

Forest County Commission on Aging

March 30, 2015 Meeting Minutes
County Board Room, Courthouse, Crandon, WI

Members Present: Larry Berg, Bill Connors, Cliff Haskins, Edith Huettl and Vicki Lemerande.

Members Absent: Richard Ackley, Mary Meier, Robert Shepherd and Jeanne Weyers.

Others Present: Gayle Webster, Janell Schroeder and Danielle McLaughlin.

Chairperson Edith Huettl called the meeting to order at 10:33am and the roll call was done.

Introductions were made and the agenda was read. *Larry Berg moved to approve the agenda as printed; second by Vicki Lemerande.* All in favor. Motion Carried.

Edith complimented Danielle on the DOT report she compiled for today's meeting and said that she would like to have a similar one at each meeting to summarize the meal expenses, revenue and what is left in the budget. Danielle agreed to do this and was excused from the meeting.

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

DOT 85.21 Program: The Charter was sent back to all three counties (Forest, Oneida and Vilas). The red areas on the old copy members were given are changes made by our Corporation Counsel, Paul Payant. Everyone was also given a clean copy with the changes already incorporated. Most of the changes were simply in verbiage. However, one change involves the fact that we are now going to have three committee members instead of two. Larry Berg was actually already appointed for this at the last Board Meeting but our committee needs to make this official today.

Bill mentioned that things may need to be changed in the Charter once we are up and running and see needed changes. If that happens, we will add amendments to the Charter. Bill said that he and Bob Shepherd (our other member) are mainly concerned about being able to continue our current transports even after the charter is implemented. We want our seniors to be able to get the same service – or better – than they are now, with no reductions in service. Cliff commented that we currently take people to their door and give them a much more personal service this way. Bill said our goal is to be able to incorporate our service like we want it to be and still be able to get more funding from the state to increase our services. We need to keep in mind that the transportation will now be available to everyone – not just the elderly – when the program gets up and running.

Gayle said we are struggling with medical transports in Forest County. We might also want to consider a shared ride taxi in our area. Bill commented that we want our service to benefit our

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consumers and we do not want our funding to just give Oneida and Vilas counties better services for their residents. We can pull out of the charter if we decide it is not benefitting Forest County enough.

Larry Berg moved to approve the Transit Commission Charter as updated; second by Cliff Haskins. All in favor. Motion Carried.

Cliff Haskins nominated Larry Berg to serve as the third Forest County member on the Transit Commission; second by Bill Connors. All in favor. Motion carried.

Discussion was held regarding the 85.21 Year-End Report. Gayle said the trust is in good shape. Edith questioned if there is any risk of us losing this money again but Gayle said there shouldn't be any problem with that in the future.

Nutrition Program:

Discussion was held regarding the new Home Delivered Meal Waiting List Policy and the Carry Out Policy and Procedure that were put together by Janell Schroeder. The Home Delivered Meal Waiting List Policy says "HBM" at the top and this should read "HDM" so this change will be made.

Bill Connors moved to approve both policies; second by Cliff Haskins. All in favor. Motion carried.

Gayle informed the committee about a recent incident involving Walgreens of Rhinelander. Our office accidentally found out that Walgreens had contacted all of our meal sites in order to schedule a date to give Pneumonia booster shots to the participants. Presentations at the meal sites are not allowed unless they have been approved by our office and this had not been done. Walgreens basically would have been able to make money off of the shot due to the administrative fee that they can charge Medicare for them. We would prefer to have a Forest County provider do this so we are going to work with our Health Department to get these shots done. Vicki said Ministry Health Care gets their vaccine supply based on how much they gave to patients the previous year. She mentioned that Walgreens may try to give the Shingles vaccine in our county, too. This shot is very expensive and may not be covered by Medicare.

Bill suggested that the Health Department staff should go to the meal sites every fall in order to talk about the shots available and then they could actually give the shots a couple of weeks later. Maybe the flu shots could be done at the same time as the Pneumonia shots, too. Janell will work with Jill Krueger, in our Health Department, regarding this.

Gayle reminded everyone that no politicians are allowed to be at any of our meal sites, per Forest County policy. Anyone planning to do any type of presentation at the meal sites will have to contact Janell to get approval before it happens.

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Gayle told everyone that she and Janell had a meeting with all the meal site staff recently and Janell plans to visit all the sites as soon as possible. Chris Geske is assisting at the Wabeno Meal Site and would like to go through training to serve the food. Janell will also be taking Serve Safe Training soon. Janell will plan a fire safety training this summer for all our drivers and meal site staff. She will try to arrange more training on the same day in an effort to save money.

The Armstrong Creek site has several issues going on so Janell will have to work with them to correct those problem areas. We also have been informed that the home delivered meal trays are not being returned so we will attempt to retrieve those, too.

2014 Aging Unit Plan Self Assessment:

This document was reviewed. The Director's position is listed as full-time under GWAAR's required conditions for this. It was mentioned that our COA member openings are advertised and approved by the county board. The Aging Unit is no longer considering merging with the ADRC due to financial reasons.

Janell will work with the Health Department to get a list of hot/cold shelter lists to the meal sites when the weather demands this. Cliff believes someone should go to each meal site and do a presentation on how to prevent falls. Janell mentioned that she is a Master Trainer for the Stepping On Falls Prevention Program and she will try to get a training set up sometime this year at the meal sites.

We need to get another client on NFCSP soon since one of our clients on the program just passed away. Through that program, we are required to be able to visit the client in their home once or twice a year.

Janell will find out when our Caregiver Conference is going to be held. Janell will also try to schedule Janet Zander (GWAAR) to do an advocacy training here with the COA and the public. Our 2015 Meal Site Assessments are going to be done by the summer Health Department intern. Janell will set this up with Jill Krueger.

Vicki Lemerande made a motion to approve the self assessment; second by Larry Berg. All in favor. Motion carried.

Aging Unit Data Entry:

We had hoped to have the secretary in the Health Department enter our Aging Unit data into the SAMS system. However, she has given her notice to leave the job so this won't work out. Gayle said we could try asking current courthouse employees if they might want to contract with us for a few hours a week, on an on-going basis, to do this. Or, we could go outside the courthouse to recruit someone for this work. We expect the job to take about 10 hours/month. It is possible that Nora or Erin, in the Clerk's Office, might be able to do this but we would need to find out if they are 40 hour/week employees first or not. Janell will schedule SAMS training

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with GWAAR as soon as we find someone to do the work. Gayle mentioned that Allison (at the ADRC) would be very good at this but she already works 40 hours/week. Bill Connors mentioned that it wouldn't be good to hire someone new for this since we were hoping to actually save money by letting the previous bookkeeper go.

Larry Berg made a motion to contact the Clerk's office to look for staff first. If no one is available there, we could look for other ideas; second by Bill Connors. All in favor. Motion carried.

Experience Works:

Janell told the committee about our new Experience Works employee that will be helping in our office for 21 hours/week. She will be paid by the Experience Works Program and the goal is to help her learn job skills leading to future employment.

Vice Chairperson Election:

Larry Berg had previously been nominated as Vice Chairperson; Edith Huettl called for further nominations for Vice Chairperson. Cliff Haskins nominated Larry Berg; second by Bill Connors. The call for nominations was made two more times with no more nominations. All in favor. Motion carried.

Committee Nominations:

Gayle said we need to have elections at the next meeting. The current officers are Edith Huettl, Larry Berg and Vicki Lemerande. *Larry Berg made a motion to nominate all of the current officers to the same positions; second by Cliff Haskins. Edith Huettl suggested that Vicki Lemerande consider the Chairperson position. Vicki declined. Edith voted against the motion. All others in favor. Motion carried. Elections will be held at the next regular meeting.*

Other matters:

It was agreed that we will not have an April meeting because of today's meeting, which was held in order to allow Gayle to attend before her retirement. After this, our meetings will return to the regular schedule at 1:15pm on the second Tuesday of every other month beginning in February.

Bill Connors made a motion to adjourn the meeting at 12:00pm; second by Vicki Lemerande. All in favor. Meeting adjourned.

Respectfully submitted,

Janell Schroeder
Office on Aging Director
May 18, 2015