

Forest County Commission on Aging

Meeting Minutes

August 8, 2017

1:15 pm

County Board Room, Forest County Courthouse

Members Present: Bob Shepherd, Bill Connors, Jeannie Weyers, Mary Meier, Vicki Lemerande, Edith Huettl and Larry Berg.

Absent: Richard Ackley, Cliff Haskins (excused)

Others Present: Kathy O'Melia (Elder Benefits Specialist), Tammy Queen, Paul Milan.

1. **Call to Order:** Regular meeting called to order by Bill Connors at 1:18 pm
2. **Roll Call:** Roll call taken and quorum met.
3. **Introductions:** No introductions
4. **Approve Agenda:** Motion by Huettl to approve agenda, seconded by Weyers, all in favor, motion carried.
5. **Approve June 13, Meeting Minutes:** Motion by Meyer to approve June 13th meeting minutes, seconded by Huettl, all in favor, motion carried.
6. **Budget Updates:** Tammy went over expenses as of May and told the committee what is remaining in each program's budget. Tammy has been working on the annual budget as well.
7. **Elderly Benefit Specialist (EBS) report:** Kathy O'Melia gave a detailed report on her monthly activities and trainings as reported in the Social Assistant Management System (SAMS) database. Of note in June, she was able to bring to a close, two long-term cases with assist from her supervising attorney. In July she assisted with two elder programs including Gov. Schrieber Alzheimer's presentation. She has published articles in the Pioneer Express. Board provided with EBS program statistics regarding numbers of cases and client groups defined by their characteristics, age, gender, race etc.
8. **Committee Members nominations for elections of chair, vice chair and secretary.** Shepherd made a motion to keep all offices up for election in their present roles without change. Seconded by Lemerande, all in favor, motion carried. Elections will take place at the October's meeting.
9. **Discuss and Update Commission on Aging By-Laws:** Tammy discussed that the by-laws not been updated since 2010. Tammy discussed updating the by-laws but wants input from the committee. Many of the committee members have not reviewed the by-laws included in the packet. Chair Connors recommends tabling this discussion until the October meeting to give everyone ample time to review current by-laws. Discussion of

needing to implement a Nutrition Advisory Council because it cannot be a function of the COA committee. Tammy explained to the Committee that there has been a waiver in place for many years but the State is mandating that we need to keep the two separate. The Advisory Council needs to have a representative from each meal site and the meetings would alternate meeting location at each meal site.

10. **Nutrition Program:** Queen is using \$5,000 of a revitalization grant to purchase and install a dishwasher. The current hold up is waiting on the City to make a decision whether or not they will pay for modifications needed to install the dishwasher. To install the dishwasher, the city will need to provide correct electric amps, install a hot water line and remove a set of cabinets.
11. **Directors Report:** Queen had applied and received two grants to provide programs for seniors. One is Walk with Ease - \$ 500.00 mini-grant; an exercise program that will meet 3 times weekly in Crandon at this time; and the other is, Sip and Swipe - a computer class that teaches computer skills relating to e mail, social media operation etc. Strong Bones will continue to meet in Laona and in Crandon site as well. Working with the volunteers to set up starting date and locations. Queen also mentioned needing to start a support group for caregivers currently looking at using Praise Chapel as location but nobody has returned our calls. She reports the new bus driver is doing very well. The small bus is in the shop due to air conditioning problems that will cost \$2150.00 to repair. She reports that she purchased a 2016 Ford Edge to replace the 2008 mini-van that was having several issues. There were 20 attendees at the Gov. Schrieber Alzheimer's program. Jason Thuene from Emergency Management assisted Tammy with creating Emergency Preparedness plans for each meal site.
12. **Family Care Update:** Queen has completed the first billing to the MCO's and IRIS on her first attempt and we were paid.
13. **Other applicable matters, if any, as allowed by law:** Shepherd thanked COA for the flowers that Tammy sent for his mother's funeral.
14. **Adjourn:** Motion by Weyers to adjourn meeting, seconded by Shepherd, all in favor, motion carried, adjourn at 2:10 pm
15. **Next Meeting date:** October 10, 2017 at 1:15 pm.