

Forest County Commission on Aging

Meeting Minutes

April 11, 2017

1:15 p.m.

Jury Room, Courthouse, Crandon, WI

Members Present: Bill Connors, Edith Huettl, Larry Berg, Vicki Lemerande, Cliff Haskins, Mary Meier, and Richard Ackley left meeting early

Absent: Danielle McLaughlin, Jeannie Weyers (E) and Bob Sheperd (E)

Others Present: Tammy Queen, Paul Milan, and Kathy O'Melia

Guest: Dawn Winquist with DHS

1. **Call to Order:** Regular Meeting called to order by Bill Connors at 1:15 p.m.
2. **Roll Call:** Roll call taken and quorum met.
3. **Introductions:** Dawn Winquist from DHS
4. **Approve Agenda:** Motion to approve Agenda by Berg, seconded by Ackley, all in favor, motion carried.
5. **Approve February 14th, 2017, Meeting Minutes:** Motion to approve minutes by Huettl, seconded by Berg, all in favor, motion carried.
6. **Budget Updates:** Tammy presented detailed budget information accompanied by spreadsheets for meal sites. The information is broken down by each site and delineates numbers for congregate meals served, Home delivered meals served, Congregate donations, HD donations, Congregate averages of donations per meal as well as HD average donation per meal. She reports on the Strong Bones Program. It has been very successful and will again begin a new set of classes to start with registration on Apr 19 at Crandon Library. She reports that \$14384.00 was carried into DOT trust from 2016. She further reports \$63,338.00 is in the DOT trust for 2017. All information is not present as there is a monetary audit occurring at this time and Danielle McLaughlin is participating in this audit. Tammy does states that due to implementation of Family Care, there may be a need to purchase a vehicle in 2017 yet.
7. **Elderly Benefit Specialist Report:** Kathy distributed a list of her activities since February. In the future there will be assistance to complete Homestead Credit forms at the Crandon Library. Training a volunteer will be necessary. She has participated in more SAMS training. The Eagle River EBS has helped her in some of her computer training and is a resource person. She has information regarding new SAMS reports that break up all of the clients Kathy assist. It will be much easier to read and understand. She is forwarding to members' e mails the Legislative Recap and Forecast regarding the SHIP funding in the future. This e mail will include links for members to use if they wish to forward on to their representatives etc.
8. **Caregiver Programs Update:** Tammy give an update regarding caregiver programs and numbers of residents in these programs. There are currently 4 people on the AFCSP and 3 people on NFCSP and 1 person on SCS. We currently have a wait list for services.

9. **Transportation Program Update:** Tammy reports there is a candidate for the driver position that was advertised in the paper. He will need a CDL license yet, but a promising candidate. She does report that ridership is up from last stats. Bob Shepard is assisting Dan to cover the routes until a driver is hired.
10. **Nutrition Program**
- a. **Nutrition Site Update:** Tammy discussed with the committee the average donation that we received in 2016 from the meal sites and that the per-average donation were higher due to waiver program paying full cost of the meal for their participants. She does indicate it is possible that next year there may be price increases if additional drivers are needed to be hired to keep up with demand. She reviews cost allocation. Tammy indicated that we served 16,463 meals in 2016.
 - b. **Site Manager trainings/staff meetings:** On 3/24/17 there was a meeting to go over policies that site managers have already been doing but needed to be in policy form. There will be a Meal site Managers training on 4/21/17 to go over mandatory Standard Operating Procedures that need to be covered every three years by law.
 - c. **Approve Prayer at Congregate Meal Sites:** Reviewed. Motion to approve Prayer Policy by Lemerande, seconded by Berg, all in favor, motion carried.
11. **Discuss and Approve Resolution to enter into contracts with MCOs (Managed Care Organizations) and ICAs (Independent Care) and to forward on to Full County Board for approval.** Tammy discloses that since the county will no longer be providing LTS services the Aging Dept. will need to contract with the MCO's and ICA's to provide Home Delivered Meals and transportation services. She discloses that MCOs= Managed Care Organizations, Community Link and Lakeland Care will be the organizations overseeing Long Term Care as well as Include, Respect, I Self Direct (IRIS) Consulting Agencies, Mid State Independent Living Consultants and TMG (The Management Group). She further clarifies that LTS (Long Term Care Services) will end June 30th. Family Care will start July 1st. Motion by Huettl to approve resolution and to forward to the County Board for approval, seconded by Berg, all in favor, motion carried.
12. **Directors Report:** Crandon Nursing Home (AGI) Closure. County was notified on Apr 4th of intended closure due to decreased revenue and inability to continue to provide nursing home care at present facility. Since that time Tammy has been participating in weekly meetings with all players involved to get current residents of AGI to different facilities and work with all clients to get needs met. 36 residents will need to be moved. This is an ongoing project. Tammy reports she will be attending an ACE meeting on Thursday. She reminds all of us of Virtual Dementia Tour on 4/12/17 at Best Western. She also reminds the committee of June re-election of COA board members. Health Promotion dollars have all been spent for this year. We will continue to Strong Bones classes. She does have 3 volunteers trained for the ongoing Strong Bones Program to be held in Laona and Crandon. Classes will start May 1st.
13. **Family Care Update:** Currently there are 53 participants in the program. Jodi and Janet from ADRC are meeting and counseling clients with enrollment in to a MCO or ICA.
14. **Other applicable matters, if any, as allowed by law:**
15. **Adjourn:** Motion made to adjourn meeting at 2:30 p.m. by Berg, seconded by Haskins, all in favor, motion carried. Next meeting June 13th, 2017

Submitted by: Vicki Lemerande, Secretary/ Tammy Queen Aging Director