

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: MARCH 21, 2025  
TIME: 10:00 A.M.  
PLACE: FOREST COUNTY BOARD ROOM, CRANDON, WI

CALL TO ORDER

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

ROLL CALL

Members present: Jungwirth, Miller, Hill, Lee

Members absent: Tauer, Skallerud, Koziol, Ackley

Others Present: Jamie Zarda

APPROVE AGENDA

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

APPROVAL OF THE MINUTES FROM PREVIOUS MEETINGS – *LAST ADRC/COA MEETING WAS 2/11/2025*

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

PUBLIC COMMENT

Miller stated that the forms for mileage reimbursement and per diem for committee meetings can be accessed in the County Clerk's office.

TABLET POLICY REVISIONS

Motion by Lee to move Tablet Policy to the Human Services Board, second by Hill. All present voting (AYE). Motion carried.

COA MENU CONCERNS WITH MEAL SITES

Participants' concerns about the Crandon Meal Site as determined by Donna Pfeifer were discussed. The menus at the meal sites are determined by the dietician with whom Lynn's Catering works. Use of the salad bar at the Crandon site cannot be achieved by Lynn's Catering as this would be for only one of the 60 different sites for whom she caters. Participants can order a salad from Lynn's Catering in advance of eating at the meal site. Motion by Hill to sell the salad bar located at the Crandon Community Building, second by Lee. All present voting (AYE). Motion carried.

REVIEW RIDER TRANSPORTATION POLICY

Completed. No action taken.

REVIEW TRANSPORTATION AVAILABILITY FOR NEW PROGRAMS/ALICIA'S PLACE  
Medical transportation and outings by the COA Transportation Program are at a high level of frequency, which makes transportation for Alicia's Place participants by the COA Transportation Program unavailable. Should transportation for Alicia's Place participants become available in the future, a Memorandum of Understanding will be needed. This agenda item is currently on hold.

#### CARRY OUT POLICIES

A policy for Carry Out Meals was presented. Jungwirth and Koziol will review for edits and present the edited policy at the April 8, 2025 of the ADRC/COA Advisory Committee.

#### MEAL SITE UPDATE FOR ALVIN

The current meal site manager for the Alvin Meal Site has been relieved. At present, three people in the Alvin area are receiving Home Delivered Meals on Thursdays. Crandon Meal Site Manager, Tammy Collins, has been making the deliveries. Meals from Lynn's Catering are not being eaten in a congregate setting at present. Director Fohrman will be travelling to Alvin to enlist Home Delivered Meals and Congregate Meals participants.

#### DIRECTOR'S REPORT

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

- As of 4.1.25, either Director Zarda or Director Fohrman will be going to the meal sites to pick up monies collected.
- Starting in April, all ADRC/COA Advisory Committee meetings will be held at the ADRC conference room.
- All ADRC/COA policies will undergo a process of updating with the goal that all policies will be no more than two years old.
- St. Luke's Church in Crandon is willing to host ADRC events, such as a guest speaker or fundraiser. An agreement between St. Luke's and the ADRC will be edited to include a liability waiver. Director Zarda will consult Corporation Council about this edit.

#### FUTURE AGNEDA ITEMS

- ❖ Carry Out Meals policy as edited by Jungwirth and Koziol
- ❖ Security cameras on buses
- ❖ Bids update for garage insulation project
- ❖ Agreement between St. Luke's Church and the ADRC including liability waiver
- ❖ Update on van

#### NEXT MEETING DATE

The next meeting of the ADRC/COA Advisory Committee will be April 8, 2025, in the Forest County Board Room.

#### ADJOURNMENT

Motion by Hill to adjourn at 10:52 A.M., second by Lee. 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