

**Forest County Commission on Aging
Meeting Minutes**

October 8, 2019

Following DOT Public Hearing at 1:15 pm
Forest County Board Room, Crandon, WI

Members Present: Larry Berg, Bob Shepherd, Cliff Haskins, Jeanne Weyers, Vicki Lemerande, Arlet Steel.

Absent: Mary Meier, Lance Laabs, excused, Richard Ackley, unexcused.

Others Present: Tammy Queen

Call to Order: Regular meeting of COA is called to order by Berg at 1:30 pm.

Roll Call: Roll call taken and quorum met.

Introductions: None

Approve Agenda: *Motion by Shepherd to approve agenda as presented, second by Weyers, all in favor, motion carried.*

Approve August 13, 2019 Meeting Minutes: *Motion by Haskins to approve August 6 meeting minutes as presented, second by Shepherd, all in favor, motion carried.*

EBS Updates: Kathy O'Melia is absent due to family illness. *Motion by Berg to amend the agenda, to eliminate the EBS report this meeting, second by Lemerande, all in favor, motion carried.*

Budget Updates: Queen presents detailed budget in report handouts. She reports she has been using funds to update/improve the meal sites. Patrick Metz (GWAAR) Fiscal Agent is reviewing the fiscal reports through August due to the transitions with our fiscal agents this past year. The GWAAR reports are changing and there are also some new procedures for use in future reporting.

Approve DOT 85.21 Grant and forward resolution to full County Board for approval: *After discussion, motion by Berg to approve the DOT 85.21 Grant Application and to forward on to full County Board for approval, second by Steel, all in favor, motion carried.*

Closed Session: The committee may consider a motion to convene in closed session pursuant to Wis. Stat. 19.85 (1) (c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility." This closed session relates to:

- Fiscal Employee Resignation
- Discuss applicants for expiring term committee seats
- Discuss contract rates for Nutrition Program Dietitian.

Berg motions to enter into closed session at 1:42 pm, seconded by Shepherd. Roll Call vote: Berg (AYE), Shepherd (AYE), Haskins (AYE), Weyers (AYE), Lemerande (AYE), and Steel (AYE).

Reconvene to Open Session to take action, if appropriate, on matters discussed in closed session:

Motion by Shepherd to reconvene into open session at 2:00 pm, seconded by Lemerande, all in favor, motion carried.

- *Fiscal Employee Resignation - No action taken.*
- *Committee applicants for expiring term committee applications - Motion by Shepherd to approve Applicants for Committee seats: Wendy Abney and Jean Jungwirth and to forward on to full County Board for approval, second by Steel, all in favor, motion carried. Due to the lack of number of applicants for the COA Board positions, Lemerande agreed to stay on for a short term until new applicant can be found to fill her position.*
- *Contract rates for Nutrition Program Dietitian - Motion by Lemerande to approve contract rate of \$40.00/hr. for the new Dietitian for the nutrition program. Second by Shepherd, all in favor, motion carried. New Registered Dietitian is Christine Ritzer.*

Nutrition Updates:

A. Discuss and forward quotes to purchase appliances for Armstrong Creek Meal site to Finance Committee for approval (each appliance is over \$2500.00) Queen offers quote of approx. \$700.00 to fix meal sites range, \$4,650.00 for new French door refrigerator. *Motion by Berg to accept this quote and forward to Finance Committee for approval, second by Lemerande, all in favor, motion carried.*

B. Discuss and possibly approve purchasing appliances for Crandon, Alvin and Wabeno Meal sites Queen offers refrigerators for Crandon and Wabeno at \$639.00 each. A dishwasher for Alvin at \$389.00, a freezer at \$569.00 and refrigerator at \$639.00 with installation fees totaling \$1,717.00. *Motion by Lemerande to approve meal site purchases as listed, second by Shepherd, all in favor, motion carried.*

C. Nutrition Audit: Queen offers that an audit was conducted 2 weeks ago for the nutrition program and everything went well. The new JARS restaurant model occurring in Laona is going well with about 40 participants attending weekly. Laabs would like to consider a restaurant model in Pickerel at Windfall Inn. Queen states that there may be changes in how we report Family Care revenue to State as it is separate from Title 3 funding.

D. Approve Meal site Facility Contracts for Alvin, Armstrong Creek, Crandon, Laona and Wabeno for 2020: *After discussion, motion by Berg to approve Meal Site Contracts for all sites for 2020, second by Haskins, all in favor, motion carried.*

Directors Report: Queen reports there are 6 participants in the Alzheimer's Program and another 4 participants in the National Caregiver Program. She reports the new bus driver is doing well and that there will again be a shopping trip to Appleton this year. There is a need for volunteer to update the Resource Directory again. No volunteers at this time. Queen reminds members of the Resource Fair this Thursday at Nu Roc Nursing Home starting at 3pm. It is geared to anyone looking into long-term or short-

term care needs. Many vendors will be present including VA, FC Potawatomi, Nu Roc, Inclusa, Lakeland Cares and others.

Next scheduled Committee Meeting: Nov 12, 2019 in CBR. County Board next meeting Nov 12, 2019.

Public Comment: None

Other applicable matters, if any, as allowed by Law: none

Adjourn: *Motion by Haskins to adjourn at 3:40 pm, second by Shepherd, all in favor, motion carried.*

Submitted by Vickie Lemerande, Secretary