

Forest County Commission on Aging

Meeting Minutes

November 28, 2017

1:15 pm

County Board Room, Courthouse, Crandon, WI

Members Present: Bill Connors, Larry Berg, Cliff Haskins, Mary Meier, Bob Shepherd, Vicki Lemerande

Absent: Richard Ackley Jr, Jeannie Weyers, and Edith Huettl

Others Present: Kathy O'Melia and Julie Deaton, Headwaters, Inc.

1. **Call to Order:** Regular Meeting called to Order at 1:55 pm by Connors.
2. **Roll Call:** Roll taken and quorum met.
3. **Introductions:** Julie Deaton from Headwaters
4. **Approve Agenda:** Motion to accept agenda as presented by Berg, second by Shepherd, all in favor, Motion carried.
5. **Approve October 16, 2017 minutes as written:** Motion by Shepherd to accept October 16, 2017 minutes, second by Berg, all in favor, motion carried.
6. **Elder Benefit Specialist (EBS) Report:** O'Melia presents her activities for past months including 8/1/2017 through 11/27/2017. She submits written reports. Briefly, Kathy discusses her busy schedule that included EBS trainings, Medicare Webinars, Social Security meeting in Rhinelander, meal site visits, publishing open enrollment articles, and SAM's entry through 11/3/2017, her annual deadline. She reports an increased caseload and some particularly challenging cases. She attended the Alzheimer's Association Conference and reports the Homestead Credit site at the Crandon library is not ready for 2018 year.
7. **Discuss EBS position:** Tammy informed the committee that she attended the ADRC Board meeting in October to get the EBS position approved to be an employee of the ADRC as of January 1st and the approval was tabled due to needing to get financial questions answered. Tammy explained that those questions were answered and Terese Poe insured the Personnel and Finance committee that the ADRC Board will approve the EBS position at the December board meeting. Tammy told the committee that the

County Board approved the resolution to move the EBS position to the ADRC as of January 1st.

8. **Budget Update:**

- A. **Approve GWAAR Budget for 2018:** Motion by Shepherd to approve 2018 budget, seconded by Berg. All in favor, Motion carried.
- B. **Approve C1-C2 Transfer (congregate to home delivered):** Motion by Shepherd to approve transfer of \$6000.00 from Congregate meals to the Home Delivered Meals, second by Berg, all in favor, motion carried.
- C. **Discuss and possibly approve increasing congregate and HDM donation rates:** There is some discussion about increasing fees due to loss in meal site donations. Motion by Haskins to table this until next meeting, seconded by Berg, all in favor, motion carried.

9. **Nutrition Program Update:**

- A. **Discuss and approve use of donation money from the Laona Lions Club and Forest County ATV Association:** Motion by Shepherd to approve Queen to use monies as deemed necessary which may include giving gifts to meal site volunteers, annual picnic funding and/or goody bags for patrons, seconded by Connors, all in favor, motion carried.
- B. **Approve Catering Contracts for 2018:** Some discussion about who should take arriving foods temperature and decision that it should be catering personnel delivering meal to site. Motion by Berg to approve catering contracts, seconded by Shepherd, all in favor, motion carried.

10. **Transportation Program Update:**

- A. **Approve Transportation Grant for 2018:** Some discussion about possible monies available to work with Headwaters in providing transportation/route assistance. Queen will look into this. Motion by Shepherd to approve the 2018 85.21 Transportation grant. Seconded by Berg, all in favor, motion carried.
- B. **Discuss and possible approval of purchasing jackets with agency name for Bus Drivers and Medical Escort Drivers:** Motion by Sheperd to approve jacket purchases for bus drivers and volunteer drivers, seconded by Berg, all in favor motion carried.

11. **Alzheimer/Family Support Program Update:** Queen Reports there is \$2300.00 left in National Family Caregiver Program and deficit of \$318.00 in the Alzheimer's funds. Queen discusses possibility of using a line item process for transfer of funds.
12. **Directors Report:** Queen involved in upcoming interviews for replacement manager for the Wabeno Site. She is working on the five year Transportation Plan with the Potawatomi Tribe to discuss transportation plan for Forest County only. Fifteen attendees attended the Christmas Shopping Trip to Appleton and everyone had fun. She reports SAMS reports show a decrease of 11% from last year for meals served. Tammy is not sure why there is a decrease in congregate meals. She speculates that some have deceased, moved away or now receiving Home Delivered Meals. Tammy reported that there have been two people regularly attending the Caregiver Support group the last few months.
13. **Other applicable matters, if any, for discussion:** No matters were presented.
14. **Adjourn:** Motion by Berg to adjourn at 3:20 pm, seconded by Shepherd, all in favor, motion carried. Next meeting will be February 13th, 2018.

