

## FOREST COUNTY COMMISSION ON AGING MINUTES

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

### CALL TO ORDER

Chairman Miller called the meeting to order at 10:07 A.M.

### ROLL CALL

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

Members absent: Tauer

Others Present: Kathy Fohrman, Jamie Zarda

### APPROVE AGENDA

Motion by Gretzinger to approve agenda as amended at the chairperson's discretion, second by Pfeifer.  
All present voting (AYE). Motion carried.

### APPROVAL OF THE NOVEMBER 19<sup>TH</sup>, 2024 MEETING MINUTES

Motion by Hill to approve the November 19th, 2024, meeting minutes as amended, second by Koziol.  
All present voting (AYE). Motion carried.

### PUBLIC COMMENT

None.

### DISCUSSION AND POSSIBLE ACTION ON PROSPECTIVE BUS DRIVERS

Motion by Koziol to request that Personnel interview the four prospective bus drivers who have submitted applications, second by Abney. All present voting (AYE). Motion carried.

### DISCUSSION/ACTION ON CARRYOUT POLICIES AND PROCEDURES

No action taken.

### DISCUSSION/ACTION ON HDM WAITING LIST POLICIES AND PROCEDURES

No action taken.

### DISCUSSION/ACTION ON 2025 5310 APPLICATION

The Forest County Commission on Aging has been awarded a grant of \$58,450 as a result of its application to the state of Wisconsin for funds under Wisconsin DOT Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities, a program which utilizes federal and state funds for capital and operating projects that improve the mobility of seniors and individuals with disabilities. Motion by Gretzinger to forward grant award to Finance, second by Hill. All present voting (AYE). Motion carried.

## 2025 INTEGRATION EXPECTATIONS

As of 1.1.25, Director Fohrman will become the Nutrition/COA Operations Director. Her supervisor will be Jamie Zarda, Human Services Assistant Director ADRC/COA. In addition to Zarda and Fohrman, the ADRC of the Northwoods will include Kristin Bauknecht, Administrative Assistant II, Tawny Booth, Elder and Disability Specialist (EBS/DBS), Debbie Wendorf, Dementia Care Specialist (DCS) and I&A, and Karen McMillion, I&A. The 800-phone number currently in use at the ADRC will be changed to a local number.

## DIRECTOR'S REPORT

- Fohrman reports that she is completely moved into the ADRC of the Northwoods building. Her current phone number has transferred to her new office.
- Fohrman is focusing on learning new data input systems.
- Fohrman will be sending in the 85.21 application.
- COA buses took part in the Christmas parade in Crandon. They were decorated and participants handed out candy.
- Medical transport is difficult at present with only 2 drivers.
- Transportation expansion plans include adding a bus and more drivers as well as looking into developing a service which provides rides to seniors coming home from the hospital.
- The meal sites are going well, although Alvin continues to offer carry out meals rather than eat in a congregate setting.
- Fohrman will be working on having one of the meal sites, possibly Crandon, serve five days each week.
- Fohrman will explore getting donations from local businesses.

## FUTURE AGENDA ITEMS

- Discussion/Action on Carryout Policies and Procedures, to be done in 2025 at a time TBD.
- Discussion/Action on HDM Waiting List Policies and Procedures, to be done in 2025 at a time TBD.
- Clarification on need for new By-Laws for ADRC/COA Advisory Committee.
- Organizational chart of new Human Services Department including staff names.
- Update on hiring of new drivers.
- Update on purchase of new bus.
- Introduction of new members on ADRC/COA Advisory Committee.
- Introduction of ADRC staff to ADRC/COA Advisory Committee.

## NEXT MEETING DATE

The first meeting of the Forest County ADRC/COA Advisory Committee will be held on January 14, 2025 at 10:00 a.m. in the Forest County Courthouse Board Room.

## ADJOURNMENT

Motion by Gretzinger to adjourn meeting at 10:53 A.M., second by Pfeifer. 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.

DRAFT