

FOREST COUNTY COMMISSION ON AGING

COMMITTEE: FOREST COUNTY COMMISSION ON AGING

DATE: JULY 9, 2024

TIME: 10:00 A.M.

PLACE: FOREST COUNTY BOARD ROOM

CALL TO ORDER

Chairman Miller called the meeting to order at 10:05 A.M.

ROLL CALL

Members present: Miller, Sommer, Jungwirth, Abney, Hill, Tauer, Koziol, Gretzinger, Pfeifer

Others present: Kathy Fohrman

APPROVAL OF AGENDA

Motion by Koziol to approve agenda at the chairperson's discretion, second by Sommer. All members voting (AYE). Motion carried.

APPROVAL OF THE JUNE 11th, 2024 MEETING MINUTES

Motion by Koziol to approve the June 11th, 2024 meeting minutes, second by Hill. All members voting (AYE). Motion carried.

PUBLIC COMMENT

None

DISCUSSION AND POSSIBLE ACTION ON THE REVISED PURCHASE PRICE OF A VEHICLE USED FOR MEDICAL PURPOSES

Chairman Fohrman presented a revised quote for a Ford T350 medical transport van with All Wheel Drive.

Motion by Gretzinger to commit to purchasing the latter and forward to Finance, second by Pfeifer. All members voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON BUS RIDER LIABILITY WAIVER

Chairman Fohrman presented a waiver of liability for bus riders. The Commission on Aging Committee suggested that the waiver should include beginning and end dates and that research should be done using the County handbook on rules and regulations regarding postings pertaining to bus ridership on social media as well as exploring having cameras on the bus. Motion by Sommer to accept the waiver with expiration dates, second by Pfeifer. All members voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON THE CHANGE OF AGENDA TO CRANDON CITY HALL

COA members Miller, Koziol and Pfeifer as well as Chairman Fohrman will attend the August 7, 2024 meeting of the Crandon City Council in order to have a discussion of waiving the monthly rental fee paid to the city by the COA for use of the Community Building for the Senior Meal Program.

REVIEW OF AGING PLAN GOALS DEVELOPED BY DIRECTOR FOHRMAN

Director Fohrman analyzed the results of 45 surveys completed by Meal Site participants in order to complete the first Community Engagement Report as required by GWAAR. A second report will be developed from a discussion of stakeholders on July 11, 2024, at 2:00, in the boardroom. Director Fohrman also shared goals, plans for reaching these goals and documentation of efforts, that she developed for Supportive Services, Nutrition Programs, Evidenced-Based Health Promotion and Caregiver Supports.

REVIEW OF PASSENGER BEHAVIOR POLICY

Edited policy will have an additional edit as follows: Passengers will not take photographs or videos of passengers or employees of the county.

REVIEW OF MEAL SITE MANAGER JOB DESCRIPTION

Current meal site manager job description will be modified to remove all references to shopping and cooking by the meal site manager. Upon completion of modifications, the Nutritional Advisory Council will review, followed by the Commission on Aging, then by Personnel and Corporation Council. Motion by Hill to recommend that the Alvin meal site manager serve catered meals rather than cooking meals, second by Pfeifer. All members voting (AYE). Motion carried.

UPDATES ON BY-LAWS RESOLUTION

The COA By-Laws were approved by the Forest County Board of Supervisors on June 18, 2024.

DIRECTORS REPORT

- Stock Boxes will be overseen by Feeding America. Feeding America will deliver Stock Boxes monthly on Wednesdays.
- Both the COA garage as well as the land on which it sits, located at the Highway Department site, are under the control of the COA for as long as the COA has buses. The COA has the right to insulate the COA garage.
- Director Fohrman is working on the 5310 Grant, which is due by the end of August, 2024. Director Fohrman would like to use these funds for a transportation coordinator position.
- Meeting medical transportation needs has kept two drivers and two vehicles busy on a daily basis, Monday to Friday.
- Interviews for meal site managers at Alvin and Crandon will be held on July 23, 2024.

FUTURE AGENDA ITEMS

- Input from HR attorney on mileage reimbursement for meal site managers.
- Follow-up on edits to meal site manager job description.
- Update on meal site fees waivers.
- Results of meal site managers interviews.
- Review of Aging Plan goals developed by Director Fohrman.
- Update on Passenger Behavior Policy edits.
- Update on Bus/Van Route Program Policies edits.

NEXT MEETING DATE

The next COA meeting will be held on August 13, 2024, at 10:00 A.M. in the Forest County Board room.

ADJOURNMENT

Motion to adjourn at 11:30 A.M. by Gretzinger, second by Hill. All members voting (AYE). Motion carried.

These minutes are not official until approved and are subject to change. They will be officially approved at the next scheduled Commission on Aging Committee meeting.