

FOREST COUNTY COMMISSION ON AGING

COMMITTEE: FOREST COUNTY COMMISSION ON AGING

DATE: SEPTEMBER 10, 2024

TIME: 10:00 A.M.

PLACE: FOREST COUNTY BOARD ROOM

CALL TO ORDER

Chairman Miller called the meeting to order at 10:02 A.M.

ROLL CALL

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

Members absent: Hill, Gretzinger

Others present: Kathy Fohrman, Melissa Grogg

APPROVAL OF AGENDA

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

APPROVAL OF THE AUGUST 13TH, 2024 MEETING MINUTES

Motion by Koziol to approve the August 13th, 2024 meeting minutes, second by Pfeifer. All members voting (AYE). Motion carried.

PUBLIC COMMENT

Motion by Abney to modify agenda to include approval of submission by Fohrman of DOT grant which will, if approved by the DOT, fund a Transportation Coordinator position, second by Pfeifer. All members voting (AYE). Motion carried. Motion by Abney to approve submission of DOT grant by Fohrman, second by Pfeifer. All members voting (AYE). Motion carried.

DOT VAN/BUS ROUTE PROGRAM POLICY EDITS

Motion by Koziol to approve the DOT van/bus route program policy edits done by the COA, second by Abney. All members voting (AYE). Motion carried. Director Fohrman will forward the policy to the Corporation Council in order to acquire clarification of insurance personally held by bus/van drivers as a requirement of employment by the county.

FINAL APPROVAL OF US/VAN ROUTE PROGRAM POLICY

Motion by Pfeifer to approve the bus/van program policy as edited, second by Sommer. All members voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON CATERING AFTER JANUARY 1, 2025

Jungwirth and Koziol will look at the cost per meal at the Alvin meal site during a sample of the period of time during which meal site manager Tammy Wolfe was cooking. This data will enable the COA to determine if the Alvin meal site should serve catered or home-cooked meals in 2025.

FOLLOW-UP OF MEAL SITE MANAGER JOB DESCRIPTION

No action taken.

DISCUSSION AND POSSIBLE ACTION ON 2025-2027 AGING PLAN

Director Fohrman has made changes to the 2025-2027 Aging Plan as a result of conferring with Nick Musson of GWAAR. The entire plan has been posted on the county website. A public hearing will be held on 9.20.24, in the county board room, at 3:30 p.m.

DISCUSSION AND POSSIBLE ACTION ON SECURITY ON BUSES

No incidents indicative of lack of security on buses have occurred. No action will be taken regarding security on buses.

DISCUSSION ON THE DEVELOPMENT OF A SERVICE ANIMAL POLICY

Director Fohrman stated that we need a Service Animal Policy but do not have one. The Bus/Van Route Program Policies, page 2, item 16, makes a statement about Service Animals but clarification and elaboration is still needed. Jungwirth and Koziol will write a draft of a Service Animal Policy for consideration by the COA Committee.

DISCUSSION ON THE DEVELOPMENT OF A REASONABLE MODIFICATION POLICY

Director Fohrman will search for an existing county-wide Reasonable Modification Policy. Jungwirth and Fohrman will write a draft of such a policy for consideration by the COA Committee.

DISCUSSION AND POSSIBLE ACTION ON VEHICLE MAINTENANCE PLAN

This plan was last reviewed in May, 2021. COA drivers will be asked for input on the plan. COA Committee members will review this plan and it will be revised during the October 8 meeting.

DISCUSSION AND POSSIBLE ACTION ON GARAGE INSULATION

DOT year-end projections indicate that \$21,944.14 is available to the COA for use in completing the garage insulation project. Motion by Abney to table the item, Discussion and Possible Action on Garage Insulation, at the present time, second by Pfeifer. All members voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE APPROVAL ON FULL-TIME NUTRITION DIRECTOR WAIVER FORM

GWAAR wants a full-time Nutrition Director to work on nutrition and nothing else. A waiver is needed in order for a Nutrition Director to work on transportation, the Caretaker Program and/or exercise programs. Because the Nutrition Director for Forest County has multiple responsibilities, a waiver is needed. The waiver needs to be approved by the COA as well as the Transition Committee. Motion by Koziol to approve the waiver as developed by Director Fohrman, second by Pfeifer. All members voting (AYE). Motion carried.

2025 SENIOR RESOURCE DIRECTORY

The 2025 Senior Resource Directory needs to be updated. Members of the COA Committee will contact listings in order to ensure accuracy. Pages in the directory have been divided as follows: Fohrman: pages 4-9, Abney: pages 29-38, Koziol: pages 10-18, Jungwirth: pages 39-48, and Pfeifer: pages 19-28.

DIRECTORS REPORT

- ◆ Crandon meal site manager applicant will be interviewed.
- ◆ Fohrman will be the Nutrition Meal Site Manager for the Nutrition Program as of 1.1.25.
- ◆ A public hearing for the Aging Plan for 2025-2027 will be held on 9.20.24, in the County Boardroom at 3:30 p.m.

FUTURE AGENDA ITEMS

- ◆ Review of DOT Van/Bus Driver Policies input by Corporation Council
- ◆ Meal site manager job description/catering contract
- ◆ Action on Garage Insulation project
- ◆ Vehicle Maintenance Plan
- ◆ Reasonable Modification Policy
- ◆ Service Animal Policy

NEXT MEETING DATE

The next COA meeting will be held on October 8, 2024, at 10:00 A.M. in the Forest County Board room.

ADJOURNMENT

Motion by Koziol to adjourn at 11:53, second by Sommer. 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.

DRAFT