/Year)  <b>IF OFFICER, OFFICE HELD:</b> _____ From _____ To _____ (Month/Year) (Month/Year)
NAME: <u>Vercher</u> <u>William</u> (Last) (First) (M.I.)  ADDRESS: <u>4750 Cherie Lane</u> CITY: <u>Oscar</u> ZIP CODE: <u>70762</u>  PHONE #: (225) <u>627-9535</u> AGE: 60+ (X) _____ OCCUPATION: <u>Pointe Coupee COA Board Member</u>	<b>FIRST TERM:</b> From <u>01/13</u> To <u>12/15</u> (Month/Year) (Month/Year) <b>SECOND TERM:</b> From _____ To _____ (Month/Year) (Month/Year)  <b>IF OFFICER, OFFICE HELD:</b> _____ From _____ To _____ (Month/Year) (Month/Year)



## Section 15

### Advisory Council

#### Area Agency on Aging Advisory Council Membership

NAME	ADDRESS	NAME OF AGENCY GROUP REPRESENTED
James Blouin *	7034 Goodwood Ave., Baton Rouge, LA 70806	Retired Army Colonel, CAAA Exec. Director
Mary Bolling *	13152 US Hwy 61, St. Francisville, LA 70775	Retired Paraprofessional
Daisy Callihan *	4231 Hwy 1043, Greensburg, LA 70441	St. Helena Parish
Patricia Dial ***	4978 Pecan Lane, Jarreau, LA 70749	Pointe Coupee Parish
Jan Fugler *	P.O. Box 15477, Baton Rouge, LA 70895	East Baton Rouge Parish
James Lewis	395 Bayou Paul Ln., St. Gabriel, LA 70776	Special Needs Children - APSB
Louise Reynolds *	P. O. Box 129, Norwood, LA 70761	East Feliciana Parish
Susie Richard	16339 Oakridge Rd., Prairieville, LA 70769	Azalea Estates Retirement Ctr.
Dawn Rivet *	24505 Holly Dr., Plaquemine, LA 70764	Social Security Administration Retiree
Quincy Robertson *	224 West Ash St., Ponchatoula, LA 70454	Tangipahoa Parish
Carolyn Rubino	1341 Lobdell Ave., Baton Rouge, LA 70806	PACE BR
Elaine Simoneaux *	P. O. Box 1136, Napoleonville, LA 70390	Assumption Parish
Susan Simoneaux *	4524 Drusilla Dr., Baton Rouge, LA 70809	Social Security Administration Retiree
Rep. Patricia Smith	251 Florida St. #300, Baton Rouge, LA 70801	Elected State Representative
Linda Thompson *	13113 Main St., Norwood, LA 70761	Retired Registered Nurse

Use an asterisk (\*) to indicate persons 60 +. Use two asterisks (\*\*) to indicate Chairperson.

Use three asterisks (\*\*\*) to indicate Chairperson 60 +.

Indicate number of members in each of the following categories:

Category	Number	Category	Number
60+ population	11	Elected officials	1
Clients of Title III services	7	General public	3
Representatives of older persons	9	Representatives of health care provider organizations (Includes veterans' health care if there is a V.A. facility in your area)	2
Representatives of minority elderly	4	Representatives of supportive services provider organizations	10

## Section 16

### ASSURANCES

#### STANDARD ASSURANCES UNDER THE OLDER AMERICANS ACT (PROVISION OF ASSURANCES BY AREA AGENCIES ON AGING)

The Older Americans Act of 1965, as amended (42 U.S.C., Section 3001, et. seq. hereafter referred to as the Act), requires each Area Agency on Aging to provide assurances that it will develop a plan and carry out a program in accordance with the plan. Each Area Agency on Aging must comply with the following provisions of the Act and written policies, procedures or agreements, as appropriate, must be on file in the Area Agency on Aging office and available for review and approval by Office of Elderly Affairs officials.

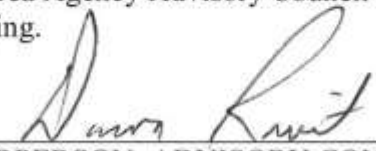
- Sec. 306(a)(6)(E)(F)(G) Procedures for Coordination with Program Listed in Sec. 203(b) of the OAA
- Sec. 306(a)(7) Policy for the Coordination of Community-Based Long Term Care
- Sec. 306(a)(8) Policy Regarding Coordinating of Case Management Services
- Sec. 306(a)(9) Policy to Carry Out the Long-Term Care Ombudsman as Described in Section 307(a)(9)
- Sec. 306(a)(10) Policy for a Grievance Procedure for Older Individuals That are Dissatisfied or Denied a Service Under This Title.
- Sec. 306(a)(11)(A)(B)(C) Policy to Provide or Coordinate Services for Older Native Americans Under This Title With Services Provided Under Title VI
- Sec. 306(a)(12) Procedure to Coordinate Services with Other Federally Assisted Programs as Described in Section 202(b)
- Sec. 306(a)(13)(A)(B)(C) Provide assurances that area agency will maintain the integrity and public purpose of services, provide identify of contracts, demonstrate that the quantity and quality of the services are enhances as a result of such contract or relationship
- Sec. 306(a)(14) Assurance is given that preference in receiving Title III services will not be given to any individual as a result of a contract or commercial relationship that is not to implement Title III.
- Sec. 306(a)(15) Provide assurances regarding use of funds
- Sec. 306(a)(16) Self Directed Care
- Sec. 306(a)(17)(a)(b) Emergency Preparedness, Waiver Request Due to Adequate Supply, State Agency May  
(c)(d)(e)(f) Enter Into Agreements to Administer Programs, Legal Assistance Privacy Requirements, and State Agency Withholding of Funds as a Result of Failure to Comply

The Capital Area Agency on Aging agrees to adhere to the Assurances listed above in accordance with all rules and regulations specified under the Act, as amended, and are hereby submitted to the Governor's Office of Elderly Affairs.

  
\_\_\_\_\_  
AREA AGENCY DIRECTOR

7-22-14  
\_\_\_\_\_  
DATE

The Area Agency Advisory Council on Aging has had the opportunity to review and comment on the Area Plan on Aging.

  
\_\_\_\_\_  
CHAIRPERSON, ADVISORY COUNCIL

7/22/14  
\_\_\_\_\_  
DATE

The governing body of the Area Agency has reviewed and approved the Area Plan on Aging.

  
\_\_\_\_\_  
CHAIRPERSON, BOARD OF DIRECTORS

7-28-14  
\_\_\_\_\_  
DATE

FORM HHS 690 (Assurance of Compliance)

## Section 17

### VERIFICATION OF INTENT Capital Area Agency on Aging

This Area Plan on Aging for the period July 1, 2014, through June 30, 2019 includes all assurances and provisions required by the 2000 Older Americans Act Amendments (the Act).

The Area Agency on Aging identified will assume full authority to develop and administer the Area Plan in accordance with all requirements of the Act and related State policy. In accepting this authority the area agency agrees to be the leader relative to all aging issues on behalf of all older persons in the planning and service area (PSA). This means that the area agency shall proactively carry out, under the leadership of the Governor's Office of Elderly Affairs, a wide range of functions related to advocacy, planning, coordination, inter-agency linkages, information sharing, brokering, monitoring and evaluation designed to lead to the development and enhancement of a comprehensive and coordinated community based system to serve each community in the PSA. This system shall be designed to assist older persons in leading independent, meaningful lives in their own homes and communities as long as possible.

#### CERTIFICATION

This Area Plan on Aging has been developed in accordance with all rules and regulations specified under the Act, as amended, and is hereby submitted to the Governor's Office of Elderly Affairs for approval.

  
\_\_\_\_\_  
AREA AGENCY DIRECTOR

7-22-14  
\_\_\_\_\_  
DATE

The Area Agency Advisory Council on Aging has had the opportunity to review and comment on the Area Plan on Aging.

  
\_\_\_\_\_  
CHAIRPERSON, ADVISORY COUNCIL

7/22/14  
\_\_\_\_\_  
DATE

The governing body of the Area Agency has reviewed and approved the Area Plan on Aging.

  
\_\_\_\_\_  
CHAIRPERSON, BOARD OF DIRECTORS

7-28-14  
\_\_\_\_\_  
DATE

## Section 18

### Needs Assessment Surveys and Tally Forms

Following are the Louisiana Senior Needs Assessment and the Community Agency Needs Assessment Survey, and the tally for each. .

## LOUISIANA SENIOR NEEDS ASSESSMENT

What Parish do you live in? _____	Zip Code: _____
If you would like to be contacted about available services please provide:	
NAME _____	PHONE (____) _____
<b>1. Please check all that apply:</b>	
<input type="checkbox"/> I am answering for myself	<input type="checkbox"/> I am disabled
<input type="checkbox"/> I am helping someone answer	<input type="checkbox"/> I am over 55 years old
<input type="checkbox"/> I am answering for someone I care for	
<b>2. Do you receive services from the Council on Aging (COA) in your parish?</b> Yes    No <input type="checkbox"/> <input type="checkbox"/>	

3. How important are the following to help keep you in your community? Please check one answer for each question		Very	Quite a bit	A little	Not at all
a.	Knowing what services are available and how to get them				
b.	Information or help applying for health insurance or prescription coverage				
c.	Transportation to the Senior Center, store, doctor's office, pharmacy, or other errands				
d.	Learning to read/write, computer basics, or other classes				
e.	Having a meal with a friend or others my age				
f.	Taking part in fun activities (such as crafts, music, games) with others my age				
g.	Getting the exercise that is good for me				
h.	Exercising, dancing, walking classes or group activities with others my age				
i.	Having someone to talk to when I feel lonely				
j.	Information on how to eat healthy				
k.	Having someone bring a meal to my home every day				
l.	Help keeping my home clean				
m.	Respite Care (Services provided to give caregivers a break)				
n.	Help with personal care (bathing, dressing, eating meals, taking medicine, etc.)				
o.	Information on health issues and new medications				
p.	Having someone help me manage my medications				
q.	Keeping warm or cool as weather changes				
r.	Preventing falls and other accidents				
s.	Help making choices about future medical care and end of life decisions				
t.	Someone to help me protect my rights, safety, property or dignity				
u.	Knowing who to call when I feel threatened or taken advantage of				
v.	Modifications to my home so that I can get around safely				
w.	A senior center that is close to my home				
x.	Help managing chronic health problems such as diabetes, alcohol, drugs, smoking cessation				
y.	Getting information about home health/nurses and nurses aides				
z.	Dental Care (Dentures) Eye Care (eyeglasses), Hearing Aid				
aa.	Information about rental assistance and/or Energy Assistance				
bb.	Information about low interest loans or grants to renovate or purchase a home				
cc.	Assistance with locating public senior housing and/or assisted living facilities				
dd.	Assistance with writing checks, bill payments and budgeting				

ee.	Assistance with completing Medicare & Insurance forms				
ff.	Assistance with applying for benefits and programs				

**4. Do you have a physical, mental or emotional condition that (check all that apply):**

a. Limits your ability to dress, bathe, or get around inside your home	<input type="checkbox"/>	d. Makes it difficult to see or hear	<input type="checkbox"/>
b. Makes it difficult to walk, climb stairs, reach, lift or carry things	<input type="checkbox"/>	e. Makes it hard to go outside alone	<input type="checkbox"/>
c. Made it difficult for you to work at a job or business	<input type="checkbox"/>	f. None of these	<input type="checkbox"/>

**5. Do you need help paying for the following:**

	Very	Quite a bit	A little	Not at All
a. Utilities or an unexpected bill				
b. Dental Care and/or Dentures				
c. Hearing Exam and/or Hearing Aids				
d. An Eye Exam and/or glasses				
e. Health Insurance				
f. Healthy food				
g. Medical Care				
h. Prescriptions or prescription drug coverage				

**6. Please tell us about yourself (If you are a caregiver, answer about the person you care for).**

**Race**

<input type="checkbox"/>	Black or African American
<input type="checkbox"/>	White or Caucasian
<input type="checkbox"/>	Native American
<input type="checkbox"/>	Hispanic
<input type="checkbox"/>	Asian or Pacific Islander
<input type="checkbox"/>	Other (spec _____)

**Education**

<input type="checkbox"/>	Less than high school
<input type="checkbox"/>	High school diploma/GED
<input type="checkbox"/>	Some College/Associate degree
<input type="checkbox"/>	Bachelor's Degree
<input type="checkbox"/>	Advanced/Graduate degree

**Marital Status**

<input type="checkbox"/>	Single
<input type="checkbox"/>	Married
<input type="checkbox"/>	Divorced
<input type="checkbox"/>	Widowed
<input type="checkbox"/>	Domestic Partner

**Gender:** ☐ Female ☐ Male

What year were you born? 19 \_\_\_\_\_

How many in people in your household? \_\_\_\_\_

**7. CAREGIVER: Please answer if you are responsible for the care of one or more persons**

a.	I need help paying for services needed by the person I care for				
b.	I need help locating services for the person I care for				

c.	I would like training on caring for someone at home				
d.	I need a place for the person I care for to go during the day				
e.	I sometimes need temporary relief from my caregiver duties (respite)				
<b>8. CAREGIVER: Of the persons you care for, how many are</b>					
Over 60 _____		Disabled _____			
Both elderly & disabled _____		Child/children under 18 _____			
<b>PLEASE RETURN COMPLETED SURVEY BY APRIL 21, 2014</b>					
THANK YOU FOR YOUR TIME!      Capital Area Agency on Aging      "WE KNOW.....AGING MATTERS"					



# LOUISIANA SENIOR NEEDS ASSESSMENT

What Parish do you live in? \_\_\_\_\_ Zip Code: \_\_\_\_\_ #424 total replies

If you would like to be contacted about available services please provide:

NAME \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_

## 1. Please check all that apply:

347 I am answering for myself  
51 I am helping someone answer  
21 I am answering for someone I care for

80 I am disabled  
328 I am over 55 years old

## 2. Do you receive services from the Council on Aging (COA) in your parish? Yes 240 No 106

## 3. How important are the following to help keep you in your community?

Please check one answer for each question

	Very	Quite a bit	A little	Not at all
a. Knowing what services are available and how to get them	272	61	39	27
b. Information or help applying for health insurance or prescription coverage	172	45	88	120
c. Transportation to the Senior Center, store, doctor's office, pharmacy, or other errands	231	37	46	115
d. Learning to read/write, computer basics, or other classes	118	38	44	187
e. Having a meal with a friend or others my age	239	66	46	51
f. Taking part in fun activities (such as crafts, music, games) with others my age	223	63	50	48
g. Getting the exercise that is good for me	222	72	58	40
h. Exercising, dancing, walking classes or group activities with others my age	200	69	46	79
i. Having someone to talk to when I feel lonely	226	76	46	51
j. Information on how to eat healthy	213	82	38	57
k. Having someone bring a meal to my home every day	97	36	44	214
l. Help keeping my home clean	125	35	40	190
m. Respite Care (Services provided to give caregivers a break)	90	33	35	214
n. Help with personal care (bathing, dressing, eating meals, taking medicine, etc.)	99	38	28	222
o. Information on health issues and new medications	165	53	56	107
p. Having someone help me manage my medications	117	36	37	197
q. Keeping warm or cool as weather changes	178	52	37	120
r. Preventing falls and other accidents	185	56	57	87
s. Help making choices about future medical care and end of life decisions	157	53	58	115
t. Someone to help me protect my rights, safety, property or dignity	172	55	53	100
u. Knowing who to call when I feel threatened or taken advantage of	208	55	41	77
v. Modifications to my home so that I can get around safely	161	48	47	135
w. A senior center that is close to my home	250	51	34	48
x. Help managing chronic health problems such as diabetes, alcohol, drugs, smoking cessation	154	51	44	133
y. Getting information about home health/nurses and nurses aides	156	50	54	123
z. Dental Care (Dentures) Eye Care (eyeglasses), Hearing Aid	170	69	37	114
aa. Information about rental assistance and/or Energy Assistance	145	44	44	147
bb. Information about low interest loans or grants to renovate or purchase a home	97	31	48	205
cc. Assistance with locating public senior housing and/or assisted living facilities	96	31	46	207
dd. Assistance with writing checks, bill payments and budgeting	92	27	34	225
ee. Assistance with completing Medicare & Insurance forms	117	47	37	177
ff. Assistance with applying for benefits and programs	169	41	49	124

**4. Do you have a physical, mental or emotional condition that (check all that apply):**

a. Limits your ability to dress, bathe, or get around inside your home 70	d. Makes it difficult to see or hear 93
b. Makes it difficult to walk, climb stairs, reach, lift or carry things 155	e. Makes it hard to go outside alone 71
c. Made it difficult for you to work at a job or business 120	f. None of these 157

**5. Do you need help paying for the following:**

	Very	Quite a bit	A little	Not at all
a. Utilities or an unexpected bill	110	31	47	173
b. Dental Care and/or Dentures	107	30	39	179
c. Hearing Exam and/or Hearing Aids	73	19	33	215
d. An Eye Exam and/or glasses	102	24	38	183
e. Health Insurance	67	33	36	208
f. Healthy food	83	37	47	172
g. Medical Care	73	33	46	185
h. Prescriptions or prescription drug coverage	75	37	43	186

**6. Please tell us about yourself (If you are a caregiver, answer about the person you care for).**

**Race**

176 Black or African American  
 225 White or Caucasian  
 3 Native American  
 1 Hispanic  
 0 Asian or Pacific Islander  
 0 Other (specify): \_\_\_\_\_

**Education**

Less than high school 75  
 High school diploma/GED 138  
 Some College/Associate degree 52  
 Bachelor's Degree 23  
 Advanced/Graduate degree 25

**Marital Status**

46 Single  
 104 Married  
 47 Divorced  
 138 Widowed  
 0 Domestic Partner

**Gender:** 244 Female Male 98

**AGE:** 25-60 =16 61-70=99 71-80=110 80+ 99

**How many in people in your household?** 1=157 2=120 3=19 4+2

**7. CAREGIVER: Please answer if you are responsible for the care of one or more persons**

a. I need help paying for services needed by the person I care for	12	2	7	33
b. I need help locating services for the person I care for	13	5	4	33
c. I would like training on caring for someone at home	12	3	5	33
d. I need a place for the person I care for to go during the day	5	5	5	39
e. I sometimes need temporary relief from my caregiver duties (respite)	10	5	3	33

**8. CAREGIVER: Of the persons you care for, how many are**

Over 60 42 Disabled 30  
 Both elderly & disabled 34 Child/children under 18 3

**PLEASE RETURN COMPLETED SURVEY IN PRE-PAID ENVELOPE BY APRIL 21, 2014**

THANK YOU FOR YOUR TIME! Capital Area Agency on Aging "WE KNOW.....AGING MATTERS"

## COMMUNITY AGENCY NEEDS ASSESSMENT SURVEY

Name:	Daytime Phone Number:
Address	

We are obtaining information that will be used to determine the needs of elderly persons (60+) in our community. We are seeking your input as a public/private provider on the needs that your agency encounters. Your answers will be compiled and kept confidential.

**Please mail or fax this survey to:**

Area Agency on Aging  
123 Main Street  
Baton Rouge, LA  
Phone: 225 123 4567  
Fax: 225 123 1238

**1. What services does your agency provide to persons over 60 years of age or older?**

---

---

**2. On average, how many older persons does your agency serve per year?** \_\_\_\_\_

**3. Of that number, approximately what percentage is:**

\_\_\_\_\_ % low-income      \_\_\_\_\_ % minority      \_\_\_\_\_ % rural-residing

**4. Are you able to serve all older persons who request assistance from you?**

☐ Yes ☐ No

**5. List any services that you provide that are needed in greater supply.**

---

---

**6. Are there any areas of the parish and/or region that you cannot reach with your services?**

☐ Yes ☐ No If yes, please give details: \_\_\_\_\_

**7. Are you aware of the services provided by \_\_\_\_\_ Council on Aging?**

☐ Yes ☐ No

**8. List any services you would find valuable that the AAA does not currently offer.**

---

**9. Optional:** Would you like the Council on Aging to contact you about services available for senior adults and their caregivers? ☐ Yes ☐ No

As you answer, mark a ☐ in the box that corresponds to your response.

10. Please tell us how essential each of the following services are for helping older persons and those with disabilities in your region.	Very	Quite a bit	A little	Not At All
a. Personal Care (help bathing, dressing, eating meals, taking medicine, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Companion/Sitter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Adult Day Service (all day supervision and help in a community setting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Homemaker/Housework Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Respite Care (personal care provided to individuals to give caregiver a break)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Emergency Call System (LifeLine)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Telephone Reassurance (contacting frail persons by telephone regularly)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Home-Delivered Meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Home health/ nurses and nurses aide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Help with purchasing medications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Dental Care/Dentures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Minor home renovations/repairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Yard work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Energy Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. Public Senior Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. Rental Subsidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q. Assistance with completing Medicare and insurance forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r. Assistance with applying for benefits and programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s. Transportation (grocery store, doctor's office, pharmacy, or other errands)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t. Transportation to the Senior Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
u. Learning computer basics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v. Learning to read/write	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
w. Recreation (exercise, dancing, crafts, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
x. Day trips to museums, historical sites, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
y. Legal Assistance and representation (wills, power of attorney, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
z. Crime issues, scams, fraud, personal safety, and safety education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
aa. Information and assistance and outreach visits to the homes of seniors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
bb. Congregate meals at a community center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
cc. Health screenings (blood pressure checks, diabetes monitoring, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dd. Support groups for issues such as grief, loss, or caregiving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ee. Information on health issues and new medications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ff. Counseling (depression, coping with loss, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## COMMUNITY AGENCY NEEDS ASSESSMENT SURVEY

Capital Area Agency on Aging is obtaining information that will be used to determine the needs of elderly persons 60+ in our community. We are seeking your input as a public/private provider on the needs that your agency encounters. Your answers will be compiled and kept confidential.

Name _____	Work phone (____) _____
Address _____	Agency _____

**1. What services does your agency provide to persons 60 years of age or older?**

Insurance, Respite, Medicare Plans, Medicaid Applications, Hospice

**2. On average, how many older persons does your agency serve per year?** 500-1,700

**3. Of that number, approximately what percentage is:**

75 % low income      60 % minority      60 % rural-residing

**4. Are you able to serve all older persons who request assistance from you?** Yes    ☒ No

**5. List any services that you provide that are needed in greater supply**

Dental Care – Vision Needs - Hearing Aids - Prescription drugs - Caregiver & Respite

**6. Are there any areas of the parish and/or region that you cannot reach with your services?**

If yes please give details: \_\_\_\_\_

**7. Are you aware of the services provided by your parish's Council on Aging?** ☒ Yes    No

**8. List any services you would find valuable that are not currently offered.**

Transportation, Respite, Home Repairs, Dental Service

**9. Optional: Would you like to be contacted about services available for senior adults and/or their caregivers?** Yes    ☒ No

Please mail this completed survey to: CAAA, P.O. Box 66038, BR, LA. 70896

Or fax to: 1- 225-922-2528



## Mark an X in the box that corresponds to your response.

Please tell us how essential each of the following services is for helping older persons and those with disabilities in your region.

	Very	Quite a Lot	A little	Not at all
a. Personal Care (help bathing, dressing, eating meals, taking medicine etc.)		3	2	
b. Companion/Sitter	5			
c. Adult Day Service (all day supervision and help in a community setting)			4	1
d. Homemaker/Housework services		5		
e. Respite Care (care provided to individuals to give caregiver a break)	5			
f. Emergency Call system (Lifeline)	5			
g. Telephone Reassurance (contacting frail persons by telephone regularly)			3	2
h. Home-Delivered Meals		3	2	
i. Home health/nurses and nurses aide			5	
j. Help with purchasing medications	4		1	
k. Dental Care/Dentures	5			
l. Minor home renovations/ repairs	5			
m. Yard work			3	2
n. Energy Assistance				5
o. Public Senior Housing			4	1
p. Rental Subsidy				5
q. Assistance with completing Medicare and insurance forms	5			
r. Assistance with applying for benefits and programs	5			
s. Transportation to grocery store, doctor's office, pharmacy, or other errands	5			
t. Transportation to the Senior Center	5			
u. Learning computer basics			3	2
v. Learning to read/write				5
w. Recreation (exercise, dancing, crafts, etc.)				5
x. Day trips to museums, historical sites, etc.		3	2	
y. Legal assistance and representation (wills, power of attorney, etc.)			5	
z. Crime issues, scams, fraud, personal safety, and safety education			5	
aa. Information and assistance and outreach visits to the homes of seniors	5			
bb. Congregate meals at a community center			3	
cc. Health screenings (blood pressure checks, diabetes monitoring, etc.)		3	2	
dd. Support groups for issues such as grief , loss, or caregiving			5	
ee. Information on health issues and new medications		3	2	
ff. Counseling (depression, coping with loss, etc.)			5	