

**Town of Brookfield**  
645 N. Janacek Road  
Brookfield, WI 53045  
(P) 262-796-3788  
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## **MEETING NOTICE**

Meeting will be held at the  
Town of Brookfield Municipal Building, Eric Grant Room  
645 N. Janacek Road, Brookfield, WI

**Tuesday, September 26, 2023**

### **PUBLIC HEARING**

**7:00 p.m**

- 1) Confirmation of meeting notice.
- 2) Public Hearing to receive comment on a request by Aaron Tesch (Adult Day Services of Southeast Wisconsin) for a Conditional Use Request to allow an Adult Day Care in the B-2 Limited General Business District, located at 20875 Crossroads Circle (BKFT1129999004).
- 3) Adjourn.

### **PLAN COMMISSION**

### **IMMEDIATELY FOLLOWING**

### **AGENDA**

- 1) Call to Order.
- 2) Meeting Notices.
- 3) Approval of Agenda.
- 4) Approval of Minutes.
  - a. August 22, 2023 Joint Public Hearing Minutes
  - b. August 22, 2023 Plan Commission Minutes
- 5) Citizen Comments: Three-minute limit.
- 6) Old Business: Town of Brookfield for a recommendation to set a public hearing date to discuss a Zoning Code Text Amendment to Section 17.02(14)(g)11 related to fences.
- 7) New Business:
  - a. David Wimmer for a recommendation to set public hearing date to consider a Conditional Use Permit Amendment to Northbrook Apartment Building to increase the number of proposed dwelling units by 3 units, located at 700 North Barker Road (BKFT1122993005).
  - b. Aaron Tesch (Adult Day Services of Southeast Wisconsin) for a Conditional Use Request to allow an Adult Day Care in the B-2 Limited General Business District, located at 20875 Crossroads Circle (BKFT1129999004).
- 8) Communication and Announcements.
- 9) Adjourn.

*Posted this 19th day of September, 2023*

*Bryce Hembrook  
Town Planner*

TOWN OF BROOKFIELD  
PLAN COMMISSION MINUTES  
AUGUST 22, 2023

**The regular meeting of the Plan Commission was held in the Erich Gnant Room of the Town Hall, 645 N Janacek Road, Brookfield, WI.**

1) CALL TO ORDER.

Chairman Keith Henderson called the meeting to order at 7:10 p.m. with the following people present: Town Planner Bryce Hembrook, Town Supervisor Ryan Stanelle, Plan Commission members William Neville, Len Smeltzer, and Jeremy Watson. Commissioners Gordon Gaeth and Kevin Riordan were absent.

2) MEETING NOTICES.

The meeting was noticed in accordance with Open Meeting Law.

3) APPROVAL OF AGENDA

Motion by Commissioner Watson to approve the agenda.

Seconded by Commissioner Smeltzer.

*Motion Passed Unanimously.*

4) APPROVAL OF MINUTES.

a. Motion by Commissioner Watson to approve the May 23, 2023 Joint Public Hearing minutes as presented.

Seconded by Commissioner Neville.

*Motion Passed Unanimously.*

b. Motion by Commissioner Watson to approve the June 27, 2023 Joint Public Hearing minutes as presented.

Seconded by Supervisor Stanelle.

*Motion Passed Unanimously.*

c. Motion by Commissioner Watson to approve the June 27, 2023 regular Plan Commission minutes as presented.

Seconded by Commissioner Smeltzer.

*Motion Passed Unanimously.*

5) **Citizen Comments: Three-minute limit.**

Tom Rave, 18875 Eagle Drive, Unit 103 commented that Mr. Rahfeldt, the property owner of parcel BKFT1133999, and the subject of tonight's previous public hearing, has been burning brush, and has done so at least ten times. It creates a lot of smoke and the nearby residents have to close up. Mr. Rave knows that burning is allowed and feels Mr. Rahfeldt is doing so in a safe manner, however with the dry conditions the fire could spread. Mr. Rave is asking the Plan Commission to take a look at the burning ordinance for the Town of Brookfield and perhaps consider revising same.

6) **Old Business: Town of Brookfield for a recommendation of approval for a Zoning Code Text Amendment to Section 17.02(14)(g)11 related to fences.**

Mr. Hembrook reported that the only change was discussion to allow a privacy fence within five feet of an adjacent rear-yard property line. At the previous Plan Commission meeting in June, it was decided that if a fence is within 3 feet of the property line, a Conditional Use permit, survey, and approval from adjacent neighbors would be required. If a fence is three to five feet from the property line, a survey would be required, and five feet or more from the property line would not need a survey. All privacy fence installs would require a building permit. Mr. Hembrook was asked to provide cost estimates for surveys, and he reported that they can cost anywhere from \$700 to \$1,500, depending on the size of the lot. Commissioner Watson inquired if the approval from neighbors had to be a signed document. It was agreed that it should be signed. It was also determined as part of the approval process that the letter is presented at the time of requesting approval from the Plan Commission (for a Conditional Use permit). Commissioner Smeltzer opined that having fences aligned with the front of the house is not desirable. Most fences he has seen start at about

the halfway point of the house, which he thinks looks fine. Mr. Hembrook added that pending final approval from Town Board, there is still a checklist for the process that has to be developed, as well as notifying the public of the changes. A possible timeline for the process was discussed. Supervisor Stanelle stated that he believes the language in the text amendment is accommodating for the vast majority of potential applicants. Commissioner Watson opined that the amendment is somewhat restrictive, but does not go too far. Commissioner Neville inquired about grandfathering in existing fences. Mr. Hembrook reported that the Town Attorney recommends making those a non-conforming structure, which means that no modifications can be made.

Motion made by Commissioner Watson to **recommend** to the Town Board **final approval** for a Zoning Code Text Amendment to Section 17.02(14)(g)11 related to fences, for the **October** Town Board meeting, to include the following:

- Diagrams
- Drawings
- Application recommendations
- Checklists
- Samples

Seconded by Commissioner Neville. Further discussion included Supervisor Stanelle inquiring whether those materials can be provided to the Plan Commission meeting in September. Planner Hembrook indicated that he would put that at the end of the September agenda.

*Motion Carried 3-1, with Commissioner Smeltzer dissenting.*

#### 7) **New Business:**

##### a. **William Rahfeldt for a Conditional Use Request to allow a field fence in the street yard on parcel BKFT1133999.**

Planner Hembrook outlined potential options, which include the following:

- Approve the request to allow a fence in the street yard; contingent on approval from the County to ensure the fence is not located in the floodway and/or a flood plain;
- Deny the request and direct the applicant to remove the fence;
- Table the item until the County decides whether to allow/deny a permit.

Commissioner Watson asked where trespassers were coming from. Mr. Rahfeldt was not in attendance to respond. Planner Hembrook has had some discussion with Mr. Rahfeldt, and he indicated that people were going near the water that flows through the parcel, perhaps thinking this is public land. Possible future development on the property was considered, including the location of the driveway having to be on the north end of the parcel. It was clarified that the fence was installed prior to applying for approvals. Planner Hembrook reminded the Plan Commission that if the request is denied, under the current code amendment, there is a twelve-month waiting period to apply again. Supervisor Stanelle opined that if he needs a fence of sorts for security purposes on a temporary basis, for example when he builds his house, that could be considered. .

Motion was made by Commissioner Watson to **recommend denial** for a Conditional Use Request to allow a field fence in the street yard on parcel BKFT1133999.

Seconded by Commissioner Smeltzer.

*Motion Passed 3-1, with Commissioner Neville dissenting.*

##### b. **Aaron Tesch (Adult Day Services of Southeast Wisconsin) request to schedule a public hearing for a Conditional Use Request to allow an Adult Day Care in the B-2 Limited General Business District, located at 20875 Crossroads Circle (BKFT112999004).**

Planner Hembrook described the location, and pointed out the floor plan and business description for this proposal. Chairman Henderson clarified with Mr. Tesch that they will not be the only occupants of the building as the submittal suggested. The other businesses in the building are Sherwin Williams, Capri Communities, a State of Wisconsin office, and a hospice care business office. Mr. Tesch stated that they offer enriching activities and have two full size vans. Their hours are Monday through Friday, from 7:30am – 3:30pm. Participants bring their own lunches. There is a 1 to 8 ratio for staff to participant. The program is for social and personal development.

A motion was made by Commissioner Watson to recommend the Town Board set a date for a public hearing for a Conditional Use request to allow an Adult Day Care in the B-2 Limited General Business District, located at 20875 Crossroads Circle (BKFT1129999004).

Seconded by Supervisor Stanelle.

Additional discussion included clarification that the participants are provided transportation, they do not drive to the adult day care.

*Motion Passed Unanimously.*

8) COMMUNICATION AND ANNOUNCEMENTS.

None.

9) ADJOURN.

Motion by Commissioner Neville to adjourn at 7:52pm.

Seconded by Supervisor Stanelle.

*Motion Passed Unanimously.*

Respectfully submitted,  
Bryce Hembrook, Town Planner

TOWN OF BROOKFIELD  
JOINT PUBLIC HEARING

August 22, 2023

PUBLIC HEARING TO RECEIVE COMMENT ON A BY WILLIAM RAHFALDT FOR  
CONDITIONAL USE REQUEST TO ALLOW A FIELD FENCE IN THE STREET YARD ON  
PARCEL BKFT1133999.

The Joint Public Hearing with the Plan Commission and Town Board was held on Tuesday, August 22, 2023, in the Erich Gnant Room of Town Hall at 645 North Janacek Road, Brookfield, Wisconsin.

**CALL TO ORDER**

Town Board Chairman Keith Henderson called the meeting to order at 7:00pm. Also in attendance were Town Board Supervisors John Charlier, Steve Kohlmann, John Schatzmann, Ryan Stanelle; Plan Commissioners William Neville, Len Smeltzer, and Jeremy Watson; Town Planner Bryce Hembrook.

**NOTICE OF HEARING**

Chairman Henderson read the attached Notice of Hearing into the record.

Planner Hembrook described the site, fence and gate installation, and related ordinances.

**PUBLIC COMMENTS**

Elizabeth S. Gootjes of 19125 W. Janacek Court stated that she has no problem with the fence. Ms. Gootjes wanted to comment on an unrelated matter concerning the northern portion of the parcel. Chairman Henderson informed Ms. Gootjes that her concerns would need to be addressed with Mr. Hembrook at another time.

Tom Rave, 18875 Eagle Drive, Unit 103 commented that the fence is out of character for the area. Mr. Rave stated that he is unaware of any trespassers. A permit should have been applied for before the fence was installed, not after the fact. There is concern for the deer crossing, and the opinion is that the fence should not be there. Mr. Rave referenced a letter (attached) from Daniel E. Friberg, 18825 Eagle Drive, Unit 101; a resident at the same development. Mr. Friberg's letter echoed many of the same concerns. The Town Board and Plan Commission members were provided a copy of Mr. Friberg's letter.

**ADJOURN**

Chairman Henderson closed the Public Hearing at 7:09pm.

Submitted by:

Bryce Hembrook, AICP Town Planner



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for All of Us®

## TOWN OF BROOKFIELD PLAN COMMISSION ZONING REPORT

TO: Plan Commission

FROM: Bryce Hembrook, AICP  
Town Planner

REPORT DATE: September 19, 2023  
PC MEETING DATE: September 26, 2023

RE: **Adult Day Services of SE WI – Conditional Use Permit  
20875 Crossroads Circle, BKFT1129999004**

**Applicant:** Aaron Tesch (Adult Day Services of Southeast Wisconsin)

**Application Type:** Conditional Use Permit

### **Request**

Conditional Use Permit request to allow an adult day care center in the B-2 Limited General Business District, located at 20875 Crossroads Circle.

### **Summary of Request**

The applicant is interested in leasing a portion of the building to be used as an adult day program. Adult Day Services of Southeast Wisconsin (ADSSW) is an organization that provides a wide variety of activities and hands on experiences, essential for developing independent living skills and improving the quality of life for adults with developmental disabilities, physical impairments, mental illness or traumatic brain injuries. ADSSW participants typically have not been successful in traditional work or day settings due to their unique challenges. Activities and community outings are planned and implemented based on each individual's needs, interests and goals. Staff focus on person centered planning necessary to ensure positive, memorable experiences and enhance participant's self-esteem. Program hours are from 8am-2pm but are adjusted to meet the transportation needs of everyone. At least one staff member over the age of 18 years old shall be on the premises at all times when participants are present. The full narrative can be accessed in the packet.

The property is located in the B-2 Limited General Business District, which is generally intended for businesses offering a wider range of retail products and services than provided in neighborhood business districts. Adult day care facilities are considered to be a commercial daycare center land use, which is permitted as a conditional use. This will be the only adult daycare facility located on the property, which is one of the requirements listed for a commercial daycare center land use.

### **Recommendation**

Recommend approval of the conditional use permit with any conditions the Plan Commission deems appropriate.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 501 Maple Avenue, Delafield, WI 53018-9351  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 262.646.6855 | 888.908.8166 fax



## **Riverview Adult Day Program**

### **Address:**

20875 Crossroads Cir.  
Waukesha, WI 53186

### **Hours of Operation:**

Monday through Friday 8:00am-2:00pm

### **MISSION STATEMENT**

Provide opportunities, choice, and enhanced community involvement. While promoting self-advocacy and independent thought.

### **OUR VISION**

Our vision is to provide services that support adults with cognitive or physical disabilities to live more independent and active lives in their community.

### **OUR VALUES**

- Personal choice and Individuality
- Independence
- Community Inclusion and involvement
- Health and wellness
- Safety

### **INCLUSION STATEMENT**

ADSSW does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, participants, volunteers, subcontractors, vendors.

## **I. PROGRAM**

### **IA. PROGRAM DESCRIPTION**

- 1) ADSSW encompasses a wide variety of activities and hands on experiences, essential for developing independent living skills and improving the quality of life for adults with developmental disabilities, physical impairments, mental illness or traumatic brain injuries. ADSSW participants typically have not been successful in traditional work or day settings due to their unique challenges. Activities and community outings are planned and implemented based on each individual's needs, interests and goals. Staff focus on person centered planning necessary to ensure positive, memorable experiences and enhance participant's self-esteem.
- 2) "In house" activities are structured to improve the participant's daily living skills such as; hygiene activities, toileting, feeding and general independence in self-care activities. Participants are given the opportunity to engage in activities of their choosing based on their interests and skill level. Activities include, but are not limited to; arts and crafts, music activities, exercise, promoting positive social interaction and enhancing educational skills through reading, writing or other methods.
- 3) Participants are encouraged to attend community-based outings on a daily basis. ADSSW's day program reinforces appropriate and respectful public conduct by continually involving individuals in a wide range of activities. Community integration activities include shopping experiences, trips to the library, local parks, cultural, musical, and sporting events. Points of interest include the art museum, the zoo, humane society, trips to the movies, and the Mitchell Park Domes. Participants also have the ability to increase their vocational skills through various types of volunteer work such as volunteering at one of partner sites and/or cleaning up local parks. Day Program participants tour local factories and various job sites to gain an understanding of industry and agriculture. This wide variety of educational and recreational experiences increases community awareness and encourages participants to expand their knowledge and horizons in new ways.
- 4) Program participants with special needs will be provided the assistance necessary to allow them to be as independent as possible yet allow them the benefit of full participation in community and program activities.
- 5) The Day Program daily rate is determined by the referring Care Management Organization based upon the participant's level of care and services deemed necessary. If a participant needs change, or new services are added, ADSSW staff will collaborate with case managers and guardians to examine the cost of providing additional services and formulate a new daily rate based upon those needs.
- 6) Should a participant experience a major change in general functioning or medical condition during the day program, staff will immediately notify the guardian/emergency contact and home manager via telephone. Upon notifying the guardian, staff will also inform the program director.

- 7) All incidents that occur on site or during day programming hours that affect the health, safety or welfare of a participant will be documented by completing an incident form. Along with the completion of incident reports, all telephone correspondence will be documented, and case noted, this information will be kept on record in the participant files.
- 8) ADSSW day program staff will be trained in implementing standard precautions measures to prevent transmission of infection from contact with blood or other body fluids or materials having blood or other body fluids on them. Employee training on this topic will be completed by reading through the “Standard Precautions training module” obtained from the Red Cross. Upon successful completion of this training course, employees are expected to adhere to the guidelines of CDCP, OSHA, and HFS codes to prevent the transmission of communicable disease in occupational settings.
- 9) Should a participant arrive at the day program site with a communicable illness or develops one while on site, staff will follow the CDCP, OSHA, and HFS standard precaution guidelines to prevent transmission of infectious diseases and exposure to others.
- 10) If an emergency medical situation presents itself, staff is to call 911 and follow any directions given by the dispatcher. Staff will immediately notify the participants’ guardian/emergency contact, program director and case manager of the situation. Incident reports must be completed by staff and placed in the participant’s file. This policy will be communicated to the participant and guardian at the time of admission. Emergency contact lists are posted around the facility at telephones.
- 11) Staff members or any visitor that exhibits symptoms of illness, communicable disease transmittable by normal contact, or behavior which gives reasonable concern for the safety of participants will be asked to leave the premises until they are cleared by a medical professional to return to work or has gained control and is no longer a threat to the safety of on-site participants.
- 12) Staff will follow up with all unexplained participant absences by calling the participant’s residence inquiring about the participant’s condition. Guardians and care managers will be notified promptly of any unexplained absence from the program.
- 13) Participants and their guardians will be required to review and sign all admission paperwork prior to enrollment in the program. These will be kept in the participant’s file and copies will be provided to the participant and guardian.
- 14) The day program site is a non-smoking facility. Any person who wishes to smoke, must do so a minimum of twenty feet from the entrance/exit of the day program facility. Company vehicles used to transport participants are also non-smoking.
- 15) Any voluntary or involuntary discharge of a participant from the ADSSW Day Program must be submitted in writing to the participants Case Manager and Guardian. All voluntary and involuntary discharge notices must be made 30 days in advance of the

discharge date.

- 16) All complaints made by participants, guardians, family members, caregivers or other interested persons about the services provided by the day program will be investigated by the Program Director following ADSSW's Grievance Procedure. Upon completion of the investigation the Program Director will notify the appropriate local, county and/or state agency of the findings.

#### **I.B. PARTICIPANT ENROLLMENT PROCEDURES:**

- 1) ADSSW does not enforce a trial period for participants when assessing and determining our ability to serve the individual, and the individual's desire to participate in the program. All factors regarding program enrollment are collaborative decisions agreed upon by the program director, case manager, guardian, and participant.
- 2) The Day Program will have the following documentation on file upon each participant enrollment. The participant's file will contain a face sheet with the following elements.
  - a. Participant's full name, address, telephone number, date of birth, and living arrangement.
  - b. Current photo of participant.
  - c. Guardian's name, address, and telephone and name and telephone of AFH manager or caregiver.
  - d. Name, address, and telephone of at least one family member or person designated as an emergency contact.
  - e. Name, address, and telephone number of primary care physician.
  - f. Current medication list.
  - g. Name and address of referring or coordinating agency and case manager, if applicable.
  - h. Name and contact of transportation provider.
- 3) Each participant file will contain an Admission Agreement to be signed by the participant, and guardian stating the description of services, the cost of services. In addition, a signed copy of the Participant Rights will also be kept on file.
- 4) Ninety days prior to enrollment or within 30 days after enrollment a Physical Examination Form must be signed by a licensed physician, physician's assistant, or registered nurse.
  - a. An indication that the participant has been screened for any that is detrimental to other participant, including tuberculosis.
  - b. A current list of disease, chronic conditions, and drug, food, or other allergies.

- c. A statement of any restrictions in the participant's ability to participate in program activities.
  - d. The names of all prescribed medications including dosage.
- 5) All records of current participants will be kept on site. Upon discharge, the records will be retained for at least three years in a secure, dry space.

#### **I.C. ASSESSMENT AND SERVICE PLAN DEVELOPMENT:**

- 1) Prior to enrollment, ADSSW's Program Director will meet with all participant referrals to assess their needs and determine compatibility in the day program. The Program Director will consider recommendations from the guardian, and case manager when determining if the scope of the program is appropriate to meet the participant's needs.
- 2) If it is determined that the program can meet the needs and interests of the participant, a service plan will then be completed within 30 days of admission. The participant's Individual Service Plan will contain the following information:
  - a. A written assessment highlighting the participant's functional abilities and disabilities, strengths and weaknesses, personal habits, preferences, and interest, likes and dislikes, and medical condition.
  - b. A written statement of the services and activities the program will provide to meet these needs is included in the Participants Individual Service Plan.
  - c. The participants travel arrangements will be stated in Individual Service Plan.
- 3) Individual Service Plans will be reviewed and updated every six months, or as the participant's functioning, health condition, or preferences change.
- 4) Case notes are completed on an as needed basis noting any incident or unusual behaviors. Case notes are shared with guardians and case managers regularly.
- 5) Day Program staff will maintain ongoing communication with participant's caregivers/guardians pertaining to the participant's progress and overall well-being. All concerns or changes in medical status will immediately be addressed and documented by ADSSW staff.

#### **I.D. PROGRAM SERVICES:**

- 1) Program hours are from 8am-2pm but are adjusted to meet the transportation needs of everyone.
- 2) Staff will offer at least one community outing (weather/driving conditions permitting) and one "in house" activity daily. Staff will encourage participants to attend all community-based outings, however if a participant chooses not to attend; they will remain at the facility and participate in structured groups. All activities are planned to consider the individual differences of participants, their health, functioning, lifestyle,

ethnicity, religious affiliation, values, experiences, needs, interest, abilities and skills.

- 3) ADSSW does not offer nutritional services.
- 4) ADSSW has a general staff to participant ratio of 1:8. Staff are able to provide assistance with activities of daily living such as grooming, toileting and eating. All participants are always under staff supervision while at the program and in the community unless their Individual Service Plan allows them to be unsupervised at times.
- 5) All activities are planned and implemented considering adequate time for exercise and rest.
- 6) Services and activities provided by the program will consider participants individual service plans.
- 7) Participants may actively take part in planning recreation and leisure time activities of their choosing.
- 8) Group activities and outings are planned that will encourage creativity, social interaction, and physical exercise.
- 9) A variety of indoor and outdoor activities will be made available to participants daily.

**I.E. MEAL REQUIREMENTS:**

- 1) If participants wish they may, bring a snack to be eaten mid- morning. Participants will eat lunch daily around 11:30am, this may be earlier or later depending on the daily activity and lunch may be eaten off premises if on a community outing. All participants are required to bring in a “bag lunch.” The program will have on hand extra food should a participant forget his or her lunch. An on- site refrigerator is provided for storage and a microwave will be available to heat up food if necessary.

**I.F. ADMINISTRATION OF MEDICATIONS:**

- 1) ADSSW has Policies and Procedures in place for Medication Management along with the Authorization to Dispense Medication.
- 2) If participants require any medications to be administered during their time at the day program, medications must be sent in bubble pack form, clearly labeled with medication name, date, dosage, and directions for dispensing. Medications must be reviewed and updated annually by the prescribing practitioner.
- 3) Participants who do not self-administer their own medications will be given medications by staff members who have successfully completed 8 hours of medication management training. In addition, the following conditions must be met for participants whose medications are administered by staff members.
  - a. A written order from the prescribing practitioner must be in the record.
  - b. A listing of current medications with the dosage, frequency, and route of

administration must be in the record.

- c. Over the counter and prescription medications shall remain in the original labeled containers and be stored in a locked safe place.
- d. Non-licensed staff must consult with the prescribing practitioner or pharmacist about each medication to be administered.
- e. Written information describing side effects and adverse reactions of each medication must be kept in the participant's record.
- f. The administration of medications must be documented in ink in the participant's permanent record (this documentation includes the name of the medication, dosage, method of administration, date and time administered, and name of the staff member who administered the medication).

### **I.G. TRANSPORTATION:**

- 1) All staff that provides transportation to participants must provide ADSSW with a copy of a valid driver's license, vehicles and drivers are covered under the Business Auto Policy through Selective Insurance. This coverage includes liability, auto/medical, uninsured motorist, under-insured motorist, comprehensive and collision.
- 2) All company vehicles are inspected weekly to ensure parts are working properly and are up to safety standards. All vehicles will have functioning headlights, taillights, directional signals, windshield wipers, brakes, heater and seat belts.

## **II. PERSONNEL**

### **II.A. STAFF REPORTS:**

- 1) Staff are to complete an application for employment stating the employee's name, address, date of birth, education, previous work experience, and the name, address and telephone of person(s) to be notified in an emergency; documentation of training, certifications and licenses will also be retained for the employees' file.
- 2) All employees must be eligible for employment upon completion of a Background Character Verification form authorizing a background check to be performed.
- 3) Any person with experience working as a nurse assistant, home health aide or hospice aide shall not have any substantiated findings or be listed on the caregiver misconduct registry. Upon checking the department's list, if a finding of caregiver misconduct is discovered, ADSSW will be unable to offer employment in any capacity.
- 4) Employees who are offered a job must undergo, and successfully pass a physical health exam and communicable disease screening by a physician designated by ADSSW, prior to their start date.

### **II.B PROGRAM DIRECTOR:**

- 1) Vicki Durecki is a Licensed and Certified Occupational Therapy Assistant with over 25

years of experience working with individuals with developmental disabilities and mental health diagnoses. She graduated from MATC in 1995 and is a licensed Occupational Therapy Assistant in the state of Wisconsin and is certified through NBCOT. Vicki worked for Phoenix Care Systems/Bell Therapy for 24 years in a variety of positions. She managed a large group of clients with major mental health, behavioral, and developmental concerns for 20 years. Among her many duties, Vicki conducted therapeutic group activities, developed treatment plans, organized staffing's with case managers and guardians, and communicated with other professionals as needed. Vicki was also the interim program manager for Day One for more than a year. She managed the daily operations while supervising the employees and clientele. Her experience also included being a Residential Program Manager for two years. She oversaw eight group homes with supervisors, staff, and residents. She ensured the homes followed all state regulations and requirements. Vicki mentored and provided training to staff to improve their documentation and goal writing skills. She provided solutions to crises and maintained quality assurance at the homes and prepared for state inspections and CARF surveys.

### **II.C. STAFFING PATTERNS:**

- 1) At least one staff member over the age of 18 years old shall be on the premises at all times participants are present. Staff can provide limited assistance with activities of daily living such as grooming, toileting and eating. Participants are always under staff supervision while at the program and in the community unless their Individual Service Plan allows them to be unsupervised at times. All staff members are required to fill out daily attendance sheets for all participants.

### **II.D. STAFF TRAINING:**

- 1) All employees must complete ADSSW's new hire orientation. This orientation is designed to familiarize employees with company policies and procedures, participant rights, responding to medical and safety emergencies, and training in standard precautions.
- 2) Within the first 90 days of employment, day program staff is required to read through each participant binder. Staff will become knowledgeable about the needs and abilities of participants, the physical and psychological aspects of each participant's disability and any techniques required to provide personal care to participants.
- 3) Completion of trainings and classes offered by outside agencies enable staff to gain the interpersonal communication skills needed to relate to participants including understanding independent living philosophy, respecting participant rights, needs and uniqueness, respecting age, cultural and ethnic differences, and confidentiality.
- 4) In addition to the initial training classes, staff is required to complete 10 hours of continuing education annually. These hours of training may include in-service classes, outside workshops, lectures, or training provided through audio or other video materials.
- 5) Any employee who has received the required training prior to employment must provide

ADSSW with copies of these training certificates. ADSSW staff will keep a written record of employee training and certifications will remain on record in the employee file.

### **III. ENVIRONMENT**

#### **III.A. SANITATION:**

- 1) ADSSW will not be preparing meals for participants. All participants are required to bring in a bag lunch daily and may bring in a snack if desired.
- 2) A refrigerator will be available to store perishable food items and the day program will provide disposable plates, napkins, cups and utensils for participant use.

#### **III.B. SAFETY:**

- 1) The Day Program will have a working telephone that is accessible during all hours of operation. The telephone will be in the administrative office area.
- 2) Stairs and walkways inside and out will be maintained in a safe condition.
- 3) Any animals kept in the day programming area will be tolerant of people on the premises and will be free of rabies.
- 4) A safe supply of drinking water will always be available to participants.
- 5) Fire Drills and Disaster Drills will be completed monthly.
- 6) In the event of a fire, the building is equipped with a sprinkler system. Fire extinguishers and any smoke detectors will also be tested and maintained monthly.

#### **III.C. FIRE PROTECTION:**

- 1) Upon the completion of local fire and safety inspections, ADSSW will maintain these written reports and keep them on file.
- 2) The day program area will be equipped with three 2A, 10 B-C fire extinguishers per 1,500 sq. feet. Fire extinguishers will be always operable, inspected once a year by a qualified person, and shall bear a label indicating its condition and date of the last inspection. In addition, to a yearly inspection fire extinguishers will be checked monthly for proper pressure by Cintas employees.
- 3) Staff members will become knowledgeable in using the fire extinguisher after completing an in-house training led by a qualified Milwaukee Firefighter or by attending the Fire Safety Training Course offered by HFS83 Certified Waukesha County Technical College CBRF training unit or attending Options for Community Growths Fire Safety course.

- 4) The building in which the day program is housed is equipped with an internal sprinkler system, hard wired smoke detectors, pull stations and monitoring by Milwaukee alarm company.

### **III.D. BUILDING AND FURNISHINGS:**

- 1) The space at 20875 Crossroads Cir., Waukesha, WI 53186 shall be inspected and approved to conduct business by Town of Brookfield Occupancy Inspector as well as the Fire Department. The occupancy permit for the facility is posted in ADSSW's administrative offices located on the premises.
- 2) The day program area is an open concept designed to allow participants to move about freely and engage in activities of their choosing.
- 3) The day programming area is approximately 7,300 square feet.
- 4) The day program is furnished with tables and chairs to be utilized during "in-house" activities and leisure time.
- 5) The heating system within the day programming area will be maintained at not less than 70 degrees F.

## **IV. ADDITIONAL STANDARDS FOR ADULT DAY CARE PROGRAMS LOCATED IN A MULTI-USE FACILITY**

### **IV.A. ADULT DAY CARE PROGRAM, IN A MULTI-USE FACILITY WHICH IS NOT IN OR CONNECTED TO A NURSING HOME:**

- 1) The program is in a building with other tenants and neighbors. The day program area that ADSSW operates is not connected with any other services in the building.

### **IV.B. ADULT DAY CARE PROGRAM IN OR CONNECTED TO A NURSING HOME:**

- 1) This section does not apply to ADSSW, LLC as we are not connected to a nursing home.

## **V. PROGRAM EVALUATION**

- 1) ADSSW will annually send out Satisfaction Evaluations to be completed by Participants and their Guardians. These evaluations will be useful in highlighting areas of service that need improvement and areas in which we are excelling. Our aim is to evaluate the program, continually looking for ways to strengthen and enhance the services we provide for our participants.



REVISIONS:  
8/15/23: PRELIM #1

# ADULT DAY SERVICES REMODEL

20875 CROSSROAD CTR., SUITE #1  
BROOKFIELD, WI

SHEET TITLE:  
**PROPOSED FLOOR PLAN & DETAILS**

## A-2

DATE: AUG. 15, 2023

PROJECT NUMBER: 23-339

