

**Forest County Commission on Aging
Meeting Minutes**

February 13, 2018, 1:15 pm

County Board Room, Courthouse, Crandon, WI

Members Present: Bill Connors, Larry Berg, Cliff Haskins, Mary Meier, Bob Sheperd, Vicki Lemerande, Richard Ackley Jr, and Jeannie Weyers

Absent: Edith Huettl

Others Present: Kathy O'Melia, Elder Benefits Specialist

1. **Call to Order:** Meeting called to order at 1:15 pm by Connors.
2. **Roll Call:** Roll taken and quorum met.
3. **Introductions:** None required.
4. **Approve Agenda:** Motion to accept agenda as printed with corrected numbering of items to discuss made by Berg, seconded by Weyers, all in favor, motion carried.
5. **Approve November 28, 2018 Meeting Minutes:** Motion made by Sheperd to accept November 28, 2017 minutes, seconded by Berg, all in favor, motion carried.
6. **Elder Benefit Specialist (EBS) Report:** O'Melia presents her written activities report for past months from 11/27/17 through 1/31/18. She outlines Medicare Open Enrollment ended on Dec 27, 2017. She is now an ADRC employee as of January 1, 2018 and she has a new phone number, which is the ADRC's 1-800-699-6704 number for contact. She continues with SAM's entry, working on Homestead Credit logistics currently at Crandon Library. Her report details monetary impact to Forest County totals \$186,675.00 made up of state and federal funds. She also presents a flyer of new Medicare Cards will be distributed to all Medicare beneficiaries starting in June, instead of previously mentioned date of April. They will begin to send out new cards after June 2018 through 2019 by State. Wisconsin residents should start seeing their new cards starting this June.
7. **Budget Update:** Due to resignation of current fiscal person, Danielle McLaughlin will be helping with closing of fiscal year 2017. Due to delays, the budget information is not yet complete. Queen suggests we may be over budget but will not know for sure until Danielle completes final report. Tammy reported to the board that the 2017 meal site donations and revenue was 53,494.96. Crandon site-\$24,080.04; Laona site-\$8,941.16; Wabeno site-9,986.93; Armstrong Creek site- \$7,016.68; and Alvin site-\$3,470.15.

8. **Discuss and Approve Aging Unit Self-Assessment for 2017:** Committee provided with Bureau of Aging and Disability Resources Self-Assessment for 2017 report. The 3- year plan goals need to be assessed to see if they were met. Tammy went over the successes of the last year and discussed the few goals we were unable to meet due to the transition to Family Care and Nursing Home Closure. Motion to approve the Aging Unit Self- Assessment for 2017 made by Berg, seconded by Sheperd, all in favor, motion carried.
9. **Closed session Wis. Statute 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, This closed session relates to:**
 - A. **Correspondence:**
 - B. **Discussion of Volunteer Drivers:**

Motion made by Haskins to go into closed session, seconded by Ackley, all in favor, motion carried. Roll call: Connors, aye. Weyers, aye. Meier, aye. Lemerande, aye Haskins, aye. Shepherd, aye. Ackley, aye and Berg, aye. Huettl, Absent.
10. **Reconvene to Open Session to take action, if appropriate, on matters discussed in closed session:** No action taken in Closed Session matters. Motion made to return to open session by Meier, seconded by Sheperd, all in favor, motion carried.
11. **Nutrition Program Updates:**
 - A. **Discuss Nutrition Assessment:** The GWAAR (Greater Wisconsin Agency on Aging Resources, Inc.) letter from Pam Van Kampen, RDN, CD, to Queen was shared with Board. Queen informs of needed waivers from the state for our meal programs due to none of the sites currently serving seniors 5 days/week. Supporting documents were forwarded to Queen from VanKampen to develop a correction action plan. Tammy explained that we do not have enough funding to be open 5 days an week. The Nutrition Program has always had a standing waiver that we did not have to have a Nutrition Program Advisory Board and that as long as we had Nutrition on our agenda that we would be in compliance. However, we are now required to have a Nutrition Advisory Board. Tammy will be working on the bylaws to create the Nutrition Advisory Board will need to consist of a participant from each meal site as well as 2 home delivered meal participant family members to make up the board. Tammy also shared with the board that she updated forms that are used to conduct Home Delivered Meal assessments. Overall, we had a good review. The few areas that had to be corrected were administrative.

- B. Approve Volunteer handbook for the Nutrition program:** After review, motion made by Haskins to approve the Nutrition Program Volunteer Handbook, seconded by Berg, all in favor, motion carried.
- C. Nutrition Program Updates:** Tammy reports on the new site manager in Wabeno, Linda McEwen is doing a great job. There has been a sufficient increase of participants both congregate and HDM. Quarterly Site Manager Meeting/Training will be on February 23rd. Tammy is working on contracting with Hotel Crandon as a back-up caterer.
12. **Approve Medical Transportation Volunteer Handbook:** After review, motion made by Weyers to approve Medical Transportation Volunteer Handbook, seconded by Sheperd, all in favor, motion carried.
13. **Approve General Volunteer Handbook:** After review, motion made by Lemerande to approve the General Volunteer Handbook, seconded by Sheperd, all in favor, motion carried.
14. **Approve Volunteer Handbooks Resolution to be forwarded to the Full County Board:** Tammy informed the Committee that the Labor Attorney advised that we have a resolution forwarded to the full County Board to enforce the Volunteer Handbooks and for the Director to meet with all volunteers and go over the prospective handbook with volunteers. Motion made by Berg to forward Volunteer Handbooks resolution to the full County Board for approval, seconded by Ackley, all in favor, motion carried.
15. **Discuss Aging Unit Plan for 2019-2021:** Tammy shared with the committee that all Aging Units will be creating a 3-year plan for 2019-2021. Tammy explained that we need public input through surveys, informational meeting and interviews. She explained to the committee that she designed a survey that she would like each committee member to distribute and receive input from people in the communities. The data will be used to create the 3-year plan.
16. **Alzheimer/Family Support Program Update:** Tammy is currently managing seven cases in the county; three are in the Alzheimer's Program and four are in the Family Support Program.
17. **Directors Report:** Tammy informed the committee that we currently are holding three Strong Bodies Classes 2 in Crandon and one in Laona. 45 people in total are currently taking the classes. We received a walk With Ease mini-grant last fall and we are currently holding the second class. There are 13 participant. Currently, three volunteers are trained instructors for the Strong Bodies classes and 2 people are trained

for the Walk with Ease Program. She is working on two more grants with Oneida and Vilas counties Living Well with Chronic Disease Program. She has also applied for the Geriatric Community Capacity Grant through UW-Madison. We received word that the three counties did not get the original funding that UW-Madison wants to work with us to create an assessment to assess community needs and finding a solution to meet those needs. She is also working on the Newsletter with the publishing company LPI, to get all the advertising spots sold to keep LPI cost down and Aging Unit will profit some we have enough ads sold.

Tammy reports the Caregiver Conference will be Oct 5, 2018 in Carter. We have partnered with the Potawatomi Tribe. The MCOs will be involved as well. Tammy is also working with Oneida and Vilas Counties to plan the Alive to Live annual Conference that will be held on Wednesday, May 2nd at the Rouman Cinema in Rhinelander

18. **Other applicable matters, if any, as allowed by Law:** No matters for discussion.
19. **Adjourn:** Motion by Meier to adjourn at 2:30 pm, seconded by Berg, all in favor, motion carried. Next Meeting date: April 10, 2018

Minutes Submitted by Vicki Lemerande, Secretary and Tammy Queen, Director