

Oneida County Commission on Aging Meeting Minutes
November 17, 2011

Present: Sonny Paszak, Peter Wolk, Carol Pederson, Bob Metropulos, Catherine Parker, Joan Hauer, Nancy Brisse, Maxine Meyer, Sean McAdam. **Absent/excused:** none **Staff:** Dianne Jacobson, Linda McKenzie, Julie Plamann. **Guests:** none

Call to order: Meeting called to order by Paszak at 12:00 Noon, at the Dept on Aging 1103 Thayer St., Rhinelander, Wisconsin. The agenda had been properly posted and media was notified

Approval November 17, 2011 Agenda: Motion Wolk/Pederson approving agenda. All ayes, motion passed.

Approval October 20, 2011 Minutes: Motion Wolk/Parker approving October 20, 2011 meeting minutes. All ayes, motion passed.

Date/Time and Locations of Future Meetings: The next scheduled meeting will be Thursday, December 15, 2011, 12:00 noon. The meeting site will be determined, depending on room availability.

2012 Budget: Jacobson reported that Oneida County Board met on November 15 to review the 2012 budget. Items affecting the Dept on Aging were volunteer mileage reimbursement, merging Health Dept and Dept on Aging account clerk positions, and the use of grant funding for administration costs. It was decided and agreed upon that volunteer mileage reimbursement would remain the same as the Federal IRS rate; merging the two account clerk positions was delayed as not enough research on the two positions duties has been done; and \$10 thousand of grant funding will be moved from C-1 nutrition funding to administration for 2012. Information only, no action.

Account Clerk Retirement: The County's normal process of a 6-month hire/freeze when a position is vacated was discussed. The account clerk position is complex and cannot reasonably be done by an LTE. Motion McAdam/Parker to ask the LRES to fill the Dept on Aging Account Clerk immediately. All ayes, motion passed.
Motion Parker/Metropulos asking LRES to perform an evaluation of the Dept on Aging Account Clerk current position & duties. All ayes, motion passed.

Family Care and ADRC of the Northwoods: Jacobson reported that the first meeting of the initial seven appointed to the ADRC of the Northwoods Board of Directors was held on November 3, 2011. Citizen applications were reviewed at this meeting and selections made (board roster distributed). Recruitment to hire the regional manager will start in December after Corporation Counsel and County Board approve the hiring arrangement for Oneida County. The Oneida County Family Care Committee meeting on November 7th approved forwarding a request to have the Regional Manager be a contracted employee paid through the fiscal agent, Oneida County Dept of Social Services. The next ADRC of the Northwoods Board meeting will be Nov 30. Information only, no action taken.

New Building: Phase II construction with major remodeling on the second floor for Public Health is well underway. The addition of some office walls and doorways are also included on the first floor. Jacobson reported she is working with Curt Krouze to now include remodeling of the office space for the ADRC Satellite offices be a change order for Phase II. Funding for the ADRC remodeling will be paid with state ADRC funding. A sample dining room chair from the Samuels Group was presented for committee review. Members felt the chair would be a good type for senior use.

Department Goal Review: Jacobson explained the 2011 department goals and reviewed a draft of the goals for 2012. Goals for 2012 include long range development of the ADRC, satellite offices, and the transition to Family Care as well as short-term and the elemental goals. Motion Brisse/Metropulos approving the 2012 department goals as presented. All ayes, motion passed.

Monthly reports: Staff and program reports: Committee members reviewed reports. Jacobson reported as the Account Clerk job duties are being reviewed it was questioned whether generating the Revenue Balances Report every month is necessary. The Expense Report would still be provided. Motion Parker/Wolk recommending review elimination of the Revenue Balances Report when the account clerk position has been filled. All ayes, motion passed. Maxine Meyer reported on year-to-date greeting card and plant sales. Jacobson reported that the Pier Willow dining site has had low attendance and many closed days. Future discussion will be required on maintaining that area as a dining site.

Vouchers and Bills: Bills and personal vouchers were presented for payment. Motion Wolk/Metropulos approving vouchers and bills as presented. All ayes, motion passed.

Line Item Transfers: There were no line item transfers this month.

Out-of-County travel: None requested for December, 2011.

Topics for Future Agendas: Family Care Committee, ADRC, Account Clerk position and normal agenda items.

Public Comment/Communications: none

Adjourn: Motion Metropulos/Brissee adjourning meeting at 1:22 p.m. All ayes, motion carried.

Respectfully submitted,

P. Wolk, COA Secretary