**Forest County Commission on Aging**

**February 10, 2015 Meeting Minutes**

**County Board Room, Courthouse, Crandon**

Members Present: Richard Ackley, Jr., Larry Berg, William Connors, Jr., Cliff Haskins, Vicki Lemerande, Mary Meier, Bob Shepherd, Jeannie Weyers

Members Absent: Edith Huettl-excused,

Others Present: Patricia Egan, Lisa Kalata, Sandy Martin, GWAAR, Paul Millan, Kate Schultz, Charles Sekel, Gayle Webster

In the absence of Chairperson Edith Huettl, County Board Chairperson Paul Millan called the meeting to order at 1:15 p.m. Roll was called.

The agenda was read by Chairperson Millan. No amendments or corrections were requested. *Bill Connors moved to approve the agenda as printed; second by Larry Berg.* All in favor. Motion carried.

The December meeting minutes were reviewed. No amendments or corrections were requested. *Vicki Lemerande moved to accept the minutes as written; second by Bill Connors.* All in favor. Motion carried.

Aging Unit Employee Considerations

Aging Unit Director Position: Gayle Webster indicated the position had been posted as Office on Aging Director/Long Term Support Supervisor with a closing date of 02/06. Charles Sekel stated that five applicants will be interviewed by a combination of individuals from the Commission on Aging, Long Term Support and Personnel Committee. Sandy Martin was asked what combination of positions GWAAR preferred. Mrs. Martin indicated Office on Aging/ADRC Manager; however, the integration of Aging Units and ADRCs is not being discussed at this time based upon the Governor’s budget proposal which suggests that ADRCs be privatized. Paul Millan stated that Forest and the other remaining legacy waiver counties will move to Family Care in 2017. This will change the structure of Long Term Support from local management to a Managed Care Organization or Health Management Organization. At that time, there will be no need for the LTS supervisory position. It was suggested that combining Aging and Health at that time might be beneficial to both departments based upon service commonalities.

Bookkeeper Position: Gayle Webster reported that a request had been made for the Committee to consider the bookkeeping position based upon duplication of services, streamlining of the county accounting system, increasing costs and decreasing funds. The data system, BRASS, currently used by the Department of Social Services, will soon be updated to include Aging Unit financial programs. The data system was designed with the capability to add Aging Unit financial programs after fine tuning the DSS programs. Adding Aging Unit financial programs will streamline entry and related tasks. The system will align with the Clerk’s Office making accounting efforts more efficient. It is felt that bookkeeping responsibilities could be redistributed to existing fiscal positions within the Courthouse and that the statistical entries (SAMS) could either be redistributed to existing staff or contracted at reduced hours.

*Bill Connors moved to enter into closed session pursuant to Wis. State 19.85 (1)(c) considering employment, promotion, compensation or performance evaluations data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The closed session related to redistribution of the Office on Aging Bookkeeping position; second by Larry Berg.*  Roll call vote: Ackley AYE, Berg AYE, Connors AYE, Haskins AYE, Lemerande AYE, Meier AYE, Shepherd AYE, Weyers AYE. Motion carried.

Reconvene to open session to take action, if appropriate, on matters discussed in closed session.

*Bob Shepherd moved to return to open session; second by Richard Ackley.* All present voting AYE. Motion carried.

Chairperson Paul Millan indicated the return to open session*. Larry Berg moved to eliminate the Bookkeeping position within the Office on Aging and redistribute the financial job responsibilities to Danielle McLaughlin, Fiscal Agent, Department of Social Services by MOU as of 03/16/15 and redistribute or contract for data entry (SAMS entry) as appropriate; second by Vicki Lemerande*. All present voting AYE. Motion carried.

Committee members expressed their thanks to Mrs. Egan for her years of work, indicating that the decision was difficult and strictly business based.

DOT 85.21 Program

Bob Shepherd and Bill Connors updated the Committee in regard to Tri-County Transit Commission activities. The first meeting was held at the Department of Aging in Rhinelander with seemingly good progress made. A chairperson and vice-chairperson were elected and the draft charter reviewed. A second meeting was scheduled and canceled as the Oneida County Corporation Counsel felt that the open meeting laws were being violated. Since that time, the charter has been forwarded to the offices of the three Corporation Counsels for review and input.

Committee members discussed the possibility of forming an “in-county” transit commission which might better serve the people of Forest County. Current proposed routes primarily benefit Oneida County vendors as most scheduled destinations are in Oneida County for shopping or educational purposes. One of the most obvious needs within Forest County is additional access to in-county medical providers. The Committee felt that exploring the possibility of developing an “in-county” transit commission with Dave Lowe to be appropriate if Consultant Lowe would consider doing so. The Aging Unit would need to amend the DOT Trust plan to cover consultant development costs. Funding would be contingent upon DOT approval. Gayle Webster was asked to contact Mr. Lowe in regard to the matter and forward his response to Committee members as soon as possible. Teleconferencing was suggested for initial discussions should Mr. Lowe be interested in assisting with local transit commission development.

It was noted that should the Commission on Aging elect to remain in the Tri-County Transit Commission, Forest County representatives would need to make known to the other Transit Committee members that Forest County staff and Committee members expect to work directly with the Transit Commission Coordinator in the design and scheduling of Forest County based public routes.

Nutrition Program

Gayle Webster presented a summary of needs resulting from the Nutrition Program Assessment conducted by GWAAR Nutritionist Pam VanKampen. Ms. VanKampen visited the agency and Crandon site in August 2014. Her written findings were received in December. While the overall functioning of the Nutrition Program is felt to be appropriate, there are a number of written policies to be drafted. Copies of policies from other agencies have been forwarded for review. The 2015 site non-dietician site assessments are in process. Arrangements are being made with the Health Department for registered dietician reviews to be completed through the summer intern program. Ms. VanKampen applauded the joint nutrition and safety offerings scheduled with the Health Department, ADRC and other agencies.

Committee members were made aware that the agency did have more home delivered meal program income to bring forward into 2015 than originally predicted as the additional congregate fund transfer of $6,000 was approved by GWAAR. As planned, any 2014 program income remaining after February payments will be used for Nutrition Program costs.

Committee members were given a brief site update. Andrea Jameson has stepped into the Wabeno Site Manager role with Chris Geske filling-in as needed. She has also assisted with meal delivery. Ms. Geske has attended the annual GWAAR training and will be scheduled for ‘Serving Safe Food’ as soon as a local offering is available. Upon completion of the course, all current site staff will have completed the mandatory courses.

Site managers were commended for their special Christmas meal efforts. Each manager planned special holiday site activities. The Laona Homemakers and C.L. Robinson Elementary students were recognized for their special contributions to the Laona site participants.

Concern was expressed in regard to the scheduling of presentations and activities at the Nutrition sites. The Office on Aging has agreed upon hours and building use purposes related to the Nutrition Program with the Town Boards. Any employees, representatives or other individuals wishing to access the sites are requested to contact the Office on Aging Director in advance to discuss site visits.

 Committee members were reminded of the long standing policy restricting any political activity at the sites. The Office on Aging receives federal funding, thus falls under the Hatch Act. With five sites spread throughout Forest County, tracking visiting political candidates was felt to be too time consuming and a potentially error ridden task for office staff. Political candidates are encouraged to hold “Town Hall” sessions with Seniors on non-site days.

Elder Benefit Specialist Update

The development of an Elder Benefit MOU with ADRC Coordinator Pam Parkkila was discussed. Such an MOU should have been in place a number of years ago to designate hours of operation, EBS supervision responsibilities and define job responsibilities of the EBS and ADRC staff. Sandy Martin was asked if other counties/ADRCs had such agreements in place. Ms. Martin responded that to the best of her knowledge, such MOUs are put in place from the time EBS services are made available at ADRCs. They are different for every county, but commonly include hours of operation, building use fees, types of activities based upon job positions, Medicaid drawdown time reporting responsibilities, fiscal management and oversight responsibilities. Ms. Martin indicated that Elder Benefit Specialists primarily assist individuals in locating benefits, Medicare, Medicaid, home loans and grants, etc. and advocate on behalf of individuals 60 and older in specific areas. Since the Elder Benefit Specialists each work with an assigned attorney, they have access to legal assistance on a case by case basis. EBS Kate Schultz asked who would be involved in the development of the MOU. It was expressed that current MOUs from other agencies are being sought for review and that any number of individuals, including current staff, could be involved in the process. The Aging Network Manual has a full chapter devoted to the EBS position. Input from both EBS and I & A State oversight employees could be sought in the development process.

Alzheimer’s (AFCSP) Program Consideration

Gayle Webster asked Committee members to consider requesting the return of Alzheimer’s Family Caregiver Support Program to the Aging Unit by the Department of Social Services in 2016. The Aging Unit gave up the funds many years ago as they were being lapsed. At this time, the AFCSP funds can be used as match funds for the Aging Unit National Family Caregiver Support Program (III-E). While AFCSP funds can be transferred from DSS back to Aging, the reverse, NFCSP to DSS, is restricted. Charles Sekel indicated that the return made sense. An approved County Board resolution will be needed prior to the 2016 budget process to make official the transfer.

Aging Unit Activities/Goals

The Aging Unit will be involved in the upcoming ‘Healthy Crock Pot Cooking’ event developed by the Health Department and UW-Extension to be presented on March 6, 2015 at St. Leonard’s Hall in Laona. Laona churches have been asked to collect food donations related to selected recipes for distribution to participants.

The Arthritis Foundation Movement Class being conducted by Amy Gatton, RN, Health Department, has been well received. The Aging Unit has provided participants with Quinoa, pears and related newsletter recipe items in an effort to bring together ‘Healthy Living Options’ - nutrition offerings of the Aging Unit and Health Department exercise offerings. The Aging Unit has requested feedback in regard to the recipes to be shared with site participants.

Committee members were made aware that some of the 2015 Aging Unit goals written in 2012 are no longer appropriate due to circumstance and funding changes. New, more appropriate goals will need to be considered.

Other Applicable Matters:

Patricia Egan brought up the payment of her accumulated sick leave and vacation time indicating that she felt it should be paid out in entirety as she was not choosing to leave her position. Lisa Kalata stated that the Employee Handbook should be referenced for guidance. Paul Millan indicated that the matter would need to be addressed by the Personnel Committee.

Richard Ackley requested a status update in regard to the Fund Raising Proposal he had submitted in October of 2014. Proposal presentation had been placed on the December 2014 agenda, but was tabled as Mr. Ackley was unable to attend the meeting.

The AARP developed State budget response informational flyer was distributed for Committee/attendee review and advocacy.

Chairperson Millan called for any further discussion or applicable matters. There being none, *Larry Berg moved to adjourn; second by Cliff Haskins.* All in favor. Motion carried.

Chairperson Millan adjourned the meeting.

Respectfully submitted,

Gayle Webster, Coordinator

Forest County Office on Aging.