

**Forest County Commission on Aging**

**Meeting Minutes**

**October 26, 2017**

**1:15 pm**

**3<sup>rd</sup> Floor Jury Room, Forest County Courthouse**

**Members Present:** Jeannie Weyers, Bill Connors, Cliff Haskins, Edith Huettl, Mary Meier, Vicki Lemerande, and Robert Shepard.

**Absent:** Richard Ackley, Larry Berg

**Others Present:** Tammy Queen

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:** None
4. **Approve Agenda:** Motion by Huettl to approve agenda, seconded by Shepard, all in favor, motion carried.
5. **Approve Sept. 11th, 2017 Meeting Minutes:** Motion by Weyers to approve meeting minutes from September 11th, seconded by Connors, all in favor, motion carried.
6. **Elder Benefit Specialist (EBS) Report:** O'Melia is not present for report but Queen fills in board that she has been very busy. Queen explained that she is currently working on an MOU with the ADRC of the Northwoods. The MOU's have been approved by both Corp. Counsels. A resolution has been drafted to go to the full county board on November 14. Tammy explained that she attended the ADRC Board meeting this month and explained to the board why we need to make this move to secure the Federal draw down funding that EBS position earns based on Medicaid clients that she assists. The county will not be able to keep claiming it as it needs to be done through the ADRC. Tammy also explained that EBS position will be an ADRC position and Aging will still need to handle the fiscal aspect as GWAAR wants to insure elderly population needs continue to be met. Tammy will be attending ADRC of Northwood meeting to get the approval of their board on November 3<sup>rd</sup>.
7. **Budget Updates:** Queen reports on programs her C1 and C2 funding is almost depleted. She reports her Health Promotion Program there is \$3.00 left. She is almost out of Alzheimer caregiver funding and National Caregiver program. She will be notifying clients that we will only be able to fund limited services. She has contacted the state to see if there are any extra funding for us to receive to get through the rest of the year. Since transition from Long Term Care to Family Care, there is a significant wait list of up to 36 months for services to commence.

8. **Approve 2018 COA Budget:** Queen reports she received her funding Monday of this week and has not been able to completely review it yet. But overall the funding received for this next year is \$90.00 less than current year. Some programs received more and some received less. The total allocation is \$144,045.00. Queen to submit budget and COA Board will approve at next meeting (Nov 28, 2017). She will submit budget by Nov 13, 2017.
9. **Approve funding to purchase new copier:** The copier funding will be shared between DSS and COA. COA share is \$700.00-900.00 as that is all the budget can afford. Motion by Huettl to approve \$700.00-900.00 of COA funding to go towards the purchase of a copier, second by Shepard, all in favor, motion carried.
10. **Committee Members elections for Chair, Vice Chair, and Secretary.** After discussion, Motion by Huettl to keep current officers in place, Chair=Connors, Vice Chair=Shepard and Secretary=Lemerande. Seconded by Shepard, all in favor, motion carried.
11. **Discussion and Update COA Bylaws:** Tabled until 2018 when Tammy can review and make changes needed.
12. **Nutrition Program:**
  - A. Accept Resignation – Chris Geske is resigning her position at the Wabeno Meal Site due to moving to Antigo. She will continue in her capacity through November. Motion to accept resignation by Shepard, seconded by Huettl, all in favor, motion carried.
  - B. Nutrition Assessment – Table until next meeting (Nov 28, 2017) Pam Van Kampen visited the Laona Site on the 5<sup>th</sup>. Queen reports there may need to be a Corrective Plan since there is no Nutrition Advisory Council in place presently.
  - C. Revitalization Grant: City of Crandon agrees to installation of dishwasher the proper bids have been made and accepted. City Council will meet on this next week. The COA has paid \$5000.00 for the dishwasher and installation.
13. **Directors Report:** The Transportation Grant needs to be finished with a resolution to County Board in November. Queen met with Jeff Munkel from Potawatomi Bus Program regarding the 5 year Transportation Plan. Newcap will no longer be providing energy assistance for the county. Energy Services, Inc. has taken over as of October 1<sup>st</sup> and has an office located at the ADRC building. The Caregiver Conference was cancelled due to low registration. The funds for this are to be used for the Alzheimer's Conference in Rhinelander. A Caregiver Support Group was started with initial participation of 2 caregivers. Hopeful for increased membership as group continues. Discussion of ideas to increase bus ridership. There was training for the meal site managers and subs last week in Rhinelander. There is another mandated Nutrition Training on December 3, 2017 to be held here for the Site Managers. There is a new volunteer, Johnathon Ashbeck, at the Crandon Meal Site assisting at the site. The exercise program, Walk

with Ease has finished and there are three Strong Bones Classes through November. There has been three Sip and Swipe classes; and five participants have graduated. Sami Hoffman, an RN with Inclusa will be performing blood pressure checks at the meal sites. Queen received two donations, One from The Laona Lions for \$300.00 to be used for the meal site gifts and another from Gene and Ellen Robins of \$100.00 to be used for the community garden in 2018.

14. **Other applicable matters, if any, as allowed by law:** None
15. **Adjourn:** Motion to adjourn by Haskins, seconded by Huettl, all in favor. Motion carried. Adjourn at 3:10 p.m.
16. **Next meeting of COA:** On 11/28/2017 Department of Transportation Public Hearing at 1:15, followed by COA meeting.

Minutes submitted by: Vickie Lemerande, Commission Secretary and Tammy Queen, Director