

## Forest County Commission on Aging

### Meeting Minutes

February 9, 2016

1:15 P.M.

County Board Room, Courthouse, Crandon, WI

**Members Present:** Huettl, Lemerande, Berg, Connors, Haskins, Weyers

**Absent:** Ackley, Meier & Sheperd (excused)

**Others present:** Tammy Queen, Kate Schultz, Danielle McLaughlin & Paul Millan, County Board Chair

- 1) **Call to Order:** Chairperson Edith Huettl calls meeting to order at 1:15 P.M.
- 2) **Roll call** completed
- 3) **Introductions:** No introductions necessary.
- 4) **Approve Agenda:** Motion to approve agenda by Connors, second by Lemerande, all in favor, motion carried.
- 5) **Approve December 8, 2015 Meeting Minutes:** Motion to approve by Weyers, second by Lemerande, all in favor, motion carried.
- 6) **Elderly Benefit Specialist (EBS) Report:** Kate presents a written Yearly and Quarterly Report. She points out the January 2016 part of the report is still incomplete as some of the reporting data for this time period is still not out. Kate is thanked for her written reports and input.
- 7) **Approve Aging Unit Self-Assessment for 2015:** This report is furnished to members and does show some incomplete goals relating to Alzheimer's Disease and related disorder presentations (to be completed in 2016), Transportation and site staff training for Emergency Management (a new 3 year plan is in progress with upcoming training to manage this going forward), Living Well Classes with Potawatomi Elder Program and ADRC were not completed due to inadequate interest and preference for Walking with Ease and Arthritis Foundation programs. Finally exploration of establishing a central kitchen in order to merge Senior Nutrition Program resources was a goal Gayle Webster had in the plan but was not attainable. Dewing's Catering caterers to both the Sokaogon Tribe and the County program; Potawatomi Tribe has their own program and is the back up provider in event of emergency. Motion to approve this report by Connors, second by Haskins, all in favor, motion carried.
- 8) **EBS position update:** Committee is informed that Kate's replacement will start mid- February pending on interviews that will occur tonight. Five people applied for the position and 4

individuals will be interviewed by Tammy, Bill, Bob ( if he feels better) and the Personal Committee.

- 9) **Caregiver Programs Update:** The Alzheimer's program was taken over in January 2016 from Social Services to COA. Currently there is one applicant in AFCSP program and 2 clients on the NFCSP program. Currently there is no wait list for Long Term Car and the Caregiver programs. There is still some money available for the caregiver programs.
- 10) **Nutrition Program:** A) Nutrition Site Update: the sites are doing well. There will be "Safe Serve" training on June 24<sup>th</sup> completed here by GWAAR. Armstrong Creek site manager may be gone the month of September and the back- up site manager will cover during her absence. Vicki Lemerande is back up site manager for 4 of the meal sites. Tammy is grateful she is willing to be a back-up manager. HMD driver for Crandon has been ill and off for one month. There are questions regarding the delivery drivers and their compensation. They are currently receiving .51 cents/mile for gas and they have been getting a .50 cents/meal reimbursement as well. Agency is not sure how this began but issue needs to be clarified and reformed. Tammy will look into other counties providing a similar reimbursement, whether we should restructure how HMD drivers are paid in this county with some sort of combination of the above compensation. Cliff suggests drivers are informed of intent to discontinue the .50 cent/meal compensation and possibly increase the mileage compensation. Tammy stated she was uncomfortable saying anything until she finds out if we need to makes changes at all.

B) Revitalization Grant: The salad and soup bar with start at the Crandon site on April 6th. Jill Krueger and Tammy will start the seeds start in April to supplement the salad bar. A greenhouse is planned for the garden instead of the former planned High Tunnel. Budget revisions have been made and approved by Sara Koenig from DHS. Tammy stated the budget had money to pay someone to take care of the garden. However this project needs to be sustainable and we are using volunteers as we will not have the money next year. Tammy ordered a Buffet Bar on wheels and supplies. It will be here hopefully the end of the month. She will meeting Adam Dewing Thursday of this week to finalize menu for the salad and soup bar.

11) **Budget Updates:** Danielle presents a GWAAR report for 2015 with explanations. The final report is due at February's end.

12) **Directors Report:** The 2003 bus was sold and the money will go into the Transportation Fund. The Transportation Grant is complete. Tammy has a new computer and printer. On May 4<sup>th</sup> the

“Alive to Life” conference hosted by Forest, Oneida and Vilas will be held at the Rouman Cinema. Tammy completed a GWAAR Conference call and there is a plan to work with Family Care for meals and services and to move to profitability. There will be a *Stepping On* class in April. Tammy is working with Penny Christianson FCP Elderly Director and Janet Weber. The Newsletter has been placed on Website under the COA website. Tammy will be adding the meal sites info and menu and transportation schedule. Work continues on the cookbook and recipe donation.

13) Other Matters: No other matters were brought forward.

14) **Adjournment:** Motion to adjourn meeting by Berg, second by Haskins at 2:00 P.M., all in favor, motion carried.

Submitted By: Vicki Lemerande, COA Committee Secretary/Tammy Queen, Aging Director