

## Forest County Commission on Aging

### Meeting Minutes

January 7, 2020

1:15 pm

County Board Room, Forest County Courthouse, Crandon, WI

**Members Present:** Larry Berg, Wendy Abney, Larry Sommer, Mary Meier, Jean Jungwirth, Bob Shepherd, Lance Laabs, Arlet Steel, Jeannie Weyers

**Others Present:** Tammy Queen and Tom Tallier

- **Call to Order:** Meeting called to order by Berg at 1:15 p.m.
- **Roll Call:** Roll call taken and quorum met.
- **Introductions:** Self-introduction of committee members for benefit of new members.
- **Approve Agenda:** *Motion by Shepherd to approve agenda, second by Steel, all in favor, motion carried.*
- **Approve October 29, Meeting Minutes:** *Motion by Weyers to approve October 29 meeting minutes, second by Sommer, all in favor, motion carried.*
- **Public Comment on Agenda Items:** None.
- **Election of Officers:** *Motion by Shepherd that Chairman Berg stay in office of Committee Chairman until his term on County Board expires in April of 2020, after which one of the two County Board members who come on the Commission on Aging Committee becomes Chairman, second by Sommer, all in favor, motion carried. Motion by Weyers that Shepherd stay in office of Committee Vice-Chairman until his term on Committee expires in August of 2020, second by Sommer, all in favor, motion carried. Motion by Abney that Jean Jungwirth take office of Secretary, second by Steel, all in favor, motion carried.*
- **Budget Updates:** Queen reports Joan Ginter was hired as fiscal person. Queen continues to review, correct and reconcile fiscal records. Added meal sites include JARS and an additional day at Armstrong Creek and Wabeno. Queen has purchased appliances, utensils and dishes for the meal sites. The Commission on Aging awarded the 5310 grant to receive a new bus that will arrive the end of 2020.
- **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: Bus Driver resignation.
- *Shepherd motions to enter into closed session at 1:35 pm, second by Meier, all in favor, motion carried. Roll call: (Aye) Berg, (Aye) Shepherd, (Aye) Jungwirth, (Aye) Abney, (Aye) Meier (Aye) Steel, (Aye) Sommer, (Aye) Laabs, and (Aye) Weyers.*
- **Reconvene to Open Session to take action, if appropriate, on matters discussed in closed session.** *Motion by Berg to enter into open session at 1:44 p.m., second by Abney, all in favor, motion carried. Roll call: (Aye) Berg, (Aye) Shepherd, (Aye) Jungwirth, (Aye) Abney, (Aye) Meier (Aye) Steel, (Aye) Sommer, (Aye) Laabs and (Aye) Weyers.*

- *Motion by Shepherd to accept resignation of Dan Pedersen and forward to Personnel Committee to approve posting position, second by Meier, all in favor, motion carried.*
- **Director's Report:** Queen reports that interviews for Receptionist position will take place on January 13, 2020. She reports that there is need for back-ups for Site Managers and Home-Delivered Meal Drivers, as well as a need for a Nutrition Coordinator within her office. Numbers of participants in Home-Delivered Meals and Caregiver programs have increased, resulting in increasing paperwork and demands upon Queen's time. *Motion by Sommer to state support of Committee for Queen for providing assistance in completing her job responsibilities, second by Shepherd, all in favor, motion carried.*
- **Next Scheduled Committee Meeting: February 11, 2020 in CBR at 1:15 p.m.**
- **Adjourn:** *Motion by Laabs to adjourn at 2:10 p.m., second by Shepherd, all in favor, motion carried.*

Submitted by J. Jungwirth.