

FOREST COUNTY COMMISSION ON AGING MINUTES

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COMMITTEE: FOREST COUNTY COMMISSION ON AGING

DATE: NOVEMBER 19, 2024

TIME: IMMEDIATELY FOLLOWING PUBLIC HEARING, 10:00 A.M.

PLACE: FOREST COUNTY COURTHOUSE, CRANDON, WI

CALL TO ORDER

Chairman Miller called the meeting to order at 10:33 A.M.

ROLL CALL

Members present: Jungwirth, Miller, Sommer (via phone), Abney, Hill, Tauer, Pfeifer

Members absent: Gretzinger

Others Present: Kathy Fohrman

APPROVE AGENDA

Motion by Sommer to approve agenda as amended at the chairperson's discretion, second by Pfeifer.

All present voting (AYE). Motion carried.

APPROVAL OF THE OCTOBER 8th, 2024 MEETING MINUTES

Motion by Hill to approve the October 8, 2024, meeting minutes, second by Abney. All present voting (AYE). Motion carried.

PUBLIC COMMENT ON AGENDA ITEM

None.

DISCUSSION AND POSSIBLE ACTION REGARDING RESULTS OF PUBLIC HEARING

Motion by Hill to accept proposed 2025 Transportation Plan for Forest County Elderly and Disabled and forward to full County Board, second by Koziol. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON RESIGNATION OF BUS DRIVER Motion to accept resignation of bus driver, second by Jungwirth. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON HIRING OF A BUS DRIVER Motion by Abney to post opening for a bus driver for the COA and forward to Personnel, second by Hill. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON GARAGE INSULATION Moving forward on the garage insulation project will begin as of 1.1.2025. Fohrman will get bids after this date. Approximately half of the project will be completed in 2025.

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Motion by Abney to post opening for a bus driver for the COA and forward to Personnel, second by Hill. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON GARAGE INSULATION

Moving forward on the garage insulation project will begin as of 1.1.2025. Fohrman will get bids after this date. Approximately half of the project will be completed in 2025.

DISCUSSION/ACTION ON BUS PURCHASE

Action on bus purchase will begin after 1.1.2025. Fohrman will get bids.

DISCUSSION/ACTION ON SERVICE ANIMAL POLICY

Motion by Hill to accept Service Animal Policy document as presented, second by Pfeifer. All present voting (AYE). Motion carried.

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

Motion by Koziol to accept Staff, Volunteer and Participant Behavior Expectations document as presented, second by Abney. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON CARRYOUT POLICIES AND PROCEDURES

Motion by Koziol to accept Carryout Policies and Procedures document as presented, with the expectation that criteria for Carrying Out a Congregate Meal will require discussion in 2025, second by Sommer. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON HDM WAITING LIST POLICY AND PROCEDURES

Currently, the Forest County Nutrition Program does not have a waiting list. Discussion and action on this policy is tabled.

DISCUSSION/ACTION ON TRANSITIONING OF K FOHRMAN'S WORKWEEK TO 4-DAYS CONSISTING OF 10-HOUR DAYS

Motion by Pfeifer to transition Director Fohrman to four 10-hour days and forward to Personnel, second by Koziol. All present voting (AYE). Motion carried.

DIRECTOR'S REPORT

- Fohrman reports that moving her office from the Courthouse to the ADRC building is in progress. Although her computer has been brought over and is working, the phone lines do not work at this time.
- DOT-approved transport of a wheelchair-bound individual living in Madison who was needed to attend court in Forest County was provided by Forest County COA transportation program.
- Tammy Collins, new manager at the Crandon meal site, is doing well; attendance has increased and she has begun a Bingo activity.
- In May of 2024, following the resignation of Tammy Wolfe and the vacancy of a meal site manager at Alvin, the meals served transitioned to a Carry Out format instead of being cooked on site. A new manager was hired with the intention of providing catered meals with congregate dining. However, due to a lack of interest from participants in congregate dining, the meal site manager is currently placing catered food into carry-out containers, and no congregate dining, as anticipated by GWAAR, is taking place. Participants have expressed a desire to return to on-site cooking, but this option is significantly more expensive, costing double the price of catered meals. Director Fohrman will discuss potential options with the manager and diners.

FUTURE AGENDA ITEMS

- Progress on hiring a bus driver.
- Discussion on bids for bus purchase.
- Discussion on bids for garage insulation project.

- Discussion on Carryout Policies and Procedures.
- Discussion on HDM Waiting List Policies and Procedures.

NEXT MEETING DATE

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

ADJOURNMENT

Motion by Koziol to adjourn meeting at 11:45 A.M., second by Hill. 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.