

Waupaca County Committee on Aging Meeting Minutes
Tuesday, January 23, 2018 – 10:01 AM
Waupaca County Courthouse
811 Harding Street
Room 1068

This meeting and all other meetings of this committee are open to the public. Proper notice has been posted and given to the press in accordance with Wisconsin statutes so that the citizenry may be aware of the time, place and agenda of this meeting.

Chairperson Mary Kay Poehlman called the meeting to order at 10:01 AM.

Members Present: Mary Kay Poehlman, Bob Appleby, Dona Gabert and Jan Lehrer.

Absent: Ray Claussen.

Others Present: Leah Klein, Darlene Kramer and Pat Huber.

- I. **Adoption of Agenda:** *A motion was made to approve the agenda by Dona Gabert and seconded by Bob Appleby. Motion Carried.*
- II. **Adoption of Minutes from November 21, 2017 Meeting.** *Motion made to approve the minutes by Jan Lehrer and seconded by Bob Appleby. Motion Carried.*

PUBLIC COMMENT: None.

III. 2017 Nutrition Program Survey Results – Leah Klein.

Leah reported on the findings of the survey. Overall high satisfaction rates for both home delivered meal and congregate dining programs. No comments or concerns were raised in the surveys that need immediate attention.

IV. Nutrition Program Update – Leah Klein.

Leah reported the updates to the program.

- a) Marion nutrition site has temporarily relocated to the Marion Public Library due to remodeling project being done at the Lion's Point Park building. Scheduled updates include new flooring and window treatments as well
- b) Recruitment to begin soon for the Manawa Nutrition Site as the previous Site Manager retired as of January 22, 2018. Job posting will be available soon.
- c) Concerns with the Waupaca & Weyauwega Nutrition Site caterer, Schueller's Great ExSPECHTations continue. Concerns currently being monitored include but are not limited to food product shortages, food product arrival temperatures and unauthorized meal component substitutions. Leah Klein & Aging Programs Supervisor Melissa Anderson will be meeting with the caterer today and have been meeting with them regularly to address concerns.
- d) An addendum to all catering contracts is currently in draft status to include language that allows Waupaca County DHHS to withhold payment for shortage or missing food components.

V. Regional ADRC Coordinator Update – Darlene Kramer.

- a) Information & Assistance Social Workers will be taking the Continuing Skills Test for the Long Term Care Functional Screen in April and May of 2018.
- b) March 14, 2018, there will be a regional training opportunity at FVTC focusing on clutter. Darlene invited Committee members to attend.
- c) Recruitment open for an ADRC Assistant in Outagamie County through a contract with Valley Packaging. This person will be responsible for assisting with applications for long term care Medicaid. Darlene asked that if anyone knows a possible candidate that they refer them for the position.
- d) The State of Wisconsin will be holding a Dementia Summit in 2018 as part of a closer look at Dementia care in Wisconsin. There is also an opportunity for the Regional ADRC of Calumet, Outagamie and Waupaca Counties to apply for a new Dementia Care Specialist position which the Region is seriously considering.

VI. Transportation Program Update.

Leah reported that the Volunteer Driver Transportation Program began utilizing a new computer database and it is going well. Provided to the Committee was December 2017 Volunteer Driver Transportation Program data that was pulled from the new database. Ongoing need for additional Volunteer Drivers was mentioned.

VII. Committee on Aging By Laws Require Update.

Leah reported that the current bylaws in effect for the Committee on Aging are out of date and incorrect as they relate to current county committee structure. Leah will be soliciting samples from other Commissions on Aging across the state. Draft bylaws will be presented and discussed to this group with the final draft of the new bylaws being read aloud at two Committee on Aging meetings before being put in place.

VIII. Adjourn. *Motion made to adjourn meeting by Jan Lehrer and seconded by Dona Gabert.* **Motion Carried.**

Next meeting – Tuesday March 27, 2018, 10:00 AM – Waupaca County Courthouse – Room 1068.

Respectfully Submitted,
Pat Huber, ADRC Clerk