

**Forest County Commission on Aging  
Meeting Minutes**

February 2, 2021

1:15 P.M.

County Board Room, Forest County Courthouse, Crandon, WI

**Members Present:** Jean Jungwirth, Mike Miller, Jack Matuszewski, Bob Shepherd, Wendy Abney, Larry Sommer, Mary Meier

**Absent:** Jeannie Weyers

**Others Present:** Tammy Queen, Cindy Gretzinger, & Cheri Collins

- **Call to Order:** Meeting called to order by Miller at 1:15 P.M.
- **Roll Call:** Roll call taken and quorum met.
- **Approve Agenda:** Miller suggested amending the agenda to pl Item #9, Closed Session, on the agenda be moved to a position after Item #6, Public Comment, with all other items to remain in the same order. *Motion by Sommer to approve agenda as amended, second by Matuszewski, all in favor, motion carried.*
- **Approve December 4, 2020 Meeting Minutes:** *Motion by Jungwirth to approve December 4, 2020 meeting minutes as presented, second by Abney, all in favor, motion carried.*
- **Public Comment on Agenda Items:** None.
- **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 governmental body has jurisdiction or exercises responsibility;” this closed session relates to:
  - **Interview for Site Manager**
  - **Discussion and possible action on selection of applicants to fill four termed vacancies on Committee and forward to full County Board for approval**
  - **Motion to move into closed session was made by Meier and second by Shepherd.** All present voting (Aye). Motion Carried. Roll Call Vote: Sommer (AYE), Miller (AYE), Matuszewski (AYE), Jungwirth (AYE), Abney (AYE), Meier (AYE), Shepherd (AYE) and Weyers (Absent).
  - **Reconvene to open session to take action, if appropriate, on matters discussed in closed session**
  - Motion by Shepherd to reconvene to open session, second by Sommer, All present voting (AYE). all in favor motion carried.
  - *Motion by Matuszewski to hire Deborah Brock as the Crandon Site Manager contingent on drug screening and completion of background check, second by Meier, all in favor, motion carried.*

- *Motion by Abney to forward committee recommendations of the following applicants to fill four termed vacancies on the COA Committee to the full County board for approval, Rhonda Roberts, Clarence Sponable, Laurie VanGrinsven and Ann Koziol, second by Summer, all in favor, motion carried.*
- **EBS Report:** Committee members will read EBS report on their own.
- **Budget Updates:** Queen reports that all stimulus money has been used up, but some levy money is left over. Queen also reports that she is in the process of closing out the 2020 Budget and starting to work on the 2021 Budget.
- **Discuss and possibly approve DOT Title VI Non-Discrimination Plan:** *Motion by Meier to approve DOT Title VI Non-Discrimination Plan, second by Matuszewski, all in favor, motion carried.*
- **Director Report:** Queen reports that due to the federal mandate to wear masks, anyone who rides the bus must wear a mask. Queen also reports that she is working on a 5304 grant in order to do a feasibility study to determine why or why not people are riding the bus. Queen reports that a technology training for individuals, known as Sip 'N Swipe, will take place at the library in the March. Strong Bodies is also ongoing as a virtual event. Queen is seeking input for the Aging Plan via an online survey and through public input. Queen also reports that the new bus has been ordered and should arrive in April. She is working on a maintenance plan for the buses to submit to the DOT.
- **Adjournment:** *Motion by Matuszewski to adjourn at 2:19 P.M., second by Shepherd, all in favor, motion carried.*

Submitted by J. Jungwirth, Committee Secretary & Tammy Queen, Director