

Forest County Commission on Aging

Meeting Minutes

February 15, 2019

10:00 a.m.

County Board Room, Courthouse, Crandon, WI

Members Present: Larry Berg, Bob Shepherd, Jill Kettlewell, Vicki Lemerande, Arlet Steel

Absent: Excused Richard Ackley Jr., Jeannie Weyers, Mary Meier, Cliff Haskins

Others Present: Tammy Queen

1. **Call to order:** Regular Meeting called to order at 10:00 a. m. by Larry Berg.
2. **Roll Call:** Roll call taken and quorum met.
3. **Introductions:** None
4. **Approve February 15, 2019 Agenda:** *Motion to approve agenda by Kettlewell, second by Shepherd, all in favor, motion carried.*
5. **Approve November 27, 2018 Meeting Minutes:** *Motion made by Kettlewell, second by Lemerande, all in favor, motion carried.*
6. **Elderly Benefit Specialist Report:** Kathy was excused as it was her day off.
7. **Budget Update:** Queen presents Nutrition budget review. In 2018 there were 16,437 meals served. Donations and revenue for the year totaled \$59,152.53. Donations are down from previous year (2017) revenue is up. Discussion follows regarding possible increase of meal price to \$4.00/ plate for Home Delivered Meals. This will be added to next meeting agenda. Also recommended to possibly send letter to meal recipients, place poster at sites encouraging donation and talking with meal site managers. The GWAAR grant was received and demonstrated an increased amount over the previous year's grant: \$136,000.00 in 2018 and \$139,000.00 for 2019. Queen continues to work on year end reports and is hoping to have everything to present to the committee at the April meeting.
8. **Discuss/Approve Aging Unit Self-Assessment for 2018:** Discussion related to Facebook page as well as website information. The website is a work still in progress. After

reviewing Aging Unit Self- Assessment for 2018 *motion made by Steel to approve 2018 Self-Assessment, second by Shepherd, all in favor motion carried.*

9. **Discuss/Approve Contract for Home Delivered Meal Drivers:** The contract was reviewed. Compensation is a flat rate per meal delivered (\$0.50/ meal plus .51 per mile); payment is bi-weekly with documentation from drivers. It is a Limited Term Contract which terminates 12/31/19. *Motion by Lemerande to approve renewing contract with three drivers as provided, second by Kettlewell, all in favor, motion carried.*
10. **Discuss/Approve Elder Benefit Specialist MOU with ADRC of Northwoods:** Discussion of current operations with the EBS, Kathy O'Melia. Queen assists in management of O'Melia's activities. COA reimburses the ARDC for her services. Customers are satisfied with her services. *Motion by Shepherd to approve MOU as provided, Second by Steel, all in favor, motion carried.*
11. **Discuss and may take action on Inclement Weather Cancellation Policy:** New updated policy is made available to COA. The Policy defines closing mealsites during inclement weather. Queen will make closing decisions in collaboration with schools closures, the Committee Chair and the County Board Chair. *Kettlewell motions to approve policy, second by Shepherd, all in favor, motion carried.*
12. **Nutrition Program Updates:**
 - A. Sustainable Kitchens Project: Justin Johnson will meet with caterer, Adam Dewing on February 26. The contract is signed. The GPO (Group Purchasing Order) is also signed. There will be an updated report in April.
13. **Alzheimer's/Family Caregiver Support Program Updates:** Updates on allocation funds used in providing services to Alzheimer's patients and families. Queen reported that Alzheimer's program served 5 families and the Caregiver program served 4 families. Forest County Potawatomi tribe gave the county their Alzheimer's allocation for 2018 and now this year. They have a difficult time finding clients that meet the income guideline. Queen clarified that the Caregiver Program covers patients with disease processes other than Alzheimer's such as CVA (stroke), Heart disease and others; Alzheimer's monies are used for Dementia type diagnosis.
14. **Discuss/possible Action of Provider Reimbursement rates:** There is update of current list of services (from previous Aging Unit Director) and costs to provide services such as chores, shoveling etc. Rates will be reviewed and possibly changed to more currently reflect ability to pay these monies to providers. Will review this after consideration at next COA meeting in April.

15. **Update Transportation Programs:** Discussion regarding difficulty in obtaining drivers for the Medical Escort program. Since the Aging Program has contracted with New Freedom Transportation 27 clients received transportation services. There were 81 one-way trips and 3762 rider miles. This area has 3-4 drivers. The current contract ends in Sept. after which the initial contract may need to be changed. Initial contract has oversight regarding company's reimbursement. The barrier to recruiting new volunteer drivers is the requirement that they use their own vehicles to transport clients, and resistance in racking up miles on their personal vehicles.
16. **Directors Report:** Queen informs the Board of the Defining Hope program on March 8, 2019: Defining Hope, dealing with discussion and action on end of life issues and decisions. It includes a documentary at Nicolet College, a resource fair, following the film is a Question and Answer panel of professionals who work with hospice and palliative care clients. On June 11, 2019 there will be a presentation provided by Lt. Karcz from the Forest County Sheriff's Dept. on scams. It will be held at the Crandon Mealsite with lunch and COA committee meeting after lunch. There is an Advocacy Day in Madison on May 14, 2019. Will need to sign up to go. Rules and Regulation meeting in CBR on 2/21/19. Queen continues to work on end of year reports. Janet Zander (GWAAR) will do Advocacy Presentation in October, 2019. And finally, Alive to Life Conference to take place again this year on May 1st at the Rouman Cinema in Rhinelander.
17. **Public Comment:** No members of the public present. However Shepherd compliments Queen on her determination in sorting through many issues to present Board with credible information. Berg thanks Board for their participation.
18. **Other applicable matters, if any, as allowed by law.** None presented by members present.
19. **Adjourn:** *Motion by Shepherd, second by Kettlewell to adjourn meeting at 11:50 a. m. All in favor, motion carried.* Next meeting is 4/09/2019 at 1:15 pm CBR.

Submitted by Vicki Lemerande, Secretary