

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: JUNE 10, 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 10:04 A.M.

ROLL CALL

Members present: Jungwirth, Miller, Tauer, Koziol, Hill, Skallerud

Members absent: Ackley, Lee

Others Present: Jamie Zarda, Kathy Fohrman

APPROVE AGENDA

Motion by Koziol 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 05/06/2025*

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

PUBLIC COMMENT

None.

DISCUSSION VOLUNTEER GUIDELINES

Per the GWAAR Nutrition Team, in a document dated 2/5/2015, a stipend paid to a Home-Delivered Meal driver of \$500/year or more dictates that the driver is considered an employee of the county and is subject to employment taxes, withholdings, and issuance of an IRS Form W-2. Drivers in the Forest County Nutrition Program receive a stipend of \$0.50 per meal delivered. These drivers are also reimbursed for mileage at a rate of \$0.70/mile. The volunteer reimbursement rate allowed for charitable purposes is \$0.14/mile. Drivers receiving a mileage reimbursement of \$600 or more dictates that the driver should get an IRS Form 1099-MISC and the driver must report the income received above \$600 per year as an excess reimbursement amount. Drivers who may be issued a W-2 may incur liability concerns. The county wishes to avoid liability issues around drivers. The ADRC/COA Advisory Committee has several suggestions that arose as a result of a discussion. First, the county may consider HDM Drivers as Independent Providers of a Service and issue 1099-MISC to all drivers for receipt of stipends and mileage reimbursement. Second, the number of HDM's provided per week may be reduced. Third, the GWAAR document information needs to be updated and verified.

DISCUSS CENTER FOR INDEPENDENT LIVING

The Forest County Human Services Board has agreed to not renew the contract with the Center for Independent Living for medical services transportation. This transportation will be provided by the COA Transportation program. Costs for providing this service will be reimbursed from the 85.21 Grant.

UPDATE EBS/DBS POSITION

The open position of EBS/DBS at the ADRC has been approved for posting by the Personnel Committee.

DISCUSS SPECIAL TRANSPORTATION OUTINGS

Receipt of a grant by the COA Transportation Program has resulted in funding special outings almost daily. These include going to the St. Germain Flea Market as well as a trip to Green Bay. A route exclusively in Crandon generated no interest. However, Director Fohrman reports that the medical routes are “booming.”

DISCUSS TRANSPORTATION PRICES

Motion by Hill to increase transportation prices by \$1, from \$5 to \$6, second by Skallerud. All present voting (AYE); (NAY) Koziol. Motion carried.

Motion by Hill to eliminate the “three rider rules”, which states that a minimum of three riders for any COA Transportation route is required and without three riders, the route will not take place, second by Koziol. All present voting (AYE). Motion carried. These recommendations will be forwarded to the Human Services Board.

DISCUSS 2026 CATERING OPTIONS

Bids for catering for the Forest County Commission on Aging Nutrition Program will be solicited at the end of October, 2025.

DIRECTOR’S REPORT

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

- Melissa Grogg as finished her training as an ADRC Specialist.
- As there is an EBS/DBS position open at the Forest County ADRC, Forest County is contracting with the Oneida County ADRC for services.
- Replacement for Larry Sommer has been posted on the Forest County website under “Employment.”
- Currently, the budget for HDM is \$10,000 “in the red.”

NUTRITION/COA OPERATIONS DIRECTOR, KATHY FOHRMAN:

- The Forest County Board has requested Director Fohrman to collect money at the five meal sites weekly. This collection helps ensure smoother fiscal transactions more efficiently and accurately.
- No bids were submitted for the garage insulation project. \$20,000 can be allocated for use now, and once we review the 2025 annual financial report, we will understand what the budget allows for 2026 and the garage project, enabling us to move forward with the remaining funding.

FUTURE AGENDA ITEMS

- ❖ Catering bids
- ❖ Moving the ADRC/COA offices over to the courthouse into the Health Department area
- ❖ Budget update
- ❖ 2026 budget reconciliation report
- ❖ “Donation Button” update

NEXT MEETING DATE

The next meeting of the ADRC/COA Advisory Committee will be on July 8, 2025.

ADJOURNMENT

Motion by Hill to adjourn at 11:46 A.M., second by Koziol. 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.