

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: FEBRUARY 11, 2025  
TIME: 10:00 A.M.  
PLACE: AGING AND DISABILITY RESOURCE CENTER BOARD ROOM,  
CRANDON, WI

CALL TO ORDER

Chairman Miller called the meeting to order at 10:06 A.M.

ROLL CALL

Members present: Jungwirth, Miller, Hill, Koziol, Ackley, Sommer (by phone)

Members absent: Tauer, Skallerud, Lee

Others Present: Jamie Zarda (by phone), Kathy Fohrman, Kayla Van Cleve, Tawny Booth, Tracy Ferraro

APPROVE AGENDA

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

APPROVAL OF THE MINUTES FROM PREVIOUS MEETINGS – *LAST COA/ADRC MEETING WAS 1/16/2025*

Motion by Koziol to approve minutes from previous meeting as corrected, second by Hill. All present voting (AYE). Motion carried.

PUBLIC COMMENT

Tracy Ferraro stated that item #9 in the agenda, which read "Discussion/Action on a Tablet policy" should state "Discussion/Recommendation on a Tablet policy". Motion by Hill to approve agenda with correction, second by Sommer. All present voting (AYE). Motion carried.

KAYLA FROM ALICIA'S PLACE TO MEET COMMITTEE

Kayla Van Cleve runs Alicia's Place, an adult day medical and social respite service for adults with disabilities. Alicia's Place is in the process of finalizing an MOU with Human Services. Some potential clients are prevented from participating due to transportation problems. Motion by Koziol that the COA Transportation Program assist with getting potential clients who are not dependent upon a caregiver to Alicia's Place, second by Hill. All present voting (AYE). Motion carried.

DISCUSS RFP FOR NEW VEHICLE; APPROVE TO GO TO HUMAN RESOURCES BOARD

Two bids were received as a result of the Request for Purchase of a new vehicle for the COA Transportation Program. Nutrition/COA Operations Director Fohrman is seeking a third bid. Motion by

Hill to forward RFP of new All-Wheel Drive vehicle from Mobility Works to Human Services board, second by Koziol. All present voting (AYE). Motion carried.

#### DISCUSS MCO CONTRACT; APPROVAL TO FORWARD TO HUMAN SERVICE BOARD

Discussion included adding an addendum to the MCO contracts which will include nonmedical transport for riders eligible for reimbursement for transportation through MCO or Family Care services to the COA Transportation Program. Motion by Koziol to forward addendum to include reimbursement for nonmedical transportation at a flat rate in the MCO contracts to the Human Services board, second by Ackley. All present voting (AYE). Motion carried.

#### DISCUSSION/RECOMMENDATION ON A TABLET POLICY

A draft policy for checking out a tablet from the ADRC was examined. A suggestion was made that a refundable \$5.00 deposit be required, and that failure to return the tablet may result in forfeiture of the deposit as well as paying for the tablet. Future examination of the policy is needed.

#### UPDATE ON MEAL SITES/PROCESSES

Employee concerns at one of the meal sites were discussed. The Human Services Board will address these issues at their 2.14.25 meeting.

#### EMPLOYEE RESIGNATION

Motion by Ackley to accept the resignation of D. Wendorf and forward to Human Services Board, second by Hill. All present voting (AYE). Motion carried.

#### DIRECTOR'S REPORT

Human Services Department Assistant Director-Integrated Aging and Disability Resources Director, Jamie Zarda:

- Northern Lakes Service has donated \$1000 to the ADRC's Table Talk program
- Additional fundraising activities for the ADRC will include a rummage sale and a 5K Walk/Run
- Meteorologist Devin Biggs will be coming in March to make a presentation
- The Antigo Raptors will bring their birds for a presentation in April or May

Nutrition/COA Operations Director, Kathy Fohrman:

- Stockbox distribution will be the second Wednesday of the month. A change to Tuesdays was only temporary.
- NEWCAP has discontinued their food pantry.

#### FUTURE AGNEDA ITEMS

- ▶ Revisit tablet policy
- ▶ Revisit Carryout Policy
- ▶ Discussion/Action on Garage Insulation Project
- ▶ Discussion/Action on mileage reimbursement possibilities for committee members, including forms required
- ▶ Discussion/Action on status of 53.10 grant that has been received
- ▶ Discussion/Action on providing transportation to potential Alicia's Place clients

#### NEXT MEETING DATE

The next meeting of the ADRC/COA Advisory Committee will be March 11, 2025, in the Forest County Board Room.

#### ADJOURNMENT

Motion by Koziol to adjourn at 11:24 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.

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