

County Board Room, Courthouse, Crandon, WI (1:15pm)

Members present: Vicki Lemerande, Edith Huettl, Bill Connors, Larry Berg, Mary Meier, Jeanne Weyers, Cliff Haskins, Robert Sheperd, Richard Ackley.

Others present: Janell Schroeder, Danielle McLaughlin, Kate Schultz

Members absent: None

- 1) Chairperson Edith Huettl calls meeting to order at 1:15pm.
- 2) Roll call complete.
- 3) Introductions made.
- 4) Agenda read. *Larry Berg moved to approve agenda as printed; Second by Robert Shepherd. All in favor, Motion carried.*
- 5) The June 2015 meeting minutes were reviewed. Mary Meier requested the correction of the spelling of her name. *Cliff Haskins moved to approve the June minutes as written, with the name spelling corrected; Second by Mary Meier. All in favor, Motion carried.*
- 6) Elderly Benefit Specialist (EBS) Report: Kate distributed a report regarding the work she has done in her position since the last COA meeting. The monetary impact of her work was listed on the report to show how valuable the position is in the county. This will be a regular report that the EBS will give at all of the COA meetings from this point forward.
- 7) Budget Review: Danielle distributed copies of the GWAAR Report that was submitted to show expenses through June. Questions were answered and Danielle was complimented on the fact that the report is so easily read/understood with the new format she developed.

Danielle also distributed a report that she developed solely for the EBS position, which shows expenses and projected year-end figures. The bottom of the sheet shows year-end budget details for the EBS position for 2013, 2014 and the projected balances for 2015. She explained how Kate is paid from various sources, such as the "Federal Draw-Down". Several other questions were answered and then Danielle left the meeting.

7-A) Motion by Vicki Lemerande to enter into closed session after affirmation of repeated roll call and all members still present. Second by Jeanne Weyers. All in favor. Motion carried. Entered into closed session at 2:07pm.

Closed Session: Wis. Stat. 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session relates to: Compensation for Elderly Benefit Specialist.

7-B) Motion by Bill Connors to reconvene to Open Session. Second by Larry Berg. All in favor, motion carried.

Reconvene to open session to take action, if appropriate, on matters discussed in closed session at 2:45 pm. Roll call was completed and all remain present.

Motion made by Edith Huettl to charge Janell with writing a letter of commendation to request a pay increase for the EBS position. Edith will come to the office next week to sign the letter and it will be submitted to the Personnel Committee prior to their next meeting. Second by Cliff Haskins. Motion carried with majority support of committee.

8) Nutrition Program :

A) Site update: Laona site manager had hip surgery and is now back to work.

Armstrong Creek manager had surgery and was off for 3 weeks as well. The Wabeno site was having some major issues with correct reporting of participant and meal numbers (off by as much as 30 meals per month, which costs the program a tremendous amount of money that is wasted). Chris Geske will be assuming the Site Manager role for Wabeno. Chris was the Wabeno back up and is familiar with the roll.

B) Donation Rate Review/Congregate and Home Delivered: There was presented a concern about the donation rate for the meals. Forest County has the lowest set donation rate in the state of \$2.50 per meal (for both congregate and home delivered meals). A document was presented showing that Forest County's average site donation is \$3.85 for home delivered and \$1.21 for congregate meals for Forest County. The meals actually cost \$5.60 each. There are 40-45 home delivered meals county wide at this point. Discussion surrounding the success of letters presented to participants in the past which increased donations. Larry suggests increasing donations to increase revenue. Larry will talk to the Crandon site and Chris will talk to the Wabeno site participants. Janell states GWAAR is working on a new formula that the whole state will have to follow next year to determine our 2016 rates.

Kate asks if grant monies are available to assist in nutrition program. Janell reports that she actually just applied for a \$10,000.00 grant in the hopes of getting a salad bar (seasonal) for the Crandon meal site. Janell also applied for a \$20,000.00 grant to be used for an entrepreneurial pursuit. The plan is to purchase a tunnel green house to extend the growing season for the community garden with the produce being used for the meal site salad bar and to sell in the community for added program income. We also hope to use part of the grant money to finally publish a collection of recipes that had been originally gathered by the former director, Gayle Webster. The recipes are typed and stored in the computer, ready to be printed. The printing would cost about

\$2000.00. Janell would ask the current meal site participants to contribute more recipes for this, too.

Motion by Cliff Haskins to raise the meal donation rate to \$3.00 for congregate and \$3.75 for home delivered meals. Second by Robert Shepherd. All in favor. Motion carried.

- 9) 2016-2018 Aging Unit Plan Goal Review: New goals for the Aging Unit are due to the State by 9/1/2015 (in draft mode). After the draft is completed by Janell, it will be open to public hearing to accept/revise. The final document will then be sent in to GWAAR before the end of the year. The initial Goals for the Plan Period were shared and discussed with COA members at the meeting.
- 10) Director's Report: There will be a medication workshop at the Laona meal site on August 18th and at the Crandon Meal Site on August 25th. This will be presented by a local RN, Sami Hoffman, and the Aging Unit is to be paid \$200 per presentation as long as we get at least 10 participants signed up. Contact the COA office to sign up.

The newsletter is in need of paid ad contributors to continue publication for 2016. The newsletter has a circulation of about 500 per month. If anyone knows of a potential sponsor, please let Janell know.

The Crandon meal site will be having a "fruit and vegetable bingo" activity for participants on August 18th. This is to complete a goal that Gayle had written in her 2013-2015 Aging Unit Plan.

Janet Zander from GWAAR will be in Crandon on 10/13 for next COA meeting to present an advocacy session for our COA members and possibly for the community.

Our participation in the Transit Commission will end on September 16th since we had to give a 90 day notice that we were leaving the group. We are responsible for 1/3 of their expenses until that date. Janell continues to attend these monthly meetings to monitor the expenses and to try to prevent the group from spending excessively while we are responsible for a share of the costs.

Forest County Fair-Adam Dewing will be making some soup and Gayle Webster will be representing the COA.

We will have our annual Caregiving Conference at the Potawatomi Center on October 15th.

The Office on Aging will probably be moving to an interior office within the next month or two. This will allow the whole department (including DSS) to use the current Aging Office as a meeting space for clients and that will lead to fewer community members having access to the office area.

11) Other applicable matters, if any, as allowed by law:

Richard Ackley suggests the newsletter be shared via Potawatomi internet site which would provide increased exposure to readership. He states Yvette McGeshick would be person to contact.

Richard also offers his experience in grant writing as a service to COA.

Adjourn: Motion to by Cliff Haskins. Second by Larry Berg, all in favor, motion carried. Time 3:10 pm.

Respectfully submitted: Vicki Lemerande, Secretary, Forest County Commission on Aging/Janell Schroeder, Office on Aging.

9/16/2015