

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: APRIL 8, 2025  
TIME: 10:00 A.M.  
PLACE: FOREST COUNTY BOARD ROOM, CRANDON, WI

CALL TO ORDER

Chairman Miller called the meeting to order at 10:00 A.M.

ROLL CALL

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

Members absent: Koziol

Others Present: Jamie Zarda, Kathy Fohrman, Donna Pfeifer

APPROVE AGENDA

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

APPROVAL OF THE MINUTES FROM PREVIOUS MEETINGS – *LAST ADRC/COA MEETING WAS 3/21/2025*

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

PUBLIC COMMENT

None.

MEAL SITE CONCERNS DONNA PFEIFER

Donna Pfeifer reported that she believes the quality and quantity of meals offered at the meal sites are decreasing. There have been instances where the food delivered by the caterer has been insufficient for the participants. Donna Pfeifer also believes the menu seems to be repetitious. Operations Director Fohrman reported that Lynn's Catering's menu rotation schedule may cause repetition of the menus as Forest County meal sites do not serve on Thursdays and Fridays. Some solutions for these concerns as presented by Donna Pfeifer and suggested by Director Zarda would be to organize events and seek contributions to extend the meals sites to Thursdays and Fridays. This would then offer a better variety of meal choices. Another issue that was presented was number of meals ordered to number of meals served. When comparing the number of meals ordered to the number of meals served, it is essential to ensure that there is no discrepancy in quantities. One particular meal site has consistently reported excessive meals ordered compared to the meals served. This issue has been communicated to the meal site manager for further investigation. However, it is possible that the underlying error may stem from the senior population miscounting or mis-recording their meals during the entry process. To address this issue, we will utilize our Scheduling Plus system, which is designed to help track and manage meal

orders accurately, thereby facilitating a clearer understanding of meal distribution and ensuring that meal counts align more accurately. All meal sites give leftovers to participants.

#### HEADWATER CONTRACT/CENTER FOR INDEPENDENT LIVING CONTRACT

Operations Director Fohrman reports that she has edited these contracts to reflect the relevant dates and change the name of Center for Independent Living to Center for Independent Living for Western Wisconsin-Compassil. Motion by Jungwirth to move these contracts to the Human Services Board, second by Skallerud. All present voting (AYE). Motion carried.

#### REVIEW CARRY OUT MEALS POLICY – UPDATES JEAN

Operations Director Fohrman will edit this document to include edits by Jungwirth as well as expanding the document to include Home Delivered Meals Policies. She will meet with meal site managers and get their signatures on the Acknowledgement of Carryout Meals/Home Delivered Meals Policy by Nutrition Staff/Volunteer. She will also get signatures of HDM participants on the Acknowledgement of Food Safety Education for Carryout Meals/Home Delivered Meals when she does the HDM assessments.

#### DISCUSS MEAL SITE UPDATE FOR ALVIN/PROCESS UPDATE

The Alvin meal site is currently serving three meals, but it is not cost-effective for the caterer to deliver directly to Alvin for this quantity. Instead, the caterer will deliver the three meals to Crandon on Wednesday, where Tammy Collins will ensure they are delivered to the Alvin participants on Thursday. Tammy, the meal site manager for both Alvin and Crandon, will make sure that all food delivered adheres to necessary guidelines. Operations Director Fohrman wants to avoid closure of this meal site and starting in May will offer meals once monthly starting at 4:30 P.M. to include Bingo, a presentation or other attraction.

#### DISCUSS UPCOMING EVENTS – NEED VOLUNTEERS/IDEAS

Volunteers will be needed for the Rummage Sale on May 9 and 10, 2025.

#### BUS CAMERA DISCUSSION

No action taken.

#### REVIEW CHURCH AGREEMENT

No waiver is needed for this agreement. Motion by Hill to move agreement to the Human Services Board, second by Lee. All present voting (AYE). Motion carried.

#### DIRECTOR'S REPORT

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

- Director Zarda attended the Forest County Finance Committee Meeting in order to present the bus purchase.

Nutrition/COA Operations Director, Kathy Fohrman:

- The ADRC/COA has received a grant to expand its transportation program to be used for marketing and advertising of the program. Possible use of the funds may include purchasing a marquee to be located at the ADRC building advertising bus routes.

- Expansion of the transportation program may include monthly trips to Wausau, Appleton and Green Bay, providing home pick-up for attendance at ADRC events, and a Crandon route with stops at local businesses. Volunteers are needed at the events that are hosted by the ADRC.
- Oil changes in all 4 vehicles have been completed.
- Request for bids for insulating the COA garage will be posted in the *Forest Republican* in its next issue.
- GWAAR-approved emergency ready-to-eat meals from EMER-GI have been presented for meeting the GWAAR requirement for an emergency meal plan for the meal sites in the event that Lynn's Catering cannot provide meals.

#### FUTURE AGENDA ITEMS

- ❖ Alvin update
- ❖ Bus purchase update
- ❖ Carryout Meals/Home Delivered Meals Policy update

#### NEXT MEETING DATE

The next meeting of the ADRC/COA Advisory Committee will be May 13, 2025, in the ADRC Meeting Room.

#### ADJOURNMENT

Motion by Skallerud to adjourn at 11:34 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.