

**Forest County Commission on Aging
Meeting Minutes**

April 12, 2016

1:15 P.M.

County Board Room, Courthouse, Crandon, WI.

Members Present: Huettl, Lemerande, Berg, Haskins, Weyers, Ackley, Meier, Sheperd,

Absent: Connors (Excused)

Others present: Tammy Queen, Kathy O'Melia, Danielle McLaughlin, Paul Milan, and Hal Weisnicht

- 1) **Call to Order:** Chairperson Edith Huettl calls meeting to order at 1:15 P.M.
- 2) **Roll call** completed
- 3) **Introductions:** Kathy O'Melia is introduced as the new Elder Benefit Specialist replacing Kate Schultz
- 4) **Approve Agenda:** Motion to approve agenda as presented by Berg, second by Lemerande, All in favor, motion carried.
- 5) **Approve February 9th, 2016 Meeting Minutes:** Motion to approve minutes as presented by Weyers, second by Sheperd. All in favor, motion carried.
- 6) **Elderly Benefit Specialist (EBS) Report:** Kathy O'Melia gives her extensive March Report of activities to date. Much of her time has been spent on orientating herself to the various programs and learning the SAMS system as well as GWAAR trainings.
- 7) **Approval of Volunteer Handbook:** Volunteer handbook goes over policies, procedures and expectations of the volunteers. Motion to approve the Handbook as presented by Meier, seconded by Berg. All in favor, motion carried.
- 8) **Approval of revised Home Care Policy:** Long term support issues were addressed and attention to providers allowable behavior while at clients home and policies regarding pay for unqualified hours worked. Motion to approve the revised Home Care Policy as presented by Berg, seconded by Ackley. All in favor, motion carried.
- 9) **Caregivers Programs Update:** Discussion surrounding guardianship issue and current waiting list for the NFCSP and AFCSP program. Currently there are three on the waiting list. There will be an upcoming caregiver conference on Oct 13, 2016 and a virtual dementia tour on October 19th at the Crandon Community Building (meal site) in the afternoon. GWAAR gave us funding to purchase Caregiver books for the Caregiver Conference.
- 10) **Nutrition Program:** Nutrition Site Update: The salad bar has been a success on the first week. We served 55 people between congregate and Home delivered meals. It will be served every Wednesday at the Crandon Site. Tammy is working on policies and procedures that are required

to be in place by GWAAR's Nutrition Program. Also working on completing a Emergency Preparedness plans for the meal sites.

1. Approval of Staff, Volunteer & Participant Behavior Expectations Policy. This is required by GWAAR. Motion to approve this policy by Lemerande, seconded by Sheperd. All in favor, motion carried.
2. Approval Ensuing Participant Contributions Confidentiality Policy. This is to ensure that there is understanding that meal site donations are private and voluntary. Motion to approve this policy is made by Lemerande, seconded by Haskins. All in favor, motion carried.

A. Revitalization Grant Update: There have been 55 attendees at the Salad Bar at the Crandon site. The salad bar is held on Wednesdays. There is a greenhouse ordered but not yet delivered; it should arrive this week. The cookbook is coming alone but there is a request for more recipes. On May 21st there will be a plant sale. Tammy reports that she has gotten a credit card for the COA program as we were using Social Services and it is a hassle especially when reserving hotels stays. Also she applied for a Home Depot card to use for the revitalization grant as Home Depot has free shipping and it is easy for us to go purchase things as we work on the community garden.

11) **Budget Updates:** Danielle states we are on track thus far for this year's expenses. The increases in meal donations are helpful. There are also some money carry overs from 2015 to 2016 budget from the nutrition program that were approved to use the remaining by April 30th. The final DOT report has been completed and there were no carryover money to put into the trust last year. We ended up taking .92 cents out. Tammy spoke with Lisa to see if she found out anything from the auditors regarding the HMD Volunteer drivers being paid the 50 cent per meal. Lisa stated she did not but to ask the auditors when they are here next few weeks. A shortage of drivers exists presently. An article has been in paper and also the COA monthly newsletter. This continues to require day to day management to get meals delivered to homebound citizens.

12) **Director's Report:** The Alzheimer's Program will receive more money in July. The medical escort volunteer driver program is working better with new policies for payment. Tammy is learning the SAM's reporting entry. Alzheimer's Association Program is taking place today at the Crandon Library. There is a Nutrition Director meeting May 10-11 in Stevens Point. Health Literacy for medication education will be on May 19th in Alvin from 3:00 to 3:45. Sami Hoffman

will be completing the workshop. Buses and vehicle inspections have been completed and the minor issues have been resolved. Suggestion for an article in paper to promote use of public buses for those 25 years of age and older. There will be Eat Smart/Live strong training sessions at the meal sites this summer by the UW-extension. The Alive to Life Conference will be at the Rouman Cinnema on 5/4/16 from 8:30-3:30PM.

13) **Committee Nominations:** Huettl nominated Connors for Chairman, seconded by Berg. Berg nominates Sheperd for Vice Chairman, seconded by Weyers. Huettl nominated Lemerande for Secretary, seconded by Ackley. Election will be held at June's meeting.

14) **Other applicable matters, if any, allowed by law:** Ackley suggested golf tournament that could be a fund raiser. He has had experience in setting up this type of fundraiser and gives estimation of how much funds COA can expect to receive. Edith recommends that the EBS and Budget reports be included at the start of the meetings so Danielle and Kathy can then be excused to return to their jobs. Ackley inform COA members that there is a tour of the historic Dinesen House (on the list of historic places) in Mole Lake that will be held Monday at 10:00am with Channel 12 taping. Members of the Dinesen family will be present from overseas. Hal suggests that there be a COA presence at Kentuck Days and Art in the Park functions. He desires there be a table/booth manned by COA members to advertise, distribute brochures, raise funds for future activities and advertise the bus, routes, services that are offered to residents.

15) **Adjourn:** There is motion to adjourn meeting by Sheperd, seconded by Haskins. All in favor, motion carried. Adjournment 2:30 PM.

Minutes respectfully submitted by Lemerande, Secretary, Forest County Commission on Aging and Tammy Queen, Aging Director.