

Forest County Commission on Aging

Meeting Minutes

April 10, 2018

1:15 pm

County Board Room, Courthouse, Crandon, WI

Members Present: Larry Berg, Cliff Haskins, Vicki Lemerande, Richard Ackley Jr, Jeannie Weyers, and Paul Millan (Chaired)

Absent: Edith Huettl (excused) Bill Connors, Robert Shepherd (excused), and Mary Meier (excused)

Others Present: Dorothy Kegley, Kathy O'Melia, & Tammy Queen

1. **Call to Order:** Regular Meeting called to order at 1:15 pm by Millan.
2. **Roll Call:** Roll taken and quorum met.
3. **Introductions:** Introductions made for Dorothy Kegley, Reporter.
4. **Approve Agenda:** Motion to accept agenda as printed by Weyers, seconded by Berg, all in favor, motion carried.
5. **Approve March 13, 2018 Meeting Minutes:** Motion by Berg to accept March 13, 2018 minutes with explanation of personal appearance item, seconded by Ackley, all in favor, motion carried.
6. **Elder Benefits Specialist (EBS) Report:** Kathy O'Melia presented EBS report from 2/1/2018 thru 3/31/2018. In addition, she participated in a webinar: Case Law Update and Medicare, attended to a SSI overpayment case, made Forest County Veteran referrals, SAMS entry and Dental referrals. She reports there were 28 Homestead Tax Credit forms filed and 3 cancellations. Her goal for next year is to increase her presence in the community and at meal sites etc.
7. **Budget Updates:** The information is preliminary as official accounting will be final in May. \$18,084.00 was put into DOT Trust. We completed the walk With Ease grant and Revitalization that we were awarded in 2017. Danielle continues to assist with the Fiscal until someone is hired.
8. **Discuss and Approve Limited Contract for Home Delivered Meals (HDM) Drivers:** This has been re-submitted to Corp. Counsel, who assures there is no need to change contract. There are three drivers and they will be compensated at \$.50/meal delivered. They will be able to use their current vehicle insurance as is. Correspondence with

lawyer is provided. Thus motion by Berg to approve Limited Term Contract for Drivers, seconded by Haskins, all in favor, motion carried.

9. **Approve Resolution 16-2018 Proclaiming April 15-21, 2018 National Volunteer Week in Forest County to be forwarded to the full County Board:** After review of resolution 16-2018, motion by Ackley to approve resolution to be forwarded to the full County Board for approval, seconded by Lemerande, all in favor, motion carried.
10. **Nutrition Updates:** Handbooks were distributed to most meal sites, and there were some upset at the meal sites regarding the information. Tammy feels that it is just too much information and has had a conversation with Pam VanKampen at the Greater Wisconsin Agency on Aging Resources and agrees that is asking a lot of some of the volunteers who are volunteering at the meal sites. Pam advised me to not give out any more handbooks until we can figure something out. She feels that they should sign something covering Ethics and Boundaries but Pam will do some research and see what we can do to not make it overwhelming for volunteers. Tammy is working on the Nutrition Advisory Council By-Laws. She will update the COA Committee By-Laws once this committee is in place. Wabeno Meal site is up to 60 participants with an increase in HDM of 15 as well. Consequently the donations have increased as well. However, we are in need of finding back-up drivers for Wabeno and Laona.
11. **Transportation Update:** There is a program available to Forest County called New Freedom Transportation Program. They are from Menominee, and they would charge participants \$5.00/each as a flat rate. They will take responsibility of finding volunteer drivers and training them. Currently, County is using volunteer drivers for the Medical Escort Program. After discussion it is determined the group will be invited to give a presentation at our next COA meeting in June, for our consideration.
12. **AU- 3-year plan:** Aging Unit (AU). Some COA members will be interviewing individuals as well as volunteered to interview participants at meal sites. Information has also been gathered from surveys. The information gathered will assist Tammy in writing the 3 year Aging Plan.
13. **Approve Committee member job description:** It is time to consider a new member for the Forest County COA Committee. Edith Huettl's term will be completed in May. Some current Board members have ideas as well about possible candidates. Depending on number of applicants, there may be an interview process needed to decide on future board member. The job description for the COA Committee replacement will be placed in local paper of record (Forest Republican). Applicants will be brought back to COA meeting in June to determine if need to further interview vs offer position to applicant.

Motion to approve the committee member job description and advertise vacancy by Berg, seconded by Ackley, all in favor, motion carried.

14. **Approve to advertise to fill committee vacancy and to hold interviews at June 2018 COA meeting:** Addressed in #13 above.
15. **Closed Session: Wis. Stat. 19.85 © 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. **Discussion of correspondence:** Motion by Berg to enter into closed session with roll call: Millan, Berg, Weyers, Lemerande, Haskins, and Ackley. Seconded by Ackley, all in favor, motion carried
16. **Reconvened to Open Session to take action, if appropriate, on matters discussed in closed session.** Motion by Berg to return to open session with following roll call: Millan, Berg, Weyers, Lemerande, Haskins, and Ackley. Seconded by Haskins, all in favor, motion carried. No action taken.
17. **Directors Report:** Queen reports there are four applicants for the Fiscal Position. Interviews were being held that evening. The ALife to Life Event at Rouman Cinnema will be held on 5/2/2018 in Rhineland. Queen continues to work on the 3 year AU Plan. The Aging Unit received a grant along with Vilas and Oneida Counties for Living Well with Chronic Conditions. Tammy indicates that we another volunteer agreed to take the class to be a leader. We have one class scheduled in September and we are planning to have another class scheduled later in the summer. Walk with Ease Program will need a leader. The Health Dept. has too much going on and will only be able to be a backup if needed. Strong Bodies has two upcoming classes with one being in Laona. Queen has a Caregiver Support Group that meets once monthly. The Caregiver Conference that is being Co-Hosted by the Forest County Potawatomi Tribe will be on October 11, 2018.
18. **Other applicable matters, if any, as allowed by law:** Ackley volunteers there has been a grant written for a Dementia Care Specialist, submitted March 30, 2018. Five grants were available and one is available to Sokaogon tribe that will begin 7/1/2018. Ackley thanked for his efforts by entire COA Board.
19. **Adjourn:** Motion by Lemerande to adjourn meeting at 2:45 pm. Seconded by Berg. All in favor, motion carried.

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

