

FOREST COUNTY COMMISSION ON AGING MINUTES

COMMITTEE: FOREST COUNTY COMMISSION ON AGING
DATE: OCTOBER 8, 2024
TIME: 10:00 A.M.
PLACE: FOREST COUNTY COURTHOUSE, CRANDON, WI

CALL TO ORDER

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

ROLL CALL

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

Members absent: Pfeifer, Koziol

Others Present: Kathy Fohrman

APPROVE AGENDA

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

APPROVAL OF THE SEPTEMBER 10TH, 2024 MEETING MINUTES

Motion by Sommer to approve the September 10th, 2024, meeting minutes, second by Hill. All present voting (AYE). Motion carried.

PUBLIC COMMENT

Hill requested that Chairman Fohrman look further into the cost of purchasing a new van via a website in order to get the best possible price.

DISCUSSION AND POSSIBLE ACTION ON CATERING AFTER JANUARY 1, 2025

Jungwirth reported that the average cost per meal at the Alvin Meal Site, where site manager Tammy Wolfe handled the cooking, was \$14.55 based on data collected from January 2024 through May of 2024. This exceeds the price per meal paid when Lynn's Catering provides the food. Motion by Hill to have all meals catered at the Alvin meal site with expectation that congregate meals are eaten at the meal site beginning January 1, 2025, second by Sommer. All present voting (AYE). Motion carried. Motion by Hill that the job description for meal site manager be uniform across all five meal sites, second by Jungwirth. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON THE DEVELOPMENT OF A SERVICE ANIMAL POLICY

A draft of a service animal on transportation routes was developed by Jungwirth. The committee requested that wording be added on certification of dogs as service animals and that only dogs are considered to be service animals. No action taken.

DISCUSSION AND POSSIBLE ACTION ON THE DEVELOPMENT OF A REASONABLE MODIFICATION POLICY

A draft of a reasonable modification policy was developed by Jungwirth. Fohrman will purchase shoulder harnesses to be worn on medical transport vans by persons in wheelchairs. Motion by Abney to approve reasonable modification policy, second by Gretzinger. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON THE DEVELOPMENT OF DISCIPLINARY PROCEDURES IN PLACE FOR PARTICIPANTS AND VOLUNTEERS

Fohrman presented a Code of Conduct for volunteers. This Code of Conduct will be combined with the Staff, Volunteer and Participant Behavior Expectations.

DISCUSSION AND POSSIBLE ACTION ON VEHICLE MAINTENANCE PLAN

Motion by Sommer to approve the COA Vehicle Maintenance Plan, second by Hill. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON PARTICIPANT CONTRIBUTION CONFIDENTIALITY POLICIES AND PROCEDURES.

Fohrman will look at current and possible procedures for meal site contribution security. Motion by Jungwirth to accept Ensuring Participant Contributions Confidentiality policy, second by Sommer. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON GRIEVANCE COMPLAINT POLICIES AND PROCEDURES

Motion by Sommer to accept the Grievance Complaint Policy and Procedure, second by Gretzinger. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON STAFF, VOLUNTEER, AND PARTICIPANT BEHAVIOR EXPECTATIONS

A Staff, Volunteer, and Participant Behavior Expectations Policy will consist of a combination of such policy last reviewed on 03/24/2017 and a Code of Conduct for Volunteers, dated 10/8/24.

DISCUSSION AND UPDATE ON THE 2025 SENIOR RESOURCE DIRECTORY

Committee members are working on updates to the pages to which they are assigned. The copy deadline for the Senior Resource Directory is October 31, 2024.

DIRECTOR'S REPORT

- Director Fohrman's office will be moved to the ADRC building tentatively in October. Fohrman is unsure if her current phone number shall be the same.
- A public hearing for the yearly application to the DOT for 8521 grant will take place at 10:00 a.m. on November 11, 2024, in the County Board Room. The November meeting of the COA will follow the hearing.
- The DOT audit of COA vehicles was positive. Some paperwork does need to be submitted i.e., oil changes.
- Director Fohrman has been working with GWAAR on a Nutrition Assessment.

- A public hearing for the Forest County COA Aging Plan was held on 9/20/24. No members of the public attended. The Plan has to be reviewed by GWAAR and minutes from the public hearing need to be added. Final approval should take place during the first week of November, 2024. Following the approval, the Plan will be forwarded to the County Board.
- Director Fohrman is working on quarterly reports for the DOT.
- Director Fohrman is working on the budget in order to find cuts.

FUTURE AGENDA ITEMS

- Approval of a Service Animal Policy
- Approval of Staff, Volunteer, and Participant Behavior Expectations
- Garage project
- Update on vehicle purchase
- Policy on leftover food from meal sites

NEXT MEETING DATE

The next meeting of the Forest County Commission on Aging will be held on November 11, 2024 at 10:00 a.m. in the Forest County Courthouse Board Room.

ADJOURNMENT

Motion by Gretzinger to adjourn meeting at 11:42 a.m., second by Miller. All present 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.