

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, District II, Inc.

JULY 1, 2019 – JUNE 30, 2023
(Fiscal Year 2020 – Fiscal Year 2023)

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, 2019 – June 30, 2023
- () 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 II planning and service area. The Capital Area Agency on Aging, District II, Inc., 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: *Shirley Merrick* Date: 11/20/2018
Area Agency Director

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

Signature: *Janice S. Tugler* Date: 10/25/18
Chairperson, Area Agency Advisory Council

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: *[Signature]* Date: 11/20/18
Chairperson, Board of Directors

Signature: *Emily H. Tiller* Date: 11/20/18

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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.

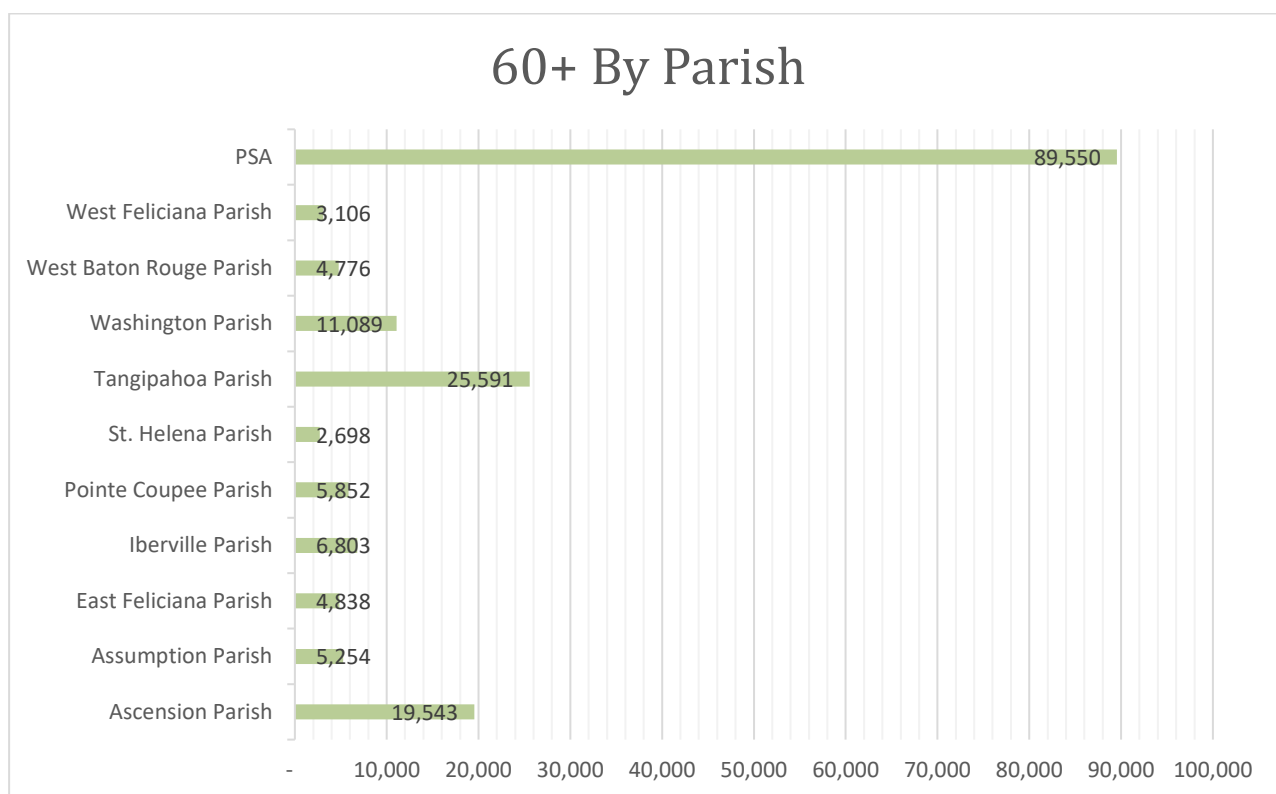
The mission of Capital Area Agency on Aging is to advocate and provide services to enhance the quality of life for aging adults.

Section 2

Description of the Planning and Service Area (PSA)

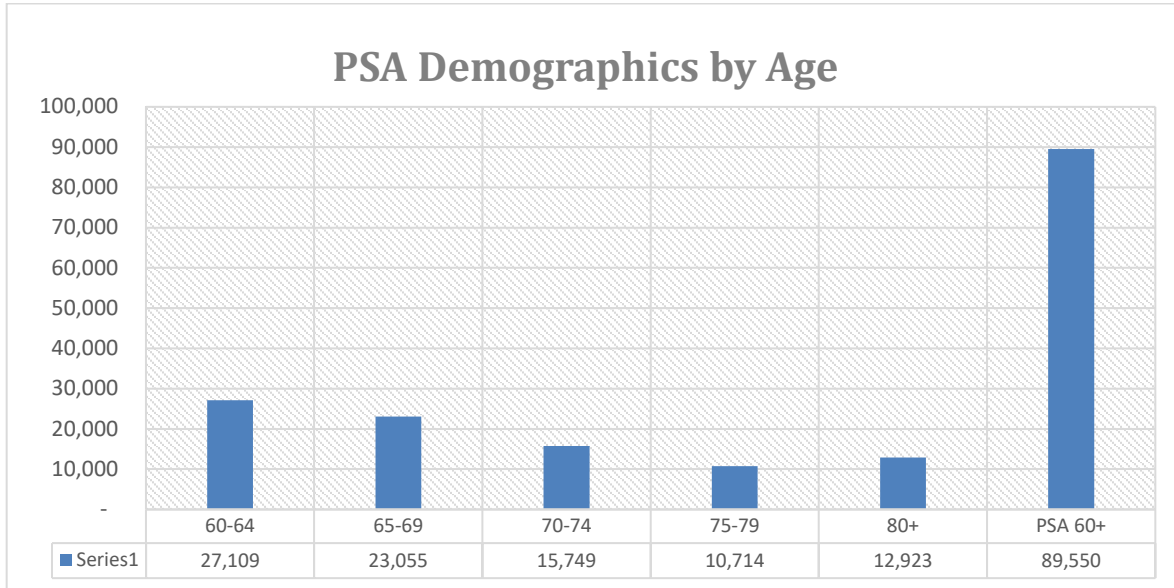
Provide a description of the physical and demographic characteristics of the PSA and the unique resources and/or constraints. Describe the service delivery system, challenges, successes in the local system development, public and private resources.

The CAAA'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 447,715 of which 89,550 (20.02%) are 60 years of age or older. Between 2012 and 2016, the total population in the PSA has increased by 15,748 (3.5%) according to the Administration on Aging Integrated Database Special Tabulations for 2016. The corresponding increase for the population 60 years of age or older is 11,261 (12.5%). That equates to 71% of the 3.5% increase in population are 60+. This presents a great challenge because the number of seniors are increasing but funding for home and community based services are flat.

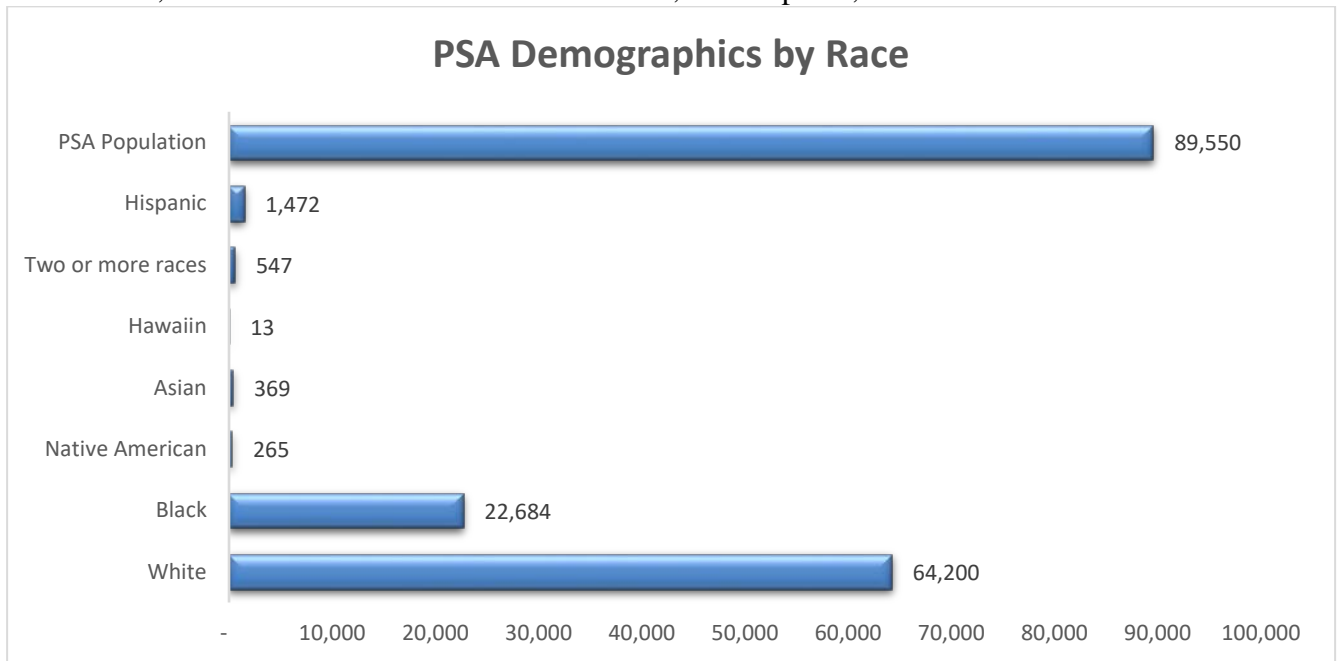


Other demographic characteristics (see charts below) of the PSA includes:

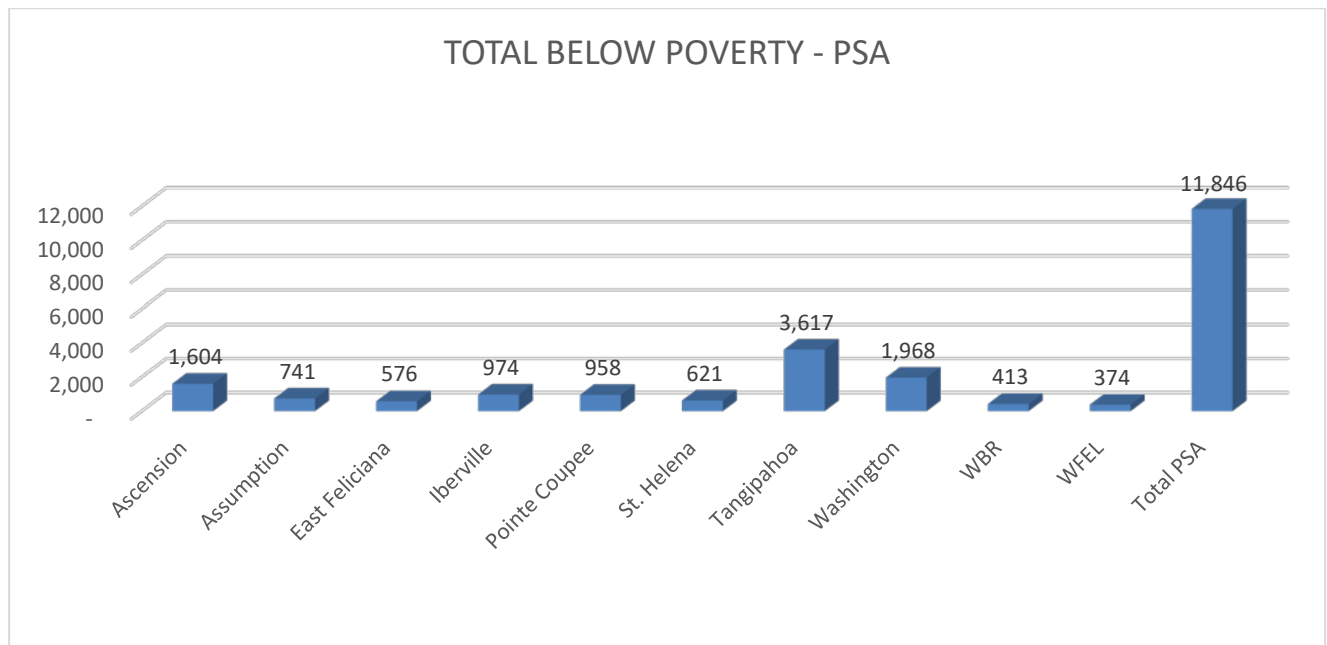
- Age of the PSA 30% - 60-64; 26% - 65-69; 18% - 70-74; 12% 75-59; 14% 80+.



- Racial makeup of the PSA: 71.69% White; 25.33% Black; 1.64% Hispanic; .30% Native American; .41% Asian; .02% Native Hawaiian/Pacific Islander, not Hispanic; .61% one or more races



- According to the “Poverty Status in the Past Twelve Months by Age – 2012-2016 American Community Survey 5-year estimates,” 16% of the 60+ population in the PSA is below poverty. There is a disparity in the percentages when you look at each parish, i.e., West Feliciana 78% poverty; St. Helena 23% poverty; Washington 18% poverty, Pointe Coupee 16% poverty and Ascension 8% poverty.



- This same data sources show 11% of the PSA population has hearing difficulty and 5% have vision difficulty.

Unique Resources and/or Constraints: CAAA’s main office is located in Baton Rouge, in a parish that is not a part of its PSA for Title III programs but is a part of the CAAA Ombudsman and Aging and Disability Resource PSA. Since 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 it provides for access to resources for seniors living in the greater Baton Rouge area. (Ascension, East Feliciana, Iberville, West Baton Rouge and West Feliciana). However, the fact that OAA Title III funding is not available to us for this area does create an obstacle but it also provides an opportunity to coordinate services with the local aging services providers.

The **service delivery system** is similar throughout the ten parishes, with Councils on Aging operating Senior Centers and Meal Sites in each parish. The CAAA provides services through contractual agreements with these Councils on Aging, one legal service provider, two caregiver support service providers, an Alzheimer’s care service provider and a catered meals provider. The CAAA has been successful in raising additional funds through its annual health fair expo and by being a Community Partner of the Capital Area United Way. Two evidence-based workshops and leader trainings (The Diabetes Self-Management Program and A Matter of Balance) are offered by The CAAA. The CAAA also provides two evidence-based exercise classes: Tai Chi: Moving for Better Balance and Tai Chi for Arthritis. Based on participant feedback, the workshops are very successful. We have successfully partnered with St. Elizabeth’s Hospital in Gonzales, The Gonzales Library, St. Gabriel Community Center and local COAs to provide these classes; however, there have been some challenges in finding facilities in some of the more rural parishes that are interested in hosting workshops or classes.

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. The Councils on Aging are focal points in the parishes for the seniors and 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: CAAA’s partner status with Capital Area United Way has allowed us to further foster our goal of keeping seniors in community for as long as possible. We now offer seniors who need special diets to receive special diet meals (renal, diabetic, heart healthy, low-sodium) through a grant from Capital Area United Way. We are also planning outreach to deaf and blind seniors, who need help during an emergency, through collaboration with Capital Area Deaf Education Advocacy Force (DEAF), a non-profit organization that serves the deaf community through providing communication assistance by interpreting for life events and various other types of appointments where communication is critical to the outcome of the life event to teach service provider staff sign language. We are jointly applying for a grant to teach volunteers in the PSA sign language. Our ADRC database also contains an extensive listing of public and private resources that can be accessed by the ADRC counselors, or any other member of The CAAA 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 the most 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 and cost of services. For those Councils on Aging that do not have a source of local funding the challenges are greater. West Feliciana Parish, designated as 100% rural, does not have any local funding sources and has the highest poverty level (78%) 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 (8%) 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.

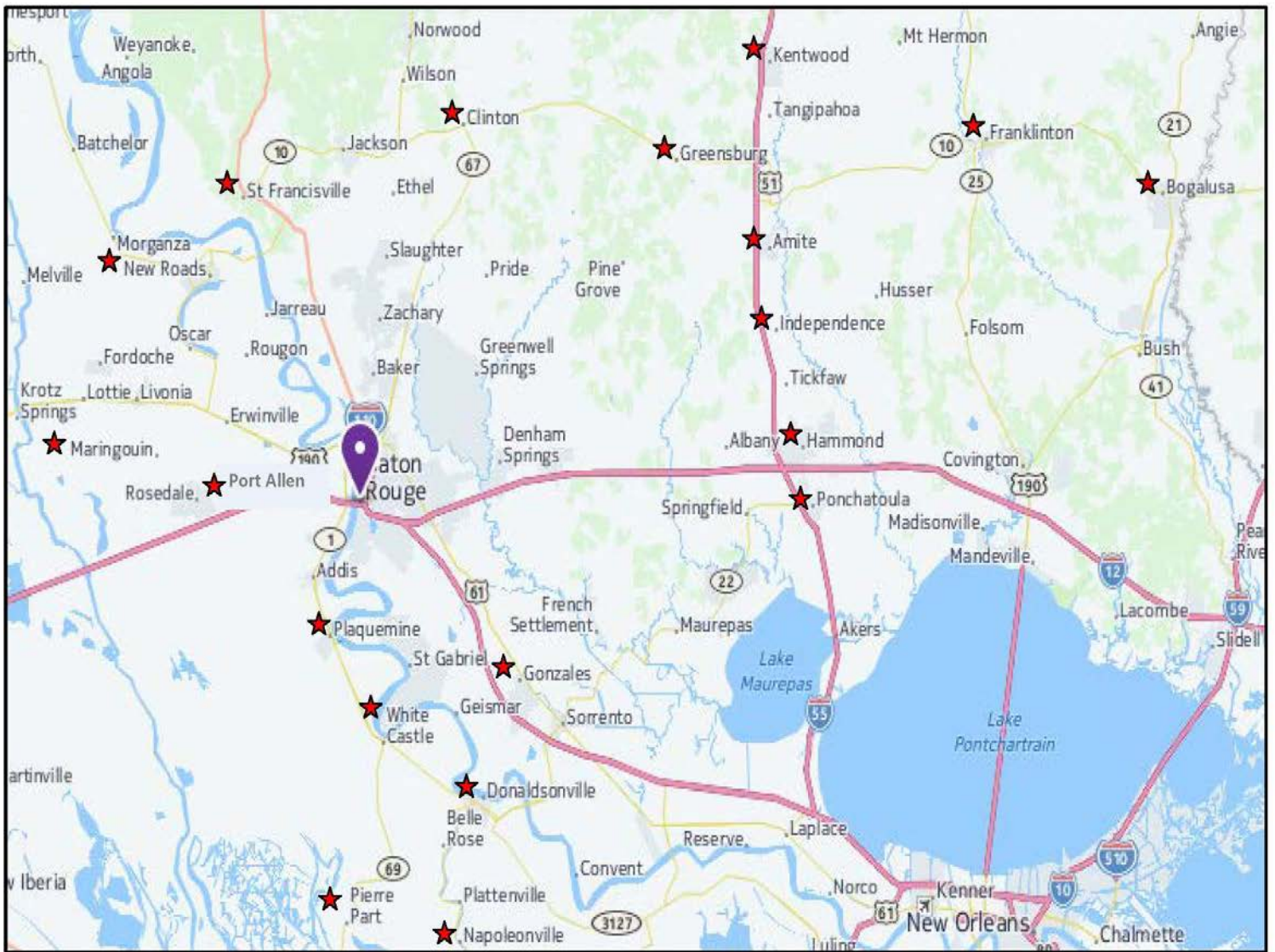
2. List community focal points within the PSA (include addresses) as reported on the NAPIS State Program Report. Attach maps of the PSA and indicate all Focal Points.

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

	Community Served	Name and address of Focal Point	Services Provided	Services Coordinated with other Agencies
1.	Donaldsonville	Donaldsonville Senior Center 101 Bocage Donaldsonville, LA yoe46		
2.	Gonzales	Gonzales Senior Center 536 Irma Blvd Gonzales, LA 70737		
3.	Pierre Part	Pierre Part Senior Center 3618 Highway 70 P.O. Box 301 Pierre Part, LA 70339		
4.	Napoleonville	Napoleonville Senior Center 166 Highway 1008 Napoleonville, LA 70390		
5.	Clinton	Clinton Senior Center 11102 Bank Street Clinton, LA 70722		
6.	Plaquemine	Plaquemine Senior Center 58105 Court Street Plaquemine, LA 70764		
7.	White Castle	White Castle Senior Center 55050 Latino Street White Castle, LA 70788		
8.	Maringouin	Maringouin Senior Center 77375 Wheellock Maringouin, LA 70757		
9.	New Roads	New Roads Senior Center 177 Dural Drive		

		New Roads, LA 70760		
10.	Greensburg	Turner Chapel 381 Turner Chapel Road Greensburg, LA 70441		
11.	Amite	Amite Senior Center 113 N. E. Central Avenue Amite, LA 70422		
12	Hammond	Hammond Senior Center 207 E Church Street Hammond, LA 70401		
13	Independence	Independence Senior Center 305 E. Railroad Avenue Independence, LA 70433		
14	Kentwood	Kentwood Senior Center 218 Avenue F Kentwood, LA 70444		
15	Ponchatoula	Ponchatoula Senior Center 300 North 5 th Street Ponchatoula, LA 70454		
16	Bogalusa	Bogalusa Senior Center 603 Willis Avenue Bogalusa, LA 70427		
17	Franklinton	Franklinton Senior Center 1025 Dobson Street Franklinton, LA 70438		
18	Port Allen	West Baton Rouge Senior Center 2560 Court Street Port Allen, LA 70767		
19	St. Francisville	West Feliciana Senior Center 12292 Jackson Road St. Francisville, LA 70775		

Capital Area Agency on Aging PSA with Focal Points



Attachment: 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	Jackson Meal Site	Plaquemine Senior Center	Maringouin Senior Center	White Castle Senior Center	Carville Senior Center	New Roads Senior Center	Innis Meal Site	Lakeland Meal Site	Morganza Meal Site
Other Agencies' Services Collocated/Coordinated														
Cancer Services	x	x			x		x				x			
TRIAD	x	x												
Social Security			x	x							x	x	x	x
DOTD	x	x	x	x	x		x	x	x	x	x	x	x	x
Health Unit	x	x	x	x	x		x				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
Senior Employment Program	x	x	x	x	x		x		x					
AARP			x	x							x	x	x	x
Community Action Agency	x	x	x	x	x						x	x	x	x
RSVP														
Cooperative Extension	x	x	x	x	x		x	x	x	x	x	x	x	x
Library	x	x	x	x	x									
Food Pantry					x						x	x	x	x
Home Health	x	x	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			
United Way	x	x	x	x							x			
Arthritis Association (FAST)	x	x			x						x	x	x	x
Alzheimer's Services	x	x												
LA SenioRx	x	x	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	x	x
Community Living Program														
Ombudsmen Program	x	x	x	x	x	x	x	x	x	x	x	x	x	x

Attachment: Community Focal Points Services Provided & Agencies Services Collocated/Coordinated

	Greensburg Senior Center	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	Angie Meal Site	Pine Meal Site	Port Allen Senior Center	St Francisville Senior Center
Other Agencies' Services Collocated/Coordinated														
Cancer Services														X
TRIAD				X	X	X	X	X						X
Social Security	X	X		X	X	X	X	X	X	X	X	X		X
DOTD	X			X	X	X	X	X	X	X	X	X	X	X
Health Unit		X	X	X	X	X	X	X	X	X	X	X		X
Office of Family support		X	X	X	X	X	X	X						X
Hospitals		X	X	X	X	X	X	X	X	X	X	X		X
Senior Employment Program				X	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	X						
RSVP				X	X	X	X	X						
Cooperative Extension		X	X	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
Home Health	X	X	X						X	X	X	X	X	X
FEMA									X	X	X	X		X
Food for Seniors		X	X	X	X	X	X	X					X	X
SHIP	X			X	X	X	X	X	X	X	X	X	X	X
Elderly Protective Services	X	X	X	X	X	X	X	X	X	X	X	X	X	X
United Way				X	X	X	X	X	X	X	X	X	X	
Arthritis Association (FAST)				X	X	X	X	X	X	X				X
Alzheimer's Services				X	X	X	X	X						
LA SenioRx	X	X	X	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	X	X	X
Community Living Program														
Ombudsmen Program	X	X	X	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 4,277 Louisiana Senior Needs Assessment surveys and 40 Community Agency Needs Assessment surveys (see Section 18). A total of 2,000 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 2,277 surveys were distributed at senior centers and meal sites. Community Agency Needs Assessments were distributed to agencies and associations such as Alzheimer’s Services of the Capital Area, legal services providers, home health agencies, Senior Health Insurance Information Program, AARP, Cancer Services, Rural Health Clinics and others.

Some 1,095 responses from Louisiana Senior Needs Assessments, and 15 Community Agency Needs Assessments responses were received. The CAAA is responding to 450 clients who requested additional information on available services through the ADRC.

The needs assessment process resulted in recognition of the following top 5 needs:

Louisiana Senior Needs Assessment:

1. Knowing what services are available and how to get them*
2. Getting the exercise that’s good for me*
3. Information on how to eat healthy
4. Having someone to talk to when I feel lonely*
5. Preventing falls or other accidents

*These were also identified as top needs from the 2016-2019 area plan cycle.

Community Agency Needs Assessment:

1. Personal Care (help bathing, dressing, eating meals, taking medicine, etc.)
2. Companion/Sitter
3. Adult Day Service (all day supervision and help in a community setting)
4. Homemaker/Housework services
5. Respite Care (personal care provided to individuals to give caregiver a break)

Some of the comments on the survey forms were: Knowing what services are available and how to get them commented “Very Important”; Having a meal with friends like me comment “Do not get out”; Rental Assistance and/or Entergy Assistance comment “Mortgage”; Assistance with applying for benefits and programs comment “VA Benefits”; I need somewhere to the person I care for to be during the day and I sometimes need temporary relief from my caregiver duties comment “More Days, More Hours”; “Meals on wheels is a blessing to people like me!!!”; “Can’t cook – very important”; Information on how to eat healthy “No money for this”; “We do help with our 8 year old grandson when we can”; “I really needs the service”; Having someone to talk to when I feel lonely comment – “Yes I do”; Having someone help me with my medicine comment “Please, Can’t afford medication”; Do you receive services from COA or ADRC – comment “Don’t know anything about it”, “Have

not requested”; “Cannot drive”; “I love my COA in Gonzales”; “I am a 71 year old man with Parkinson’s Disease, ACA is a godsend”

Conclusion determined from survey results: The number one priority in all 10 parishes was “Knowing what services are available and how to get them.” When looking at the individual parish in the PSA top priorities, these were part of the top five but the ranking may have been different, i.e., “Getting the exercise that’s good for me” was ranked #2 in Tangipahoa and #4 in Ascension.

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 its social media accounts 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 kinds of services available at Senior Centers; and send CAAA staff members for training in additional evidence-based wellness programs such as Tai Chi for Arthritis, so that there is an ongoing availability of activities that are healthful and enjoyable.

Other vulnerable populations: CAAA will establish strong partnerships with other agencies and organizations that provide services to our population, i.e., deaf and blind organizations, oral health coalition, community action agencies to maximum the services available to 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, District II, Inc., (CAAA) is a tax-exempt 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 described previously.

Many opportunities are available to collaborate with partners who are serving the same population. CAAA is an active participant and/or collaborates with the Oral Health Coalition, the Entergy Monitoring Council, area SALT (Seniors And Lawman Together) Councils, St. Elizabeth Hospital, Capital Area Deaf Education Advocacy Force and managed care companies 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 CAAA provides Long Term Care/Ombudsman services in the parishes of Ascension, Assumption, East Baton Rouge, East 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 CAAA 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, to help elderly and disabled individuals to get prescription medications at low cost or free, to provide utility assistance, and incontinent supplies to those in need. 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 ADRC also has a partnership with Entergy Corporation to serve as an intake site for their Power to Care program which provides utility assistance to eligible clients who are elderly and/or disabled.

The CAAA also functions as the Senior Community Services Employment Program (SCSEP) in East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, Tangipahoa, Washington and West Baton Rouge parishes. The focus of the SCSEP is to foster and promote useful part-time training opportunities in the community services activities for persons with low incomes, unemployed, who are 55 years old or older, have poor employment prospects, and have the greatest economic need.

The CAAA maintains a working relationship with the Elderly Protective Services office 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 CAAA is a Capital Area United Way Community Partner and actively participates with various other service agencies throughout the area. The CAAA enjoys good coordination and cooperation with various agencies throughout the PSA.

Eight of the parish COAs within the PSA are Louisiana Department of Transportation Rural Transportation providers and the other two are supported by a local tax for transportation. The weakness is transportation to medical specialists that cross parish lines. Service coordination in this rural PSA has proven to be cost prohibitive. Fuel and vehicle insurance costs have increased while funding for supportive services has decreased. CAAA will seek support from managed care companies and work to secure funding from other sources to meet this need.

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

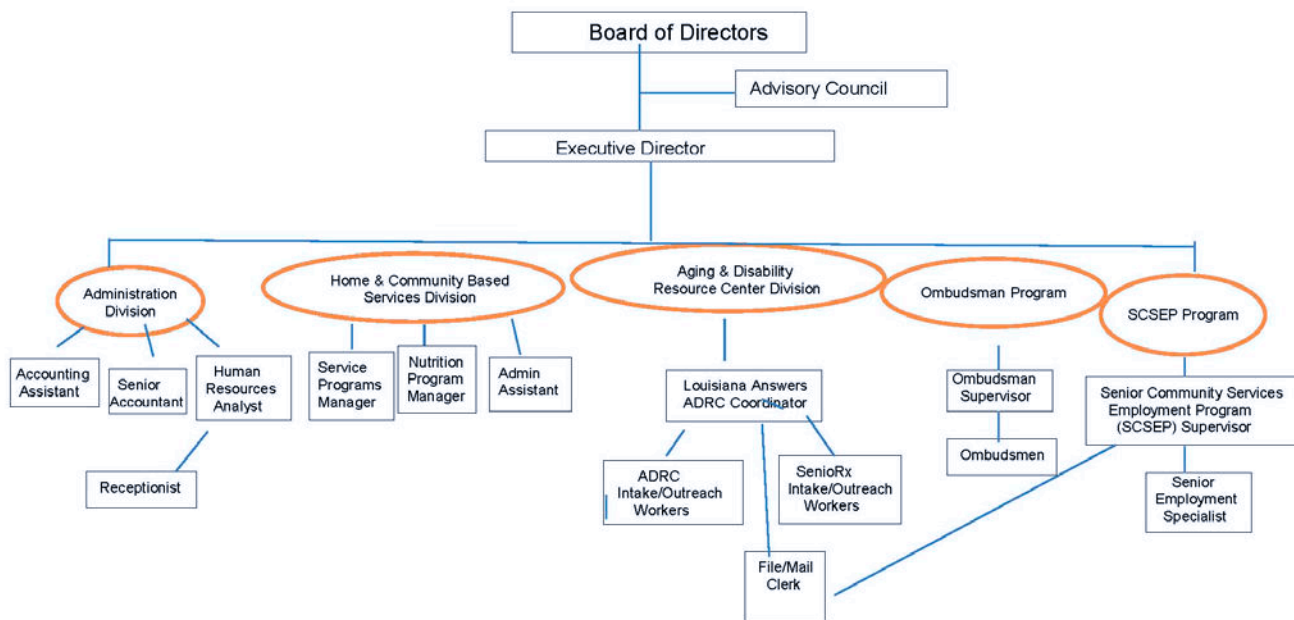
CAAA, through its Aging and Disability Resource Center, is constantly seeking new partners and new services to expand the assistance available to the disabled and their caregivers. Staff seek out contacts with behavioral health agencies and professionals. The CAAA offers evidence-based wellness programs that are in the highest tier recognized by the Administration Community on Living; the disabled are specifically targeted to encourage participation. Through the ADRC we provide prescription drug assistance, Medicare counseling and utility assistance to person with disabilities. CAAA provides in home respite services to caregivers. Funding from Capital Area United Way also allows us to provide special diet meals and personal care in the PSA.

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 CAAA also has an Advisory Council that represents the interest of older persons in the PSA. They assess the CAAA priorities and recommend needed changes; participate in public hearings; review and comment on community policies, programs and actions which affect older person; review and comment on the Area Plan development and administration and serve as advocates on behalf of older persons. The CAAA provides services through contracts with Councils on Aging in every

parish within the PSA, two legal services providers, 2 caregiver support service providers, an Alzheimer’s care service provider and a meals provider. It also directly provides services in the following programs: Ombudsman, ADRC (Louisiana Answers and SenioRx), Senior Community Services Employment Program and Evidence-Based Wellness program. The agency’s Organizational Chart below 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, District II, Inc. Organization Chart



Updated: 4/2018

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 PSA. 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 provides opportunities for public involvement in the planning process, specifically using public agencies, governmental entities, local business, and current/past program participants.

The CAAA Board of Directors and Advisory Council were involved throughout the entire process. The Advisory Council reviewed the Needs Assessment results and the results from the Community Meeting prior to completion of the draft for the public hearings. The Councils on Aging in the PSA involved their Boards as well, and they also allowed us to use the Senior Centers to conduct the public hearings. COA Board members attended some 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>
Homemaker	33
Home Delivered Meals	136

CAAA's goal is 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 and their caregivers in the PSA, in order of priority of stated need:

Louisiana Needs Assessment from seniors:

- Knowing what services are available and how to get them
- Getting the exercise that's good for me
- Information on how to eat healthy
- Having someone to talk to when I feel lonely
- Preventing falls or other accidents

From Community Agencies:

- Personal Care (help bathing, dressing, eating meals, taking medicine, etc.)
- Companion/Sitter
- Adult Day Service (all day supervision and help in a community setting)

- Homemaker/Housework services
- Respite Care (personal care provided to individuals to give caregiver a break)

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.)

- Emphasize through our social media accounts, Facebook, Twitter, Instagram and website CAAA services available through our ADRC and contracted service providers.
- The 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 staff are certified to teach Title III D highest tier evidence-based Disease Prevention and Health Promotion ongoing exercise programs, such as “Tai Chi Moving for Better Balance” and Tai Chi for Arthritis, that can be offered at Senior Centers.
- The CAAA 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 and train volunteers through partnership with deaf and blind advocates to do sign language.

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 Ascension, Tangipahoa and Washington parishes, when you compare total low income population per parish against total minority population within the parish, 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 and through advocacy groups for those who are blind and/or deaf..

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.

Access

- Information and Assistance
- Transportation
- Outreach

In-Home

- Homemaker
- Personal Care
- Home-Delivered Meals, including Nutrition Education (including special diet meals)
- 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 (Title III-D highest tier)
- National Family Caregiver Support Material Aid
- National Family Caregiver Support Sitter Service
- Congregate Meals, including Nutrition Education

- Medical Alert
- Senior Community Services Employment Program

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 issues. See “Focal Points” beginning on page 11 for services available at each location. The elderly and their caregivers can access the CAAA website for a clear summary of service available, and links to offerings by other entities. CAAA’s services are listed in The Senior Resource Guide, 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 operates the ADRC program in thirteen parishes in southeast Louisiana. The area includes the ten parishes within the PSA and also in East Baton Rouge, Livingston and St. Tammany parishes.

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.

The total hours that can be allocated to seniors eligible for the Title III-E In-Home Respite service creates barriers and leads to underutilization. The limited number of hours allowed creates staffing problems for service providers and scheduling problems for the 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 will 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. Partnering with other aging service providers and advocates on grant opportunities. All of these sources will be explored in the continuing effort to close service gaps.

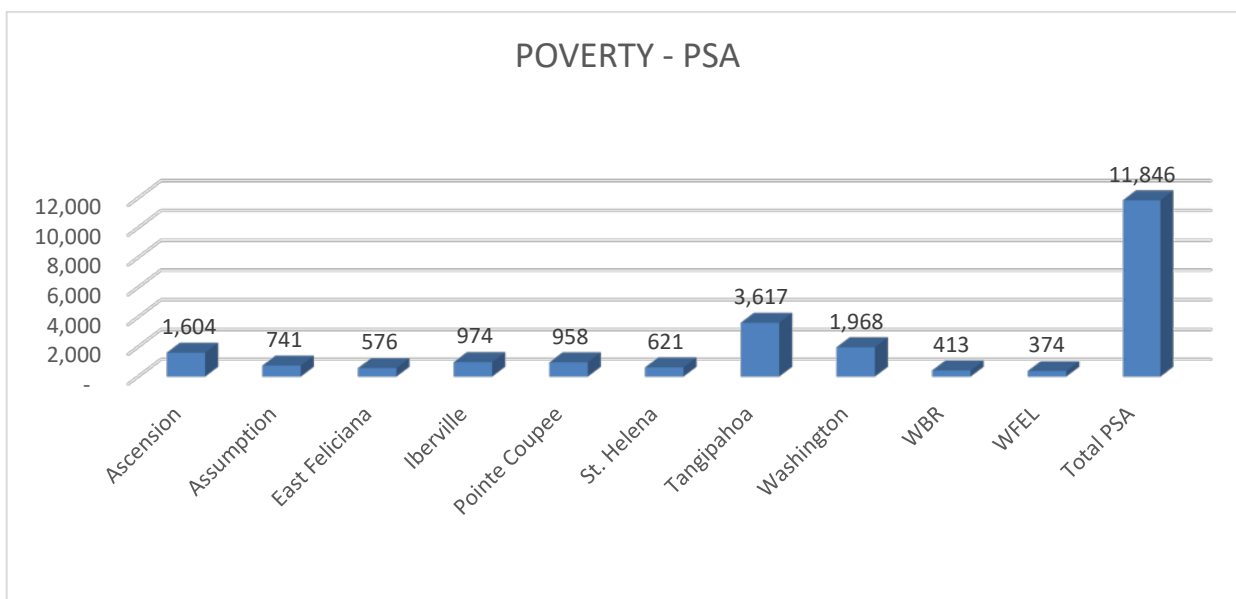
Section 6

Targeted Populations

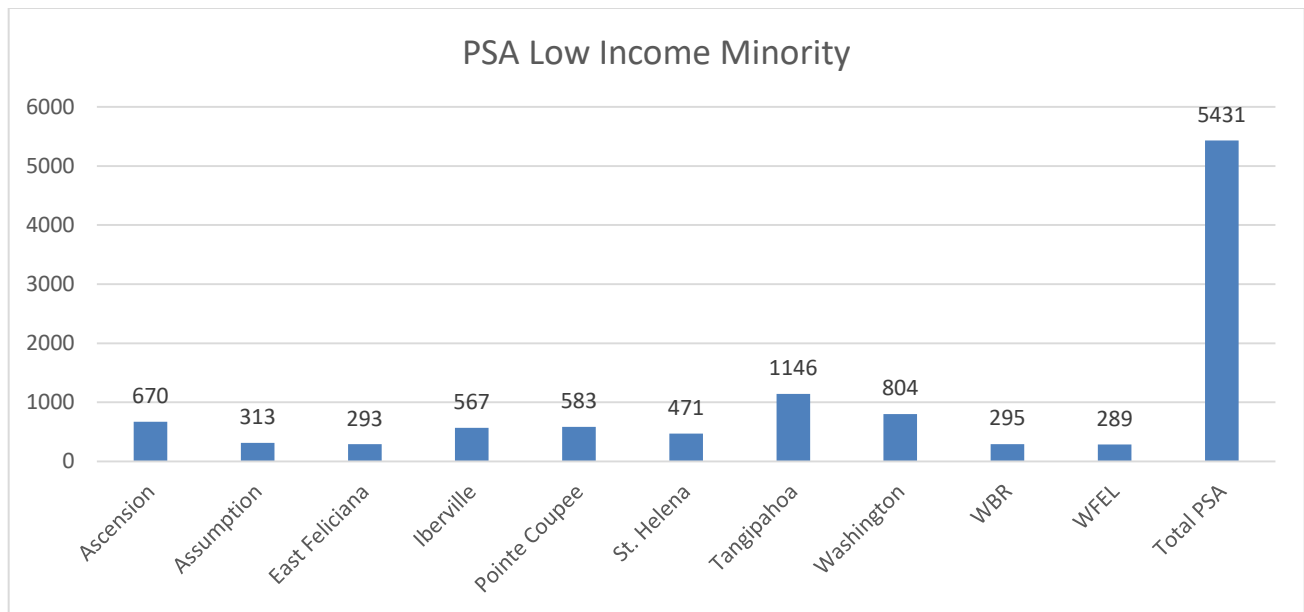
Describe how the AAA's policies meet the need of the targeted populations. Include a review of the targeting priorities established in the OAA. Explain how the Area Agency will target specific goals as outlined in the GOEA State Plan (See GOEA Website; Documents). Identify existing target populations 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.

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

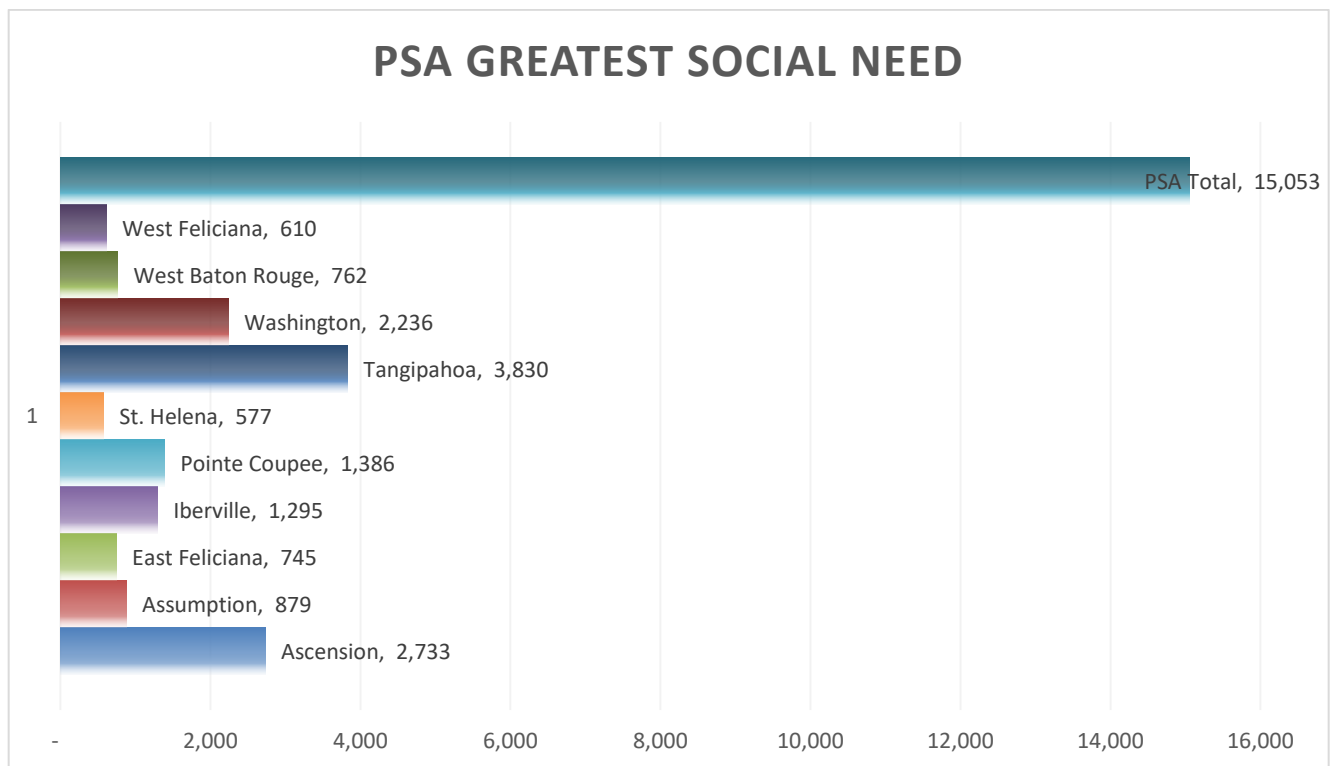
- a.) **Those in Greatest Economic Need:** There are 11,846 (14.35%) persons 60+ in greatest economic need, defined as having income below the federal poverty guidelines. The greatest concentration of this population in the service area is in Ascension Parish (13.5%), Washington Parish (16.6%), and Tangipahoa Parish (30.5%).



- b.) **Low Income Minorities:** There are 5,431 (6.1%) low-income minority individuals age 60+ in the PSA. The greatest concentration of this population is in the following parishes: Ascension (12.3%), Tangipahoa (21.1%), and Washington (14.8%).



c.) Greatest Social Needs: There are 15,053 (24.3%) 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: Ascension (22%), Tangipahoa (31.1%) and Washington (18.4%).



The special needs populations listed above are greatest in Ascension, Pointe Coupee, Tangipahoa 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.

Section 7

Community Meetings

Capital Area Agency on Aging

Area Plan Needs Assessment Community Meeting Record Fiscal Years 2019-2023

Date of Meeting September 21, 2018

Location of Meeting Scott Community Center, New Roads, LA

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

Each meeting participant was given an agenda and handout that summarized the needs assessment process and listed the top ten priorities from the Louisiana Senior Needs Assessment tool and the top ten priorities from community agencies. The handout summarized the steps taken to get the results. Time was given for comments from the participants. The participants were asked if they agreed with the survey results regarding the top priorities, whether or not they would change the order of the priorities or if they had anything to add.

There were 157 seniors in attendance plus the Pointe Coupee COA Director, Becky Bergeron, State Representative Major Thibaut, State Senator Rick Ward, Mayor Pro-tem of New Roads Gail Dixon, and Pointe Coupee Police Juror Cornell Dukes.

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

They agreed with the priorities but wanted to add neighborhood watch and pet care – “some seniors may need help with pets’ food or vet needs. The senior may be giving their own food to their pets.”

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.

Needs Assessment Community Meeting Record

AAA Agency: Capital Area Agency on Aging Date: September 21, 2018 Location: Scott Civic Center
New Roads/Pointe Coupee

Print Name	Organization or Concern	*Please (✓) the category which you most identify:			
		Minority Senior/60+	Rural Senior 60+	Grandparent Raising Grandchildren	Caregiver
Adrey Jarreau					
Pat Bongales					
Cheryl Walton					
Beverly Moore					
Blaire Dixon	Myorg - the New City Paper Kopsler				
Shirley Stiles	City of New Roads				
Pat Divil	Capital Council of Aging				✓
Shirley Manchester					
Patricia Burtin					
Janet P. Vosburg	past member of Poling, COA, Health Diet				
Margie Jarreau	COA, President				
Cornell Dukes	Board Member / Poling Turn				

Needs Assessment Community Meeting Record

AAA Agency: Capital Area Agency on Aging Date: September 21, 2018 Location: Scott Civic Center
New Roads/Pointe Coupee

Print Name	Organization or Concern	*Please (✓) the category which you most identify:			
		Minority Senior/60+	Rural Senior 60+	Grandparent Raising Grandchildren	Caregiver
<i>Beverly Davis</i>		✓	✓		
<i>Lois P. Christopher</i>					
<i>Gilda M. Joseph</i>					
<i>Heidi Campbell</i>					
<i>Hita Jones</i>					
<i>Delma Johnson</i>					
<i>Honora Walker</i>					
<i>Donald R. Amster</i>					
<i>Angie Kinsley</i>					
<i>Therese J. Robinson</i>					
<i>David Amster</i>					
<i>David Richard</i>					
<i>Bruce Ford</i>					
<i>S. G. Fisher</i>					
<i>Shirley Cameron</i>					

Needs Assessment Community Meeting Record

AAA Agency: Capital Area Agency on Aging Date: September 21, 2018 Location: Scott Civic Center
New Roads/Pointe Coupee

Print Name	Organization or Concern	*Please (✓) the category which you most identify:			
		Minority Senior/60+	Rural Senior 60+	Grandparent Raising Grandchildren	Caregiver
Audrey FRENCH	Louis Senior Site		✓		
Annice Moten	Louis Senior Site		✓		
Louis Melan	Louis Senior Site		✓		
Burhan Washington	Louis Senior Site		✓		
Willie Williams, Jr.	Louis Senior Site				
Henry Webb	Louis Senior Site				
Julia A. Carter	Jubal A. Carter	✓			
Louise Aubert					
Emily Haly					
Sharon M. Piersa	Louis Site				
Beatrice Richard	Louis Site				
Rigobeth B. Taylor	Louis Site		✓		
Lyle Clark					
Rovena St Romain					

Needs Assessment Community Meeting Record

AAA Agency: Capital Area Agency on Aging Date: September 21, 2018 Location: Scott Civic Center
New Roads/Pointe Coupee

Print Name	Organization or Concern	*Please (V) the category which you most identify:			
		Minority Senior/60+	Rural Senior 60+	Grandparent Raising Grandchildren	Caregiver
Pearl Douglas	Morganza Senior Center	L			
Maudie Boone					
ALICE SAIZON		L			
GRACE S. ARMSTRONG		L			
MARY B. DESOSIN					

Needs Assessment Community Meeting Record

AAA Agency: Capital Area Agency on Aging

Date: September 21, 2018

Location: Scott Civic Center
New Roads/Pointe Coupee

Print Name	Organization or Concern	*Please (v) the category which you most identify:			
		Minority Senior/60+	Rural Senior 60+	Grandparent Raising Grandchildren	Caregiver
<i>Alvin Fitzgibbon</i>					
<i>Cathrine Savois</i>					
<i>Leresa Bergeron</i>					
<i>Joseph A. Bergeron</i>					
<i>Barbara Blanchard</i>					
<i>Phyllis Bergeron</i>					
<i>Anna Donahue</i>					
<i>Magleen Lafourne</i>					
<i>Jimmy Lafourne</i>					
<i>Bernice Joach</i>					
<i>Louise Franklin</i>					
<i>Dorothy M. Belizand</i>					
<i>Robert C. Bergeron Sr.</i>					

Needs Assessment Community Meeting Record

AAA Agency: Capital Area Agency on Aging

Date: September 21, 2018

Location: Scott Civic Center
New Roads/Pointe Coupee

Print Name	Organization or Concern	*Please (V) the category which you most identify:			
		Minority Senior/60+	Rural Senior 60+	Grandparent Raising Grandchildren	Caregiver
MARY D. LECOA		<input checked="" type="checkbox"/>			
Shirley Lee					
Gruthie's Bakery					
Don W. Deans					
Pharene Brown					
Wynne Leonard					
Phily M. Galor					
Frances M. Davis					
John Bourgeois					
William Duke					
Wanda E. Lewis					
John Foreman					
Victoria L. Richard					

Needs Assessment Community Meeting Record

AAA Agency: Capital Area Agency on Aging Date: September 21, 2018 Location: Scott Civic Center
New Roads/Pointe Coupee

Print Name	Organization or Concern	*Please (V) the category which you most identify:		
		Minority Senior/60+	Rural Senior 60+	Grandparent Raising Grandchildren
Edna Mae Lathers				
Wanda Decuir				
Shirley Akpough				
Ekhen J. Fatin				
Ethel L. COOPER				
DAVID J. COOPER				
Arnette Lemore				
Loyce Lemore				
Della Cottor	Senior Sukt			
Captn Holmes				
Wanda Holmes	Senior Annie			
Edna Jones	Annie Seaman			
Jean Will				
Alba Williams				
Dorothy Crowder				

Needs Assessment Community Meeting Record

AAA Agency: Capital Area Agency on Aging Date: September 21, 2018 Location: Scott Civic Center
New Roads/Pointe Coupee

Print Name	Organization or Concern	*Please (V) the category which you most identify:			
		Minority Senior/60+	Rural Senior 60+	Grandparent Raising Grandchildren	Caregiver
<i>Yvonne Taylor</i>					
<i>Bottie Power</i>			<input checked="" type="checkbox"/>		
<i>Margie Donachuk</i>			<input checked="" type="checkbox"/>		
<i>Trenia Brue</i>			<input checked="" type="checkbox"/>		
<i>Carolyn Nemoto</i>			<input checked="" type="checkbox"/>		
<i>Enola Miles</i>					
<i>Dorothy Schapaton</i>					
<i>Bulah Yarrigan</i>					
<i>Arlene Barthelut</i>					

Needs Assessment Community Meeting Record

AAA Agency: Capital Area Agency on Aging Date: September 21, 2018 Location: Scott Civic Center
New Roads/Pointe Coupee

Print Name	Organization or Concern	*Please (✓) the category which you most identify:			
		Minority Senior/60+	Rural Senior 60+	Grandparent Raising Grandchildren	Caregiver
• Georgie Johnson					
• Henrietta Chenevert					
• Dione Horzels					
• Marianne J. Christy		✓			
• Mildred Dupre		✓	✓		
• Yvonne M. Dupre		✓			
• Heba Roubel				✓	
• Mary Debreche					

Consumer Name	Date	Date	Date	Date
PA V S at Dot	9-21-18			
Dynas, Cesar ✓	✓	✓	✓	✓
Joseph, Ellen ✓	✓	✓	✓	✓
Smith, Jimmy ✓	✓	✓	✓	✓
Butler, Cashmere	✓	✓	✓	✓
Beverly Moore ✓	✓	✓	✓	✓
Johnson, Vernon ✓	✓	✓	✓	✓
Jones, Rita ✓	✓	✓	✓	✓
Probyn, Benjamin ✓	✓	✓	✓	✓
Hickson, Cora ✓	✓	✓	✓	✓
Dukes, Steve ✓	✓	✓	✓	✓

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Insurer Name	Date	Date	Date	Date
Smith	9-26-18			
Sylvia Watson	Sylvia Smith ✓			
Richard	Richard Wafar ✓			
Richard	Richard Wafar ✓			
Max	Margaret or original			
Fashick	Jessie Cashin			
Amelia	Jessie Cashin			
Amelia	Donna J. Amelton duplicate			
Amelia	Flora B. Butler duplicate			
Honore, Judy	Judy Honore			
Berman, Rose	Rose Berman → on original			

u (s)

continued for POINTE - COME NEAL SPECIAL EVENT

Consumer Name/ID	9/11/2018	9/12/2018	9/13/2018	9/14/2018	9/17/2018
Washington, Barbara D	<i>Barbara D Washington</i>	<i>duplicate</i>			
Watson, Patricia	<i>Patricia Watson</i>				
Webb, Henry L	<i>Henry L Webb</i>	<i>duplicate</i>			
Will, Leon	<i>Leon W Will</i>	<i>duplicate</i>			
Wilson Jr, Willie	<i>Willie Wilson Jr</i>	<i>duplicate</i>			

9 ①

NO. 810

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Consumer Name/ID	9/12/2018	9/12/2018	9/13/2018	9/14/2018	9/17/2018
Savoie, Catherine M	<i>Cathy Savoie duplicate</i>				
Schapaton, Dorothy A	<i>Dorothy Schapaton duplicate</i>				
Serio, Charles J					
Serio, Rita L					
Sicard, Judy A	<i>Judy Sicard</i>				
Stevenson, Carolyn	<i>Carol Stevenson duplicate</i>				
Taylor, Elizabeth B	<i>Elizabeth Taylor duplicate</i>				
Taylor, Yvonne L	<i>Yvonne Taylor duplicate</i>				
Thomas, Theresa R	<i>Theresa Thomas duplicate</i>				
Toussaint, Josilan	<i>Josilan Toussaint duplicate</i>				
Turfit, Vivian L	<i>Vivian Turfit</i>				
Turner, Estelle M	<i>Estelle Turner duplicate</i>				
Walker, Donna	<i>Donna Walker duplicate</i>				
Walton, Cheryl D	<i>Cheryl Walton duplicate</i>				

continued for POINTE... CONKS: NEAL SPECIAL EVENT

Consumer Name/ID	9/11/2018	9/12/2018	9/13/2018	9/14/2018	9/17/2018
Moses, Dorothy M	<i>Dorothy Moses duplicate</i>				
Patin, Anna M					
Patin, Ellen J	<i>Ellen Patin duplicate</i>				
Patin, Jesse C					
Parson, Gloria M					
Polar, Joyce M	<i>Joyce Polar duplicate</i>				
Pourciau, Beulah M	<i>Beulah Pourciau duplicate</i>				
Rachal, Jeannette N	<i>Jeannette Rachal duplicate</i>				
Richard, Beatrice R	<i>Beatrice Richard duplicate</i>				
Richard, David	<i>David Richard duplicate</i>				
Richard, Victoria S	<i>Victoria Richard duplicate</i>				
Russell, Viola H	<i>Viola Russell duplicate</i>				
Salzon, Alice M	<i>Alice Salzon duplicate</i>				
Sanchez, Edgar J					

Consumer Name/ID	9/11/2018	9/12/2018	9/13/2018	9/14/2018	9/17/2018
Lathers, Edna Mae M	Edna Mae Lathers duplicate				
Lea, Catherine B					
Lecoq, Dorothy	Dorothy Lecoq				
Lecoq, Mary D	Mary D Lecoq duplicate				
Lee, Theresa A	Theresa Lee duplicate				
Leonard, Yvonne	Yvonne Leonard duplicate				
Major, Lucille	Lucille Major				
Mars, Emila	Emila Mars duplicate				
Massey, Walter	Walter Massey				
McLin, Yvonne	Yvonne McLin				
Melancon, Joann L	Joann Melancon				
Minor, Felton	Felton Minor				
Moniotte, Myra	Myra Moniotte				
Morris, Jessie Lee	Jessie Lee Morris duplicate				

continued on POINTE - CONG. MEAL SPECIAL EVENT

Consumer Name/ID	9/11/2018	9/12/2018	9/13/2018	9/14/2018	9/17/2018
Jack, Bernice M	<i>Bernice Jack duplicate</i>				
Larreau, Audrey M	<i>Audrey Larreau duplicate</i>				
Johnson, Georgia S	<i>Georgia Johnson duplicate</i>				
Johnson, Jimmie L	<i>Jimmie Johnson</i>				
Jones, Abraham	<i>Abraham Jones</i>				
Jones, Molly K					
Joseph, Dorothy C	<i>Dorothy Joseph</i>				
Kimble, Edna M	<i>Edna Kimble</i>				
Kimble, Jimmy	<i>Jimmy Kimble duplicate</i>				
Landry, Cheryl	<i>Cheryl Landry</i>				
Landry, Janita L					
Landry, Jimmie L	<i>Jimmie Landry</i>				
Langlois, Charles A	<i>Charles Langlois</i>				
Langlois, Lorraine M	<i>Lorraine Langlois</i>				

Printed: 9/11/2018 4:51:45PM Page 6 of 10

continued for POINTS - CONG. MEAL SPECIAL EVENT

Container Name/ID	9/11/2018	9/12/2018	9/13/2018	9/14/2018	9/17/2018
Franklin, Betty M					
Franklin, Elouise S	Franklin, Elouise S	Franklin, Elouise S duplicate			
George, Frances M	George, Frances M	George, Frances M duplicate			
Gonzales, Diane	Gonzales, Diane	Gonzales, Diane duplicate			
Gonzales, Patricia B	Gonzales, Patricia B	Gonzales, Patricia B duplicate			
Guerin, Dye Ann	Guerin, Dye Ann	Guerin, Dye Ann duplicate			
Guidroz, Audrey J	Guidroz, Audrey J	Guidroz, Audrey J duplicate			
Guidroz, Celeste	Guidroz, Celeste	Guidroz, Celeste duplicate			
Guidroz, Russell P	Guidroz, Russell P	Guidroz, Russell P duplicate			
Hayes, Barbara N	Hayes, Barbara N	Hayes, Barbara N duplicate			
Hills, Emily D	Hills, Emily D	Hills, Emily D duplicate			
Hoffman, Yvonne D	Hoffman, Yvonne D	Hoffman, Yvonne D duplicate			
Holmes, Easter B	Holmes, Easter B	Holmes, Easter B duplicate			
Horton, Wanda J	Horton, Wanda J	Horton, Wanda J duplicate			

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10 ③

USCIBO View by Worksheet by

continued for POINTS - CONG. MEAL SPECIAL EVENT

Customer Name/ID	9/14/2018	9/13/2018	9/14/2018	9/17/2018
Dedrick, Mary E	<i>Mary Dedrick duplicate</i>			
Derosin, Mary B	<i>Mary B Derosin duplicate</i>			
Donachiricha, Margie N	<i>Margie N Donachiricha</i>			
Dukes, Relia W	<i>Relia W Dukes</i>			
Duncan, Patricia M	<i>Patricia M Duncan</i>			
Edmond, Ollie M	<i>Ollie M Edmond</i>			
Edwards, Lloyd A	<i>Lloyd A Edwards</i>			
Fabre, Joyce A	<i>Joyce A Fabre</i>			
Feltier Jr, Romallice				
Feltier, Rachel W	<i>Rachel W Feltier</i>			
Fields, L C	<i>L C Fields duplicate</i>			
Fitzgerald, Gloria M	<i>Gloria M Fitzgerald duplicate</i>			
Forty, Winona	<i>Winona Forty</i>			
Franklin, Audrey K	<i>Audrey K Franklin duplicate</i>			

continued on PAGE 2 - CONG. MEAL SPECIAL EVENT

Consumer Name/ID	9/11/2018	9/12/2018	9/13/2018	9/14/2018	9/17/2018
Carter, Julie M	<i>Julie Carter</i>	<i>duplicate</i>			
Carter, Landry	<i>Landry Carter</i>				
Chustz, Ethel C	<i>Ethel Chustz</i>				
✓ Cooper, David J	<i>David Cooper</i>	<i>duplicate</i>			
✓ Cooper, Ethel L	<i>Ethel Cooper</i>	<i>duplicate</i>			
✓ Cotton, Della M	<i>Della Cotton</i>	<i>duplicate</i>			
Dailey, Rosie M					
Damron, Marie L					
David, Patsy	<i>Patsy David</i>				
Davis, Anna B	<i>Anna Davis</i>				
✓ Davis, Beverly A	<i>Beverly Davis</i>	<i>duplicate</i>			
Davis, Minnie					
Davis, Thomas (Ted) E	<i>Ted Davis</i>				
Debetax, Doretha	<i>Doretha Debetax</i>				

Printed: 9/11/2018 4:51:48PM
 10 (5)
 Labels: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
 Page 3 of 10

continued for POINTS - CONG. MEAL SPECIAL EVERY

Consumer Name/ID	9/11/2018	9/12/2018	9/13/2018	9/14/2018	9/17/2018
Bergeron, Rose	<i>Rose Bergeron</i>				
Bergeron, Theresa M	<i>Theresa Bergeron duplicate</i>				
Berthelot, Diane	<i>Diane Berthelot duplicate</i>				
Bizatta, Mary A					
Bizatta, Nora T					
Bonaventure, Donna B	<i>Donna Bonaventure</i>				
Bonaventure, Louella M					
Boohe, Maude A	<i>Maude Boohe duplicate</i>				
Bourgeois, John	<i>John Bourgeois duplicate</i>				
Breault, Mary E	<i>Mary E Breault</i>				
Brown, Shelia M	<i>Shelia M Brown</i>				
Brue, Trentia	<i>Trentia Brue duplicate</i>				
Campbell, Irene M	<i>Irene M Campbell</i>				
Carter, Barbara	<i>Barbara Carter</i>				

USERS 11/14/18 11/14/18

③

Printed: 9/12/2018 4:51:45PM

Sept 21
 Community Meeting
 Bingo 9/21/18

Weekly Sign-in Sheet
 Agency: Capital Area Agency On Aging, Inc.
 Provider: Pointe Coupee Council on Aging
 Service: Congregate Meals
 Subservice: SPECIAL EVENT
 POIRTE - CONG. MEAL SPECIAL EVENT
 Service Period: 9/14/2018 - 9/17/2018

Consumer Name/ID	9/13/2018	9/12/2018	9/13/2018	9/14/2018	9/17/2018
Aguillard, Juanita	<i>Juanita Aguillard</i>				
Albert, Louise	<i>Louise Albert</i>	duplicate			
Alexander, Mary L	<i>Mary L Alexander</i>				
Alpough, Shirley M	<i>Shirley M Alpough</i>	duplicate			
Atmster, Donald R	<i>Donald R Atmster</i>	duplicate			
Ashford, Alma J	<i>Alma J Ashford</i>				
Battley, Betty M	<i>Betty M Battley</i>				
Battley, Gerakline C	<i>Gerakline C Battley</i>	duplicate			
Bellazin, Ceola	<i>Ceola Bellazin</i>				
Bergeron, Joseph C	<i>Joseph C Bergeron</i>	duplicate			
Bergeron, Mary L	<i>Mary L Bergeron</i>				
Bergeron, Robert C	<i>Robert C Bergeron</i>	duplicate			

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
West Baton Rouge Council on Aging – 2560 Court Street, Port Allen, LA	10/2/2018	69	1		1	5	76
Iberville Council on Aging – 58105 Court Street Plaquemine, LA	10/4/2018	53		1		3	57
West Feliciana Council on Aging – 12292 Jackson Road, St. Francisville, LA	10/4/2018	21	1				22
New Roads Senior Center 2202 Hospital Road, New Roads, LA	10/4/2018	18	1				19
Hammond Senior Center – 207 East Church Street, Hammond, LA	10/8/2018	49	1				50
Assumption Council on Aging – 166 Hwy. 1008, Napoleonville, LA	10/9/2018	32	1				33
East Feliciana Council on Aging 11102 Bank Street, Clinton, LA	10/10/2018	24	1				25
Gonzales Senior Center – 526 South Irma Blvd. Gonzales, LA	10/11/2018	73	1				74
Bogalusa Senior Center – 603 Willis Ave. Bogalusa, LA	10/12/2018	39	1			1	41
First Baptist Church – 6260 Hwy. 10, Greensburg, LA	10/18/2018	55	1				56

Add more rows/pages as needed.

2. Briefly summarize comments of those in attendance.

Some comments from the public hearings were:

- Need help with asbestos abatement
- Need list of #s (other than 911) for weekend emergencies for Legal, EPS, and Ombudsman.
- Want educational events to help with scam calls – “how to deal with scammers”
- EPS training – how to identify abuse
- Respite hours – overnight and evenings
- Dating service for seniors
- Registering seniors to vote at centers
- Income should be excluded from list when doing priorities for services. There are seniors who are \$5 above the poverty line that cannot get access to services.

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

Elected Officials: Those in attendance had no comments

Public Officials: Those in attendance had no comments

Service providers including Entitlement Programs: Those in attendance had no comments

Service Recipients:

- Need help with asbestos abatement
- Need list of #s (other than 911) for weekend emergencies for Legal, EPS, and Ombudsman.
- Want educational events to help with scam calls – “how to deal with scammers”
- EPS training – how to identify abuse
- Respite hours – overnight and evenings
- Dating service for seniors
- Registering seniors to vote at centers
- Income should be excluded from list when doing targeting of priorities for services. There are seniors who are \$5 above the poverty line that cannot get immediate access to services.

Older individuals: No comments were received from older individuals who were not service recipients

Specify others, such as, caretakers: None in attendance had comments

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

Comments from those in attendance at the public hearings centered on protective services, need for emergency contact information on weekends other than 911, registering to vote and home repairs. The plan was revised to include an objective under In-Home Services to address home repair and an objective was added under Elderly Protective Services to address protective services.

5. Specify methods and dates used in publicizing hearings.

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

- *The Advocate*, Thursday, 9-27-18
- *Bayou Journal*, Tuesday, 10-2-18
- *Plaquemine Post/South*, Thursday, 9-27-18
- *Gonzales Weekly Citizen*, Thursday, 9-27-18
- *Bogalusa Daily News*, Wednesday, 9-26-18
- *Amite Tangi Digest*, Wednesday, 10-3-18
- *St. Francisville Democrat*, Thursday, 10-4-18
- *The Watchman*, Thursday, 10-4-18
- *The St. Helena Echo*, Wednesday, 10-3-18
- *The West Side Journal*, Thursday, 9-27-18
- *The Pointe Coupee Banner*, Thursday, 9-27-18
- *The Daily Star*, Friday, 10-5-18

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. They did show interest in the material presented, following along on their handouts. They were very attentive. Most felt that the public hearing was very informative and thanked us for the information.

East Feliciana Public Notices
10285

PUBLIC NOTICE
...
NOTICE OF SEIZURE
SHERIFF'S OFFICE
NO: 44712

BANK OF NEW YORK MELLON TRUST COMPANY, NATIONAL ASSOCIATION AS SUCCESSOR TO FISCHER BANK TRUST COMPANY AMERICAS /A BANKERS TRUST CORPORATION, AS TRUSTEE FOR RESIDENTIAL ASSET SECURITIES CORPORATION, HOME EQUITY MORTGAGE ASSET-BACKED PASS-THROUGH CERTIFICATES, SERIES 2002-K51

VERSUS
THE SUCCESSION OF JAMES CLATON HAMMETT A/K/A JAMES CLATON HAMMETT A/K/A JAMES C. HAMMETT A/K/A JAMES HAMMETT, ALICE LUCILLE HAMMETT A/K/A ALICE L. HAMMETT A/K/A ALICE HAMMETT, ZACHARY AND CHARLES ZACHARY

PROPERTY DESCRIPTION:
The property described in the Act of Mortgage is described as follows:
certain piece or parcel of land containing 0.851 acres and being more particularly shown and described as LOT SIX E (6-E) with reference to a "Map Showing the Survey of the subdivision of the remaining portion of Lot 6 Richmond Place Addition located in Section 41 T-3-S, -1-E, East Feliciana Parish, State of Louisiana, for the Estate of Charles Arrier", dated October 21, 1996, by Wallace J. Larrigue, a copy of which is attached to said Cash Sale recorded at Entry No. 46985.

TERMS OF SALE:

East Feliciana Public Notices
10285

Tuesday, October 23 - Tuesday, October 30, 2018 from 8:30am - 6:00pm, excluding Sunday, for persons registered in East Feliciana Parish at the Registrar of Voters Office 11048 Bank St., Clinton, LA.

293796-sep 27-oct 4-2t

PUBLIC NOTICE

NOTICE OF SEIZURE
SHERIFF'S OFFICE
NO: 45149
FRANKIE LEE SAMBO

VERSUS
ANGELA JACKSON, INDIVIDUALLY AND AS INDEPENDENT ADMINISTRATOR FOR THE SUCCESSIONS OF SIMON J. JACKSON AND EDMONIA S. JACKSON

STATE OF LOUISIANA
20TH JUDICIAL COURT
PARISH OF EAST FELICIANA

PROPERTY DESCRIPTION:
All of the undivided interest belonging to Angela Jackson, believed to be a one-fourth interest from the Successions of Simon Jackson and Edmonia Sambo Jackson, in the following described property:

A certain tract or parcel of land, together with all improvements thereon, located in Section 62, T-3, R-1E, East Feliciana Parish, State of Louisiana, being more particularly described as follows:

Beginning at the SW corner of Tract 8 and 30.76 feet South of Lot 2 as shown on that certain "Map Showing Tract 9-X (25.24 Acres) taken from Tract 9 (34,044.2 Acres) of the Bates family property located in Section 62, T-3-S, R-1-E, Greensburg Land District, East Feliciana Parish, LA, for James Bates" by Andy Matamoros, Registered Professional Land Surveyor, No. 2511, dated 02-16-01, as the POINT OF BEGINNING from the POINT OF BEGINNING; thence proceed North 89°52'13" East 288.88 feet; thence proceed

East Feliciana Public Notices
10285

ACCORDING TO LAW SHERIFF'S OFFICE THIS 27 DAY OF August, 2018.

JEFFERY E. TRAVIS, SHERIFF PARISH OF EAST FELICIANA
296207-oct 4-nov 8-2t

PUBLIC NOTICE

2010 FORD RANGER PICKUP
Vin# 1FTKRIADGAPA26455
Mileage: 131,351

Vehicle may be inspected at the water district office at the above address.

Minimum bid of \$1,500.00. Bids should be in a sealed envelope marked "BID" on the outside. Bids may be dropped off at the office Monday through Friday from 8 A.M. until 3 P.M. There is a mail slot for after-hours. Successful bidder required to pay for and pick up within ten "10" days.

PUBLIC NOTICE

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, October 10, 2018 at the East Feliciana Council on Aging, 11102 Bank Street, Clinton, LA.

298428-oct 4-1t

PUBLIC NOTICE

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, October 18, 2018 at the First Baptist Church, 6260 Hwy. 10, Greensburg, LA.

298430-oct 4-1t

East Feliciana Public Notices
10285

1. Sealed proposals should be delivered to EAST FELICIANA PARISH SCHOOL BOARD.
2. Proposals must be received no later than Thursday, November 15, 2018 at 1:30 PM (CST).

EAST FELICIANA PARISH SCHOOL DISTRICT
Attention: James Bell, Supervisor of Operational Services
East Feliciana Parish School District
12732 Silliman Street
Clinton, La. 70722

3. EFPD reserves the right to reject any and all proposals and to waive any informality, technical defect or clerical error in any Bid Proposal Package, as the interest of the District may require. Any proposer may withdraw his/her proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals.

299360-oct 4-11-18-25-4t

West Feliciana Public Notices

NOTICE IS HEREBY GIVEN that the Mayor and Board of the Town of St. Francisville will hold a PUBLIC HEARING October 23, 2018 at 5:30 o'clock p.m. at 11936 Ferdinand St., Town Hall meeting room, St. Francisville, Louisiana to adopt the following:

ORDINANCE 2018-6

AN ORDINANCE AMENDING THE COMPREHENSIVE ZONING ORDINANCE 2013-1 OF THE TOWN OF ST. FRANCISVILLE, PER SECTION 8.1.H., ZONING MAP AMENDMENT, TO REZONE Section 44, T3S, R3W, Portions of Pecan Grove Plantation (Old St. Francisville High School) FROM INSTITUTIONAL (IS) TO MEDIUM DENSITY SINGLE FAMILY RESIDENTIAL (RS-2).

The Public is invited to attend.

In accordance with the American with Disabilities Act, if you need special assistance, please contact Shannon Sturgeon, at (225) 635-3688, describing the assistance that is needed.

Shannon Sturgeon, Town Clerk
Town of St. Francisville
P. O. Box 400
(225) 635-3688

298909-Oct 4-11-18-3t

West Feliciana Public Notices
10290

Both public hearings will be held in the Parish Council Meeting Room in the Courthouse Annex, Second Floor at 4785 Prosperity Street, St. Francisville, La.

Charles J. Cole III
5000 Como Rd
Saint Francisville, Louisiana 70775
Proposed Use: Recreational/Retreat
Zoning Designation: R-A to S-1

Legal Description:
A 117.07 acre parcel and a 80.10 acre parcel, more or less, situated in SECTIONS 4, 42, 43, T2S, and R4W in West Feliciana Parish, Louisiana

This meeting is open to the public.

By: /s/ Jim Ferguson, Administrator
West Feliciana Parish Council

296837-oct 4-11-18-3t

West Feliciana Public Notices
10290

Both public hearings will be held in the Parish Council Meeting Room in the Courthouse Annex, Second Floor at 4785 Prosperity Street, St. Francisville, La.

5181 U.S. Highway 61
Saint Francisville, Louisiana 70775
Proposed Use: Retail/Gift Shop
Zoning Designation: C-1 to C-2

Legal Description:
A 2.0 +/- acre lot more or less, in Tract B-1-B1-A, Section 41, T3S, R2W in West Feliciana Parish, Louisiana

This meeting is open to the public.

By: /s/ Jim Ferguson, Administrator
West Feliciana Parish Council

296840-oct 4-11-18-3t

PUBLIC NOTICE

Public Notices
Meet/Hear/Min

PUBLIC NOTICE

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, October 5, 2018 at the New Roads Senior Center, 2202 Hospital Road, New Roads, LA.

298415-sep 27-1t

PUBLIC NOTICE

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, October 8, 2018 at the Hammond Senior Center, 207 East Church Street, Hammond, LA.

298416-sep 27-1t

PUBLIC NOTICE

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, October 9, 2018 at the Assumption Council on Aging, 166 Hwy. 1008, Napoleonville, LA.

298420-sep 27-1t

PUBLIC NOTICE

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, October 10, 2018 at the East Feliciana Council on Aging, 11102 Bank Street, Clinton, LA.

298421-sep 27-1t

PUBLIC NOTICE

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,

**Bold your ad
For faster results!!**

Public Notices
Meet/Hear/Min

October 11, 2018 at the Gonzales Senior Center, 528 South Irma Blvd., Gonzales, LA.

298423-sep 27-1t

PUBLIC NOTICE

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, October 12, 2018 at the Washington Council on Aging, 603 Willis Ave., Bogalusa, LA.

298424-sep 27-1t

PUBLIC NOTICE

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, October 18, 2018 at the First Baptist Church, 6260 Hwy. 10, Greensburg, LA.

298425-sep 27-1t

Public Notices
Miscellaneous

PUBLIC NOTICE

EAST BATON ROUGE PARISH GOVERNMENT ADJUDICATED PROPERTY SALE ADVERTISEMENT

BY VIRTUE OF THE AUTHORITY VESTED IN ME BY THE CONSTITUTION AND THE LAWS OF THE STATE OF LOUISIANA, I WILL SELL, AT CIVICSOURCE, WITHIN THE LEGAL HOURS FOR JUDICIAL SALES BEGINNING AT 8:00 O'CLOCK A.M. ON THE 3rd DAY OF OCTOBER, 2018 AND CONTINUING UNTIL SAID SALES ARE COMPLETED, TITLE TO IMMOVABLE PROPERTY ON WHICH TAXES WERE ADJUDICATED TO THE EAST BATON ROUGE PARISH GOVERNMENT, TO ENFORCE COLLECTION OF TAXES, THE NAMES OF SAID DELINQUENT TAX DEBTORS AND THE LEGAL DESCRIPTION FOR EACH OF THE PROPERTIES TO BE OFFERED FOR SALE ARE AS FOLLOWS:

PRIME-PM CORPORATION, THE 0 S 17TH STREET, LA TAXES OWED ARE WITH THAT CERTAIN LOT OR PARCEL OF GROUND, TOGETHER WITH ALL THE BUILDINGS AND IMPROVEMENTS

Public Notices
Miscellaneous

THEREON, SITUATED IN THAT SUBDIVISION OF THE PARISH OF EAST BATON ROUGE, LOUISIANA, KNOWN AS MAGNESIAVILLE, AND BEING DESIGNATED ON THE OFFICIAL PLAN THEREOF ON FILE IN THE OFFICE OF THE CLERK AND RECORDER OF THE PARISH OF EAST BATON ROUGE, LOUISIANA, AS ONE-HALF OF LOT NUMBER TWELVE (12), SAID LOT HAVING SUCH MEASUREMENTS AND DIMENSIONS AS SHOWN ON SAID MAP OF RECORD. 000-9951-1

WEATHERSPOON, SHARON G. 1/2; NANCY MONROE AVE. BATON ROUGE, LA 70802 TAXES OWED ARE WITH A CERTAIN TRACT OR PARCEL OF GROUND TOGETHER WITH ALL BUILDINGS AND IMPROVEMENTS THEREON SITUATED IN THAT SUBDIVISION OF THE PARISH OF EAST BATON ROUGE, LOUISIANA, KNOWN AS STRAUMA AND BEING MORE PARTICULARLY DESCRIBED IN ACCORDANCE WITH THE OFFICIAL MAP OF SAID SUBDIVISION A COPY OF WHICH IS ON FILE AND OF RECORD IN THE OFFICE OF THE CLERK AND RECORDER FOR THE PARISH AND STATE AS LOT NUMBER TWENTY-FOUR (24), SQUARE TWENTY-TWO (22), SAID SUBDIVISION SAID PROPERTY HAVING MEASUREMENTS AND DIMENSIONS AS SHOWN ON THE SAID OFFICIAL MAP.

SUBJECT TO OIL, GAS AND MINERAL RESERVATIONS AS STATED IN CASH SALE REGISTERED AT ORIGINAL 612 BUNDLE 9690 IN THE RECORDS OF EAST BATON ROUGE PARISH, STATE OF LOUISIANA. 001-6656-1

VALUES UNLIMITED, LLC. 1077 MONET DR, BATON ROUGE, LA 70806 TAXES OWED ARE WITH A CERTAIN LOT OR PARCEL OF GROUND, TOGETHER WITH ALL THE BUILDINGS AND IMPROVEMENTS THEREON, SITUATED IN THE PARISH OF EAST BATON ROUGE, STATE OF LOUISIANA, IN THAT SUBDIVISION KNOWN AS MELROSE EAST, FIRST FILING, AND DESIGNATED ON THE OFFICIAL MAP THEREOF ON FILE AND OF RECORD IN THE OFFICE OF THE CLERK AND RECORDER FOR SAID PARISH AND STATE AS LOT FIFTY-FIVE (55), SAID MELROSE EAST, FIRST FILING; SAID LOT MEASURING SIXTY (60) FEET FRONT ON MONET DRIVE BY A DEPTH BETWEEN PARALLEL LINES OF ONE HUNDRED SIXTY-FIVE (165) FEET.

SUBJECT TO A SEVEN AND 5/10 (7.5) FOOT SERVITUDE ACROSS THE REAR FOR PURPOSES OF PUBLIC UTILITY, AS STATED IN THE INSTRUMENT DATED 5/8/1997 AND RECORDED ON 5/12/1997 AT ORIGINAL 162, BUNDLE 10789 IN THE RECORDS OF EAST BATON ROUGE PARISH, LOUISIANA.

Public Notices
Miscellaneous

SUBJECT TO A SERVITUDE FOR DRAIN AND POND RECORDED IN CONVEYANCE BOOK 1758, FOLIO 239, OF THE RECORDS OF EAST BATON ROUGE PARISH, LOUISIANA. 008-0119-4

STERNBERG, INC. 0 AVENUE G, BATON ROUGE, LA 70807 TAXES OWED ARE WITH WARD 1-5 #433, LOT: E, SQUARE: 21, SUBDIV: UNIVERSITY PLACE, ADJ. TO STATE OF LA, FOR 1986 TAXES. 014-3556-6

ON THE DAY OF SALE I WILL SELL THE PROPERTY TO THE HIGHEST BIDDER. THE SALE WILL BE WITHOUT APPRAISEMENT, FOR CASH OR OTHER PAYMENT METHODS ACCEPTABLE TO THE TAX COLLECTOR. IN LEGAL TENDER MONEY OF THE UNITED STATES, AND A NON-WARRANTY CASH SALE CERTIFICATE SHALL BE ISSUED TO THE PURCHASER FOR THE PROPERTY.

296613-sep 27-1t

PUBLIC NOTICE

Notice of Availability.

SUMMARY:

Pursuant to the National Environmental Policy Act (NEPA), the Greater Lafourche Port Commission (the Non-Federal Interest (NFI)), announces the release of the draft environmental impact statement (DEIS) for the Tentatively Selected Plan (TSP) of the Port Fourchon Belle Pass Channel Deepening Project (Project), Lafourche Parish, LA. The DEIS documents the existing condition of environmental resources adjacent to and in the vicinity of the areas being considered for development, and the potential impacts to those resources resultant of Project implementation.

DATES:

The Greater Lafourche Port Commission will hold the public meeting for the DEIS on October 25th, 2018 from 5:00 pm to 7:00 pm. The Greater Lafourche Port Commission will accept written public comments on the DEIS from September 24th, 2018 to November 7th, 2018. Comments on the DEIS must be postmarked by November 7th, 2018.

ADDRESS:

Location of the public meeting: Greater Lafourche Port Commission, 16829 East Main Street, Cut Off, LA 70345

FOR FURTHER INFORMATION CONTACT:

Questions and comments regarding the proposed DEIS should be addressed

Public Notices
Miscellaneous

to: Port Fourchon Belle Pass Channel Deepening Section 203 Project, The Greater Lafourche Port Commission, 16829 East Main Street, Cut Off, LA 70345; questions and comments can also be sent electronically via e-mail to:

portfourchon203@glsv.com

SUPPLEMENTARY INFORMATION:

Authority: The study is authorized by Section 203 of the Water Resources Development Act of 1986, as amended by Section 1014 of the Water Resources and Reform Development Act (WRRDA) of 2014, to evaluate the feasibility and Federal interest of channel improvements to the existing Port Fourchon Federal project.

Background: This DEIS was prepared as required by the NEPA to present an evaluation of potential impacts associated with the Project TSP. Under the authority of Section 203, the Greater Lafourche Port Commission is the NFI, as well as the principal preparer of this DEIS. The U.S. Army Corps of Engineers provided assistance with activities associated with environmental compliance, such as the National Environmental Policy Act and the Fish and Wildlife Coordination Act. The purpose of the proposed Project is to reduce transportation costs and increase operational efficiencies of maritime commerce movement through the Port.

Recommended Plan: This DEIS presents the evaluation and analysis of impacts resulting from the proposed deepening of and improvements to an existing Federal navigation channel; and the impacts related to the beneficial use of dredged materials from the proposed Project for the restoration of coastal wetland habitat in the vicinity of the project. The DEIS identifies the TSP. The recommended improvements of the TSP would deepen the dredging depth requirement to Bayou Lafourche Federal channel (station [sta.] 0+00 to sta. 130+00) to -30 feet while maintaining its current width requirement of 300 feet. The TSP also recommends deepening downstream Belle Pass Federal channel, inclusive of a turning basin, (station 130+00 to 589+93) to -50 feet and widen this reach's width requirement from the existing 300-foot to 475 feet, and extend the entrance channel approximately 5.2 miles into the Gulf.

The following total dredging depth requirements of the Belle Pass Federal channel and turning basin include advanced maintenance and a 2-foot safety factor: -53 feet from sta. 130+00 to 220+00, -56.5 feet from sta. 220+00 to 330+00,

PUBLIC NOTICES C

home/mobile home was immobilized pursuant to Act of Immobilization of Mobile Home dated July 31, 2007 and filed for record as Instrument No. 00675582 of the records of Ascension Parish, Louisiana. And from the proceeds of said sale to pay petitioner by preference over all

By virtue of and in obedience to a Writ of SEIZURE AND SALE directed to me by the Honorable 23RD JUDICIAL DISTRICT COURT in and for the PARISH OF ASCENSION, State of Louisiana, dated: THURSDAY, JULY 19, 2018, in the above entitled and numbered cause, I shall proceed to sell at public auction at the principal front door of the Courthouse Annex 828 South Irma Blvd Gonzales, LA 70737 of which the Civil District Court of the Parish of Ascension is held on WEDNESDAY, NOVEMBER 7, 2018, at 10:00 A.M., to the last and highest bidder for cash, the following described property, to wit:

That certain lot or parcel of ground, together with all the buildings and improvements thereon, situated in the Parish of Ascension, State of Louisiana, in that part

on WEDNESDAY, NOVEMBER 7, 2018, at 10:00 A.M., to the last and highest bidder for cash, the following described property, to wit:
One (1) certain lot or parcel of ground, together with all the buildings and improvements thereon, and all of the rights, uses, and appurtenances thereto, situated in the Parish of Ascension, State of Louisiana, in that part

JEFFREY F. WILEY-SHERIFF & EX-OFFICIO TAX COLLECTOR ASCENSION PARISH SCSO-CIV-209-0402

SHERIFF'S SALE SHERIFF'S OFFICE SUIT NO: (03) 122872-A EDWARD P. EMORY VS DAWN EBAYER EWEN AND EARL LESLIE EWEN PARISH OF ASCENSION 23RD JUDICIAL DISTRICT COURT STATE OF LOUISIANA THURSDAY, SEPTEMBER 13, 2018 DATE:

JEFFREY F. WILEY, SHERIFF 13200 AIRLINE HIGHWAY GONZALES, LA 70737
By virtue of and in obedience to a Writ of SEIZURE AND SALE directed to me by the

October 5, 2018, the property will be disposed of according to Louisiana Law.

The following persons may have unclaimed property at the Ascension Parish Sheriff's Department:
Adam Gonzales, last known address of 45047 Stringer

found property and/or monies that have been in the possession of the Ascension Parish Sheriff's Office for a minimum of 1 year. To make a claim, these persons must have specific detail and information to prove ownership of found property and/or monies.

To claim property, these persons may contact Detective A. Percy at the Ascension Parish Sheriff's Department at 225-621-8336 on Monday through Friday between the hours of 8:30 am and 4:00 pm.

Publish: September 27, 2018

REQUEST FOR PROPOSALS AERIAL SPRAYING RE-POSTING

Proposals will be received by Ascension Parish Government

FOR DONALDSONVILLE & ST. AMANT HIGH SCHOOLS

A mandatory Pre-Bid Conference will be held at 10:00 a. m., Friday, October 5, 2018, at the main office, at location and address St. Amant High -12035 Hwy.431.

1100 Webster Street, Donaldsonville, LA 70346, not later than 10:00 a. m., Thursday, October 11, 2018, for the following:

SB-10710 COVERED BATTING CAGES FOR DUTCHTOWN & EAST ASCENSION HIGH SCHOOLS

A mandatory Pre-Bid Conference will be held at 9:00 a. m., Friday, October 5, 2018, at the main office, at location and address Dutchtown High - 13165 Hwy 73, Geismar, LA 70737, then East Ascension High- 612 E. Worthy St., Gonzales, LA 70737 after. No bid will be accepted from any contractor who does not attend and sign-in at the Pre-Bid Conference. The Bids will be opened at the School Board Office immediately following the close of bid time on the above noted date.

herby advised that the Ascension Council on the Aging, Inc. has applied to the Louisiana Department of Transportation and Development for project funding under Federal Transit Administration Section 5310 for the following:

Publish: September 27, 2018

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, October 11, 2018 at the Gonzales Senior Center, 526 South Irma Blvd., Gonzales, LA

Publish: September 27, 2018

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Article VII, Section 18(A) and (F))

Major Coleman, President
St. Helena Parish Police Jury
State of Louisiana

Sharonda Brown, Secretary-Treasurer
St. Helena Parish Police Jury
State of Louisiana

G_180163
Publish in the St Helena Echo on Wednesday, October 3, 2018

on Wednesday, October 3, 2018.

Minutes

utes

ST. HELENA PARISH POLICE JURY
MINUTES
SPECIAL SESSION, FRIDAY, SEPTEMBER 14, 2018

RY

SEPTEMBER 11, 2018

ury met regular session in the
a Parish Police Jury Building at
isiana, on Tuesday, September

The St. Helena Parish Police Jury met special session in the
Meeting Room of the St. Helena Parish Police Jury Building at
17911 Hwy 43, Greensburg, Louisiana, on Friday, September 14,
2018 @ 2:00 P.M.

Theodore McCray, Jr., followed by

Roll Call:
Police Jurors present: President Major Coleman, Jule C. Wascom,
Jeremy Williams, & Warren McCray, Jr.
Theodore McCray, Jr. & Doug Watson
were absent. Mr. Jeremy Williams and unanimously
adopted by the Police Jurors to meet in regular session at 6:00
p.m. Tuesday, September 25, 2018

included in the 2019 budget for
courthouse

emy Williams, seconded by Mr.
mously adopted by the Police
from Fire Protection District #4
re as a new board member to fill

Major Coleman, President
St. Helena Parish Police
State of Louisiana

ren McCray, Jr., seconded by Mr.
adopted by the Police Jurors to
D&H Quality Construction i/a/o
Architect Arrow Engineering &
Ward Fire Protection Dist. Fund

Sharonda Brown, Secretary-Treasurer
St. Helena Parish Police Jury
State of Louisiana

G_180164
Publish in the St. Helena Echo on Wednesday, October 3, 2018.

ren McCray, Jr., seconded by Mr.
adopted by the Police Jurors to
SB Contractors for home repair
DBG Housing Motion carried to
contract signing and matching

Public Hearing Notice

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, October 18, 2018 at the First Baptist Church, 6260 Hwy.
10, Greensburg, LA

Theodore McCray, Jr., seconded by
usly adopted by the Police Jurors
for value of land site for library
Doing Act of Donation for land

G_180165
Publish in the St. Helena Echo on Wednesday, October 3, 2018.

olution of Support for CWEE

must be received by October 13, 2018.

Publish:9/26

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, October 12, 2018 at the Washington Council on Aging, 603 Willis Ave., Bogalusa, LA.

Publish:9/26

PUBLIC NOTICE OPPORTUNITY FOR REQUESTING A PUBLIC HEARING

All interested persons are hereby advised that the Nellie Byers Training Center has applied to the Louisiana Department of Transportation and Development for project funding under Federal Transit Administration (Section 5310,5311, and/or 5339) for the following:

PROJECT: Nellie Byers Training Center is preparing to Replace existing equipment to continue transportation services to in Eastern Washington Parish. Further details relative to the project are available from: Beth Schilling, Nellie Byers Training Center, 640 Avenue V, Bogalusa, La. 70427 Phone no. (985) 735-5216

Interested persons are advised that they may request that a public hearing be conducted to provide a means for the public to express their views relative to the proposed project on the social, economic and environmental effects involved. In lieu of requesting a public hearing, interested persons may submit their comments in writing.

Written requests for a public hearing and/or submittal of comments must be postmarked

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away1@gmail.com

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PUBLISH ON:
September 27, 2018
November 01, 2018

JEFFREY F. WILEY-SHERIFF &
EX-OFFICIO TAX COLLECTOR
ASCENSION PARISH
SCSO-CIV-209-0402

**SHERIFF'S SALE
SHERIFF'S OFFICE
SUIT NO: (03) 122542-A
LAKEVIEW LOAN
SERVICING, LLC
VS**

**RON TREMAINE
WINCHESTER, SR.
PARISH OF ASCENSION
23RD JUDICIAL DISTRICT
COURT**

**STATE OF LOUISIANA
13200 AIRLINE HIGHWAY
GONZALES, LA 70737**

By virtue of and in obedience to a Writ of SEIZURE AND SALE directed to me by the Honorable 23RD JUDICIAL DISTRICT COURT in and for the PARISH OF ASCENSION, State of Louisiana, dated: THURSDAY, JULY 19, 2018, in the above entitled and numbered cause, I shall proceed to sell at public auction at the principal front door of the Courthouse Annex 828 South Irma Blvd Gonzales, LA 70737 of which the Civil District Court of the Parish of Ascension is held on WEDNESDAY, NOVEMBER 7, 2018, at 10:00 A.M., to the last and highest bidder for cash, the following described property, to wit:
That certain lot or parcel of ground, together with all the buildings and improvements thereon, situated in the Parish of Ascension, State of Louisiana, in that part

thereof known as Prairie Oaks Subdivision, Second Filing, located in Section 33, Township 9 South, Range 2 East, Southeastern District, East of the Mississippi River, as per plat of survey by Clary & Associates, Inc., recorded at COB 558, file no. 371255, being designated thereon as Lot Number Forty Six (46). Lot 46 has a front of 177.16 feet on Overland Trail, with a depth on its sideline common with Lot 47 of 164.55 feet, with a depth on the opposite sideline, running along the rights of way line with LA HIGHWAY 73, 164.61 feet, and closing in the rear a distance of 182.78 feet. All as more fully shown on the referenced plat.

And from the proceeds of said sale to pay petitioner by preference over all other persons requests proposals on October 15, 2018, at 10:00 a.m., at the Parish of Ascension, Louisiana, at the Ascension Parish Courthouse, 1100 Webster Street, Donaldsonville, Louisiana 70346, 225/391-7133 or via BidSync.com.

JEFFREY F. WILEY-SHERIFF &
EX-OFFICIO TAX COLLECTOR
ASCENSION PARISH
SCSO-CIV-209-0402

**SHERIFF'S SALE
SHERIFF'S OFFICE
SUIT NO: (03) 122872-A
EDWARD P. EMORY
VS**

**DAWN EBAYER EWEN AND
EARL LESLIE EWEN
PARISH OF ASCENSION
23RD JUDICIAL DISTRICT
COURT**

**STATE OF LOUISIANA
THURSDAY, SEPTEMBER
13, 2018
DATE:**

**JEFFREY F. WILEY, SHERIFF
13200 AIRLINE HIGHWAY
GONZALES, LA 70737**

By virtue of and in obedience to a Writ of SEIZURE AND SALE directed to me by the

Honorable Ascension Parish
District Purchasing
Office, 1100 Webster Street,
Donaldsonville, Louisiana 70346,
225/391-7133 or via BidSync.com.

**AUTO CONTROL
MOSQUITO SPRAYING**

The Parish of Ascension requests proposals from qualified and experienced contractors to provide Aerial Mosquito Control services in the areas of Ascension Parish. Proposals regarding this contract shall be submitted to the Ascension Parish Purchasing Department at purchasing@apgov.us by 3:00 p.m. on October 15, 2018.

Also, Carl W. Fontenot, Parish Purchasing Officer, 1100 Webster Street, Donaldsonville, LA 70346, possession 10:00 a.m., October 11, 2018, a minimum:

make a must have 10710
and installing CAGES
ownership in TOWN & EAST
and/or in HIGH SCHOOLS

To claim persons factory Pre-Bid A. Percy will be held at 9:00 AM, October 5, 2018, at 225-6111 through Dutchtown High School, 73, Geismar, LA 70737 after.

Proposals will be accepted from persons who does not sign-in at the Pre-Bid Office. The Bids will be accepted from the School Board immediately following the Pre-Bid time on the Ascension date.

Preliminary bid information may be obtained by contacting Mr. Carl Fontenot, Purchasing Manager, 1100 Webster Street, Donaldsonville, Louisiana 70346, 225/391-7133 or via BidSync.com.

It is the policy of the Ascension Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, disabilities, or veteran status in educational programs and activities. This includes, but is not limited to, admissions, educational services financial aid and employment.

ASCENSION PUBLIC SCHOOLS
/s/David Alexander
Superintendent

Darlene C. Schexnayder,
Executive Director

Publish: September 27, 2018

**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, October 11, 2018 at the Gonzales Senior Center, 526 South Irma Blvd., Gonzales, LA

Publish: September 27, 2018

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or just call our office with a credit

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month \$600 deposit.
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history. Text Mitch
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area
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Public Notices
Miscellaneous

Public Notices
Miscellaneous

Public Notices
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Public Notices
Miscellaneous

Public Notices
Conservation

Public Notices
Nat Res Coastal

Ward 2, Precinct 22B -	Alternative Center at Beechwood - 2555 DeSoto St.
Ward 2, Precinct 23A -	Merrydale Elementary School - 6700 Rio Dr.
Ward 2, Precinct 23B -	Merrydale Elementary School - 6700 Rio Dr.
Ward 2, Precinct 24 -	Alsen BREC Recreation Center - 601 Old Rafe Mayer Rd. 8935 Westminster Dr.
Ward 3, Precinct 17B -	Westminster Elementary School - 8935 Westminster Dr.
Ward 3, Precinct 18A -	Mayfair Laboratory School - 9880 Hyacinth Ave.
Ward 3, Precinct 18B -	Mayfair Laboratory School - 9880 Hyacinth Ave.
Ward 3, Precinct 19A -	New Rising Sun Baptist Church - 16444 Highland Rd.
Ward 3, Precinct 19B -	New Rising Sun Baptist Church - 16444 Highland Rd.
Ward 3, Precinct 20A -	Ben Burge Park - 9350 Antigua Dr. (at Elvin Dr.)
Ward 3, Precinct 20B -	Ben Burge Park - 9350 Antigua Dr. (at Elvin Dr.)
Ward 3, Precinct 21A -	Southeast Middle School - 15000 S. Harrells Ferry Rd.
Ward 3, Precinct 21B -	Southeast Middle School - 15000 S. Harrells Ferry Rd.
Ward 3, Precinct 22 -	Woodlawn High School - 15755 Old Jefferson Hwy.
Ward 3, Precinct 23A -	Wildwood Elementary School - 444 Halfway Tree Road
Ward 3, Precinct 23B -	Wildwood Elementary School - 444 Halfway Tree Road
Ward 3, Precinct 24A -	N. Sherwood Forest Park Recreation Center - 3140 N. Sherwood Forest Blvd.
Ward 3, Precinct 24B -	N. Sherwood Forest Park Recreation Center - 3140 N. Sherwood Forest Blvd.
Ward 3, Precinct 25A -	Central High School - 10200 E. Brookside Dr.
Ward 3, Precinct 25B -	Central High School - 10200 E. Brookside Dr.
Ward 3, Precinct 26A -	Bellingrath Hills Elementary School - 6612 Audusson Dr.
Ward 3, Precinct 26B -	Bellingrath Hills Elementary School - 6612 Audusson Dr.
Ward 3, Precinct 27A -	Cedarcrest-Southmoor Elementary School - 10187 Twin Cedars Ave.
Ward 3, Precinct 27B -	Cedarcrest-Southmoor Elementary School - 10187 Twin Cedars Ave.
Ward 3, Precinct 28A -	Fairwood Branch Library - 12910 Old Hammond Hwy.

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ATTEST:
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PLEASE CONTACT THE OFFICE OF CONSERVATION - ENGINEERING DIVISION AT P.O. BOX 94275, BATON ROUGE, LA 70804-9275 IN WRITING WITHIN FIVE (5) WORKING DAYS OF THE HEARING DATE.
298393-sep 27-1t

DESCRIPTION: Proposal to investigate two locations along existing 36-inch pipeline and four locations along their existing 24-inch pipeline. Approximately 684 c.y. of material will be displaced. Approx. 16 acres of upland habitat, 1 acre of saline marsh, and 4.5 acres of brackish marsh may be impacted by the proposed activities.
1 REVISION Dig 1-NHIL-C workspace has increased to accommodate equipment for trench stabilization. Approx. 770 c.y. total will be displaced by operations.

OCM; P. O. Box 44487, Baton Rouge, LA 70804-4487; Phone: (225) 342-0566; Fax: (225) 342-9439; Email: amelia.wolfe@la.gov
OCM Reviewer: Amelia Wolfe; CUP Number: P20180780
NAME: SWEET LAKE LAND & OIL COMPANY, LLC c/o LIBERSAT COASTAL SERVICES, LLC 732 MAPLE STREET, ABBEVILLE, LA 70510 Attn: Ralph Libersat
LOCATION: Cameron Parish, LA; Lat 29-57-24.28N, Long -93-15-32.64W; Section 2, T135R09W; approx. 3 miles south of Hebert's Landing, on the east bank of Calcasieu Lake.
DESCRIPTION: Proposed removal of portions of an existing wcs and replacement with 2-48" pipes with weir boxes and flapgates in new alignment. The proposed structure will service approx. 1700 acres enclosed by marsh management levees. The existing water control structure is now non-functional. Approx. 657 c.y. of existing rock and sediment will be excavated and placed onsite. Approx. 2.30 acres of open water, upland, and brackish marsh may be im-

acted by proposed activities.

OCM; P. O. Box 44487, Baton Rouge, LA 70804-4487; Phone: (225) 342-7942; Fax: (225) 342-9439; Email: matt.oneal@la.gov
298393-sep 27-1t

297982-sep 26-27-28-3t
PUBLIC NOTICE
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, October 2, 2018 at the West Baton Rouge Council on Aging, 2560 Court Street, Port Allen, LA.
298412-sep 27-1t

PUBLIC NOTICE
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, October 4, 2018 at the Iberville Council on Aging, 58105 Court Street, Plaquemine, LA.
298413-sep 27-1t

PUBLIC NOTICE
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, October 4, 2018 at the West Feliciana Council on Aging, 12292 Jackson Road, St. Francisville, LA.
298414-sep 27-1t

MORE BANG FOR YOUR BUCK!
Every Classified Ad Goes ONLINE!

Western State for 24-17 victory

for 268 yards and a touchdown on 25-for-40 passing. Junior Jazz Ferguson was Eppler's top target, finishing with six catches for 117 yards, while junior Jared West rushed for 137 yards on 22 carries to lead the Demons.

Southeastern wasted no time jumping out to a 7-0 lead on the second play of the game. Mitchell made a nice over-the-shoulder catch on a bomb from Virgil and raced untouched for a 76-yard touchdown – the longest play from scrimmage in 2018 for the Lions.

Northwestern State answered with a scoring march on its first drive. A 22-yard West run highlighted an 11-play, 56-yard drive that was capped by a 36-yard field goal by sophomore Austyn Fendrick to pull the Demons within, 7-3, with 8:54 remaining in the opening quarter.

On the next Lion possession, a short Virgil pass went right off the hands of junior Juwan Petit-Frere and into the grasp of Demon junior Kevin Ratliff. Ratliff's pick set the Demons up with good field position.

After SLU went three-and-out, it appeared the Demons were poised to pull even closer, but the Lion defense had other ideas. West fumbled at the SLU two-yard line and Russell was right there to pounce on the loose ball and end the Northwestern State threat.

However, with the Lions backed up, the NSU defense came up with a big play of its own. Demon junior Quindarius Whitley stripped Virgil on a sack and junior Blake Stephenson recovered the fumble in the end zone to cut the Southeastern advantage to 24-17 with 5:34 left.

Another Lion three-and-out gave NSU the ball back with just under four minutes left. On the second play of the Demon drive, Lewis stripped NSU freshman Levar Gumms and Spann fell on the loose ball at the Northwestern State 42-yard line.

While Southeastern couldn't add to its lead, the Lion offense managed to milk nearly three minutes off the clock and deplete Northwestern State's timeout supply before junior Iby Wall punted the ball back to the Demons with under a minute remaining.

Northwestern State made the final minute interesting, as a 42-yard catch by Ferguson set the Demons up in Lion territory. However, sacks by Adeyemi-Berglund and Russell helped SLU secure the win and improve to 33-29 all-time versus NSU.

Southeastern will be back in action on Saturday, October 6 traveling to league-leading Incarnate Word for a 4 p.m. league contest in San Antonio, Texas. A live video stream, provided by UIW, will be accessible on the football schedule page at www.LionSports.net

Notices

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Public Hearing Notice

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, October 8, 2018 at the Hammond Senior Center, 207 East Church Street, Hammond, LA

NTN_18116
Publish in the North Tangi News on Wednesday, October 3, 2018.

Minutes

Town of Roseland
Special Meeting
Tuesday, August 7, 2018
5:00 p.m.

The Mayor and Board met on Wednesday, August 7, 2018, at the City Hall in Roseland, LA for Special Meeting.

Call to order: Mayor Protem Sandra Turner called the meeting to order at

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 11 AM, October 5, 2018 at the New Roads Senior Center, 2202 Hospital Road, New Roads, LA.

ADVERTISEMENT FOR BIDS

Pointe Coupee Parish Police Jury (herein referred to as the "Contracting Agency") hereby solicits sealed bids for the False River Ecosystem Restoration - Phase II North Mats project described as follows:

Hydraulic dredging of sediment within False River, pumping of dredged material to disposal site, dewatering through use of a geotextile dewatering tube system, dewatering site preparation and all associated appurtenances.
EC Project No. 11226

Sealed Bids shall be addressed to the Pointe Coupee Parish Police Jury, and delivered to the Police Jury Office located at 160 East Main Street, New Roads, Louisiana 70760 not later than 2:00 p.m., on the 18th day of October, 2018. Any bid received after the specified time and date will not be considered. The sealed bids will be publicly opened and read aloud at 2:00 p.m. on the 18th day of October, in the Police Jury Meeting Room at the Pointe Coupee Police Jury Office located at 160 East Main Street, New Roads, Louisiana 70760.

A PRE-BID CONFERENCE WILL BE HELD:

TIME & DATE: 2:00 p.m. **October 10, 2018**
LOCATION: Pointe Coupee Police Jury Office
160 East Main Street
New Roads, LA 70760

Attendance at the Pre-Bid Conference is not mandatory in order to bid on the project; however, bidders are encouraged to attend. It is the responsibility of all potential bidders to visit the job site to assess the location and conditions prior to bidding.

The Information for Bidders, Bid Form, Form of Contract, Plans, Specifications, and Forms of Bid Bond, Performance Bond and Payment Bond, and other contract documents may be examined at the Office of the Engineer for the contract; Professional Engineering Consultants Company, 1600 St. Charles Street, New Roads, Louisiana 70760.

The Pointe Coupee Banner Thursday, September 27, 2018 Page 13

AN ORDINANCE

To amend the prohibition of the sale of alcoholic beverages in proximity to churches by providing for the waiver of same in certain instances.

ORDINANCE NO. 2018-03

BE IT ORDAINED by the City Council of the City of New Roads, Louisiana:

SECTION 1. Section 13-10 of Chapter 13 of the Code of ordinances of the City of New Roads is hereby amended and re-ordained to read as follows:

A Section 13-10 Location of alcoholic beverage businesses near churches and schools restricted; waivers.

It shall be unlawful for any person, firm, corporation, or establishment selling alcoholic beverages to locate such establishments within 200 feet from any church or school, except that establishments which sell alcoholic beverages by the package exclusively, and operate with a A Class B@ or package permit, shall be allowed to locate at a distance of not less than 80 feet from any church or school.

The city council by resolution may waive the above prohibition relative to churches provided the affected church=s written agreement is first secured.@

SECTION 2. This ordinance shall become effective 30 days after its adoption.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. Should any provisions of this ordinance, or the application thereof, be held invalid, such invalidity shall not affect the validity of the remaining portions of this ordinance.

INTRODUCED BY Mr. Kellerman ON THE 21st DAY OF AUGUST, 2018.

PUBLIC HEARING HELD ON THE 4th DAY OF SEPTEMBER, 2018.

AFTER SUCH PUBLIC HEARING IT WAS MOVED BY MR/MS WHITE, AND SECONDED BY MR/MS DIXON THAT THIS ORDINANCE BE ADOPTED;

APPROVED AND ADOPTED on this the 4th day of September, 2018, by the following yeas and nay votes on the roll call:

Public Notices



POSTSOUTH.COM • DEADLINE FOR PUBLIC NOTICES IS MONDAY AT 12 NOON

PUBLIC NOTICE

The City of St. Gabriel proposes to construct a new effluent pump station and force main from both the St. Gabriel/Delta and Carville wastewater treatment plants (WWTP) to tie-in to an existing main that discharges into the Mississippi River. The St. Gabriel/Delta WWTP effluent force main will be approximately 6,625 feet long and will require 6,625 feet of trench. There are no known environmentally sensitive areas and no Environmental Justice concerns associated with this project.

This project will be funded in part through the Clean Water State Revolving Fund (CWSRF) program administered by the Louisiana Department of Environmental Quality (LDEQ). Eligibility of this project has been determined in accordance with the 1987 Amendments to the

PERMIT

The LDEQ, Office of Environmental Services, has made the decision to issue the Final Operating Permit for Shintech Louisiana, LLC-Plaquemine Plant 3, P.O. Box 358, Addis, Louisiana 70710 for the Plaquemine Plant 3 (SPP-3). **The facility is located at 26270 Hwy 405, Plaquemine, Iberville Parish.**

This permit was processed as an expedited permit in accordance with LAC 33:1.Chapter 18.

The final permitting action and related documents are available for review and copying (all documents copied will be subject to a \$0.25 charge per copied page) at the LDEQ, Public Records Center, 602 North 5th Street, Baton Rouge, LA. Viewing hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday.

electronically on the Electronic Document Management System (EDMS) on the DEQ public website at www.deq.louisiana.gov.

An additional copy of this action may be reviewed at the Iberville Parish Library Headquarters, 24605 J. Gerald Berret Blvd., Plaquemine, LA 70764.

In accordance with Louisiana Revised Statutes (La. R.S.) 49:1511, contact Nora Lane, LDEQ, Waste Permits Division, P.O. Box 4313, Baton Rouge, LA 70821-4313, phone (225) 219-3422.

Persons wishing to be included on the LDEQ permit public notice mailing list or for other public participation related questions should contact the Public Participation Group in writing at LDEQ, P.O. Box 4313, Baton Rouge, LA 70821-4313, by email at DEQ.PUBLICNOTICES@LA.GOV or contact the LDEQ Customer Service Center

Permit public notices including electronic access to the issued permit and associated information can be viewed at the LDEQ permits public notice webpage at <http://www.deq.louisiana.gov/public-notices> and general information related to the public participation in permitting activities can be viewed at <http://www.deq.louisiana.gov/page/the-public-participation-group>

Procurement 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:

RFX No. 3000011152 – Flooring Replacement at GWLC, **Mandatory Jobsite Visit, 10/16/18**

Bid proposal forms, information and specifications may be obtained by accessing the bid number in LaPac at www.doa.Louisiana.gov

be received after the date and hour specified. The right is reserved to reject any and all bids and to waive any informalities.

Paula Tregre
Director of State Procurement
FAX (225) 342-8688

Publish: September 27, 2018

PUBLIC NOTICE

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, October 4, 2018 at the Iberville Council on Aging, 58105 Court Street, Plaquemine, LA

Publish: September 27, 2018

East Feliciana Public Notices 10285

PUBLIC NOTICE ... NOTICE OF SEIZURE SHERIFF'S OFFICE

NO: 44712 BANK OF NEW YORK MELLON TRUST COMPANY NATIONAL ASSOCIATION AS SUCCESSOR TO ...

VERSUS ... THE SUCCESSION OF JAMES CLATON ...

USE ANNEX, CLINTON, LOUISIANA, SELL THE FOLLOWING DESCRIBED PROPERTY ...

PROPERTY DESCRIPTION: ... certain piece or parcel of land containing 0.851 acres ...

TERMS OF SALE:

East Feliciana Public Notices 10285

Tuesday, October 23 - Tuesday, October 30, 2018 from 8:30am - 6:00pm ...

293796-sep 27-oct 4-2t

PUBLIC NOTICE ...

NOTICE OF SEIZURE SHERIFF'S OFFICE

NO: 45149

FRANKIE LEE SAMBO

VERSUS

ANGELA JACKSON, INDIVIDUALLY AND AS INDEPENDENT ADMINISTRATRIX FOR THE SUCCESSIONS OF SIMON J. JACKSON AND EDMONIA S. JACKSON ...

STATE OF LOUISIANA

20TH JUDICIAL COURT

PARISH OF EAST FELICIANA

JACKSON AND EDMONIA S. JACKSON

PROPERTY DESCRIPTION:

All of the undivided interest belonging to Angela Jackson, believed to be a one-fourth interest ...

A certain tract or parcel of land, together with all improvements thereon, located in Section 62, T3S, R1E, East Feliciana Parish, State of Louisiana ...

Beginning at the SW corner of Tract 8 and 30.76 feet South of Lot 2 as shown on that certain Map Showing Tract 9-X (25.24 Acres) taken from Tract 9 (34.042 Acres) of the Bates family property located in Section 62, T-3-S, R-1-E, Greensburg Land District, East Feliciana Parish, LA. for James Bates ...

298428-oct 4-1t

East Feliciana Public Notices 10285

ACCORDING TO LAW SHERIFF'S OFFICE THIS 27 DAY OF August, 2018.

JEFFERY E. TRAVIS, SHERIFF PARISH OF EAST FELICIANA

296207-oct 4-nov 8-2t

PUBLIC NOTICE ...

2010 FORD RANGER PICKUP Vin# 1FTKR1AD6APA26455 Mileage: 131,351

Vehicle may be inspected at the water district office at the above address.

Minimum bid of \$1,500.00. Bids should be in a sealed envelope marked "BID" on the outside. Bids may be dropped off at the office Monday through Friday from 8 A.M. until 3 P.M. There is a mail slot for after hours. Successful bidder required to pay for and pick up within ten "10" days.

PUBLIC NOTICE ...

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, October 10, 2018 at the East Feliciana Council on Aging, 11102 Bank Street, Clinton, LA.

298428-oct 4-1t

PUBLIC NOTICE ...

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, October 18, 2018 at the First Baptist Church, 6260 Hwy. 10, Greensburg, LA.

298430-oct 4-1t

East Feliciana Public Notices 10285

1. Sealed proposals should be delivered to EAST FELICIANA PARISH SCHOOL BOARD. 2. Proposals must be received no later than Thursday, November 15, 2018 at 1:30 PM (CST).

EAST FELICIANA PARISH SCHOOL DISTRICT Attention: James Bell, Supervisor of Operational Services East Feliciana Parish School District 12732 Silliman Street Clinton, La. 70722

3. EFPSD reserves the right to reject any and all proposals and to waive any informality, technical defect or clerical error in any Bid Proposal Package, as the interest of the District may require. Any proposer may withdraw his/her proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals.

299360-oct 4-11-18-25-4t

West Feliciana Public Notices

West Feliciana Public Notices 10290

Both public hearings will be held in the Parish Council Meeting Room in the Courthouse Annex, Second Floor at 4785 Prosperity Street, St. Francisville, La.

The following Rezoning Request will be considered:

Charles J. Cole III 5000 Como Rd Saint Francisville, Louisiana 70775 Proposed Use: Recreational/Retreat Zoning Designation: R-A to S-1

Legal Description: A 117.07 acre parcel and a 80.10 acre parcel, more or less, situated in SECTIONS 4, 42, 43, T25, and R4W in West Feliciana Parish, Louisiana

This meeting is open to the public.

By: /s/ Jim Ferguson, Administrator West Feliciana Parish Council

296837-oct 4-11-18-3t

West Feliciana Public Notices 10290

Both public hearings will be held in the Parish Council Meeting Room in the Courthouse Annex, Second Floor at 4785 Prosperity Street, St. Francisville, La.

The following Rezoning Request will be considered:

5181 U.S. Highway 61 Saint Francisville, Louisiana 70775 Proposed Use: Retail/Gift Shop Zoning Designation: C-1 to C-2

Legal Description: A 2.0 +/- acre lot more or less, in Tract B-1-81-A, Section 41, T3S, R2W in West Feliciana Parish, Louisiana

This meeting is open to the public.

By: /s/ Jim Ferguson, Administrator West Feliciana Parish Council

296840-oct 4-11-18-3t

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the Mayor and Board of Town of St. Francisville will hold a PUBLIC HEARING October 23, 2018 at 5:30 o'clock p.m. at 11936 Ferdinand St., Town Hall meeting room, St. Francisville, Louisiana to adopt the following:

ORDINANCE 2018-6

AN ORDINANCE AMENDING THE COMPREHENSIVE ZONING ORDINANCE 2013-1 OF THE TOWN OF ST. FRANCISVILLE, PER SECTION 8.1.H., ZONING MAP AMENDMENT, TO REZONE Section 44, T3S, R3W, Portions of Pecan Grove Plantation (Old St. Francisville High School) FROM INSTITUTIONAL (IS) TO MEDIUM DENSITY SINGLE FAMILY RESIDENTIAL (RS-2).

The Public is invited to attend.

In accordance with the American with Disabilities Act, if you need special assistance, please contact Shannon Sturgeon, at (225) 635-3688, describing the assistance that is needed.

Shannon Sturgeon, Town Clerk Town of St. Francisville P.O. Box 400 (225) 635-3688

298909 -Oct 4-11-18-3t

Section 9

Identification of Priorities

Describe the Area Agency's planning cycle priorities derived from the Needs Assessment process. Explain how The CAAA 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 get them
- Providing information and other resources that will help seniors get the exercise they need to stay healthy and prevent falls
- Providing telephoning services to seniors who want someone to talk to when they feel lonely
- Providing access to information about senior centers and transportation where seniors can take part in fun activities (such as crafts, music, games) with others like them
- A senior center that is close to my home
- Providing information on services available through the ADRC to help with applying for health insurance, prescription coverage and applying for benefits
- Providing information and referrals to Elderly Protective Services when seniors feel threatened or taken advantage of
- Providing access to utility assistance that will allow consumers to keep warm or cool as the weather changes
- Providing information and resources that will help seniors with in-home services, i.e., personal care, companion/sitter, homemaker and respite services

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 seniors and their caregivers 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:** CAAA now serves as the application site for utility assistance through Entergy's Power to Care and also serves as the regional SCSEP office for eight parishes in the southeast region of Louisiana.

- **Service Delivery Constraints** including political and environmental factors; the minimum wage is on the rise. Several states have adopted a higher minimum wage than the federal minimum wage. We expect Louisiana to do the same. This 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 seniors; any plans we make should consider ways to supplement these institutions, rather than replace them. The CAAA PSA is in the southeast region of Louisiana, so we take special care in menu planning for the congregate and home-delivered meals program to be certain food reflects the culture of this area.
- **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. The flood of 2016 identified a forgotten vulnerable population – seniors who are blind and/or deaf. CAAA is applying for a grant in partnership with advocates for this population to teach volunteers to communicate with this population.

Section 10

Area Plan Goals and Objectives

AAA's objectives must address Title IIIB, Title IIIC, Title IIID, and Title IIIE services as follows: **Access Services:** Information and Assistance, Outreach, Assisted Transportation, and Case Management; **Community Based Services:** Adult Day Care, Adult Day Health, Congregate Meals, Nutrition Education and Counseling, Health Promotion & Disease Prevention, Senior Centers, Medical Medication, **In-Home Services:** Home Delivered Meals, Chore, Homemaker, Personal Care, Home repair/Modification, Sitter, Telephoning **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 attempts 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?

The Louisiana Needs Assessment survey indicated that the seniors in our service area experienced unmet needs in the following top ten areas: Knowing what services are available and how to get them; Getting the exercise that's good for me; Information on how to eat healthy; Having someone to talk to when I feel lonely; Preventing falls or other accidents; Taking part in fun activities (such as crafts, music, games) with others like me; A senior center that is close to my home; Information or help applying for health insurance or prescription coverage; Exercising, dancing, walking classes or groups with others like me; Keeping warm or cool as the weather changes

Goal Statement:

Increase awareness by seniors of resources available in the community.

Rationale: How will goal alleviate the need referenced above?

The existence of waiting lists for 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 CAAA's ADRC.

Completion date: January 2020 and ongoing

Objective 1.2 Utilize CAAA social media accounts, i.e., Facebook, Twitter, Instagram and website to produce Outreach opportunities and to publicize the services offered by the ADRC and other community partners. Party responsible: Program Manager. Results expected: Seniors who are 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: September 2019 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 2021 and ongoing

Objective 1.4 Work with Councils on Aging to become "one stop shops" for seniors by developing a comprehensive menu of services available at the 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 2022 and ongoing

CATEGORY 2: In-Home Services

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

The needs assessment top 10 results and comments from the community meeting 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; and finding someone to protect their rights (organizing neighborhood watch), safety and property. The Community Agency Needs Assessment Survey results top 5 services needed in great supply were personal care, companion/sitter, adult day service, homemaker and respite care.

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?

In AARP's, A State of Survey of Livability Promises and Practices, it states that "an estimated 90% of the nation's 48 million adults older than age 65 want to age well in their own homes and communities, and not in institutions." That coupled with the fact 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, homemaker 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 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 CAAA will learn of the needed services that they are eligible for.

Completion date: October 2019 and ongoing

Objective 2.2 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 2020 and ongoing

Objective 2.3 Reduce isolation by creating opportunities for seniors 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: January 2020 and ongoing

Objective 2.4 Explore partnerships with advocates for the deaf and blind to teach direct service workers to communicate with those seniors who are homebound and deaf or blind. Party Responsible: Service Program Manager. Results expected: Seniors and the disabled will be able to communicate their needs and concerns to direct service workers.

Completion date: October 2020 and ongoing

Objective 2.5 Explore partnerships with agencies and/or companies that offer free or reduced cost home repair services to seniors.

Completion date: October 2020 and ongoing

CATEGORY 3: Health Promotion/Disease Prevention

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

The Needs Assessment Survey results 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 or help applying for health insurance or prescription coverage; and preventing falls or other accidents

Goal Statement:

Increase the number of elderly and disabled individuals who are aware of the availability and benefit of evidence based wellness programs.

Rationale: How will goal alleviate the need referenced above?

The Center for Disease Control and Prevention, “Healthy Aging at a Glance 2015” states that “more than 80 percent of Americans age 65 and older have at least one chronic condition, and half have at least two. Costs,

both in terms of health care dollars and disability rates are staggering. Among older adults, chronic conditions account for nearly 95 percent of health care expenditures and limit the activities of millions of people, decreasing their productivity and ability to live independently.” The evidence-based health promotions and disease prevention programs helps prevent or better manage the conditions that most affect quality of life, drive up health care costs and reduce and older adult’s ability to live independently.

Objective 3.1 Expand evidence-based wellness programs throughout the PSA. Parties responsible: Wellness Coordinator, Program Manager. Results expected: Improved health outcomes and reduction in health care costs.

Completion date: March 2023 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: Wellness Coordinator. 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: October 2019 and ongoing

Objective 3.3 Send staff for training in additional evidence-based wellness programs such as Tai Chi for Arthritis, Matter of Balance and Diabetes Self-Management, so that there is an ongoing availability of activities that are healthful and enjoyable. Party responsible: Wellness Coordinator. Results expected: The menu of evidence based wellness program will provide a variety that will keep seniors interested in participating in wellness activities

Completion date: July 2019 and ongoing

Objective 3.4 Partner with Alzheimer’s services to provide evidence-based wellness program to older adults who have Alzheimer’s or other dementias. Parties responsible: Wellness Coordinator, Services Program Manager. Results: A fun evidence-based whole person strategy for persons with Alzheimer’s or other dementias which promotes socialization and ensures a healthy non-strenuous workout and fosters communication and personal expression.

Completion date: July 2019 and ongoing

Objective 3.5 Distribute material developed by contracted 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 2020 and ongoing

Objective 3.6 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 PSA. Parties responsible: Wellness Coordinator, ADRC 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 2019

CATEGORY 4: Family Caregiver Services

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

The Needs Assessment survey indicated that caregivers of the elderly and disabled in our service area experience an unmet need in the areas of: locating services for the person they care for; help paying for services of persons they care for needs; and temporary relief from my caregiver duties (respite).

Goal Statement:

Expand the reach of services available in the PSA to those who care for elderly and disabled and family members as they age.

Rationale: How will goal alleviate the need referenced above?

Caregivers play a critically important role in the lives of older adults. According to AARP and the National Alliance for Caregiving, “caregivers of adults spend approximately four years providing care, with nearly one-quarter doing so for five years or longer. On average, family caregivers provide 24.4 hours of care per week”. Our aim is to support families and family caregivers to manage their day-to-day tasks more effectively, help connect them to resources that develop a support network that works for their families, and provide them with a break, a respite, from their daily routines.

Objective 4.1 Promote evidence-based wellness programs targeted at family caregivers throughout the PSA. Party responsible: Services Program Manager. Results expected: Family caregivers will learn new skills to help them care for their family members, and enable them to better manage their commitments and take time for themselves and reduce stress.

Completion date: September 2019 and ongoing

Objective 4.2 Develop an outreach campaign promoting the programs available to caregivers in an attempt to find them where they are (social media, at churches, through employers, local newspapers, 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: September 2019 and ongoing

Objective 4.3 Explore options for delivery of services for family caregivers. Parties responsible: Executive Director, Program Services Manager. Results expected. Those areas in the PSA where it is cost prohibitive to use traditional means of providing caregiver respite, i.e., home health providers, will receive this needed service.

Completion date: July 2020 and ongoing

CATEGORY 5: Family Caregiver Supplemental Services

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

The Needs Assessment Survey results indicated that caregivers of the elderly and disabled in our service area experience an unmet need in knowing how to locate services for the person they care for.

Goal Statement:

Increase awareness of the availability of services to 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. Helping caregivers to access local programs and services will facilitate the seniors remaining in community.

Objective 5.1 Explore expanding supplemental services throughout the PSA, i.e., sitter, material aid. Party responsible: Services Program Manager. Results expected: Strengthen community options that make it possible for older adults to age well and safely in community.

Completion Date: July 2020 and ongoing

Objective 5.2 Expand awareness of resources and services available through social media accounts i.e., Facebook, website, Twitter, Instagram and through local papers and churches. Party responsible: ADRC Coordinator. Results expected: CAAA will become a source of valuable reference materials that caregivers can use on a daily basis.

Completion Date: December 2020 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 facilities, assisted living facilities and group homes.

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 the PSA 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 2021 and ongoing

Objective 6.2 Provide advocacy and counseling for residents of long term care facilities 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 2019 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 to provide educational events, i.e., recognizing scams and weekend emergency procedures. Party responsible: ADRC Coordinator. Results expected:

This coordination will work to strengthen the protections for the elderly, so that fewer of them suffer the loss of safety and security.

Completion date: September 2019 and ongoing

Objective 7.2 Strengthen relationships with the Elderly Protective Services office and provide linkages between EPS and referral staff from ADRC, Councils on Aging, other service providers 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.

Objective 7.3 Work with Elderly Protective Services to conduct educational events to help seniors recognize signs of elder abuse.

Completion date: October 2020 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
Adult Day Care/Health								
Assisted Transport								
Case Management								
Chore								
Congregate Meals		X						X
Home Delivered Meals		X				X		X
Homemaker	X							
Information & Assistance	X							
Legal Assistance	X							
Nutrition Counseling								
Nutrition Education		X						
Outreach	X							
Personal Care	X					X		
Transportation	X							
Counseling								
Crime Prevention Services								
Home Repair/Modification								
Material Aid				X				X
Medical Alert	X							
Placement Services								
Recreation								
Telephoning	X							
Utility Assistance	X							
Visiting								
Wellness	X							
Respite				X				
Sitter				X				

Section 12

Disaster Preparedness

Insert Disaster Plan in format specified by Compliance and Planning.

Disaster/Emergency Plan

Pre-Disaster Emergency Preparation

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 will establish direction and control of the emergency situation. 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 and GOEA.

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 on 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 10 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 Service 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. If the contractor is unable to fulfil contract, CAAA has an MOU with MOM's Meals to provide meals. 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 GOEA and 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/sheriff's 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 GOEA and COA staff.

Succession Plan

The Executive Director, the Chief Financial Officer (CFO) and the Board of Directors President (in that order) will represent the agency and make any official statements and answer questions throughout the crisis. The individual in charge will begin the process of assessing possible damages with GOEA and COA’s.

Contact Numbers for Emergency Personnel

Governor’s Office of Homeland Security & Emergency Preparedness (GOSEP) 225-925-7500
 EBR Emergency Operations Center (EOC) 225-389-2100
 Louisiana State Police 225-925-6006
 East Baton Rouge Sheriff’s Office 225-389-5176
 Emergency Medical Service (EMS) 911
 GOEA (225) 342-7122

CAAA Staff Members

Arleather Johnson	225-931-4962	Shirley Merrick	225-964-0689	Exec Director
Beryl Mitchell	225-384-7756	Stephanie Smith	225-936-6891	
Darlene Woods	225-372-4734	Shirley Bourgeois	225-235-3758	
Diane Gray	225-810-1363	Alrina Ponville	225-229-9716	
Dianne Flores	225-247-7489	Anne Miller	225-252-1052	
Diane James	225-284-3717	Glenda Teagle	225-281-2410	
Dusty Lyons	225-875-8861	Mavis Lee	225-229-7586	
Giselle Lee	225-571-4170	Peggy Essick	225-229-5431	
Melodie Leggett	225-931-0280			

CAAA Board Members

D’Angela Andrews	601-506-7679	Randal McDonald	225-571-4055	
Jim Blouin	225-927-4073	LaTonya Scott	225-376-1158	
Candice Carpenter	225-424-6714	Jim Parker	225-301-7752	
Patricia Dial	225-627-4424	Stephanie Prestridge	318-447-2525	
Emily George	225-288-0218	Ana Rupnik	225-266-7720	Treasurer
Leslie Keen	504-681-8256	Caroline Smith	225-324-5670	
Thomas Govan	225-663-3551	William Vercher	225-627-9535	President
Paula Ouder	225-300-4776	Ann Zanders	504-717-6126	V Pres

COA Directors

Ascension-Darlene Schexnayder	225-715-3352	St Helena-Jim Robb	225-405-7924
Assumption-Angele Authement	985-637-6512	Tangipahoa-Debi Fleming	985-634-1277
E Feliciano-Brenda Gardner	225-719-0341	Washington-Nancy McBeth	985-516-2313
Iberville-Charlene Siplin	225-337-5585	W B R -Tommie Gordon	225-603-5947
Pt Coupee-Becky Bergeron	225-240-9614	W Feliciano-Sherrel Johnson	225-278-5131

Service Providers Emergency/Disaster Plans

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 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 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

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 Emergency Management Office (EMO) and local fire departments.
5. Cooperate with EMO 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), 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. 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, staff name badge copies, 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

Financial Statement/Documents:

Statement of Financial Position
Annual Budget

Tax Exempt Status

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

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 EMO 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. 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 OEP.

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 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 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 responsibility to alert by phone all transportation drivers and janitorial staff.
 - d. The Bookkeeper will be responsibility 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 EMO to obtain law enforcement agency assistance in notification to centers.

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 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. The AC/Heat System will be turned off.
 - c. 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.
 - d. Staff shall listen to the radio to await further instructions.

- e. Staff will make participants as comfortable as possible; provide meals and some type of activity, i.e. cards, games, TV, etc.
- f. 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.
- g. At the conclusion of the emergency, the Site Coordinator will prepare necessary records for billing/reimbursement purposes and forward to appropriate agencies.

ASCENSION COA STAFF PROCEDURES

TORNADO WATCH – Tornados are likely to occur in the watch area.

1. Monitor local weather reports for progression of storms
2. Be ready to act quickly and take shelter.

TORNADO WARNING – Imminent treat – a tornado has been sighted in the area or has been indicated by radar. Take shelter immediately.

SENIOR CENTERS

1. All staff must proceed to client areas to inform clients of the warning.
2. Staff must direct clients to the predesignated safe area for sheltering, do not allow clients to leave the safety of the building, have clients stay away from doors, windows and outside walls.

DESIGNATED SAFE AREAS:

- a. Gonzales Sr. Center – dining room
 - b. Donaldsonville Sr. Center – conference room & administrative hall
3. Sr. Center operations cease, phones do not need to be answered however bring a phone into the safe area with you.
 4. Direct clients to use their arms to protect their head and neck.
 5. Upon expiration of the tornado warning, center activities will resume as scheduled.

TRANSPORTATION DRIVERS

1. If a tornado is sighted by a driver, the driver will cease picking up or dropping off passengers.
2. The driver will immediately seek appropriate shelter for all passengers at the nearest substantial building.
3. Drivers will direct clients off of the bus/van and get them inside of the building.
4. In the absence of a tornado sighting, the driver will continue to pick up or drop off all passengers, proceed to the senior center, cease all remaining operations and follow the instructions of the dispatcher.
5. Drivers will follow procedures and seek shelter inside the senior center.
6. Upon expiration of the tornado warning, transportation operations will resume. If a tornado has touched-down in the area, drivers will avoid those areas and use alternate routes.

POWER OUTAGES

1. Report power outage to Entergy.
2. All center staff have an emergency light. Make sure batteries are checked on a regular basis
3. Keep refrigerator and freezer doors closed.

4. Computers are protected by surge protectors, check surge protectors periodically to make sure they are functioning properly.
5. Open blinds to allow for additional lighting.

CLIENT PROCEDURES

1. Inform clients of the outage report and expected time for repairs.
2. If outage is expected to last over an hour during hot or cold days:
 - a. Lunch will be served
 - b. Activities will cease for the day.
 - c. Clients will be transported home.

FLOODING

1. Staff **must** report in to their supervisor during a flood.
2. The director will make decisions regarding closures and will inform all supervisors as soon as possible.
3. Staff not affected by flooding in their immediate living area must report to the center to help contact clients and to help get needed resources to the affected clients.
4. In the event of localized flooding, staff must protect agency vehicles from damage.

SAFETY TIPS:

- a. Turn around; don't drown
- b. Avoid walking or driving through flood waters
- c. Do not drive over bridges that are over fast-moving floodwaters which can make the bridge unstable.
- d. Just 6 inches of moving water can knock you down & one foot of moving water can sweep a vehicle away.
- e. If floodwaters rise around your vehicle but the water is not moving, abandon the vehicle and move to higher ground. Do not leave the car and enter moving water.

CHEMICAL EMERGENCY/ HAZARDOUS MATERIAL INCIDENT

1. If a Shelter-in-Place is directed, all center staff must direct clients and follow procedures:
 - a. Close & lock all exterior doors and windows and turn off all ventilation, including air conditioners, heaters, vents and fans.
 - b. Seal gaps under and around the following areas with wet towels, plastic sheeting, and/or duct tape:
 1. Doorways and windows
 2. Air conditioning units
 3. Bathroom and kitchen exhaust fans
 4. Stove and dryer vents
 - c. Seek shelter in an internal room with a disaster supply kit.
 - d. Seal the room with duct tape and plastic sheeting.
 - e. If vapors have entered the building, instruct clients to take shallow breaths through a cloth or towel.
 - f. Listen to the radio or television for instructions from authorities.

DRIVERS:

1. Stop and seek shelter in a permanent building
2. If you must remain in the vehicle, keep windows and vents closed and shut of the a/c and heater.
3. Go to a designated public shelter if possible.

ACTIVE SHOOTER

1. If you see something, say something to an authority right away. Call 911.
2. Lock all exterior doors, do not allow clients to leave.
3. Move everyone into an interior room.
4. Close blinds and turn off lights.

5. Stay in place until law enforcement gives the all clear.
6. Follow law enforcement instructions.

FIRE DRILL

1. Sr. Center Coordinator schedules the drill.
2. Sr. Center Coordinator sounds alarm & starts the stop watch.
3. Staff report to assigned areas.
 - a. Dining Room – Linda C. & June
 - b. Front Restrooms – Betty
 - c. Activity & Living Room – Leslie
 - d. Craft Room & Pool Room –Lena
 - e. Back Restrooms – Shay

Dining – Linda C. – direct clients on right side of room exit the front entry doors.
June – direct clients on left side of room exit activity room door.

Front Restrooms – Betty – direct clients exit front entry doors.

Activity Room & Living Room – Leslie – direct clients to exit activity room door.

Craft Room & Pool Room – Lena – direct clients to exit pool room door.

Back Bathroom – Shay - exit office hall doors.

Once clients are out of the building, stop the stopwatch.

When clients exit the building, they should get into the parking lot away from the building as soon as possible.

Sr. Center Coordinator runs a sweep of all areas and sounds the all clear for clients to return to the building.

Sr. Center Coordinator completes the Fire Drill Report and sends to Donaldsonville Sr. Center.

MEDICAL EMERGENCIES

1. Sr. Center Coordinator, Activity Coordinator & Administrative Assistant respond to a report of a medical emergency. Do not panic, assess the issue and make the decision to either call 911 or call a family member.
2. Do not move the individual.
3. Administrative Assistant – call 911
4. Sr. Center Coordinator – stay with client & follow directions of 911 operator
5. Administrative Assistant – contact family & make copy of information sheet for first responders.
6. Activity Coordinator – urge clients to sit down and stay out of the way of First Responders. Clients in aisle seats should move to provide an unobstructed path to the patient.
7. Transportation Coordinator – direct paramedics and first responders to the patient.

ASSUMPTION COUNCIL ON AGING
DISASTER/EMERGENCY PLAN UPDATE
2017/18

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:

- Fire
- Hurricane
- Tornado
- Flood
- Electricity
- Sleet
- Gas Leak
- Sink Hole
- Violence in the workplace
- Robbery
- Accident
- Chemical Spill
- Hazardous Materials

The list has been narrowed down to our 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 Assumption Council on Aging (COA) will provide the Sheriff's Office and Office of Emergency Preparedness (OEP) with vans equipped with wheelchair lifts for evacuation of elderly and disabled if it becomes necessary.
- The Council will provide the Sheriff's Office and OEP with a list of names and locations with corresponding maps of the frail and homebound elderly and disabled clients served.
- We will take steps to establish liaison with FEMA-Disaster Application Centers and individuals 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 their job duties, to handle 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 loss of power in the event of a disaster or emergency situation.

STAFF RESPONSIBILITIES

- The Director will be the primary contact person. If she is incapacitated the next person to be contacted will be the Assistant Director and for Pierre Part the Office Manager.
- An emergency list of all staff names and contact numbers has been given to each employee.
- Generators have been installed at both COA locations (Napoleonville & Pierre Part) to insure continued services in times of emergencies.
- COA staff persons are on the Emergency Preparedness Board. These members, especially the Director, attend meeting to plan and cooperate in disaster planning for the parish of Assumption.
- Contact numbers for OEP and Homeland Security are issued to COA staff.
- In the event an emergency requires evacuation, the Director will implement the necessary procedures to have vans transported to the Sheriff's Office for use in the evacuation.
- The Home Delivered Meals Program will provide two shelf stable meals per person, per year in case of disaster. The COA will deliver these meals.
- The COA will MRE's to the elderly and disabled if they become available and the period exceeds the two day period.
- Staff will backup all computer data onto removable devices which will be kept off site to secure the information.
- Wireless lap tops will be used to access information and cell phones will be used to communicate with other agencies.
- If possible the day following the emergency occurrence, the Director and Supervisors will meet at a specified location.
- Van drivers may be asked to assist in the evacuation of persons in the disaster areas.
- Homemaker staff will contact their clients to verify the client is safe and to resume services.
- Every effort will be made to resume all services as soon as possible if there has been damage to the Council facilities. Relocation will be considered in cases of extensive damages.

PLANNING FOR AN EMERGENCY

1. Planning for an emergency: Before an emergency or disaster strikes, we will help our clients prepare by notifying them of the type of emergency and provide them with information on how to prepare for the situation. The Assumption COA will deliver shelf stable meals to be kept by the client for when the emergency occurs.
2. Life Safety: Education plans will be developed for facilities to follow in crisis situations. This will be based on our fire drill especially at all meal sites. Staff is assigned this duty.
3. 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 assistance they need.

Attachment A

Assumption Council on Aging Staff Emergency Contact List

Napoleonville Office Phone 369-7961 Pierre Part Office Phone 252-9939				
<i>Employee</i>	<i>Title</i>	<i>Cell</i>		<i>Other</i>
Angele Authement	Director	(985)637-6512	Home(985)447-6476	(985) 369-7961 ext. 202
Evy Rodrigue	Bookkeeper	(985) 228-1460	Husband (985) 233-6608	(985) 369-7961ext. 205
Theresa Templet	Asst. Bookkeeper	(985) 513-2027	Home(985) 252-9344	(985) 369-7961 ext. 205
Peggy Breaux	Secretary	(985) 498-9053	Home(225) 473-6446	(985) 369-7961 ext. 201
Stephanie Green	Transportation	(985) 637-5772	Home(985) 513-3073	(985) 369-7961 ext. 207
Shirley Jones	Asst. Director /Office Clerk	(985) 414-5552	Mother(985) 369-7348	(985) 369-7961 ext. 204
Angela Young	Social Services	(985) 518-2529	Husband(985)518-9633	(985) 369-7961 ext. 206
Brittany Willis	Social Services	(985) 714-4083	Home(985) 492-2382	(985) 369-7961 ext. 208
Bonnie Gravois	Transportation	(985) 518-5991	(985) 859-1930 Randy	(985) 369-7961 ext. 209
Jennifer Brouillette	Site Mgr./Nutrition Coordinator	(985) 519-5583	Husband(985) 513-1782	(985) 369-7961 ext. 209
Joseph Jamison	Janitor/C-2 Sub.	(504) 915-4511		
Demestria Jupiter	Driver	(985) 713-7415	Child (985) 271-4028	
Earline Griffin	Driver	(330) 701-0233	Daughter(985) 713-0066	
Darlene Bill	Driver	(985) 713-5517	(985)271-2721 sister	
Tracy Harris	Driver	(985) 271-3207	(985) 713-2245	Dad(985) 369-9913

Bilan Thomas	Driver	(985) 413-0966	N/A	
Horace Mitchell	C-2 Driver	(985) 513-0344	N/A	
Cassandra Washington	C-2 Driver	(985) 713-7747	Home(985) 369-2061	
Tanya Jackson	C-2 Driver	(985) 498-1301	(985) 498-9689	
Cynthia Jupiter	C-2 Driver	(985) 713-5303	(985)859-9098	
Mary Ann Williams	C-2 Driver	(985) 227-3932	Sis-n-law(985) 346-1335	
Carol Richard	Ceramic Instructor	(985) 859-2406	N/A	
Barbara Daggs	Homemaker	(225) 247-4232	Home(985)369-6273	
Garnet Scott	Homemaker	(985) 228-4958	Brittny (985)713-6062	
Lilly Singleton	Homemaker	(985) 714-4261	Home(985) 513-6195	
Sonya Southall	Homemaker	(985) 519-7592	Home(985) 369-6887	
Stephanie Gilchrist	Homemaker	(985)255-2513	Home(985) 631-0650	
Rebecca Alleman	Homemaker	(985) 255-9580	Arlene (985)518-6043	
Dianne Theriot	Site Manager/H-maker	(225) 323-2627	Brother(985) 252-1562	
Audrey Domingue	Office Clerk	(985) 518-2355	Home(985) 252-4019	Daughter(985)518-1353
Darryel Comeaux	Driver	(225) 264-7265	(225) 717-2660 wife	
Geneva Gros	Driver	(985) 513-0692	Home(985) 252-6115	Leo(985) 369-6355
Darlene Davis	Sub. Driver	(985) 513-8704	(985) 369-6249	
Jamie Marino	C-2 Sub	(225) 385-0512	Mother(985)252-9587	
Kathy Blanchard	Homemaker/C-2 Driver	(985) 518-7168	Mother(985) 252-0091	
Danielle Landry	Homemaker	(337) 532-5469		
Judy Leonard	Homemaker	(985) 519-3055	(985) 252-9959	
Betty Jo Carpenter	Homemaker	(985) 518-6527	(985) 252-9953	
Debbie Nugier	Homemaker	(985) 518-7312	(985) 252-3272	

Attachment B

***Assumption Council on Aging
Board of Directors Emergency Contact list***

Robin Landry (225)473-1488 (work 225-975-4171) Chair
Gail Campo (985)369-6401 Vice-Chair
Dianne Cheavious (985)992-9090 (work 369-9735) Treasurer

Tonya Clark	(985)513-2717	(home 252-4311)	Secretary
Faye Blanchard	(985)369-9954		
Morrell Carter	(985)209-8962		
Catherine Daigle	(985)992-0783		
Dorothy Dyson	(985)369-2114		
Randy Gauthreaux	(985)526-8438		
Mary Ann Giroir	(985)255-5166		
Reginald Hadrick	(832)693-9662		
Samuel Harden	(985)513-3027		
Teddy Mabile	(985)513-0881		
Althea Simmons	(985)513-1929	(home 369-7304)	
Marie Simoneaux	(985)513-2005		

Attachment C

Vendors/Contractors Contact Information

Governor's Office of Elderly Affairs
P. O. Box 61
Baton Rouge, LA 70821-0061

Michelle Guillory (225) 342-7100 or
GOEA Disaster Coordinator

Capital Area Agency on Aging, Inc.
P. O. Box 66038
Baton Rouge, LA 70896-6038

Shirley Merrick (225) 922-2525 or
Executive Director

Department of Transportation and Development
P. O. Box 94245
Baton Rouge, LA 70804

Stephanie Barthelemy (225) 379-3064 or
Rural Program Manager

Acadian on Call Medical Alert System
P.O. Box 91430
Lafayette, LA 70509

Steve Landry (800) 259-1234

Catholic Charities
Food for Families
1325A Airline Hwy
Baton Rouge, LA 70805

Vera O'Neil (504) 909-1203

Attachment D

Assumption Parish First Responders Contact List

Assumption Office of Emergency Preparedness (OEP) Director, John Boudreaux: (985) 369-7386 or Cell (985) 637-8918

OEP Assistant – Kayte Landry: (985) 639-7386 or Cell 985 637-9829

Bayou L’Ourse Fire Chief, Cyrus Ratcliff: (985) 518-6471, (985) 631-3470

Labadieville Fire Chief, Brian Gros: (985) 526-4786 or Cell 637-1209

Napoleonville Fire Chief, Don Blanchard: Home (985) 369-2851 or Cell 513-2558

Paincourtville Fire Chief, Leroy Blanchard: Cell (985) 513-1347

Pierre Part Fire Chief, Don Breaux: Home (985) 252-6706 or Cell 513-2558

East Feliciana Council on Aging Disaster/Emergency 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 the 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 2018

**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

***EAST FELICIANA COUNCIL ON AGING
Staffing Profile 2015-2016***

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

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)

Elizabeth I-lulbe11
P.O.Box 961
Jackson. La. 70748 Home: 225-634-9777
Cell:225-301-7691

Drivers:

Sandra Dunn
17815 Norwood Lane Norwood. La. 70789 Cell:225-244-0789

JD Dantzer # 181 2440 Tomb Drive Jackson. La. 70748 Home: 225-634-5867
Cell:225-244-2289

Clyde West, Jr. #210 4840 Kelly Lane Slaughter, La. 70777
Cell: 225-244-4165

Bookkeeper:

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

Meal Site Coord.

Bennie Davis# I 00 12010 Liberty Street
Clinton, Louisiana - 70722 Home: 225 683-5538
Cell: 225244-1194

Transportation Manager:

Lisa Gibbs # 120
P. O. Box 401(1190 Sensley Lane)
Clinton, Louisiana - 70722
Home: 225 683-1674
Cell:225-719-7053

Drivers:

Larry Griffin # 180 7397 Hwy 961
Clinton. Louisiana - 70722 Home:
225-683-5343
Cell: 225-721-8927

Darnell Mims 5673 Brown Rd.
Ethel. La. 70730
Cell:225-939-9045

Kelvin Hills 7898 Hwy. 68
Jackson, La.70748 Cell: 225-572-
5286

Business Contact Form

Continuity Of Organizational Operations Plan

General Business Contacts

Business Type	Name	Office Phone	Cell Phone	Email
East Feliciana OEP	Joseph Moreau - Director Jim Parker - Assit.	225 683- 1014 225-683-1478	225-719-1962 225-302-7752	efeoc@outlook .com
East Feliciana Sheriff Office	Jeff Travis - Sheriff	225-683-8572		
East Feliciana Parish Police Jury	Louis Kent - President	225-683-8577	225-719-1263	
East Feliciana Parish Town Hall	Laura Bell - Mayor	225-683-5531		
Quad Area	Sandra Baker	225-683 -3308		
East Feliciana Health Unit	Nicki Boeneke	225-683-8551		
Parish Manager	Sonya Crowe	225-683-8577		
East Feliciana District Attorney	Sam D'Aquilla	225-683-8563		
IT. Consultant	Asher Eisworth	225-278-0906	225-719-0127	
Governor's Office of Elderly Affairs	Shavon Humphrey	225-342-6869		
Capital Area Agency on Aging	Shirley Merrick	225-922-2525		
DOTO	Michelle Horne	225-274-4302		
Batman Food Service		1-888-603-8562		
Super Fresh - IGA	Alternate Vendor	225-683-8287		
Electric Company's	Entergy	1-800-968-8243	Demeo 1-800-262-1160	
Gas Utility District #2	Gas	255-683-9416		
East Feliciana Rural Water	Water	225-683-9698	Emergency 225-683-3509	92 Page
Waterworks District #7	Water	866-355-6602		
Insurance Agent	Gerald Scriber	1-318-435-9771		

BOARD MEMBERS - CALL LIST

NANCY BENNETT683-6637 - HOME
MICHAEL CHEATHAM571-9851 - CELL
NANCY COVINGTON 683-5226 - HOME
HELEN CREED 634-1075- HOME/936-5034 – CELL
SAM AQUILLA.....683-8563- WORK
LOUIS KENT683-9373 - HOME
719-1263 - CELL LOUISE REYNOLDS629-5959 - HOME
BOBBI SLATER 244-1217 - CELL
LIN DA THOMPSON 629-9805 HOME
CHARLENE REASON683-8070 – HOME/719-0192 - CELL
CHARLENE NETTERVILLE 522-0159 – HOME/719-3641 - CELL MARY ELLEN WILLIAMSON
MS719-0575 - CELL
SUSAN POCHÉ'629-5907 – HOME/931-5681 CELL CYNTHIA VENABLE
.....683-8967 HOME
VI VJAN ROSS629-5229 – HOME/719-0277 - CELL

East Feliciana Parish Police Jury

District 1-A Glen Kent 14351 Hwy. 959

Clinton, LA 70722
225.683-5948(hm)
225.244-0888
gklaw@bellsouth.net

District 1-B

Chris Hall

8311 Hwy. 955 E
Ethel, LA 70730
225.683-5269(hm)
225.719-1900
ashandchrishall@gmail.com

District 2

Edward Brooks, Sr. 7105 Richardson loop Jackson, LA 70748 225.634-7929 (hm)
225.276-5201
bakeofbake@yahoo.com

District 3

Jason McCray

P.O.Box 1332 Jackson, LA 70748 225.634-1912 (hm) 225.719-2242
mccray_jh@wfpsb.org

District 4-A

Keith Mills- Vice-President

P. O. Box 1672
Jackson, LA 70748 225.634-5725 (hm)
225.939-5712
Kmillsl966@hotmail.com

District 5

Michael Cheatham

P. O. Box 707 Clinton, LA 70722 225.683-9851 (hm) 225.571-2859
mcheatham@efschoools.net

District 7

Louis Kent - President

P.O.Box 7996 Clinton, LA 70722 225.683-9373 (hm) 225.719-1263
Louis kent61@yahoo.com

District 4-B

Dwight Hill

P.O.Box 161 Jackson, LA 70748 225.634-3250 (hm) 225.719-0125 gdh@hughes.net

District 6

Shawn Smith

P.O. Box. 8702 Clinton, LA 70722 N/A (hm)

225.572-1398

Seansgeneral @gma il.com

Parish Manager (*appointed*)

Sonya Crowe

11617 Oakwood Lane Clinton, la. 70722

225.244-1948

efpaishmanager@gmail.com

American Red Cross

1-866-438-4636

Louisiana Attorney General Hurricane Hotline

1-800-35 1-4889

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

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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.
A copy of this plan will be kept in the office, and the plan will be prominently posted next to the office door.
2. The plan will be reviewed and updated at least annually, and after every actual emergency.
3. 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.
4. Quick response guides are attached to this plan. They explain what to do in each type of emergency.
5. 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:

2. 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.
3. 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.

4. All actions shall be taken carefully and quickly to ensure that the seniors and staff are protected from harm.
5. 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:

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.

1. 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.
2. 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

- A. WHEN SENIORS ARE OUT OF BUILDING, IS ANYBODY HURT?
 - A. IF YES, PERFORM FIRST AID AND CALL 911 OR FIRE DEPARTMENT.
- B. IS EVERYBODY ACCOUNTED FOR?
 - A. IF NOT, START SEARCH AND CALL FOR HELP IF NEEDED.
- C. ARE THERE ASSOCIATED DANGERS: FLOOD WATERS, LOOSE ELECTRIC WIRES, FIRES, DEBRIS?
 - A. IF YES, TAKE SENIORS TO FAR AWAY EVACUATION SITE.
- D. 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:
 - F. IF TIME PERMITS, EVACUATE BUILDING AND AREA AHEAD OF WATER.
 - G. IF WATER RISES TOO FAST, STAY IN BUILDING AND CALL FOR HELP. MOVING THROUGH FLOWING WATER IS EXTREMELY DANGEROUS.
 - H. 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**

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

1. 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?

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

IS THE CENTER IN A FLOOD PRONE AREA?

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

IS WATER COMING INTO THE BUILDING?

D. 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?

E. 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.

2. CHECK RAIN APPAREL FOR SENIORS AND STAFF.

3. LOCATE AND BOX EMERGENCY CARD FILE.

A. LOCATE AND BOX FIRST AID KIT.

B. REVIEW RESPONSIBILITIES AND THINGS TO DO LIST.

C. DOUBLE CHECK EVACUATION ROUTES TO NEAR AND FAR SHELTERS.

D. FOLLOW STANDARD EVACUATION PROCEDURES.

4. 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.

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.

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.

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.

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.

D.

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)
Ragan White, Site Manager	58640 Delacroix Ave. Plaquemine, LA 70764	(225) 687-2919 (home) (225) 776-4054 (personal cell)
Lois Taylor, Site Manager	32250 Bowie St. White Castle, LA 70788	(225) 545-3197 (home) (225) 235-2001 (personal cell)
Ruth Anderson, Site Manager	P. O. Box 98 Rosedale, LA 70772	(225) 648-2622 (home) (225) 936-1185 (personal cell)
Darlene Fourroux, Bookkeeper	24405 Holly Drive Plaquemine, La. 70764	(225) 776-0556 (personal cell)
Amanda McCall Receptionist	59655 Hwy. 1148 Plaquemine, LA 70764	(225) 687-3884 (home) (225) 317-0148 (personal cell)
Audrey Allen, Transportation	33030 Adams Dr. White Castle, LA 70788	(225) 716-2774 (personal cell) (225) 772-6810 (work cell)

Dorothy Mulmore, Transportation	58236 WW Harleaux St. Plaquemine, LA 70764	(225) 771-9831 (work cell)
Christena Edwards	55323 Cambre St. White Castle, La. 70788	(225) 772-6810 (work cell) (225) 716-8045 (personal cell)
Sheila Green, - Asst Site Manager	P. O. Box 228 Maringouin, LA 70757	(225) 776-5910 (personal cell)
Georgia Moore- Transportation	P. O. Box 18 Rosedale, LA 70772	(225) 776-7671 (personal cell)
Jerome Grevious – Bldg. Maint	77245 Iberville Drive Maringouin, La. 70757	(225) 685-7346 (work cell) (225) 250-7353 (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) Mark Ward 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
2017-2018

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.

**TANGIPAHOA COUNCIL ON AGING
DISASTER/EMERGENCY and OFFICE SAFETY PLAN
(Continuity of Operations Plan-COOP)
Board Approved: April 11, 2018**

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:

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 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. After 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).

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.

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.

WASHINGTON PARISH COUNCIL ON AGING
DISASTER/EMERGENCY/EVACUATION PLAN

INTRODUCTION

I. Overview and Purpose:

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

The WPCOA disaster/emergency 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/emergency related service to the elderly. The specific implementation of such a framework will be dependent upon the extent of the disaster/emergency and the impact of the disaster/emergency on the agency's ability to provide services.

Disaster/Emergency Coordination:

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

Coordination of services and disaster/emergency 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/emergency relief efforts. The WPCOA also communicates with voluntary organizations active in disaster/emergency services.

Disaster/Emergency Public Awareness/Education:

On an ongoing basis the WPCOA will consult with the aging services network, the American Red Cross, the Salvation Army, Catholic Charities and emergency management agencies. This consultation will be done regarding the development, distribution and/or presentation of disaster/emergency 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/emergency plan of the WPCOA includes the development and implementation of client disaster/emergency 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/emergency plans. Annually, 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. Pre-disaster/emergency drills, i.e. fire drills, tornado and shelter in place drills, chemical threats, bomb threats, bioterrorism will be conducted and coordinated with local emergency planning officials.

Prioritization of Service Delivery:

In case of a disaster/emergency, depending on the extent of the disaster/emergency 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/emergency victims in Washington Parish. The first priority is to **serve the immediate needs of current clients**. In a disaster/emergency situation, WPCOA will meet the disaster/emergency-impacted needs of elderly persons within its available resources. The WPCOA will strive to secure additional funding for the provision of documented disaster/emergency-related services to seniors.

Definition of Disaster/Emergencies:

“Disaster/emergency” 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. Disaster/Emergencies shall be identified by the severity of resulting damage, as follows:

- 1) “Minor disaster/Emergencies” means disaster/emergencies 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 disaster/emergencies” means disaster/emergencies that will likely exceed local capabilities and require a broad range of state and federal assistance.
- 3) “Catastrophic disaster/emergencies” means disaster/emergencies that will require massive state and federal assistance, including immediate military involvement.

The most commonly thought of disaster/emergency in Southeast Louisiana is a **hurricane**. However, in an area such as ours, we are exposed to many potential disaster/emergencies. These can include but are not limited to :

- hazardous material accidents,
- fires,
- tornadoes,
- flooding
- terrorism.

The basic elements of coordination and service delivery apply to any of these disaster/emergency situations. Regardless of the type of disaster/emergency, 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: (Hurricanes)

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.

Weather Monitoring: (Severe Thunderstorms, Flash Floods)

The Executive Director shall monitor weather reports daily and be alert to any weather conditions that may lead to the development of severe thunderstorms or flooding throughout the year.

Documenting Disaster/Emergency 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/emergency Activity Log” provides the format for such documentation. For additional information, please consult with the Assistant Director/CFO.

II. CONTINUOUS ORGANIZATION OPERATION PLAN (COOP)

AGENCY DISASTER/EMERGENCY 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/emergency:

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/emergency or immediate impending disaster/emergency, or a disaster/emergency 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/Emergency Plan;
 - b) suspend delivery of regular services as needed to implement disaster/emergency 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.
 - d) determine what immediate actions should take place that will ensure the safety of both clients and staff

Disaster/emergency Service Priorities under Recovery Phases:

The WPCOA operates three basic disaster/emergency recovery phases: humanitarian relief, short-term recovery, and long term recovery. These phases include the delivery of specific services to meet the disaster/emergency related needs of elderly persons. The WPCOA shall prioritize the delivery of services to first meet the needs identified in each of the disaster/emergency phases. In an actual disaster/emergency 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/emergency 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/emergency 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/EMERGENCY SPECIFIC PROCEDURES AND PROTOCOLS

The following procedures details the roles and responsibilities during a disaster/emergency:

Tropical storm/hurricane advisories, watches, and warnings, as well as, post-disaster/emergency 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 up because they are on leave or out of the office, this duty will be assigned to another staff member. Transportation personnel are responsible for fueling and securing agency vehicles according to the pre-approved plan for securing equipment. This should be done during the “watch”

phase.

After being dismissed, all staff should activate their own personal disaster/emergency plans and shall remain “on call” throughout the “watch” phase.

Tornado, Flash Flood, Severe Thunderstorm Watches and warnings as well as post disaster/emergency phases.

If a tornado watch, flash flood watch, severe thunderstorm watch is posted during the normal business day, the Executive Director will consult the local office of Homeland Security, Capital Area Agency on Aging and Governor’s Office of Elderly Affairs to assess the potential severity of the weather situation and make a determination as to whether or not to cancel or suspend operations or shelter in place. This assessment will include the most current weather data and advisories available from local officials. The WPCOA will consider suspending or cancelling operations whenever the parish government and/or local school system close for weather related emergencies. The WPCOA will follow all recommendations put forth by local emergency management personnel and may choose to shelter in place if appropriate.

Tornado

In the event a tornado warning is issued and the decision is made to shelter in place both staff and clients should consider the following;

- Seek a small interior room or hallway on the lowest floor possible
- Stay away from doors, windows and outside walls
- Stay in the center of the room, and avoid corners because they attract debris
- Rooms constructed with reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system overhead
- Avoid auditoriums, cafeterias and gymnasiums that have flat, wide-span roofs

Staff and clients should immediately evacuate to the buildings pre-designated safe space. Have a roll call for both personnel and visitors in order to know who is in the building during the emergency. Have a designated staff member communicate warnings and information to staff and clients with disabilities or who do not speak English. Designated staff persons will assist anyone with injuries and have a roll call after the emergency has passed.

Fire

In the event of a fire the following course of action should be followed by staff and clients.

- Rescue anyone in immediate danger
- Alert other staff members of the fire and location over the intercom system or any other means available and pull the nearest fire alarm. The staff person in charge shall contact the fire department by calling 911.
- Contain the fire, close all doors and windows adjacent to the fire, close fire doors, shut off fans, ventilators and air conditioners, as these will feed the fire and spread smoke throughout the building.
- Extinguish if the fire is small. The extinguisher should be aimed low at the base of the fire, and move slowly upward with a sweeping motion. Never aim high at the middle or top of the flames

- as this will cause the fire to spread. If you cannot extinguish the fire safely, evacuate the building immediately.
- If evacuating from a fire, keep low to the floor and avoid inhaling too much smoke since the most common cause of death in a fire is smoke inhalation.
 - The person in charge at the facility should: Call the fire department at 911 and give an exact location of the fire and its extent; Call the Executive Director; Assist with evacuation if necessary; Assign a staff member to meet with the fire department in order to direct them to the location of the fire. Assign a staff member to keep a roster of clients and staff members in each facility in case evacuation is necessary.
 - Another staff member designated by the supervisor in charge should: Remove clients from immediate danger; Close all doors and windows; Turn off fans, ventilators, air conditioners and other equipment; Stay close to clients to provide reassurance and provide comfort; Make sure all fire exits are clear.
 - Executive Director should coordinate staff movement if not already done and ensure that all clients and staff are out of the building and communicate with fire department.

Bomb Threat

The current national situation of increased bombings, bomb threats, and bomb scares must be given immediate consideration. In the past, the vast majority of bomb threats were hoaxes. However, the current trend nationally is that more of the threats are materializing.

Upon receipt of a bomb threat, it is impossible to know if it is real or a hoax. Therefore, precautions need to be taken for the safety of clients and employees.

If you receive a bomb threat over the phone, follow these procedures:

- Keep the caller on the line as long as possible.
- Ask the caller to repeat the message.
- Ask the caller his name.
- Ask the caller where the bomb is located.
- Record every word spoken by the person making the call.
- Record time call was received and terminated.
- Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- Complete a bomb threat form, attached, to record the caller's characteristics
- If possible during the call have someone call 911
- Have staff begin to evacuate clients from the premises
- Once the police have arrived, keys shall be available so that searchers can inspect all rooms. Employee lockers will be searched, if padlocked, padlock will be cut off
- The Executive Director or the person in charge at the facility shall remain with the search commander during the entire search to provide assistance and counsel during the search.
- If a suspected bomb is located in the building, the responsibility for investigation will be that of law enforcement officials having jurisdiction over such matters.

Radiological Accident.

In the case of an accident at a nuclear power plant, the local/state office of emergency services will use an emergency siren; emergency scanner system. Notifications will be broadcast using the Emergency

Broadcast System on the radio and television. All staff and clients should follow instructions provided by local emergency response personnel. If evacuating, do not bring clothing, food or water. These items will be provided at the evacuation site.

Chemical Spills.

The following actions should be taken in the event on an outdoor chemical spill.

- Shut down outside intake ventilation.
- Close all doors to the outside and close and lock all windows.
- All ventilation systems should be set to 100% recirculation so that no outside air is drawn into the building. When this is impossible, ventilation systems should be **turned off**.
- Turn off air conditioners and heating systems and switch inlets to the “closed” position. Seal any gaps around window type air conditioners with tape and plastic sheeting, wax paper or aluminum wrap.
- Turn off exhaust fans in kitchens and bathrooms.
- Close as many internal doors as possible in the building.
- Use tape and plastic food wrapping, wax paper or aluminum wrap to cover and seal bathroom exhaust fan grills, range vents, dryer vents, and other openings to the outside.
- If the spill is gas or vapor that is soluble or partially soluble in water, hold a wet cloth over your nose and mouth if gases start to bother you.
- If an explosion is possible outdoors, close drapes, curtains or shades over windows stay away from external windows to prevent injury from flying glass.
- Tune into the Emergency Broadcasting System on the radio or television for further information and guidance.
- Law enforcement agencies will make a determination regarding possible evacuation.

Bioterrorism Threats.

In the event a bioterrorism (BT) event is suspected, local emergency response systems should be activated. **Notification should immediately include local infection control personnel and prompt communication with local and state health departments, FBI, local police, CDC and medical emergency services.** (See appendix B)

Standard precautions should be taken to prevent contact with an infected person. This includes avoiding direct contact with all body fluids, secretions, excretions, etc. These standard practices include handwashing, gloves, masks/eye protectors/face shields, gowns.

III. Administration in all disaster/emergencies

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/emergency operations;

Order implementation of the disaster/emergency 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/emergency 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, Tornado, Flash Flood, Severe Thunderstorm 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/emergency 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, Tornado, Flash Flood, Severe Thunderstorm 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/emergency tasks, and update department staff concerning status of the storm;

Dismiss departments, as disaster/emergency tasks are completed/implemented.

Tropical Storm/Hurricane, Tornado, Flash Flood, Severe Thunderstorm 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 safely make way to their disaster/emergency location or shelter in place;

Maintain contact with emergency management offices, Officers of the Board of Directors, CAAA, GOEA, and DOTD as necessary.

Post Disaster/emergency:

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; (Appendix A)

Establish and maintain, either directly or through appropriate staff, communications with local emergency management offices, CAAA, GOEA, DOTD, FEMA, private disaster/emergency relief agencies and other federal, state, local public and/or private agencies to support the provision of disaster/emergency 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/emergency related needs of elders; and

Authorize, as empowered, emergency expenditure of funds to ensure delivery of prioritized disaster/emergency related services and operation of the WPCOA.

Compile data regarding the status of elders in affected areas and their disaster/emergency related needs; Report the analysis of disaster/emergency 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/emergency victims, service providers, government agencies and the public at large regarding the delivery of prioritized disaster/emergency 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 employee dismissal. All permanent records and data will be scanned and taken to a secure location off-site. Electronic data will be backed up on removable disk or and taken off-site.

IV. EMERGENCY EVACUATION

Each facility will have posted in a conspicuous location a diagram of the building showing all exits and an established plan of escape. All exits will be clearly marked with a lighted sign or sign that can be easily seen.

Emergency evacuation or fire drills will be performed at least twice a year at each facility. Documentation of emergency evacuation/fire drills will be kept on file for a minimum of one year.

Whenever the alarm sounds, the entire facility will evacuate by designated routes to predetermined assembly areas. During an evacuation, entry to the facility will not be permitted until an “all clear” has sounded.

In an emergency, employees and clients (if present) will leave the affected area immediately by the emergency routes posted in their facility or work area unless the route is blocked. An alternative route will be designated by the staff member in charge at each facility.

All primary emergency escape routes and designated meeting locations must be approved by the Executive Director or Nutrition Coordinator.

The staff member in charge at each facility is responsible for the safe evacuation of disabled employees and clients.

After employees have evacuated and arrived at their designated meeting places, the staff person in charge at each facility will take a head count and will account for any missing persons. Any missing persons will be reported immediately to the Executive Director and/or emergency personnel at the scene.

The following persons are designated emergency coordinators:

Nancy McBeth/Leona Magee	Franklinton Senior Center
Clarnetta Arrington/Shirley Cooper	Bogalusa Senior Center
Lora Stogner	Pine Nutrition Site
Theresa Peters	Angie Nutrition Site

The designated emergency coordinator is responsible for calling 911 to report the emergency.

Designated emergency coordinators will ensure that a sufficient number of employees are trained to assist in the safe and orderly evacuation of employees and clients during an emergency.

APPENDIX A **PARTNERS AND POTENTIAL ALTERNATE VENDORS**

Elizabeth Sullivan Memorial Methodist Church
510 Avenue B
Bogalusa, LA 70427
(985)732-2568
(meal serving site, distribution center)

Hillcrest Baptist Church
2201 E Washington St.
Franklinton, LA 70438
(985)839-4703
(meal serving site, distribution center)

City of Bogalusa
202 Arkansas Ave
Bogalusa, LA
(985)732-6200

Town of Franklinton
301 11th Ave
Franklinton, LA 70438
(985)839-3569

Village of Angie
64475 Cherry St
Angie, LA 70426

Catholic Charities
Archdiocese of New Orleans
1000 Howard Ave, Suite 200
New Orleans, LA
(985)605-5845
(meals, cleaning supplies, personal hygiene items)

Covington Food Bank
840 N. Columbia St
Covington, LA 893-3003
(meals, cleaning supplies, personal hygiene items)

American Red Cross SELA
Robert W Merrick Bldg
2640 Canal Street
New Orleans, LA
(504)620-3105
www.RedCross.org/NewOrleans

American Red Cross
400 Memphis Street
Bogalusa, LA 70427
(985)732-4227

American Red Cross
619 N. Tyler St
Covington, LA
(985)892-4317
Charlotte Champagne

APPENDIX B **WASHINGTON PARISH EMERGENCY RESPONDERS**

Thomas P. Thiebaud, Director
Office of Homeland Security
Office of Emergency Preparedness
909 Pearl Street
Franklinton, LA 70438
(985)839-0434
tthiebaud@wpgov.org

Washington Parish Sheriff's Office
1002 Main Street
Franklinton, LA 70438
(985)839-3434 or (985)732-7187

Bogalusa Police Department
202 Arkansas Avenue
Bogalusa, LA 70427
(985)732-3611

Bureau of Alcohol, Tobacco, Firearms
Explosives
1-800-800-3855

Crime, Trauma, Bio-Terrorism

Bogalusa Fire Department 202 Arkansas Avenue Bogalusa, LA 70427 (985)732-6219	1-800-979-2272
Franklinton Police Department 805 Pearl Street Franklinton, LA 70438 (985)839-4476	Federal Bureau of Investigation 1-504-816-3000
Franklinton Fire Department 803 Pearl Street Franklinton, LA 70438 (985)839-3515	National Response Center Toxic Chemical and Oil Spills 1-800-424-8802
Washington Parish Fire District #1 43139 CE Stafford Road Franklinton, LA 70438 (985)839-6656	Norfolk Southern Railroad Police Railroad Emergencies 1-800-453-2530
Franklinton Volunteer Fire Department/Fire District #2 41280 Hwy 10 Franklinton, LA 70438 (985)839-5638	CSX Transportation Police Railroad Emergencies 1-800-232-0144
Washington Parish Fire District #3 29468 Hwy 430 Franklinton, LA 70438 (985)839-6665	Homeland Security Investigations 1-504-310-8800 (New Orleans)
Washington Parish Fire District #4 53091 Hwy 62 Franklinton, LA 70438 (985)848-0502	
Washington Parish Fire District #5 30162 Hwy 21 N Angie, LA 70426 (985)986-9111	
Washington Parish Fire District #6 26021 Hwy 21 N Varnado, LA 70467 (985)732-0107	
Washington Parish Fire District #7 17380 Bill Booty RD	

Bogalusa, LA 70427
(985)732-5200

Washington Parish Fire District #8
16860 Spencer Cemetery RD
Franklinton, LA 70438
(985)839-3473

Washington Parish Fire District #9
Mt. Hermon, La
(985)877-5029

Washington Parish Communications District
(a component of Washington Parish Government)
54100 Dollar Rd
Franklinton, Louisiana 70438
Phone (985) 839-5625
(985) 726-8700
Wpcde911@itsfast.net
www.wpcde-911.com

**WASHINGTON PARISH COUNCIL ON AGING
EMPLOYEE and BOARD MEMBER DISASTER/EMERGENCY SURVEY
(TO BE COMPLETED BY STAFF AND BOARD MEMBERS)**

The purpose of this survey is to determine the availability of Council on Aging staff and Board members for deployment, reassignment and overtime, either within or outside your area, in the event a disaster/emergency 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/emergency:

Working during and after a disaster/emergency 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/emergency will be under a great deal of stress, as will the people responding to it. In addition, weather in the disaster/emergency area may be extreme both in temperature and humidity.

I have read and understand the paragraph above.

Employee Signature Title Date

FOR OFFICIAL USE ONLY

**WASHINGTON PARISH COUNCIL ON AGING
DISASTER/EMERGENCY PREPAREDNESS PLAN**

Approved Date

Nancy C. McBeth, Executive Director

(Adopted by Washington Parish Council on Aging Board of Directors 6-24-2016)

WBRCOA
EMERGENCY/DISASTER
SERVICE PLAN UPDATE
2016 - 2017



WEST BATON ROUGE COUNCIL ON AGING
P. O. BOX 122
2560 COURT STREET
PORT ALLEN, LOUISIANA 70767
(225) 383-0638

Policy Adopted/ Approved 5-24-17

Revised by Board of Directors 3/28/18
(Date)

Board Secretary Deborah Sawyer
(Signature)

Disaster Plan Review Form

The Disaster Plan for West Baton Rouge Council on Aging has been reviewed and approved by the Board of Directors on 3/29/2018 date.

Check the appropriate box:

- Disaster Plan was reviewed and there were no procedural changes or modifications.
- Disaster Plan was reviewed and changes/modifications to the procedures have been approved by the board of directors and are attached (Modified plan and board approval verification).
- Disaster plan was reviewed and there were only changes to the staff/staff contact information which is attached to this form as an appendix.

Tommy Gordon

Agency Director

March 29, 2018

Date

Richard Saway

Board Secretary

3/29/2018

Date

WEST BATON ROUGE COUNCIL ON AGING
EMERGENCY/DISASTER PLAN UPDATE
MAY 1, 2017

Agency Goal

The West Baton Rouge Council on Aging goal in an emergency is to make sure that every qualified personnel are mobilize rapidly in order to deal with situations and conditions that may affect the health or the environment of older person and all employee.

Agency Objectives

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

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

- Fire
- Hurricane
- Tornado
- Flood
- Electricity
- Sleet
- Gas Leak
- Violence in the workplace
- Robbery
- Accident
- Chemical Spill
- Hazardous Materials

The list has been narrow down to our 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. Tornado
4. Sleet

Emergency Response Prior to an Emergency

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

1. Educate and train staff, including volunteers, to fulfill designated responsibilities during and emergency/disaster.
2. Educate community agencies of the special needs of the elder and of appropriate responses during an emergency/disaster through active staff participation on the Local Emergency Planning Committee.
3. An educational program has been set up for teaching our seniors at the West Baton Rouge Senior Center. 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 West Baton Rouge Office of Homeland Security Emergency Preparedness 9.1.1 and local fire department.
5. Cooperate with WBR Parish OHSEP 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 programs and projects as requested and/or required by GOEA, and WBR Parish OHSEP.
7. Maintain an Agency disaster plan. Conduct emergency exercise annually that will test the capability of the written plan during an actual emergency/disaster.

Record Security

WBRCOA shall take specific steps to ensure that financial records and important documents are protect to the best of the Agency's ability. As per WBRCOA 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 a fireproof file cabinet. Client information is "web based" and can easily be restored if destroyed. Anti-virus and scam protection programs are installed on all agency computer for security of sensitive information.

Pre-Disaster and Response Phase-Alert

Duty assignments have already been explain to the staff. Safety procedures such as fire drills are routine at Senior Center and on transportation vehicles.

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

Services may be suspended when any operation or portion thereof that poses an immediate danger to the safety of clients, participants, passengers, employees and all others that come into contact with agency services. Every employee will be instructed on and must comply with all applicable standards in this policy.

Following the Alert phase, the Director will:

1. Before the Office of Homeland Security Emergency Preparedness/911 activation, make all communications with GOEA, CAAA, Nutrition Providers to assure coordination of status reports and resource availability and needs.
2. Relocate to OHSEP/911 when activated and/or if required by local OHSEO/911.
3. Institute evacuation/shelter policies as necessary
4. Provide the OHSEP/911 with the assistance, information and operational support to assist older persons if needed during the emergency/disaster.
5. Maintain contact with staff to provide direction, materials, and support as needed.
6. Ensured 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 an emergency/disaster is to meet the immediate needs of those affected. This includes agency response to ensure individual safety, sanitation, and security.

1. The Agency Director will be alerted by OHSEP/911 that there is an impending or potential emergency/disaster.
2. The Director will contact the Administrative Office Supervisor, Transportation Coordination and Nutrition Coordinator. They will be responsible for contacting their staff.

Sheltering in Place-Senior Center

1. The WBRCOA Director in coordination with the OHSEP/911 will decide when sheltering in place is appropriate.
2. The WBRCOA Director will contact the Area Supervisors.
3. At Senior Center, 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 (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 chemical or hazardous materials disasters, 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 if possible.

ACTION PLAN

- In the past, the West Baton Rouge Council on Aging has worked with the Office of Homeland Security Emergency Preparedness/911, the Parish Council and the WBR Sheriff and Fire Department to see to the wellbeing 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 will handle events such as evacuation and shelter.

- The COA has a phone list of all staff members, board members, government agencies, and service providers. The Director would make decisions as to what occurs next, if unavailable the second in command would make the decisions. As soon as food venders were up and running arrangements would be made to continue food delivery.
- The WBRCOA will provide the Sheriff's Office and OHSEP/911 with a list of names and locations with corresponding maps of the frail and homebound elderly and disabled clients served.
- We will take steps to establish liaison with FEMA-Disaster Application Centers and individuals' assistance center serving West Baton Rouge Parish.
- We will establish an information and application desk, staffed by West Baton Rouge COA employees at the FEMA centers if such staff can be released from their job duties, to handle elderly clients. This will prevent the elderly from having to stand in long lines and also extend West Baton Rouge COA Information and Assistance Services.
- 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 loss of power in the event of a disaster or emergency situation.

STAFF RESPONSIBILITIES

- The Director will be the primary contact person. If he is incapacitated the next person to be contacted will be the Administrative Assistant.
- An emergency list of all staff names and contact numbers has been given to each employee.
- WBRCOA staff persons are on the Office of Homeland Security Emergency Preparedness/911 Board. These members, especially the Director, attend meeting to plan and cooperate in disaster planning for the parish of Assumption.
- Contact numbers for OHSEP/911 are issued to COA staff.
- In the event an emergency requires evacuation, the Director will implement the necessary procedures to have vans transported to the Sheriff's Office or OHSEP/911 office for use in the evacuation.
- The Home Delivered Meals Program will provide two shelf stable meals per person, per year in case of disaster. The COA will deliver these meals.
- The WBRCOA will provide MRE's to the elderly and disabled if they become available and the period exceeds the two (2) days period.
- Staff will backup all computer data onto removable devices which will be kept off site to secure the information.
- Wireless lap tops will be used to access information and cell phones will be used to communicate with other agencies.
- If possible the day following the emergency occurrence, the Director and Supervisors will meet at a specified location.
- Van drivers may be asked to assist in the evacuation of persons in the disaster areas.
- Homemaker staff will contact their clients to verify the client is safe and to resume services.
- Every effort will be made to resume all services as soon as possible if there has been damage to the Council facilities. Relocation will be considered in cases of extensive damages.

PLANNING FOR AN EMERGENCY

1. **Planning for an emergency:** Before an emergency or disaster strikes, we will help our clients prepare by notifying them of the type of emergency and provide them with information on how to prepare for the situation. The West Baton Rouge COA will deliver shelf stable meals to be kept by the client for when the emergency occurs.
2. **Life Safety:** Education plans will be developed for facilities to follow in crisis situations. This will be based on our fire drill especially at all meal sites. Staff is assigned this duty.
3. **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 assistance they need.

CONTINGENCY PLAN

1. In the event that the Senior Center in West Baton Rouge Parish is unable to provide services for an extended period of time, services will be provided through the West Baton Rouge Parish Community Center on 749 North Jefferson Ave., Port Allen, La, 70767.
2. The Accounting Department has access to a laptop; therefore, our Bookkeeper is able to process payroll from home. The software used by the Program Manager/Admin. Assistant is web based as well as the software used by the Transportation Department both can be accessed from any location with WI-FI services. They will also have access to a laptop from our agency to place information into SAMS and STTARS Programs.

Attachment A

**West Baton Rouge Council on Aging
Staff Emergency Contact List**

Port Allen Office Phone (2250 383-0638)				
Employee	Title	Cell	Home	Other
Tommie Gordon	Executive Director	(225) 603-5947		(225) 383-0638
LaChandra Atkins	Bookkeeper	(985) 514-3165		(225) 383-0638
Deanna Altazan	Administrative Assistant Dispatcher	(225) 347-1696		(225) 383-0638
Adrinne Woods	Transportation Coordinator	(225)810-1458		225) 383-0638
Diane Saurage	Outreach Coordinator Meal Driver Dispatcher	(225) 401-8775		225) 383-0638
Deborah Courville	Nutrition Coordinator Site Mgr.	(225) 202-4425	(225) 343-1044	225) 383-0638
Julie Jack	Activity Coordinator Site Mgr. Asst.	(225) 588-1916	(225) 627-3125	225) 383-0638
Kevin Wunstell	C-2 Meals Driver & Medical Driver	(225) 202-5416		225) 383-0638
Willie Mae Robertson	Senior Center Driver	(225) 716-1309		225) 383-0638
Eddie Dogan	Senior Center Driver	(225) 330-9039	(225) 344-6887	225) 383-0638
Shamica Collins	Medical Driver	(225) 456-3801		225) 383-0638
Michael Lafayette	Medical Driver	(225) 772-0405		225) 383-0638
Margaret Batiste	Medical, Meal, & Senior Driver	(225) 394-8322	(225) 385-4636	(225) 383-0638

Attachment B

**West Baton Rouge Council on Aging
Board of Directors Emergency Contact List**

Leroy Washington	(225) 383-8759 / 939-1134	President
Joey Normand	(225) 445-2904	Vice President
Richard Savoy	(225) 383-1157	Secretary
Sim Marcelin	(225) 239-0913	Treasury
Eileen Andre	(225) 627-6824	
Etha LaCour	(225) 383-9892/ 937-2753	
Richard Dugas	(225) 749-2965	
Betty Leblanc	(225) 687-6797/ 715-9819	
Cheryl Tate	(225) 993-5236	
Edward Robertson	(225) 610-7939	
Major Dale Simoneaux	(225) 413-0668	
Jackie Morain	(225) 945-4773	
Sherry Nicholas	(225) 439-0371	

Attachment C

Vendors/Contractors Contact Information

Governor's Office of Elderly Affairs
P. O. Box 61
Baton Rouge, LA 70821-0061

Michelle Guillory (225) 342-7100
GOEA Disaster Coordinator

Capital Area Agency on Aging, Inc.
P. O. Box 66038
Baton Rouge, LA 70896-6038

Shirley Merrick (225) 922-2525
Executive Director

Department of Transportation and Development
P. O. Box 94245
Baton Rouge, LA 70804

Stephanie Barthelemy (225) 379-3064
Rural Program Manager

Acadian on Call Medical Alert System
P.O. Box 91430
Lafayette, LA 70509

Steve Landry (800) 259-1234

Community Action
750 Louisiana Ave
Port Allen, La. 70767

Nicole Jacobs (225) 381-9931
(Commodity)

Attachment D

West Baton Rouge Parish First Responders Contact List

West Baton Rouge Office of Emergency Preparedness (OEP) Director, Deano Moran:
(225)346-1577 or Fax: (225) 346-0284 or Email: deano.moran@wbr council.org

OEP Assistant – Anthony Summers (225) 346-1577 or Fax: 346-0284
or Email: Anthony.summers@wbr council.org

Station 1

700 North Alexander Avenue
Phone: (225) 346-5676
Fax: (225) 346-5675

Station 2

2616 Court Street
Phone: (225) 338-1944 WBR District
Fire Chief Kenny Hunt (225) 346-5676
Asst. District Fire Chief Richard Boudreaux (225) 346-5676

Brusly Volunteer Fire Department
154 East Saint Francis St.
Brusly, La. 70719
(225) 749-3233

Addis Volunteer Fire Department
6875 LA Highway 1 South
Addis, La. 70710
(225) 749-6175

Erwinville Volunteer Fire Department
11321 Section RD
Erwinville, La. 70729



West Baton Rouge Parish Council on Aging Contingency Plan

In the event that the Senior Centers in West Baton Rouge Parish is unable to provide services for an extended period of time, services will be provided through the West Baton Rouge Parish Community Center.

The Accounting Department has access to a laptop; therefore, our Bookkeeper is able to process payroll from home. The software used by the Program Manager/ Administrative Assistant Department is web based as well as the software used by the Transportation Department both can be accessed from any location with Wi-Fi services. They will also have access to a laptop from our agency to continue placing information into SAMS and STARS Program.

Policy Approved March 29, 2018
Date

LeRoy Washington
Board President (Print Name)

LeRoy Washington
Board President (Signature)

RICHARD SAVOY
Board Secretary (Print Name)

Richard Savoy
Board Secretary (Signature)

WEST FELICIANA COUNCIL ON AGING, INC.
DISASTER PLAN

The Parish of West Feliciana has the potential risks of hurricanes, tornados and flooding in some areas. The Parish also has a nuclear power plant. There are annual drills put on by Entergy along with the Emergency Operation Center to train persons on dealing with all potential risk involving the nuclear power plant.

In case of a disaster or emergency 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 on going 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's 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.

Actions to minimize the effects of any disaster will be conducted by West Feliciana Parish officials from the Emergency Operations Center and affected public and private agencies. 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.

West Feliciana Parish is supported by private and volunteer organizations and State/Federal agencies that possess significant amounts of manpower, equipment, and supplies that can be utilized to minimized loss of life and property in the event of a large emergency or disaster.

The Agency's 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's 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 STATEMENTS /DOCUMENTS

Statement of Financial Position
Annual Budget

Most Recent Audit
Contract Deadlines/Requirements

INSURANCE

General Liability
Property
Auto
Directors & Officers Liability

CONTACT INFORMATION

Employees
Board of Directors
Clients
CAAA

OTHER ITEMS

Checks
Business Credit Cards
Inventories
Photos of Offices/Contents
Back-ups
Battery-powered Radio/TV/Flashlights
Extra Batteries
Corded Telephone

West Feliciana Council on Aging Employees Contact Information

12292 Jackson Toad
Post Office Box 1933
St. Francisville, La 70775
(225) 635-6719 (office) (225) 635-5953 (fax)

Sherrel W. Johnson, Executive Director
10963 Walker Road
St. Francisville, La 70775
(225) 635-2376 (Home)
(225) 721-0068 (Cell)

Lillie D. Pinkney, Bookkeeper
Post Office Box 2404
St. Francisville, La 70775
(225) 635-5944 (Home)
(225) 721-0010 (Cell)

Idella Gresham, Driver
Post Office Box 159
1336 Hazeloak Drive, Baker, La 70714
(225) 778-2845 (Home) (225) 200-9312 (Cell)

Penny Sibley, Senior Ctr/Trans. Coordinator
Post Office Box 1741
5944 Street B, St. Francisville, La 70775
(225) 635-5676 (Home) (225) 615-4789 (Cell)

Katherine Allen, Driver
Post Office Box 1952
9122 Hampton Rd. St. Francisville, La 70775
(225) 245-1183 (Cell)

Dustin Guidry, Office Aid
9790 Bains Road
St. Francisville, La 70775
(225) 635-6531 (Home) (225) 245-2263 (Cell)

Cheyenne Henderson
13155 Tunica Trace
Weyanoke, Louisiana 70787

Chery Franklin
11433 Sligo Road
St. Francisville, Louisiana 70775

Parish Officials

Kevin Couhig, Parish President
5899 Sagehill Road
St. Francisville, La 70775
(225) 635-3864 (Office)
(225) 268-2838 (Cell)

Brian Spillman
Emergency Operation Center
(225) 635-6428 (Office)
(225) 721-1144 (Cell)

J. Austin Daniel, Parish Sheriff
(225) 635-3241 (Office)
(225) 938-6333 (Cell)

ADDENDUM
CONTACT LISTS
6-24-16

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: None requested

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 form PAF4012 Board Roster. See Tools.

Board of Directors Roster

Agency Name: Capital Area Agency on Aging
 Year: 2018-2019

DATE REVISED/UPDATED: May 23, 2018 ANNUAL MEETING: X SPECIAL ELECTION: _____ REGULAR MEETING: X

I CERTIFY THAT THIS IS AN OFFICIAL ROSTER OF THE BOARD OF DIRECTORS AND OFFICERS OF THE
Capital Area Agency on Aging (AGENCY) ELECTED IN ACCORDANCE WITH THE AGENCY'S BYLAWS.


 Board Secretary Signature

Emily George Tilley 5/23/2018
 Board Secretary (Name) Date

(1) NAME: <u>D'Angela Andrews</u>	FIRST TERM: From: <u>January 2018</u> To: <u>December 2020</u> Month Year Month Year
ADDRESS: <u>P. O. Box 3401</u>	SECOND TERM: From: _____ To: _____ Month Year Month Year
CITY: <u>St. Francisville, LA</u>	IF OFFICER, OFFICE HELD: _____
ZIP CODE: <u>70775</u>	TERM OFFICE HELD: _____
PHONE #: <u>601-506-7679</u>	From: _____ To: _____ Month Year Month Year
AGE (60+?): <u>No</u>	
OCCUPATION: <u>Case Manager</u>	
E-MAIL: <u>dangela87@yahoo.com</u>	
NOTE: If Member was elected to a Temporary Replacement Term, please complete the following:	
Resigned Board Member: Date Member Resigned:	Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:
(2) NAME: <u>James Blouin, Jr.</u>	FIRST TERM: From: <u>January 2018</u> To: <u>December 2020</u> Month Year Month Year
ADDRESS: <u>7034 Goodwood Ave.</u>	SECOND TERM: From: _____ To: _____ Month Year Month Year
CITY: <u>Baton Rouge, LA</u>	IF OFFICER, OFFICE HELD: _____
ZIP CODE: <u>70806</u>	TERM OFFICE HELD: _____
PHONE #: <u>225-927-4073</u>	From: _____ To: _____ Month Year Month Year
AGE (60+?): <u>Yes</u>	
OCCUPATION: <u>Retired Army Colonel</u>	
E-MAIL: <u>jblouin@cox.net</u>	
NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:	
Resigned Board Member: Date Member Resigned:	Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:
(3) NAME: <u>Candice Carpenter</u>	FIRST TERM: From: <u>January 2018</u> To: <u>December 2020</u> Month Year Month Year
ADDRESS: <u>13675 Coursey Blvd., Apt. 233</u>	SECOND TERM: From: _____ To: _____ Month Year Month Year
CITY: <u>Baton Rouge, LA</u>	IF OFFICER, OFFICE HELD: _____
ZIP CODE: <u>70817</u>	TERM OFFICE HELD: _____
PHONE #: <u>225-405-2676</u>	From: _____ To: _____ Month Year Month Year
AGE (60+?): <u>No</u>	
OCCUPATION: <u>Social Work</u>	
E-MAIL: <u>candice2380@yahoo.com</u>	
NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:	
Resigned Board Member: Date Member Resigned:	Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:

Board of Directors Roster

Agency Name: Capital Area Agency on Aging

Year: 2018-2019

<p>(4) NAME: <u>Pat Dial</u></p> <p>ADDRESS: <u>4978 Pecan Lane</u> CITY: <u>Jarreau, LA</u> ZIP CODE: <u>70749</u></p> <p>PHONE #: <u>225-627-4424</u> AGE (60+?): <u>Yes</u> OCCUPATION: <u>Retired President Tourism Pointe Coupee Parish</u> E-MAIL: <u>None</u></p>	<p>FIRST TERM: From: <u>January 2016</u> To: <u>December 2018</u> Month Year Month Year</p> <p>SECOND TERM: From: _____ To: _____ Month Year Month Year</p> <p>IF OFFICER, OFFICE HELD: _____ TERM OFFICE HELD: _____</p> <p>From: _____ To: _____ Month Year Month Year</p>
NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:	
Resigned Board Member: Date Member Resigned:	Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:
<p>(5) NAME: <u>Emily George Tilley</u></p> <p>ADDRESS: <u>1034 Foxlane Dr.</u> CITY: <u>Baton Rouge, LA</u> ZIP CODE: <u>70819</u></p> <p>PHONE #: <u>225-288-0218</u> AGE (60+?): <u>No</u> OCCUPATION: <u>Clinical Director</u> E-MAIL: <u>emilygeorge@obrienhouse.org</u></p>	<p>FIRST TERM: From: <u>January 2015</u> To: <u>December 2017</u> Month Year Month Year</p> <p>SECOND TERM: From: <u>January 2018</u> To: <u>December 2020</u> Month Year Month Year</p> <p>IF OFFICER, OFFICE HELD: <u>Secretary</u> TERM OFFICE HELD: <u>2nd Term</u></p> <p>From: <u>January 2017</u> To: <u>December 2018</u> Month Year Month Year</p>
NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:	
Resigned Board Member: Date Member Resigned:	Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:
<p>(6) NAME: <u>Thomas Govan</u></p> <p>ADDRESS: <u>P. O. Box 3597</u> CITY: <u>Baton Rouge, LA</u> ZIP CODE: <u>70821</u></p> <p>PHONE #: <u>225-202-3340</u> AGE (60+?): <u>Yes</u> OCCUPATION: <u>Government Banking</u> E-MAIL: <u>tom.govan@capitalone.com</u></p>	<p>FIRST TERM: From: <u>January 2013</u> To: <u>December 2015</u> Month Year Month Year</p> <p>SECOND TERM: From: <u>January 2016</u> To: <u>December 2018</u> Month Year Month Year</p> <p>IF OFFICER, OFFICE HELD: <u>President</u> TERM OFFICE HELD: <u>1st Term</u></p> <p>From: <u>January 2018</u> To: <u>December 2018</u> Month Year Month Year</p>
NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:	
Resigned Board Member: Date Member Resigned:	Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:
<p>(7) NAME: <u>Leslie L. Keen</u></p> <p>ADDRESS: <u>1040 Beverly Garden Dr.</u> CITY: <u>Metairie, LA</u> ZIP CODE: <u>70002</u></p> <p>PHONE #: <u>504-252-7484</u> AGE (60+?): <u>No</u> OCCUPATION: <u>Director-Community Relations Peoples Health</u> E-MAIL: <u>leslie.keen@peopleshealth.com</u></p>	<p>FIRST TERM: From: <u>January 2018</u> To: <u>December 2020</u> Month Year Month Year</p> <p>SECOND TERM: From: _____ To: _____ Month Year Month Year</p> <p>IF OFFICER, OFFICE HELD: _____ TERM OFFICE HELD: _____</p> <p>From: _____ To: _____ Month Year Month Year</p>
NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:	
Resigned Board Member: Date Member Resigned:	Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:

Board of Directors Roster

Agency Name: Capital Area Agency on Aging
 Year: 2018-2019

<p>(8) NAME: <u>Karen McDonald</u></p> <p>ADDRESS: <u>12435 Grand Villa Ct.</u></p> <p>CITY: <u>Baton Rouge, LA</u></p> <p>ZIP CODE: <u>70817</u></p> <p>PHONE #: <u>225-333-1832</u></p> <p>AGE (60+?): <u>No</u></p> <p>OCCUPATION: <u>Director-Substance Abuse Clinic</u></p> <p>E-MAIL: <u>KMMCD2013@gmail.com</u></p>	<p>FIRST TERM:</p> <p>From: <u>January 2013</u> To: <u>December 2015</u></p> <p style="text-align: center;">Month Year Month Year</p> <p>SECOND TERM:</p> <p>From: <u>January 2016</u> To: <u>December 2018</u></p> <p style="text-align: center;">Month Year Month Year</p> <p>IF OFFICER, OFFICE HELD: _____</p> <p>TERM OFFICE HELD: _____</p> <p>From: _____ To: _____</p> <p style="text-align: center;">Month Year Month Year</p>
<p>NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:</p>	
<p>Resigned Board Member: Date Member Resigned:</p>	<p>Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:</p>
<p>(9) NAME: <u>Randal McDonald</u></p> <p>ADDRESS: <u>12435 Grand Villa Ct.</u></p> <p>CITY: <u>Baton Rouge, LA</u></p> <p>ZIP CODE: <u>70817</u></p> <p>PHONE #: <u>225-571-4055</u></p> <p>AGE (60+?): <u>No</u></p> <p>OCCUPATION: <u>CPA, CGMA</u></p> <p>E-MAIL: <u>rmcdonald777@cox.net</u></p>	<p>FIRST TERM:</p> <p>From: <u>January 2015</u> To: <u>December 2017</u></p> <p style="text-align: center;">Month Year Month Year</p> <p>SECOND TERM:</p> <p>From: <u>January 2018</u> To: <u>December 2020</u></p> <p style="text-align: center;">Month Year Month Year</p> <p>IF OFFICER, OFFICE HELD: _____</p> <p>TERM OFFICE HELD: _____</p> <p>From: _____ To: _____</p> <p style="text-align: center;">Month Year Month Year</p>
<p>NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:</p>	
<p>Resigned Board Member: Date Member Resigned:</p>	<p>Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:</p>
<p>(10) NAME: <u>Jim Parker</u></p> <p>ADDRESS: <u>7086 Hwy. 68</u></p> <p>CITY: <u>Jackson, LA</u></p> <p>ZIP CODE: <u>70748</u></p> <p>PHONE #: <u>225-301-7752</u></p> <p>AGE (60+?): <u>Yes</u></p> <p>OCCUPATION: <u>Homeland Security</u></p> <p>E-MAIL: <u>jim49597@att.net</u></p>	<p>FIRST TERM:</p> <p>From: <u>January 2015</u> To: <u>December 2017</u></p> <p style="text-align: center;">Month Year Month Year</p> <p>SECOND TERM:</p> <p>From: <u>January 2018</u> To: <u>December 2020</u></p> <p style="text-align: center;">Month Year Month Year</p> <p>IF OFFICER, OFFICE HELD: _____</p> <p>TERM OFFICE HELD: _____</p> <p>From: _____ To: _____</p> <p style="text-align: center;">Month Year Month Year</p>
<p>NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:</p>	
<p>Resigned Board Member: Date Member Resigned:</p>	<p>Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:</p>
<p>(11) NAME: <u>Stephanie Prestridge</u></p> <p>ADDRESS: <u>9015 Bluebonnet Blvd.</u></p> <p>CITY: <u>Baton Rouge, LA</u></p> <p>ZIP CODE: <u>70810</u></p> <p>PHONE #: <u>318-447-2525</u></p> <p>AGE (60+?): <u>No</u></p> <p>OCCUPATION: <u>Attorney</u></p> <p>E-MAIL: <u>stephanle@Lineagelaw.com</u></p>	<p>FIRST TERM:</p> <p>From: <u>January 2016</u> To: <u>December 2018</u></p> <p style="text-align: center;">Month Year Month Year</p> <p>SECOND TERM:</p> <p>From: _____ To: _____</p> <p style="text-align: center;">Month Year Month Year</p> <p>IF OFFICER, OFFICE HELD: _____</p> <p>TERM OFFICE HELD: _____</p> <p>From: _____ To: _____</p> <p style="text-align: center;">Month Year Month Year</p>
<p>NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:</p>	
<p>Resigned Board Member: Date Member Resigned:</p>	<p>Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:</p>

Board of Directors Roster

Agency Name: Capital Area Agency on Aging

Year: 2018-2019

<p>(12) NAME: <u>Ana Rupnik</u></p> <p>ADDRESS: <u>10500 Coursey Blvd</u> CITY: <u>Baton Rouge, LA</u> ZIP CODE: <u>70816</u></p> <p>PHONE #: <u>225-227-2174</u> AGE (60+?): <u>No</u> OCCUPATION: <u>Senior Risk Officer - Investar Banking</u> E-MAIL: <u>ana.rupnik@investarbank.com</u></p>	<p>FIRST TERM: From: <u>January 2016</u> To: <u>December 2018</u> Month Year Month Year</p> <p>SECOND TERM: From: _____ To: _____ Month Year Month Year</p> <p>IF OFFICER, OFFICE HELD: <u>Treasurer</u> TERM OFFICE HELD: <u>1st Term</u></p> <p>From: <u>January 2018</u> To: <u>December 2018</u> Month Year Month Year</p>
NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:	
Resigned Board Member: Date Member Resigned:	Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:
<p>(13) NAME: <u>LaTonya Scott</u></p> <p>ADDRESS: <u>3123 Grassy Lake Dr.</u> CITY: <u>Baton Rouge, LA</u> ZIP CODE: <u>70816</u></p> <p>PHONE #: <u>225-376-1158</u> AGE (60+?): <u>No</u> OCCUPATION: <u>Communications Director</u> E-MAIL: <u>lsscott@aarp.org</u></p>	<p>FIRST TERM: From: <u>January 2018</u> To: <u>December 2020</u> Month Year Month Year</p> <p>SECOND TERM: From: _____ To: _____ Month Year Month Year</p> <p>IF OFFICER, OFFICE HELD: _____ TERM OFFICE HELD: _____</p> <p>From: _____ To: _____ Month Year Month Year</p>
NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:	
Resigned Board Member: Date Member Resigned:	Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:
<p>(14) NAME: <u>Caroline Smith</u></p> <p>ADDRESS: <u>7275 Bear Cave Rd.</u> CITY: <u>Denham Springs, LA</u> ZIP CODE: <u>70706</u></p> <p>PHONE #: <u>225-324-5670</u> AGE (60+?): <u>No</u> OCCUPATION: <u>Nurshing Home Administrator</u> E-MAIL: <u>carolinesmith@cox.net</u></p>	<p>FIRST TERM: From: <u>January 2013</u> To: <u>December 2015</u> Month Year Month Year</p> <p>SECOND TERM: From: <u>January 2016</u> To: <u>December 2018</u> Month Year Month Year</p> <p>IF OFFICER, OFFICE HELD: _____ TERM OFFICE HELD: _____</p> <p>From: _____ To: _____ Month Year Month Year</p>
NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:	
Resigned Board Member: Date Member Resigned:	Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:
<p>(15) NAME: <u>William Vercher</u></p> <p>ADDRESS: <u>4750 Cherie Lane</u> CITY: <u>Oscar, LA</u> ZIP CODE: <u>70762</u></p> <p>PHONE #: <u>225-240-3342</u> AGE (60+?): <u>Yes</u> OCCUPATION: <u>Board Member - Pointe Coupee COA</u> E-MAIL: <u>None</u></p>	<p>FIRST TERM: From: <u>January 2013</u> To: <u>December 2015</u> Month Year Month Year</p> <p>SECOND TERM: From: <u>January 2016</u> To: <u>December 2018</u> Month Year Month Year</p> <p>IF OFFICER, OFFICE HELD: _____ TERM OFFICE HELD: _____</p> <p>From: _____ To: _____ Month Year Month Year</p>
NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:	
Resigned Board Member: Date Member Resigned:	Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:

Board of Directors Roster

Agency Name: Capital Area Agency on Aging
 Year: 2018-2019

(16) NAME: <u>Ann Zanders</u> ADDRESS: <u>25912 Stonehenge Dr.</u> CITY: <u>Denham Springs, LA</u> ZIP CODE: <u>70726</u> PHONE #: <u>504-717-6126</u> AGE (60+?): <u>Yes</u> OCCUPATION: <u>Organizational Strategic Planning Consultant</u> E-MAIL: <u>annzanders@gmail.com</u>	FIRST TERM: From: <u>January</u> 2017 To: <u>December</u> 2019 Month Year Month Year SECOND TERM: From: _____ To: _____ Month Year Month Year IF OFFICER, OFFICE HELD: <u>Vice President</u> TERM OFFICE HELD: <u>1st Term</u> From: <u>January</u> 2018 To: <u>December</u> 2018 Month Year Month Year
NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:	
Resigned Board Member: Date Member Resigned:	Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:
(17) NAME: _____ ADDRESS: _____ CITY: _____ ZIP CODE: _____ PHONE #: _____ AGE (60+?): _____ OCCUPATION: _____ E-MAIL: _____	FIRST TERM: From: _____ To: _____ Month Year Month Year SECOND TERM: From: _____ To: _____ Month Year Month Year IF OFFICER, OFFICE HELD: _____ TERM OFFICE HELD: _____ From: _____ To: _____ Month Year Month Year
NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:	
Resigned Board Member: Date Member Resigned:	Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:
(18) NAME: _____ ADDRESS: _____ CITY: _____ ZIP CODE: _____ PHONE #: _____ AGE (60+?): _____ OCCUPATION: _____ E-MAIL: _____	FIRST TERM: From: _____ To: _____ Month Year Month Year SECOND TERM: From: _____ To: _____ Month Year Month Year IF OFFICER, OFFICE HELD: _____ TERM OFFICE HELD: _____ From: _____ To: _____ Month Year Month Year
NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:	
Resigned Board Member: Date Member Resigned:	Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:
(19) NAME: _____ ADDRESS: _____ CITY: _____ ZIP CODE: _____ PHONE #: _____ AGE (60+?): _____ OCCUPATION: _____ E-MAIL: _____	FIRST TERM: From: _____ To: _____ Month Year Month Year SECOND TERM: From: _____ To: _____ Month Year Month Year IF OFFICER, OFFICE HELD: _____ TERM OFFICE HELD: _____ From: _____ To: _____ Month Year Month Year
NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:	
Resigned Board Member: Date Member Resigned:	Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:

Board of Directors Roster

Agency Name: Capital Area Agency on Aging
 Year: 2018-2019

(20) NAME: _____ ADDRESS: _____ CITY: _____ ZIP CODE: _____ PHONE #: _____ AGE (60+?): _____ OCCUPATION: _____ E-MAIL: _____	FIRST TERM: From: _____ To: _____ Month Year Month Year SECOND TERM: From: _____ To: _____ Month Year Month Year IF OFFICER, OFFICE HELD: _____ TERM OFFICE HELD: _____ From: _____ To: _____ Month Year Month Year
NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:	
Resigned Board Member: Date Member Resigned:	Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:
(21) NAME: _____ ADDRESS: _____ CITY: _____ ZIP CODE: _____ PHONE #: _____ AGE (60+?): _____ OCCUPATION: _____ E-MAIL: _____	FIRST TERM: From: _____ To: _____ Month Year Month Year SECOND TERM: From: _____ To: _____ Month Year Month Year IF OFFICER, OFFICE HELD: _____ TERM OFFICE HELD: _____ From: _____ To: _____ Month Year Month Year
NOTE: If a Member is temporarily replacing for an unexpired term, please complete the following:	
Resigned Board Member: Date Member Resigned:	Original Elected Term for Resigned Member: Temporary Replacement Term for New Member:

Section 15 Advisory Council

Area Agency on Aging Advisory Council Membership

NAME	ADDRESS	NAME OF AGENCY GROUP REPRESENTED
Philip Daigle*	3311 Hwy 70 Pierre Part, LA 70339	Assumption COA
Dana delaBretonne	846 Magnolia Wood Ave Baton Rouge, LA 70808	Mental Health
Alice Doherty*	12456 Star Hill Trace St. Francisville, LA 70775	West Feliciana COA
Vicki Dufrene	P O Box 94214 Baton Rouge, LA 70775	LA Dept. of Insurance - SHIP
Delmas Dunn Sr.*	47594 Monticello Drive Hammond, LA 70401	Tangipahoa COA
Sheri Richard Fair*	1327 Angela Street Gonzales, LA	Ascension COA
Jan Fugler ***	9288 Drew Court Baton Rouge, LA 70809	Disabled seniors
Grace Garon*	P O Box 271 Donaldsonville, LA 70346	Ascension COA
Chris Karr*	10289 Hillyard Avenue Baton Rouge, LA 70809	At large
Rev. Olton Scott*	P O Box 492 St. Francisville, LA 70775	West Feliciana COA
Elaine Simoneaux	4524 Drusilla Drive Baton Rouge, LA	At large
Susan Simoneaux*	4524 Drusilla Drive Baton Rouge, LA	Social Security - Retired
Ann Sperry*	P O Box 1668 Baton Rouge, LA 70821	Refugee Resettlement
Linda Thompson*	13114 Main Street Norwood, LA 70761	East Feliciana COA

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	
Clients of Title III services	7	General public	2
Representatives of older persons	4	Representatives of health care provider organizations (Includes veterans' health care if there is a V.A. facility in your area)	1
Representatives of minority elderly	1	Representatives of supportive services provider organizations	3

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 identity of contracts, demonstrate that the quantity and quality of the services are enhanced 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)(c)(d)(e)(f) Emergency Preparedness, Waiver Request Due to Adequate Supply, State Agency May 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.

Shirley Merrill
AREA AGENCY DIRECTOR

11/20/2018
DATE

The Area Agency Advisory Council on Aging has had the opportunity to review and comment on the Area Plan on Aging.

Janice S. Augler
CHAIRPERSON, ADVISORY COUNCIL

10/25/18
DATE

The governing body of the Area Agency has reviewed and approved the Area Plan on Aging.

[Signature]
CHAIRPERSON, BOARD OF DIRECTORS

11/20/18
DATE

FORM HHS 690 (Assurance of Compliance)

Section 17

VERIFICATION OF INTENT

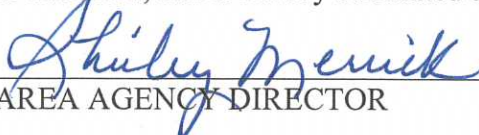
Capital Area Agency on Aging

This Area Plan on Aging for the period July 1, 2019, through June 30, 2023 includes all assurances and provisions required by the 2000 Older Americans Act Amendments (the Act).

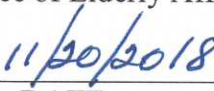
The Area Agency on Aging identified will assume full authority to develop and administer the Area Plan in accordance with all requirements of the Act and related State policy. In accepting this authority the area agency agrees to be the leader relative to all aging issues on behalf of all older persons 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



DATE

The Area Agency Advisory Council on Aging has had the opportunity to review and comment on the Area Plan on Aging.

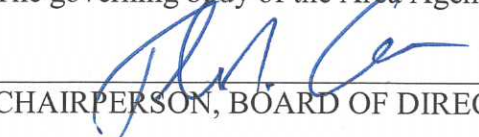


CHAIRPERSON, ADVISORY COUNCIL

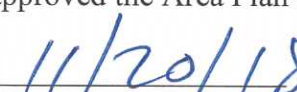


DATE

The governing body of the Area Agency has reviewed and approved the Area Plan on Aging.



CHAIRPERSON, BOARD OF DIRECTORS



DATE

Section 18

Needs Assessment Surveys and Tally Forms

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

Please continue on other side → 29

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 TALLY

1. What was the total number of surveys distributed? 40
2. What was the total number of responses received? 15

How many community agencies listed each item as essential? Please put the corresponding number next to each service.	Very	Quite a bit	A little	Not At All
a. Personal Care (help bathing, dressing, eating meals, taking medicine, etc.)	10	4	1	
b. Companion/Sitter	12	2		
c. Adult Day Service (all day supervision and help in a community setting)	9	3	3	
d. Homemaker/Housework Services	7	6	1	
e. Respite Care (personal care provided to individuals to give caregiver a break)	9	5	1	
f. Emergency Call System (LifeLine)	6	5	3	
g. Telephone Reassurance (contacting frail persons by telephone regularly)	3	8	3	
h. Home-Delivered Meals	7	4	2	
i. Home health/ nurses and nurse's aid	6	7		
j. Help with purchasing medications	5	5	2	
k. Dental Care/Dentures	8	4	1	
l. Minor home renovations/repairs	4	6	1	
m. Yard work	4	5	2	
n. Energy Assistance	6	3	4	
o. Public Senior Housing	7	3	3	
p. Rental Subsidy	8	2	4	
q. Assistance with completing Medicare and insurance forms	7	6	1	
r. Assistance with applying for benefits and programs	8	5		
s. Transportation (grocery store, doctor's office, pharmacy, or other errands)	8	5	1	
t. Transportation to the Senior Center	7	5	1	
u. Learning computer basics	5	2	3	
v. Learning to read/write	3	5	2	
w. Recreation (exercise, dancing, crafts, etc.)	7	3	2	
x. Day trips to museums, historical sites, etc.	5	5	3	
y. Legal Assistance and representation (wills, power of attorney, etc.)	8	4	2	
z. Crime issues, scams, fraud, personal safety, and safety education	7	5	1	
aa. Information and assistance and outreach visits to the homes of seniors	4	8	1	
bb. Congregate meals at a community center	7	4	1	
cc. Health screenings (blood pressure checks, diabetes monitoring, etc.)	8	4	1	
dd. Support groups for issues such as grief, loss, or caregiving	7	3	2	
ee. Information on health issues and new medications	6	5	1	
ff. Counseling (depression, coping with loss, etc.)	8	3	2	

List all services that are needed in greater supply by the community agencies.

- Housing
- Transportation
- Health Screening

List all services the community agencies would find valuable that the AAA does not currently offer.

- Transportation
- Wellness for those unable to get out
- Housing
- Insurance Consultation
- Help with SNAP applications

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LOUISIANA SENIOR NEEDS ASSESSMENT

Name _____ Address _____
 Daytime Phone Number _____

As you answer, mark a in the box that corresponds to your response.
 Please return the survey by _____ in the postage-paid envelope provided. Thank you.

1. Please mark all that apply:

- | | |
|---|--|
| <input type="checkbox"/> I am answering for myself | <input type="checkbox"/> I am answering for someone I care for |
| <input type="checkbox"/> I am helping someone I care for answer | <input type="checkbox"/> I am over 55 years old |
| <input type="checkbox"/> I am disabled | <input type="checkbox"/> I am a caregiver |

2. Do you receive services from the Council on Aging (COA) or Aging and Disability Resource Center (ADRC) in your area? Yes No

3. How important are the following to help keep you where you are right now?	Very	Quite a bit	A little	Not At All
a. Knowing what services are available and how to get them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Information or help applying for health insurance or prescription coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Transportation to the Senior Center, store, doctor's office, pharmacy, or other errands.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Learning to read/write, computer basics, or other classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Having a meal with my friends or others like me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Taking part in fun activities (such as crafts, music, games) with others like me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Getting the exercise that is good for me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Exercising, dancing, walking classes or groups with others like me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Having someone to talk to when I feel lonely. (Telephone Reassurance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Information on how to eat healthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Having someone bring a meal to my home every day (Home delivered Meals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Help keeping my home clean. (Homemaker/Housework Services)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Respite Care (personal care provided to individuals to give caregiver a break)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Help with personal care (bathing, dressing, eating meals, taking medicine, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. Information on health issues and new medications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. Having someone help me with my prescription medicine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q. Keeping warm or cool as the weather changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r. Preventing falls and other accidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s. Help making choices about future medical care and end of life decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t. Someone to protect my rights, safety, property or dignity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
u. Someone to call when I feel threatened or taken advantage of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v. Modifications to my home so that I can get around safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
w. A senior center that is close to my home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
x. Help with health problems and alcohol/drugs/smoking cessation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
y. Home health/nurses and nurses aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
z. Dental Care (Dentures), Eye Care (eyeglasses), Hearing Aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
aa. Rental Assistance and/or Energy Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
bb. Low interest loans or grants to renovate or purchase a home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
cc. Assistance with public senior housing and/or assisted living facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dd. Assistance with writing checks, bill payments, and budgeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ee. Assistance with completing Medicare & Insurance forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ff. Assistance with applying for benefits and programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Do you have a medical (physical, mental, or emotional) condition that (mark all that apply)

<input type="checkbox"/>	Limits your ability to dress, bathe, or get around inside your home	<input type="checkbox"/>	Makes it difficult to see or hear
<input type="checkbox"/>	Makes it difficult to walk, climb stairs, reach, lift or carry things	<input type="checkbox"/>	Makes it hard to go outside alone
<input type="checkbox"/>	that has made it difficult for you to work at a job or business	<input type="checkbox"/>	None of these

5. How much do you need help paying for the following:

	Very	Quite a bit	A little	Not at all
a. Utilities or an unexpected bill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Dental Care and/or Dentures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Hearing Exam and/or Hearing Aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Paying for an Eye Exam and/or eyeglasses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Health insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Help paying for healthy food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Medical Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Prescriptions or prescription drug coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Please tell us about yourself (If you are a caregiver, answer about the person you care for).

Gender
 Female
 Male

Race
 Black or African American
 White or Caucasian
 Native American
 Hispanic
 Asian or Pacific Islander
 Other (specify): _____

Marital Status
 Single
 Married
 Divorced
 Widowed
 Domestic Partner

What parish do you live in? _____

Education
 Less than high school
 High school diploma/GED
 Some College or Associates degree
 Bachelor's Degree
 Advanced/Graduate degree

What is your monthly household income?
 Less than \$695
 \$696-\$937
 \$938-\$1,178
 \$1,179-\$1,420
 More than \$1,421

How many people are supported by this income?
 One Two Three Four or More

What year were you born? 19____

7. CAREGIVER: Please answer if you are responsible for the care of one or more persons who are over 60, have a disability, or a minor (under 18).

	Strongly Agree	Agree	Disagree	Strongly Disagree
a. I need help paying for services the person I care for needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. I need help locating services for the person I care for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. I would like training on caring for someone at home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. I need somewhere for the person I care for to be during the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. I sometimes need temporary relief from my caregiver duties (respite)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Of the persons you care for, how many are:				
More	None	One	Two	3 or More
Over 60 years old	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Both elderly and disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child under 18 years old	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Optional: Would you like the Area Agency to contact you about services available for senior adults and their caregivers? Yes No

Tally Sheet For All Parishes

1. Of surveys returned, how many marked:

- 926 I am answering for myself
- 63 I am answering for someone I care for
- 88 I am helping someone I care for answer
- 921 I am over 55 years old
- 238 I am disabled
- 76 I am a caregiver

Total: 1095

Current As Of: 10/1/2018

2. How many respondents receive services from the AAA/COA or ADRC?

- 804 Yes 226 No

3. How many respondents marked each?	Very	Quite A Bit	A Little	Not At All
a. Knowing what services are available and how to get them	677	158	120	101
b. Information or help applying for health insurance or prescription coverage	353	131	177	340
c. Transportation to the Senior Center, store, doctor's office, pharmacy, or other errand	363	97	133	440
d. Learning to read/write, computer basics, or other classes	208	65	134	596
e. Having a meal with my friends or others like me	442	118	168	287
f. Taking part in fun activities (such as crafts, music, games) with others like me	388	133	161	331
g. Getting the exercise that's good for me	444	154	210	218
h. Exercising, dancing, walking classes or groups with others like me	343	132	154	373
i. Having someone to talk to when I feel lonely. (Telephone Reassurance)	352	145	200	324
j. Information on how to eat healthy	424	171	158	270
k. Having someone bring a meal to my home every day (Home Delivered Meals)	359	85	104	458
l. Help keeping my home clean. (Homemaker/Housework Services)	312	97	113	479
m. Respite Care (personal care provided to individuals to give caregiver a break)	186	75	103	614
n. Help with personal care (bathing, dressing, eating meals, taking medicine, etc.)	206	64	108	618
o. Information on health issues and new medications	272	117	179	426
p. Having someone help me with my prescription medicine	242	105	115	530
q. Keeping warm or cool as the weather changes	349	127	108	415
r. Preventing falls or other accidents	383	132	160	323
s. Help making choices about future medical care and end of life decisions	292	134	151	414
t. Someone to protect my rights, safety, property or dignity	349	114	112	415
u. Someone to call when I feel threatened or taken advantage of	364	85	115	424
v. Modifications to my home so that I can get around safely	322	94	116	456
w. A senior center that is close to my home	429	109	127	339
x. Help with health problems and alcohol/drugs/smoking cessation	185	68	76	652
y. Home health/nurses and nurses aide	243	76	122	548
z. Dental Care (Dentures), Eye Care (eyeglasses), Hearing Aid	345	107	116	432
aa Rental Assistance and/or Energy Assistance	261	72	97	566
bb Low interest loans or grants to renovate or purchase a home	160	53	63	708
cc. Assistance with public senior housing and/or assisted living facilities	153	46	76	704
dd Assistance with writing checks, bill payments, and budgeting	148	49	78	709
ee. Assistance with completing Medicare and Insurance forms	224	67	114	592
ff. Assistance with applying for benefits and programs	293	107	129	469

4. How many respondents marked: have a medical (physical/mental/emotional) condition t

<u>248</u> Limits your ability to dress, bathe, or get around inside your home	<u>254</u> Makes it difficult to see or hear
<u>458</u> Makes it difficult to walk, climb stairs, reach, lift or carry things	<u>271</u> Makes it hard to go outside alone
<u>354</u> Has made it difficult for you to work at a job or business	<u>374</u> None of these

5. How many respondents marked each?

How much do you need help paying for the following:

	Very	Quite A Bit	A Little	Not At All
a. Utilities or an unexpected bill	234	108	155	472
b. Dental Care and/or Dentures	241	99	117	502
c. Hearing Exam and/or Hearing Aids	152	72	102	609
d. Paying for an Eye Exam and/or eyeglasses	200	92	118	536
e. Health Insurance	156	59	122	594
f. Help paying for healthy food	199	86	140	523
g. Medical Care	169	74	126	558
h. Prescriptions or prescription drug coverage	185	85	135	536

6. How many respondents marked each:

Gender 308 Male 697 Female

Race 412 Black or African American
540 White or Caucasian
7 Native American
4 Hispanic
0 Asian or Pacific Islander
7 Other

Marital Status 162 Single
288 Married
125 Divorced
393 Widowed
1 Domestic Partner

Education

262 Less than high school
395 High school diploma/GED
167 Some College or Associates degree
54 Bachelor's Degree
39 Advanced/Graduate degree

What is your monthly household income

82 Less than \$695
200 \$696-\$937
180 \$938-\$1,178
149 \$1,179-\$1,420
278 More than \$1,421

How many respondents were aged:

25-60	61-70	71-80	80+
<u>35</u>	<u>219</u>	<u>276</u>	<u>331</u>

How many people live in your household?

One	Two	Three	Four or More
<u>609</u>	<u>291</u>	<u>32</u>	<u>9</u>