

Forest County Commission on Aging

Meeting Minutes:

November 27, 2018

1:15 p.m.

County Board Room, Courthouse, Crandon, WI

Members Present: Jill Kettlewell, Larry Berg, Vicki Lemerande, Cliff Haskins, Mary Meier, Arlet Steele, Richard Ackley, Robert Shepherd, Jeannie Weyers

Absent:

Others Present: Tom Tallier and Tammy Queen

1. **Call to Order:** Regular meeting called to order by Berg at 1:45 p.m. following the 85.21 Transportation Public Hearing.
2. **Roll Call:** Roll call taken and quorum met.
3. **Introductions:** None
4. **Approve November 27, 2018 Agenda:** *Motion to approve agenda by Shepherd, second by Ackley, all in favor, motion carried.*
5. **Approve October 9, 2018 Meeting Minutes:** *Motion to approve minutes made by Weyers, second by Kettlewell, all in favor, motion carried.*
6. **Elderly Benefit Specialist Report:** Kathy is not available for today's meeting due to Medicare Enrollment appointments.
7. **Approve DOT 85.21 Grant:** Went over the complete application during the DOT Public Hearing, all committee members were present. *Motion by Ackley to approve the grant in its entirety, seconded by Kettlewell, all in favor, motion carried.*
8. **Discuss MOU and possibly take action to contract with Sustainable Kitchen to work with Nutrition Program employees:** There was a discussion and review of the MOU with Justin Johnson from Sustainable Kitchens. *Motion by Shepherd to approve contracting with Sustainable Kitchens and review contract in one year, seconded by Lemerande, all in favor, motion carried.*
9. **Approve contract for the Nutrition Program Nutritionist for 2019:** Discussion of the resignation of Stephanie Mattson who is current Nutritionist. Lindsey Bertrand will be contracting at the current rate of Stephanie was receiving. Tallier offers that he would like to be signature on Employment Contracts. Contract needs to be amended. After discussion *Motion by Shepherd to approve the Nutritionist contract once Queen has approval from GWAAR, seconded by Lemerande, all in favor, motion carried.*

- 10. Budget Updates:** Queen presents the budget to date in detail.
- 11. Nutrition Update:** Please refer to previous discussions outline in items 8 and 9 as presented above in coverage of this Agenda Item.
- 12. Discuss and approve use of Health Promotion Funds for gift cards for volunteers who lead Health Promotion Classes:** After discussion, Tammy told the committee that these five volunteers put many hours a month in teaching the classes as well as completing the necessary paperwork that goes along with conducting these classes. Committee agreed that volunteers are important to the success of the Health Promotion program. Committee approves value of gift cards may not exceed \$50.00 each. There are currently five volunteers. *Motion by Shepherd to approve gift card purchases; seconded by Lemerande, all in favor, motion carried.*
- 13. Directors Report:** Queen reports that 12 Strong Bodies classes have been completed, one Walk with Ease class and two Living with Chronic Conditions Classes as well have been completed in 2018. Gary Schrimpf was hired as the new bus driver and will begin orientation/training as soon as possible. The Clerk position is still vacant. Friday, November 30th is the deadline for applications. As of today, five applications have been submitted. Queen continues to offer Caregiver Support Groups on a monthly basis and between 2-5, people have been regularly attending.
- 14. Other applicable matters, if any, as allowed by law:** Kettlewell reports that there is a Grief Support Group that meets in Antigo for 13 weekly sessions. Residents would travel to Antigo for this, but it is open to them. Kettlewell is also going to talk with meal site participants to seek interest in traveling to Antigo to take part in Arthritis Program (I Chi) at the Antigo Aquatic Center where a heated pool is set at warmer temperatures. Kettlewell would like the Office on Aging to offer a bus to transport the people to these classes.
- 15. Adjourn:** *Motion by Haskins to adjourn the meeting at 2:58 p.m. Seconded by Shepherd, all in favor, motion carried.*

Minutes submitted by Vicki Lemerande, Secretary and Tammy Queen, Director.