

**Forest County Commission on Aging
Meeting Minutes**

June 14, 2016

1:15 P.M.

County Board Room, Courthouse, Crandon, WI

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

Absent: None

Others present: Tammy Queen, Kathy O'Melia, Danielle McLaughlin, & Paul Milan

- 1) **Call to Order:** Chairperson Edith Huettl calls meeting to order at 1:15 P.M.
- 2) **Roll call** completed, all present
- 3) **Introductions:** Kathy Omelia recognized
- 4) **Approve Agenda:** Motion to approve agenda as presented by Berg, second by Meier, all in favor, motion carried.
- 5) **Approve April 12 Meeting Minutes:** Motion to approve minutes as presented by Lemerande, second by Weyers. All in favor, motion carried.
- 6) **Elderly Benefit Specialist (EBS) Report:** Kathy O'Melia gave a report of months activities and trainings. Attended the Crandon meal site and GWAAR meeting in Minocqua. She also completed further training in SAMS computer entry system, reporting it seems much more efficient, a plus since SAMS entry directly relates to funding. Edith raises a question regarding lifeline technology and distance holders can safely be from unit and relation to cell phones.
- 7) **Budget Update:** Danielle gave a detailed report. She explained that we received more funding in Title three. Tammy told the committee that the AFCSP received an increase in funding that will go into effect on July 1st. Congregate and Home Delivered meal sites are doing well.
- 8) **Committee Member Elections:** Nominations previously in place from last COA meeting are as follows: Chairman - Connors, Vice- Chair - Sheperd, Secretary - Lemerande. Berg offers motion to suspend rules regarding voting and to approve the above mentioned candidates as a unanimous approval. Haskins seconds. All in favor, motion carried. Connors now takes over remainder of meeting as new Chairman.
- 9) **Nutrition Program:**
 - A. Closed Session: Motion to go to closed session in relation to disciplinary action of employee by Connors, seconded by Berg. All in favor, motion carried. Closed Session entered at 1:40 P.M.
 - B. Reconvene: Motion by Huettl to return to open session after employment matters discussed, seconded by Berg, All in favor, motion carried. No matters needed action. Return to open session at 1:45 P.M. An ad his been placed in the newspaper advertising for a new bus driver. Sheperd and Pederson have been filling in to ensure routes are being covered. The committee thanked Pederson and Sheperd.

C. **Nutrition Site Update:** Mary Stys, the UW Extension employee is conducting 15-45 minute training sessions at the meal sites to educate participants in eating well and making good food choices. There will be 4 sessions at each site over the next weeks. BADR is currently updating the Nutrition policies in the GWAAR manual and one change will be that the Director will need 10 hours of training each year in nutrition and meal site managers and staff will need 6 hours of training each year. Also we will be required to offer another serving of fruit each meal. In addition we will most likely be required to have a Nutrition Advisory Board. Overall meal sites are running well.

D. **Approval of Counting and Depositing Money for the Nutrition Sites.** A new policy is required by GWAAR regarding collecting, accounting for insufficient monies per customer, depositing and locking donation boxes, disposition of keys, and home delivered donations. The policy is distributed to the committee members for review. Motion by Huettl to approve the policy as presented, seconded by Haskins. All in favor, motion carried.

9) **Directors Report:** Tammy discussed meal site issues as mentioned above and in addition Alex Slimak from GWAAR will be here on June 22nd. Tammy and Alex will be meeting with Adam Dewing (caterer) to inspect kitchen and to discuss issues. There is a new back up site manager, Sue Lukasczyski, who will help in Armstrong Creek for the Sept/Oct absence of present manager. Also Pat will be off the second week in September from Crandon site and will need to find someone to fill in that week. There is a State Certification Training and exam in Crandon on June 23 for the site managers and others. Tammy spoke about wanting to add a second day a week for Armstrong Creek Site and adding the soup/salad bar to Wabeno, Laona and Armstrong Creek. Tammy reports there are three drivers at the Crandon site are volunteers and this is currently working. Notices have been in papers and church bulletins for more permanent volunteer drivers. There will be a drug-task force presentation on July 19th by the Forest County Drug Taskforce. All committee members were invited to attend. Tammy made up some new brochures for the AFCSP and NFCSP programs that needed updating and she circulates among members for review. There is a caregiver conference on October 13 at the Forest County Potawatomi Museum that will cover various topics and maybe a Dementia Virtual Tour in the afternoon if she can get it set up. Alive to Life conference in Rhinelander at the Rouman Cinema was well attended. Some of the COA buses have needed repairs and are being fixed. Mary Stys, UW Extension, has been hired for the summer to work at keeping up the garden and will work at the meal sites obtaining surveys etc. A thank you letter was circulated among members from Capt. Nick Wilson of the United Area Rescue Squad, informing of a donation received in honor of Barbara Bodoh-Baranowski from Wabeno meal site members. There continues to be some work on the Home Care Policy relating to verbage on pay per mile. Lastly, there is concern from Paul Payant (atty) relating to insurance coverage for providers.

- 11) Revitalization Grant Update:** Tammy reports on gardens and plantings. Two young men are working on earning their Eagle Scouts by helping with building the raised beds and putting up the Green House we purchased. Tammy shared pictures of the garden located at the Community Building. There is also a plan to install a greenhouse by fall. There will be a need for fencing and gate work etc. There was a plant sale on 5/21/16 which raised \$223.00. Aging is working with the Crandon Library and co-hosting a local history writing contest to have the public write stories about Forest County history to put in the cookbook. The contest runs through July 15th and there will be cash prizes.
- 12) Other applicable matters, if any, as allowed by law:** Sheperd comments about the great meal site participation in Armstrong Creek and wonders why bus ridership is down. Tammy lets the committee know that on the date of our next scheduled meeting there is a presentation by Julie St Pierre from 11:00-12:00 P.M. on 10 signs of Alzheimer's disease. It is before the meeting if anyone interested in attending both. The next COA Committee will be August 9th at 1:15 P.M.
- 13) Adjourn:** There is a motion by Berg to adjourn meeting, seconded by Sheperd. All in favor, motion carried. Adjournment 2:40 P.M.

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