

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

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

DATE: MAY 6, 2025

TIME: 10:00 A.M.

PLACE: ADRC OF THE NORTHWOODS CONFERENCE ROOM, CRANDON, WI

CALL TO ORDER

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

ROLL CALL

Members present: Jungwirth, Miller, Tauer, Lee

Members absent: Koziol, Hill, Ackley, Skallerud

Others Present: Jamie Zarda, Kathy Fohrman, Molly Thornton

APPROVE AGENDA

Motion by Jungwirth to approve amended 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 4/08/2025*

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

PUBLIC COMMENT

None.

REPLACE LARRY DISCUSSION

Director Zarda will discuss the process for replacing Larry Sommer on the ADRC/COA committee with the Human Services Board.

PUBLIC COMMENT

None.

POST FOR ANOTHER VAN DRIVER

Director Fohrman reports that driver Bob Veit would like reduced hours for the duration of the summer. She also reports that the number of routes is increasing, and that she has one person interested in becoming a driver for the COA Transportation program. Motion by Lee to move forward with the process for filling the opening for a driver for the COA Transportation program with the Human Services Board, second by Tauer. All present voting (AYE). Motion carried.

CONFLICT OF INTEREST POLICY

Members of the ADRC/COA Committee were given the opportunity to sign the Conflict-of-Interest Policy.

BUS UPDATE

Director Fohrman reports that the new bus is in the COA garage. She is waiting for decals and to confirm insurance on the bus before it is used in a bus route.

REVIEW HOME DELIVERED MEALS AND CARRYOUT MEALS POLICIES-JEAN AND KATHY UPDATES

Motion by Thornton to move Home Delivered Meals and Carryout Meals Policies to Human Services Board, second by Lee. All present voting (AYE). Motion carried.

CANCELLING BUS ROUTES DUE TO NOT ENOUGH RIDERS' DISCUSSION

Director Fohrman states that bus routes are cancelled when 3 or fewer riders are scheduled to ride the route, per the Forest County Board. Possible options presented by Directors Fohrman and Zarda include setting a goal for the future to purchase an SUV using DOT trust funds to provide transportation for three or fewer riders, or utilizing the blue van to accommodate the same need. Motion by Lee to move the cancellation of routes options to Human Services Board, second by Tauer. All present voting (AYE). Motion carried.

DIRECTOR'S REPORT

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

- Melissa Grogg has accepted the job of ADRC Specialist.
- Director Zarda will apply for the Alliant Energy grant in order to make or purchase 600 emergency boxes of meals for anyone qualified to get a meal in either a Home Delivered or Congregate setting when meals cannot be delivered.
- Currently, the numbers of participants receiving Home Delivered Meals in Forest County is 217. The number of participants receiving a meal in a Congregate setting is 160.
- In the 2026 budget, consideration of giving raises to meal site managers and bus drivers will be addressed. Motion by Thornton to bring the consideration of raises for meal site managers and bus drivers via the 2026 budget to the Human Services Board, second by Lee. All present voting (AYE). Motion carried.
- Director Zarda described a "Donation Button" on the ADRC/COA of Brown County website. The button allows a donor to sponsor a senior citizen or otherwise donate to ADRC/COA programs. Director Zarda will explore adding a "Donation Button" to the ADRC of the Northwoods/COA website.
- The ADRC of the Northwoods will participate in a Crandon-wide Rummage Sale on May 9, 10 and 11. Food will be sold. All of the monies taken in at the Rummage Sale will be donated to the Meal Sites.

FUTURE AGENDA ITEMS

- ❖ 2026 Budget, to address raises for meal site managers and bus drivers
- ❖ Replacement for Larry Sommer on the ADRC/COA Advisory Committee
- ❖ Update on ADRC/COA Policies
- ❖ Rummage Sale update
- ❖ “Donation Button” update
- ❖ Alliant Energy grant application update
- ❖ Garage insulation bids update

NEXT MEETING DATE

The next meeting of the ADRC/COA Advisory Committee will be on June 10, 2025.

ADJOURNMENT

Motion by Lee to adjourn at 11:05 A.M., second by Tauer. 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.