

Waupaca County Committee on Aging
Tuesday, April 5, 2022
10:00 am
Waupaca County Courthouse LL42
811 Harding Street, Waupaca WI 54981

This meeting and all other meetings of this committee are open to the public. Proper notice has been 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.

Members Present: Mary Kay Poehlman, County Board Supervisor; Dennis Wengelski, County Board Supervisor and Citizen Members: Bob Appleby; Judi Olson; John Charleston;
Visitors Present: Harper Smith and Mike Rohrkaste from Fox Valley Memory Project;
Others Present: Melissa Anderson, ADRU Manager; Pat Huber, ADRC Clerk; Megan Hintz, Aging Programs Supervisor; Denise Roman, Volunteer and Caregiver Coordinator and Darlene Kramer, Regional ADRC Coordinator;
Absent: Ray Claussen, Citizen Member;

I. Call to Order and Opening Meeting Statement: Chairperson Dennis Wengelski called the meeting to order at 10:02 am and read the Opening Meeting Statement. This meeting was broadcast live on Waupaca County YouTube Channel and available on Zoom.

II. Roll Call: A quorum was established. At this time, Melissa Anderson, ADRU Manager presented certificates to retiring Committee Members: Mary Kay Poehlman and Bob Appleby, and recognized Ray Claussen, thanking all for their service to the Committee and the senior citizens of Waupaca County.

III. Agenda Approval: *A motion was made by Judi Olson and seconded by Bob Appleby to approve the agenda. Motion carried.*

IV. Minutes of Previous Meeting of March 1, 2022: *A motion was made by Mary Kay Poehlman and seconded by Bob Appleby to approve the minutes. Motion carried.*

V. Aging and Disability Resource Unit Program Updates:

- a) **Supportive Services:** Denise Roman, Volunteer and Caregiver Coordinator provided an overview of the services provided through Title III-B, NFCSP and AFCSP, noting 25 clients are currently being served in these programs.
- b) **Volunteer Appreciation:** Denise invited the Committee on Aging members to join us for the Volunteer Appreciation Celebration to be held on April 22, 2022, 1-4 pm, at the Manawa Masonic Center. She noted the community support involved in putting on the celebration and the integral part our volunteers play in the operation of our programs for Waupaca County.
- c) **Transportation:** Melissa Anderson reported that preparations are being made for volunteer driver training. Melissa shared survey will be distributed in the coming weeks to gather information from current participants of the Transportation Program.
- d) **Adult Protective Services:** Melissa Anderson reported that APS continues to receive approximately 30 calls each month. Melissa shared 2021 Elder Abuse funding of \$24,379 was fully spent.
- e) **ADRC Updates:** Melissa Anderson reported, The Clinical Manager, required updates as directed by the state of WI. Updates will total approximately \$18,000 total for Calumet, Outagamie and Waupaca counties. Melissa shared overspending for 2021 for the Waupaca County ADRC branch totaled over \$19,000. April 8, 2022 meeting scheduled with the directors of Calumet, Outagamie and Waupaca counties along with program managers to discuss the ADRC Consortium budget.
- f) **Nutrition:** Megan Hintz reported menu planning is under way for the second Bistro 60 location, The Hotel Fremont. Megan reported that the federal grant she applied for was successfully accepted. Megan also reported application

submitted to the Community Foundation Grant for the home delivered meal program. Decision made by the Foundation that an upcoming funding opportunity will better align with the request for funding.

VI. Mind Works – Fox Valley Memory Project: Harper Smith, Grant Manager and Mike Rohrkaste, Executive Director provided a presentation on the Fox Valley Memory Project and the programming they are bringing to Waupaca County.

VII. RFB22-02-33 Selection/Recommendation: Megan Hintz shared the report of the Request for Bid for our Home Delivered Meal Caterer. Three caterers provided bids: Steve & Mary's, Fleming's Café, and Schueller's Great ExSPECHTations. *A motion was made by Mary Kay Poehlman and seconded by Judi Olson We the Committee of Aging send the recommendation to the Health and Human Services Board to accept the bids of the caterers with the lowest bids for each community. Motion carried.*

VIII. Committee Member Reports of Meetings Attended and General Correspondence: Melissa Anderson reported that next month she would have more information to present the committee on citizen committee member compensation. John Charleston reported Melissa Anderson will be joining the April meeting for a presentation on the ADRC.

IX. Adjournment: *A motion was made by Mary Kay Poehlman and seconded by Judi Olson to adjourn at 11:08 am. Motion Carried.*

Next Meeting: Tuesday, April 26, 2022 @ 10:00 am – Waupaca County Courthouse.

Respectfully Submitted,
Pat Huber, ADRC Clerk

By-Laws of the Waupaca County Committee on Aging

PURPOSE: The Waupaca County Committee on Aging advisory board is responsible for policy recommendations to the Aging & Disability Resource Unit Manager for the advancement and improvement of the following Federal Older Americans Act Programs:

- Title III B: Supportive Services to Older Adults
- Title III C: Elderly Nutrition Program
- Title III D: Health Promotion & Prevention
- Title III E: National Family Caregiver Support Program
- Elder Benefit Specialist Program

ROLES & RESPONSIBILITIES:

1. **Responsible for Policy Recommendations:** Advisory Board responsible for policy recommendations and direction to Waupaca County Department of Health and Human Services Board regarding the unique needs, concerns, and strengths of the aging population in Waupaca County
2. **Advocacy:** Championing and representing the interests of the aging population in Waupaca County
3. **Ambassador to the Community:** Enhance the visibility of the aging programs listed above by outreach and information exchange with the general public and community stakeholders
4. **Honor the Present & Adapt for the Future:** Provide advisement to the Aging Unit on effective strategies to honor the needs and interests of the present population of individuals who are aging and anticipate and adapt to the changing needs of future populations of aging individuals to ensure compassionate and sustainable services for years to come.

MEETINGS:

- The Committee on Aging shall meet no less than six (6) times per year and are open to the public. Proper notice will be provided in accordance with Wisconsin Statutes so that the citizenry may be aware of the time, place, and agenda of all meetings
- Parliamentary procedures shall be followed
- Meeting date, time, and location to be reviewed annually to ensure the best interests of the public are accommodated
- Meetings may be subject to cancellation due to inclement weather. Aging & Disability Resource Unit Manager will consult with the elected Chairperson prior to any cancellation based on inclement weather. Reasonable efforts will be made to provide advance notice of the cancellation to Committee members and public.

MEMEBERSHIP:

- At least 50% of the total membership shall be age 60 or older
- No more than 50% of the membership shall be elected public officials
 - Individuals may not hold a dual role; if an individual is an elected official to any office their membership will be counted as an elected public official
 - Maximum of 3 citizen members
- The total membership shall represent a reasonable distribution of income levels and minority backgrounds of the older population in Waupaca County

- The term of office of each member shall be for three (3) years with no member serving more than two (2) consecutive 3-year terms. County Board Supervisors may not be appointed past their two-year elected terms. Therefore, to comply with state statutes, County Board Supervisors may serve no more than three (3) consecutive 2-year terms. Citizen member terms shall be staggered so as to ensure that not all member terms expire in the same year.
- In the discretion of the appointing authority, there shall be not less than three (3) members nor more than five (5) members
- Vacancies shall be filled in the same manner as the original appointments.

OFFICERS:

- A Chairperson shall be elected every two (2) years by the Committee on Aging members by means of 2/3 vote. The elected Chairperson will preside over all meetings conducted during her/his elected term.
- A Vice Chairperson shall be elected every two (2) years by the Committee on Aging members by means of 2/3 vote. The elected Vice Chairperson will preside over all meetings conducted during her/his elected term in the absence of the elected Chairperson.

AGING PROGRAM PARTICIPANT GRIEVANCES:

- Aging Program Participants shall be provided with the Department of Health and Human Services Policy #23 Client Rights and Grievance Procedures when requested.

AMENDING BYLAWS:

- Any recommended amendments to these bylaws shall be submitted to the Committee on Aging and be read at two (2) consecutive meetings of the said Committee. Recommended amendments will be passed to the Department of Health and Human Services Board for consideration if passed on motion by 2/3 vote of quorum of Committee on Aging members present at the second reading. Recommended amendments will be considered for adoption and passed on simple majority vote of members present by the Department of Health and Human Services Board.

Approved by the Waupaca County Department of Health and Human Services Board: June 3, 2020

DRAFT



Waupaca County Department of Health and Human Services

May 24, 2022

To: Waupaca County Committee on Aging

Re: Committee on Aging Meeting – Tuesday May 31 @ 10:00am
Waupaca County Courthouse
Room LL42
811 Harding St.
Waupaca, WI 54981

Dear Council Member,

The Committee on Aging meeting scheduled for Tuesday May 31 @ 10:00am in Room LL42. Enclosed you will find the agenda and minutes from April 5, 2022.

If you are unable to attend our upcoming meeting, please contact Pat Huber @ 715-258-6400.

Sincerely,

Melissa Anderson

Melissa Anderson
Aging and Disability Resource Manager
Waupaca County Department of Health & Human Services
811 Harding Street
Waupaca, WI 54981
715-258-6358
melissa.anderson@co.waupaca.wi.us