

## Forest County Commission on Aging

October 9, 2018

1:15 p.m.

County Board Room, Courthouse, Crandon, WI

**Members Present:** Jill Kettlewell, Larry Berg, Vicki Lemerande, Cliff Haskins, Mary Meier, Arlet Steel, Richard Ackley, Robert Shepherd

**Absent:** Jeannie Weyers (Excused)

**Others Present:** Tammy Queen, Kathy O'Melia, Adam Dewing, Justin Johnson - Sustainable Kitchens, and Ron Kettlewell.

1. **Call to order:** Regular Meeting called to order at 1:17 p.m. By Berg.
2. **Roll Call:** Roll call taken and quorum met.
3. **Introductions:** Justin Johnson and Adam Dewing
4. **Approve Oct 9, 2018 Agenda:** Motion to approve agenda by Shepherd, second by Kettlewell, all in favor, motion carried.
5. **Approve August 14, 2018 Meeting Minutes:** Motion to approve minutes made by Haskins, second by Shepherd, all in favor, motion carried.
6. **Elderly Benefit Specialist Report:** Kathy presents detailed report of her activities through September 30, 2018. She distributed a detailed written report for the committee to read. Kathy stated that she has participated in the Medicare Open Enrollment. Kathy attended training for EBS in Weston. She has set up two Medigap programs. She has visited the mealsites to give presentations on Medicare and Senior Care prescription drug coverage. She has contributed to the Senior Chatter section of the newspaper each month. She has had a positive monetary impact to the county of \$66,126.00.
7. **Presentation from Justin Johnson - Sustainable Kitchens:** Justin is present to introduce and discuss the Sustainable Kitchen program. It involves a consulting firm in Milwaukee, a national company. The program is about providing answers and support for current mealsite caterers, cooks etc. to better meet the challenges of the new required nutritional guidelines regarding meals that are served and the number of fruits and vegetables that participants need to maintain quality nourishment. They are contracted with GWAAR to assist nutrition programs. One service is to help mealsites and their

cooks transition to self prepared or scratch cooking. They offer helpful tools on menus and recipes, using different ways to make the food appetizing and consumed at the sites. He also offers expertise in Group Purchasing Ordering for cost savings. His services are an adjunct to assist our current program. Sustainable Kitchens could also provide training to nutrition program employees. To participate in this program there is a fee of \$500.00 for the year to guarantee a commitment from the program. After one year the \$500.00 is reimbursed to the County.

- 8. Discuss and possible take action to contract with Sustainable Kitchen and work with the Nutrition Program employees:** After discussion, Tammy will pursue a Memorandum of Understanding (MOU) from Sustainable Kitchens(SK). Motion by Kettelwell for Tammy to proceed in obtaining a MOU to review it and discuss with committee at next committee meeting and possibly approve. Seconded by Shepherd, all in favor, motion carried.
- 9. Discuss and possible approval of re-contracting with Dewing Catering for 2019:** After discussion of representations of nutrition values per meal vs per week clarification, Dewing agrees to continue with contract as is without change in cost per meal. Kettlewell motions to continue to contract with Dewing Confections and Catering at cost of \$5.40/meal for 2019. Seconded by Haskins, all in favor, motion carried.
- 10. Discuss advertising for position of Volunteer Greeter at the main entrance:** Kettlewell presents that there is a request from Tom Tallier (County Board Chair) to provide and staff and supervise volunteer greeters at the main entrance directing visitors to destinations within the courthouse. Queen would have to set up and supervise. After discussion of time consumption this would require to set up, supervise and maintain calendar, the committee decided that Queen would not have time to take on this task as she is using volunteers to assist her in her office. Tammy stated that if it wasn't for the volunteers who run the health promotion classes and who assist her in her office she would not be able to get everything done. Noted that there is difficulty to get volunteers to fill the COA Board positions, which are mandatory. Tallier will be updated that this new idea may require a different employee than Queen, if it is to be successful.
- 11. Budget Updates:** Queen reports on the Aging Unit Budget for 2019 and as well as provides a written copy of the budget for COA committee members to review, Queen went over the current budget in detail reminding the committee that these are estimated numbers.
- 12. Approve to apply for 2019 85.21 DOT Grant and forward resolution to the full County Board:** After discussion of the 2019 85.21 DOT Grant and the Resolution. Motion by

Meier to approve plan and forward Resolution on to the County Board for approval; seconded by Haskins, all in favor, motion carried.

**13. Discuss and approve 3 year Aging Plan and the 2019 budget to be forwarded to the full Forest County Board for approval:** The 3 year Aging Plan was forwarded on to COA Board members via mail one week prior to this meeting for review. There were no questions regarding this plan presented to the COA Board members. Motion by Meier to approve the plan and to forward it to the full County Board for their approval; seconded by Steel, all in favor, motion carried.

**14. Nutrition Update:** Queen reminds COA members that there is a required Regional Site Manager Training on November 1, 2018. She indicated that the sites are doing well and that the sites will be closed on December 21-January 1<sup>st</sup>. Tammy indicated that home delivered meal participants will be receiving frozen meals the last day the sites are open to compensate for the days we will be closed.

**15. Health Promotion Classes:** Kettelwell presents idea of an Aquatic Arthritis Class that may be possible to fund with grant monies available to Aging Unit. Upon discussion Kettlewell suggested transporting people to the Antigo Aquatic Center as the pool is heated. Since the funds need to be used in Forest County and be evidence based programming, the proposed idea is not possible at this time. Queen suggested that the funding could be used to train kettlewell to teach the class in Forest County at one of the three swimming pools located in the county. Queen discussed that the Walk with Ease program will move forward as we have two trained leaders. We are trying to schedule a time to hold the class that will work with both leaders schedules. Queen indicated that we held our first successful Living Well with Chronic Conditions with seven people completing the six week class.

**16. Directors Report:** Queen informs board that there are currently three Health Promotion classes happening. Queen is performing the secretarial duties until a new secretary is hired. There will have to be a rework of the budget and the positions hours as well. Currently the position is 35 hrs./week and may be cut by 4 hours to be a 31 hr./week position. No decision yet on this. Queen is advertising a bus driver position since resignation of current bus driver. He will work until replacement. Steel is working on updating the Resource Directory and needs some help with the completion of the project. There will be a Caregiver Conference in Carter this Thursday. Currently, 26 participants have signed up. Queen currently leads a Caregiver Support Group each month. Four to five participants attend on a regular basis. Queen has been doing the SAMS data entry for the federal fiscal year to 9/30/2018. She states that is data entry is almost completed. It is due to state by November 2<sup>nd</sup>. Queen reports Sip and Swipe

class will be offered at the Crandon Library, teaching use of I Pads etc. Stephanie Schmidt is working with National Honor Society students to volunteer their time to teach this class to seniors. Queen is working with Jenny Houle, owner of Raise the Bar Fitness to possible hold Health Promotion classes at her new facility when it opens.

**17. Other applicable matters, if any, as allowed by law:** Shepherd has question about the trip to the Appleton Mall on November 9th cost \$10.00, an increase. Queen indicated that was correct and that 16 people are signed up so far. Haskins thanks Queen for her good work.

**18. Adjourn:** *Motion by Shepherd to adjourn meeting at 3:15 p.m. Seconded by Meier, all in favor, motion carried.*

Minutes submitted by Vicki Lemerande, Secretary.