

**VILAS COUNTY COMMISSION ON AGING  
TRANSPORTATION SUB-COMMITTEE MEETING**

**JULY 18, 2012**

Chairman Nielsen called to order the Transportation Sub-Committee Meeting on July 18, 2012 at 10:00 a.m. at the Commission on Aging office, 521 E. Wall St., Eagle River, WI.

**Present:** Members: Nielsen, Hayes, Jensen, Main, Radtke and Wise. Staff present were Interim Supervisor Susan Richmond and Mary Kapke. Non voting members present were: Mary Hardtke and Julie Deaton (Headwaters, Inc.), Jennie Johnson (Phelps Senior Citizens), Don Anderson and Wayne Zelinski (SERVE) and Carrie Porter (Greater WI Agency on Aging Resources). Guest was Erv Teichmiller.

**Approve Agenda:** Radtke moved and Main seconded the motion to approve the Agenda as mailed, which order may be changed at the discretion of the Chair. Carried.

**Agenda Item #7 Update on COA discussion/possible action on transportation and nutrition services in Eagle River area:**

- Teichmiller explained senior groups contract specifics, negotiated dollar amounts and how dollars can be expended and how COA dollars used to purchase vehicles are housed by senior groups.
- He explained that the meal sites and home delivered meals is a premier program of the Older Americans Act. Contracts are with the providers of meals, not senior groups.
- Teichmiller explained that S.E.R.V.E. wants to decrease bus use and were told no since this would prohibit senior activities at the site where people socialize.
- S.E.R.V.E. is providing their own meal program as of June 4, 2012, using their own bus and charging the COA.
- Teichmiller states there is a clear contract with S.E.R.V.E. on how to use the bus for COA nutrition site. not Kalmar Lunch Program which is in direct competition with the COA. Meal site transportation to the COA Nutrition Program is primary. Per contract, decreasing the use of van and to bill COA for gas and mileage is not appropriate.
- Teichmiller stated that S.E.R.V.E. can use bus for other programs, day and night activities.
- Anderson stated he called Richmond to ask if S.E.R.V.E. could use bus for meals. Teichmiller clarified that S.E.R.V.E. can use their bus but cannot charge COA.
- Richmond stated that June's report had charges for SERVE's vehicle to take participants to Kalmar lunch program. Since there was a miscommunication between Anderson and Richmond, it was agreed that the voucher for June will be paid with the July voucher. But SERVE is not to use 85.21 funds for transporting people to Kalmar lunch program in the future.
- Teichmiller also stated that COA is paying for utility bills and recommended that we stop paying for utility bills, but we will continue to pay for the cell phone bill, since this is used in the COA vehicle.
- Radtke moved that a letter be sent to S.E.R.V.E. to explain the contract and the services that COA will provides. Main seconded. Carried.
- Anderson stated that the reduced driver hours are due to drivers working in kitchen. Teichmiller explained that the driver assisted in kitchen has been in place for a long time.
- Nielsen questioned if the number of people served at Kalmar has affected the number of meals served at American Legion. Johnson explained that 7-14 eat at American Legion and new people are starting to come.

Discussion at length about competition, compromise, continuing in a positive way, clarifying how dollars are spent, open communication between Anderson and Richmond, serving meals 7 days/week.

-Radtke moved that Richmond, Nielsen and Teichmiller meet with S.E.R.V.E., seconded by Wise. Carried.

-Richmond explained that there is a meeting on July 24, with S.E.R.V.E., Teichmiller and Pam VanKampen of GWAAR regarding 3 page letter sent to GWAAR from S.E.R.V.E. regarding the COA meal site's move to the American Legion. Teichmiller explained it's an attempt to get all together to work out relating to each other. Suggested that not all were privy to letter. Richmond will request a copy from GWAAR.

#### **Agenda Item #4 Discussion on 85.21 Program:**

Discussion on Regional Transportation study by Larson and Associates. Richmond explained there was a letter written in March 2012 to Department of Transportation for a grant to help contract for employee to write proposal and the DOT has approved. Unfortunately, nothing has been done as of today, due to Oneida and Vilas moving their offices and starting up an ADRC. Richmond explained that Trust Account funds can be used for this and that we have \$59,000.00 now and will be adding more at the end of the year.

-85.21 unique compared to other counties in Wisconsin.

-Concerns were raised regarding the Regional Plan and another study. Teichmiller stated that COA needs to have more information in order to approve more funding out of Trust Account. He suggested that since there are new committee members who have no history of transportation that we need to have a presentation on this Regional Project. Wise questioned whether there is evidence that we need this.

-Richmond will work with GWAAR, Radtke and Deaton from Headwaters, who were very involved in all the surveys to put together a presentation for the next meeting. Hayes questioned if evidence justifies expense. Radtke felt implementing something in hopes of success impossible in small areas.

-Porter explained key components of COA contract with the state. COA should determine priorities for transportation. Richmond to attend roundtable discussion being held regarding 85.21 funds.

#### **Agenda Item # 5:Discussion on Implementation of uniform Intake Form for all transportation participants**

Richmond explained participant form and asked for member input. Indicates needs of riders on vans along with emergency contact. Porter explained this information received from Intake form will be helpful when Family Care comes to Vilas County.

Richmond explained that the Clubs would only have each person fill it out once and the Clubs will keep Roster of who has signed up.

Discussion held on HIPPA rules and necessary information to be included on form. Rider does not need to complete form yearly.

Richmond will make the necessary changes and send out. If Clubs would like a lot of copies to be made, they should contact Richmond and she will make before the next meeting.

#### **Agenda Item #6:Discussion/possible action on implementation of uniform fare to nutrition sites**

Richmond asked that this be tabled since not all clubs were present. Richmond stated that she will inform the Clubs that for the next meeting that it will be mandatory that someone

from their organization shows up to present the Budget or we will not be approving funding for 2013.

**Agenda Item #8: 85.21 Budget Sheets distributed**

Richmond explained the necessary Section “E” sheet. She removed the Fares part and said it will need to be updated and filled in. It is part of the application and needs to be updated yearly. Any requests over \$10,000 must go out for bids every five years. Project work sheets distributed. Include spending for 2012 and projections for 2013. Add club name to top of each sheet.

Next meeting: **August 13, 2012 at 9:00 a.m. at COA office.**

Motion to adjourn meeting by Radtke, seconded by Main. Carried

The meeting was adjourned at 12:30 p.m.

Minutes reflect the recorders notations and are subject to approval by the appropriate board or committee.

Submitted by:

Approved by:

Mary Kapke  
Chore/Alzheimer’s Coordinator

Susan Richmond  
Interim Supervisor