

FOREST COUNTY AGING AND DISABILITY RESOURCE CENTER/COMMISSION ON AGING  
ADVISORY COMMITTEE MINUTES

COMMITTEE: FOREST COUNTY AGING AND DISABILITY RESOURCE  
CENTER/COMMISSION ON AGING ADVISORY COMMITTEE  
DATE: JANUARY 16, 2025  
TIME: 10:00 A.M.  
PLACE: FOREST COUNTY COURTHOUSE, CRANDON, WI

CALL TO ORDER

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

ROLL CALL

Members present: Jungwirth, Miller, Hill, Koziol, Tauer, Lee, Ackley

Members absent: Sommer, Skallerud

Others Present: Jamie Zarda, Kathy Fohrman, Karen McMillion, Deb Wendorf, Kristin Bauknecht,  
Tawny Booth

APPROVE AGENDA

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

APPROVAL OF THE DECEMBER 10<sup>TH</sup>, 2024 MEETING MINUTES

Motion by Hill to approve the December 10<sup>th</sup>, 2024, meeting minutes, second by Koziol. All present voting (AYE). Motion carried.

INTRODUCTIONS

Self-introductions of the members of the ADRC/COA Advisory Committee and ADRC Staff for the benefit of the group.

PUBLIC COMMENT

None.

DISCUSSION/ACTION ON LYNN'S CATERING CONTRACT

Agreements between the Forest County Nutrition Program and Lynn's Catering were presented for each nutrition site by Nutrition/COA Operations Director Fohrman. Motion by Koziol to approve these agreements, second by Ackley. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON ORGANIZATIONAL CHART

Motion by Hill to approve internal organizational chart for the ADRC of the Northwoods and forward it to the Human Services Board, second by Lee. All present voting (AYE). Motion carried.

## DISCUSS BYLAWS FOR BOARD

Per Forest County Board Chairman, Ron Skallerud, because the ADRC/COA Committee is an advisory committee only, no bylaws are needed. Members are not required to follow term limits, but must follow GWAAR directives.

## TRANSPORTATION PRIORITY

Two individuals were offered positions as drivers for the COA Transportation program. At the time of the meeting, only one individual has accepted the job offer. Nutrition/COA Operations Director Fohrman stated that transportation for medical purposes has the same priority as transportation for other purposes, such as shopping. Providing rides for individuals wanting to go to Alicia's Place and rides for individuals receiving services from MCO's may result in increased ridership. Human Services Department Assistant Director-Integrated Aging and Disability Resources Director Zarda and Nutrition/COA Operations Director Fohrman will address the purchase of a new vehicle for the transportation program in February.

## DISCUSSION/ACTION ON CARRYOUT POLICY AND PROCEDURES

Tabled pending clarification and edits.

## DISCUSSION/ACTION ON HDM WAITLIST POLICY

Tabled pending clarification and edits.

## DIRECTOR'S REPORT-JAMIE ZARDA

- The ADRC is focusing on the transition resulting from county reorganization of services.
- A new program will be implemented by the ADRC, to be called Table Talk, held on Mondays and Wednesdays from 8:00 a.m. to 4:00 p.m, with activities similar to those in a community center.
- The Community Connections program, held on the second Tuesday of the month, will pivot to a resource-related focus; presenters will include a local meteorologist as well as a representative from the Forest County Sheriff's Department.
- The Bridges program, which is held on Thursdays from 10:00 a.m. to 1:00 p.m. at Praise Chapel, focuses on seniors with memory loss and persons with disabilities. The programs will be expanded to meal site participants in Alvin, Armstrong Creek, Wabeno and Laona. Bridges is 100% community focused and serves groups of 20-25.
- The ADRC has a tablet loan program, using five tablets that were donated.
- The grant awarded to the Forest County Commission on Aging in the amount 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, may be reduced by the state.

## DIRECTOR'S REPORT – KATHY FOHRMAN

- Director Fohrman's preference for working four ten-hour days, approved by the COA Committee but denied by the county, will be addressed by Director Zarda.
- Director Fohrman shared her goal of having one of the meal sites open five days per week. The Crandon meal site is under consideration for this schedule of serving meals. **Pending additional funding needed to expand services.**

- Director Fohrman is looking into increasing financial backing by way of sponsors and fundraisers.
- The food provided for the Stock Box program comes from Feeding America. Currently, Director Fohrman can order 100 boxes; approximately 20 boxes are leftover due to participants not picking up their box. These boxes are delivered to participants by the Forest County Health Department. Director Fohrman states that interest in receiving a Stock Box in Forest County has been shown by 100 more potential participants.

#### FUTURE AGENDA ITEMS

- Presentation by the owner of Alicia's Place to inform the ADRC/COA Advisory Committee of her services.
- Discussion/Action on the need for transportation for Forest County residents to local Crandon businesses on an on-call basis.
- Discussion/Action on hours for Director Fohrman to be either 4 ten-hour days or 5 eight-hour days.
- Revisit the edits and clarifications on Policies and Procedures documents for Carryout and Waiting Lists.
- MCO contracts.

#### NEXT MEETING DATE

The first meeting of the Forest County ADRC/COA Advisory Committee will be held on February 11, 2025 at 10:00 a.m. in the ADRC Conference Room.

#### ADJOURNMENT

Motion by Hill to adjourn meeting at 11:20 A.M., second by Ackley. 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.