

Notice of Meeting

COMMITTEE: Forest County Commission on Aging
DATE: Tuesday, June 13th, 2023
PLACE: County Board Room
Forest County Courthouse, Crandon, WI
TIME: 10:00 A.M.

AGENDA:

1. Call to Order
2. Roll Call
3. Approve June 13th, 2023 Agenda
4. Approve May 9th, 2023 Meeting Minutes
5. Public Comment
6. Discussion and Possible Approval of Hiring Kathleen Dilley as a meal site sub
7. Discussion and Possible Approval of Transportation Contract with Local MCO's
 - Representatives from Lakeland Care and Inclusa
8. Completion and Approval of Nutrition Advisory Council
9. Completion and Approval of COA By-Laws
10. Director's Report
11. Future Agenda Items
12. Next Meeting Date
13. Adjournment

Notice of Posting: 06/06/2023 East and West Courthouse Entrances
Designee: Kathy Fohrman

News Media Notified:	Date: 06/06/2023	Time: 2:30 pm	E-Mail
Forest Republican	Date: 06/06/2023	Time: 2:30 pm	E-Mail
Rhineland Daily News	Date: 06/06/2023	Time: 2:30 pm	E-Mail
WHDG	Date: 06/06/2023	Time: 2:30 pm	E-Mail

**Every effort will be made to reasonably accommodate persons with special needs.
Please contact Kathy Fohrman at 715-478-3256 for assistances.**

GENERAL REQUIREMENTS:

1. Must be held in a location,
which is reasonably accessible to
the public.

2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to apprise members of the public and news media.

TIME FOR NOTICE:

1. Normally, minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.
3. Separate notice for each meeting of the governmental body must be given.

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be

conducted in closed session, and the specific statutory exemption under which the closed session is authorized.

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a).
2. Considering dismissal, demotion or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing, which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data

of any public employee. Sec. 19.85(1)(c).

4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).

5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).

6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).

7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).

8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:

1. Must convene in open sessions before going into closed session.
2. May not convene in open session then convene in closed session and thereafter reconvene in open session within twelve hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

BALLOTS, VOTES AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATIONS:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attend a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

FOREST COUNTY COMMISSION ON AGING MINUTES

COMMITTEE: FOREST COUNTY COMMISSION ON AGING
DATE: MAY 9, 2023
TIME: 10:00 AM
PLACE: FOREST COUNTY COURTHOUSE COUNTY BOARD ROOM

CALL TO ORDER

Chairman Miller called the meeting to order at 10:00 A.M.

ROLL CALL

Members present: Jungwirth, Miller, Koziol, Hill, Van Grinsven, Sommer, Abney, Black

Members absent: None

Others Present: Kathy Fohrman, Darryl Landeau, Kris Willey, Mark Gatton, Cindy Gretzinger, Kristi Campbell

APPROVE AGENDA

Motion by Koziol to approve agenda at the chairperson's discretion, second by Sommer. All present voting (AYE). Motion carried.

APPROVE APRIL 10th, 2023 MEETING MINUTES

Motion by Van Grinsven to approve minutes from April 10, 2023 meeting, second by Jungwirth. All present voting (AYE). Motion carried.

PUBLIC COMMENT

None.

RESIGNATION OF CASEY SPONABLE FROM THE COA COMMITTEE

Motion by Black to accept the resignation of Casey Sponable from the Forest County Commission on Aging Committee, second by Abney. All present voting (AYE). Motion carried.

RESIGNATION OF MARK GATTON

Mark Gatton wishes to resign from his position as a driver as of July 1, 2023. He would continue as a substitute driver, train a replacement, and keep up maintenance on the vehicles. Kristi Campbell and Kathy Fohrman will complete administrative tasks needed for the transportation program while a driver is being hired. Motion by Black to accept the resignation of Mark Gatton and forward to personnel, second by Hill. All present voting (AYE). Motion carried.

DISCUSSION OF THE TRANSPORTATION NEEDS ASSESSMENT PROJECT; DARRYL LANDEAU, SENIOR PLANNER – NORTH CENTRAL WI REGIONAL PLANNING COMMISSION

Mr. Darryl Landeau shared his plan of action for Forest County Commission on Aging. Beginning at the end of June or early in July, this will include public meetings in Crandon and Alvin, a stakeholder's meeting for directors of organizations whose clients have transportation needs and organizations which

will be destinations for these clients, a meeting with our drivers, a meeting with caregivers, interviews at meal sites and meeting exit surveys. Data to be provided by Mr. Landeau will be rider participation.

DISCUSSION AND POSSIBLE APPROVAL OF TRANSPORTATION CONTRACT WITH LOCAL MCO'S

Kris Willey represented Inklus. Inklus is Medicaid-Funded. Ms. Willey states that transportation providers are rare in Forest County. Inklus has contracts with most ADRC's in Wisconsin. Inklus has a checklist of what they would need from the Forest County Commission on Aging's transportation program. Ms. Willey would be our first point of contact should we have a contract with Inklus. Under a potential contract, we would have the right to say we cannot provide transportation due to not having enough drivers, or because the distance to travel is too great. Inklus uses multiple codes and rates; they have a per trip option, a mileage option, an unloaded miles option, and a wait time option. Continued exploration is needed and will require a meeting with someone from the Inklus claims and billing department, an Inklus member support person for the authorization process, Tricia Johnson, our local Inklus support person, as well as Kathy Fohrman and Kris Willey. Ms. Willey will share with us a range of rates in place in counties comparable to Forest County.

DISCUSSION AND POSSIBLE ACTION OF THE MEDICAL TRANSPORTATION RESOLUTION: REVIEW OF COSTS OF MEDICAL TRANSPORTATION RIDES

Motion by Van Grinsven to accept the resolution as written and forward to the Forest County Board of Supervisors, second by Sommer. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON LYNN'S CATERING CONTRACT

Our contract with Lynn's Catering expires at the end of June. Motion by Black to extend our contract with Lynn's Catering to the end of 2023, followed by exploring the bidding process with inclusion of the Nutrition Council, seconded by Koziol. All present voting (AYE). Motion carried.

DIRECTORS REPORT

- The Stockboxes program will be explored once Kathy Fohrman receives a response regarding interest in the program or lack thereof from the Potawatomi Community. The Stockboxes program provides a food box to families and individuals who meet income requirements.
- Each person in the Home-Delivered Meals program needs to have their eligibility reassessed. Kristi Campbell will assist Kathy Fohrman in completing this task.
- Interviews for a Fiscal person have been scheduled.
- A Nutrition Advisory Council needs to be created. It can be an informal or a formal group, which meets at least quarterly. It needs to develop bylaws.

FUTURE AGENDA ITEMS

- Complete and approve our bylaws
- Creation of Nutrition Advisory Council
- Hire another driver
- Consider acquiring an additional medical transport van
- Gather additional information regarding transportation contracts with MCO's

SET NEXT MEETING DATE

The next meeting is June 13, 2023 at 10:00 A.M.

ADJOURNMENT

Motion by Black to adjourn at 11:51 A.M., second by Van Grinsven. All present voting (AYE). Motion carried.

These minutes are not official until approved and are subject to change. They will be officially approved at the next scheduled Commission on Aging Committee meeting.

