

Forest County Commission on Aging

Meeting Minutes

February 14, 2017

1:15 p.m.

County Board Room, Courthouse, Crandon, WI

Members Present: Bill Connors, Edith Huettl, Larry Berg, Bob Shepherd, Vicki Lemerande, Cliff Haskins, Mary Meier, & Jeanne Weyers

Absent: Richard Ackley Jr.

Others Present: Paul Millan, Tammy Queen, Janell Schroeder, Kathy O'Melia, & Danielle McLaughlin

1. **Call to order:** Regular Meeting called to order at 1:15p.m. By Connors.
2. **Roll Call:** Roll call taken and quorum met.
3. **Introductions:** Janell Schroeder, ADRC Regional Manager
4. **Approve Agenda:** *Motion to approve agenda by Huettl, second by Berg, all in favor, motion carried.*
5. **Approve Nov 29, 2016 Meeting Minutes:** *Motion made by Shepherd, second by Haskins, all in favor, motion carried.*
6. **Budget Updates:** Danielle presents budget updates; they do not reflect final numbers which will be ready by April for auditors. Detailed report given relating to the Congregate and Home Delivered Meals programs. These programs are doing well and the average donation for meals surpasses the suggested meal donation because of Waiver Program paying full price for meals for their clients. Other details regarding SCS, Alzheimer's, NFCSP, DOT and Health Promotions. Meal Site revenue will be transferred to the Treasurer's office from 2016 to be used to cover expenses in the first three months of 2017. Funds left in DOT will be transfer into the Trust Fund.
7. **Elderly Benefit Specialist Report:** Kathy presents detailed report of her activities through Jan 31, 2017. She outlines that Medicare Open Enrollment period activities are over and went well. She has streamlined process for applicants to sign up for Medicare Part D coverage. She has worked on some difficult cases that have required her to use the Supervising Attorney. One case was a small claims case that was resolved, saving the client \$1500.00; another case was a complex Medical Assistance case which was resolved in a satisfactory manner. Another case involved her input with attorney oversight to provide rental issues for the client successfully. She undertook more SAMS training. She was able to assist in 5 Homestead Credit cases and due to her limited hours was unable to work further on Homestead Credit applications. It is determined

that she could use some assistance if offered by community members to assist clients in Homestead Tax Credit application. Lemerande to check with local tax office to see if preparer willing to assist in this.

8. **ADRC Update – Janell Schroeder:** Janell reviewed some of the workings of the ADRC as they move into the Family Care Program. She outlines that the ADRC covers Forest, Oneida, Vilas and Taylor Counties as well as 3 tribes. ADRC tribal satellite sites are manned by the local ADRC staff. She informs us that she manages the only Long Term Care District in the state. She reports that these services are of no cost to the County.
9. **Approve Aging Unit Self-Assessment for 2016:** Tammy presents the Bureau of Aging and Disability Resources, Aging Unit Self–Assessment for 2016. She gives detailed report of the progress of the Aging Unit in serving older people and specific goals addressed in areas of: Involvement of older people in aging-related program development and planning, Elder Nutrition Program, Services in support of caregivers, Services to people with Dementia, Healthy Aging, and Local priorities. The report further details the progress on the Aging Unit Plan for serving older people. She listed the significant accomplishments not included in the Aging Unit Plan that had an impact on Aging Units activities over the past year. Finally she reported on coordinating projects of the Aging Unit and the Tribal Aging Units. *Motion by Berg to accept the Aging Unit Self-Assessment for 2016 as documented, second by Sheperd, all in favor, motion carried.*
10. **Caregiver Programs Update:** Tammy reports there is an active Caregiver Coalition that meets monthly to work on the Caregiver Conference to be held 10/5/2017 and on setting up the Virtual Dementia Tour which will be hopefully be on 4/12/2017 at the Best Western in Crandon. There is a plan to start a Caregiver Support Group. She is partnering with the Forest County Potawatomi Tribe. Currently we have 4 people receiving services from AFCSP and 3 people receiving services from NFCSP.
11. **Transportation Program Update:** Tammy reports there is over \$50,000.00 in the DOT Trust Fund. Tammy stated she spent \$1500.00 on brakes for the big the bus. She further reports that in the future she will work with Dan (bus driver) for minor repairs and all safety repairs will be completed by a qualified person. Tammy reports they have had a situation with a bus driver. She will work with Personnel Committee to resolve this issue.
12. **Nutrition Program:**
 - A. Site Update: There has been an increase in referrals for Home Delivered Meals in Crandon. Pam Van Kampen from GWAAR will be coming in October to evaluate the Nutrition Program.
 - B. Site Manager Trainings/staff meeting: There will be a Site Manager meeting on March 24th to go over policies and clear up any issues for the site

managers. There will be training for Site Managers on April 21st with Stephanie Mattson on review on Standard Operating Procedures that are required every three years.

- C. Crandon dishwasher: Pat at the Crandon site uses large cumbersome trays for HDM and consequently uses more Styrofoam containers etc. Tammy will be keeping tabs on each site to see what usage of materials is at the sites. She is looking into getting a dish washer for the Crandon meal site however she will have to work with the City of Crandon to see if it is doable.
- D. Discuss picnic for summer: Seniors have expressed interest in having a picnic this summer. They use to have them every summer but they have not had them in a few years. Tammy and Jeanne W. will meet to talk about organizing another picnic and see if we can work with other organizations to try to make it happen.

- 13. **Director's Report:** Tammy suggest that the Board members bring a guest to a future meeting to see how COA processes work, as well as likely getting more community support for future members for the COA Board. February has been designated as a month when community members can ride the bus for free in an effort to increase ridership. The response has been minimal to this point. Tammy has a new volunteer starting tomorrow. This volunteer will work with Tammy. Tammy will be working with Vilas and Oneida Counties on the annual Alive to Life Conference to be held on May 4th at the Rouman Cinema in Rhineland.
- 14. **Family Care Update:** Family Care is coming. It will be replacing Long Term Support Program. It will be managed by a Managed Care Organization and IRIS. Lakeland Care and Community Link are the MCO's (Managed Care Organization) for our area. There will be much coordination to get current and future customers Option Counseling to be able to move into Family Care. Currently there are 54 clients on caseload. There are 5 on waiting list.
- 15. **Other applicable matters, if any, as allowed by law:** No matters are brought forward for further discussion.
- 16. **Adjourn:** *Motion by Lemerande, second by Huettl to adjourn meeting at 2:25 pm. All in favor, motion carried.* Next meeting is 4/11/2017 at 1:15 pm.

Submitted by: Vickie Lemerande, Secretary and Tammy Queen, Director

