

**ADRC COMMITTEE MEETING  
MINUTES  
August 14, 2019**

**COMMITTEE MEMBERS PRESENT:** Chairperson Tom Kelly, Nancy Watry, Bob Metropulos, Carol Pederson, Steven Schreier, Barbara Young, Ed Hammer

**COMMITTEE MEMBERS EXCUSED ABSENT:** Dr. Walt Gager, Jim Winkler

**STAFF PRESENT:** Dianne Jacobson, Joel Gottsacker, Dawn Johnson

**OTHERS PRESENT:** None

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**Call to order:** Chair Kelly called the meeting to order at 9:00 a.m. on the first floor of the Health & ADRC Building, 100 W. Keenan Street, Rhinelander, WI. The meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and the facility is handicap accessible.

**Approval of agenda:** Motion by Schreier/Pederson to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

**Public comment/communications:** None

**Minutes of July 10, 2019:** Motion by Schreier/Watry to approve the July 10, 2019 ADRC Committee minutes. All ayes; motion carried.

**Date/time/location of next meeting:** The next meeting will be Wednesday, September 11, 2019 at 9 a.m. on the first floor of the Health & ADRC building.

**Northwoods Transit Connections Update:** Steven Schreier gave the Northwoods Transit update. The audit was conducted by Wipfli and concluded without any findings of note. However, the contract with Wipfli specified that an alleged conflict of interest matter be addressed. This issue was not addressed in the audit as Wipfli felt that topic required a legal opinion. Schreier suggested that possibly the Wisconsin Ethics committee could review the potential conflict of interest. Wipfli will be presenting the audit report at the next Transit Commission meeting on Monday August 19, 2019 here at the ADRC. Informational only, no action taken.

**Northwoods Transit Connections 85.21 Trust Fund Request** Jacobson presented the request from Northwoods Transit to receive the balance of the Oneida County ADRC 85.21 Trust Funds in the amount of \$3,132.99. Motion by Schreier/Hammer to approve payment of \$3,132.99 of DOT Trust Fund to Northwoods Transit Connections for the match portion of purchasing some new vehicles. All ayes, motion carried.

### **Funding Opportunities Committee Update:**

- a.) **Senior Nutrition Meal Costs:** Schreier and Jacobson reviewed the activities of the Funding Opportunities Committee (FOC). Certain issues were referred to the appropriate committee of jurisdiction for further study. One issue assigned to the ADRC committee is to review the cost of the ADRC nutrition program meals. Members of the FOC felt the ADRC cost per meal was too high compared to the cost the County Jail pays for meals for incarcerated persons (at least \$3.00 more per meal). Jacobson noted that the guidelines for the Senior Nutrition meals must meet specific federal nutritional guidelines while the Jail meals appear to be based primarily on calories. Jacobson surveyed 25 counties that also use caterers and obtained their per meal costs. Oneida County was the fifth lowest meal cost at \$4.26 per meal. This cost includes meal delivery to seven sites across Oneida County. It was further noted that the ADRC bids out the contract for the nutrition program every three years, and any qualified provider may submit a bid. Hammer and Schreier suggested that a motion be made to inform the Funding Opportunities Committee that the meal costs are appropriate for the service and quality of the meals provided and should not be considered as an opportunity for cost savings. In current year a total of \$ 398,436 is budgeted for Senior Nutrition and only \$12,654 is tax levy (.032% of budget).

Motion made by Watry/Metropulus to recommend the Funding Opportunities Committee remove the "ADRC Nutrition Meals" from the funding opportunities grid. The ADRC Committee has reviewed comparable counties, continues to utilize a bid process and is confident the current provider and price per meal is competitive for the services and meals provided which meet the dietary guidelines for the population it serves. All ayes, motion carried.

- b.) **Reorganization of Departments:** Jacobson and Gottsacker reported that the FOC is also reviewing the potential cost savings if the ADRC, Social Services, Human Services, Veteran Services and Public Health Department were merged into a single Health and Human Services Department. This issue has been referred to the LRES Committee for further study. Informational only, no action taken.
- c.) **Charging Indirect costs to grants:** Jacobson and Gottsacker reported the indirect costs for such as services as delivered from departments like Corporation Counsel, Finance, etc. may be an *allowable expense* charged to some grants. The ADRC grant is currently charging indirect costs. The Finance Director, Darcy Smith, is drafting a county-wide policy on how departments using grant funds will charge indirect costs with a clause allowing a committee to exempt any grant program that could not afford it. Informational only, no action taken.

### **Implementation of Carlsen Dettmann Study:**

- a.) **Reclassifications** -Jacobson reminded the committee that in June 2018 this committee approved and forwarded three position reclassification requests to the Labor Relations/Employee Services (LRES) committee as part of the 2019-budget timeline. The positions were Director, Assistant Director and

ADRC Specialists. The LRES Committee delayed the reclassification reviews until it was decided several months later to contract with Carlson Dettmann (C/D) to review the entire county pay scale and all pending reclassification requests. C/D approved raising the Director position one grade, the Assistant Director one grade and denied the ADRC Specialist reclassification. Jacobson appealed the Assistant Director for an additional grade level increase and the ADRC Specialist positions. C/D reviewed our appeals and denied both requests. Departments must now pay \$250 for each position reclassification request as well as \$250 for each appeal (of a denied reclassification). Total cost for the ADRC was \$ 1,250. In March 2019 the LRES Committee approved the reclassifications but have delayed implementing until the full pay scale issue was resolved. LRES is now expected to approve a resolution to implement the reclassifications at their September 4, 2019 meeting and forward on to the September 17<sup>th</sup> County Board meeting. Informational only. No action taken.

- b.) **Plans to implement recommended pay scale:** LRES Committee is still trying to resolve how to pay for the cost to implement the full recommendation of C/D regarding the entire county pay grade/step scale being under market rate. Informational only. No action taken.
- c.) **Transitioning County staff to 2080 hours:** One issue C/D noted in their wage review was that Oneida County employees were also behind in the market because the county's standard work week is only 37.5 hours (8-4:30 with a one hour unpaid lunch break) versus many counties that are at a 40 hour work week (8-4:30 with ½ hours unpaid lunch break). Over the course of one year, those weekly hours add up to be 1,950 hours (37.5 hr. week) versus 2,080 hours (40 hr. week). The 2,080 hours results in the employee being paid approximately 6.3% more at their current hourly wage. Approximately 51% of Oneida County employees have been transition from 1,950 hours to 2,080 hours. Budgeting for a 40 hour week has usually been accomplished through reorganization or eliminating vacant positions. Most departments that have changed have demonstrated a cost savings to the county. Committee requested Jacobson return to the next meeting with details on what the cost would be if the ADRC department staff moved to 2,080 hours. Informational only, no action taken.

**RSVP (Retired Senior Volunteer Program) Grant – Intent to Apply Approval:**

Gottsacker informed the committee that the request for competitive grants is now open to apply for funding to operate the Retired Senior Volunteer Program (RSVP). RSVP serves as the primary clearinghouse for volunteers (age 55 and older) providing agencies needing volunteers. The grant includes the opportunity to apply for and operate the RSVP program for both Oneida County and Rhinelander. If awarded these grants, ample grant funding is available to operate the program and hire a full time person to manage the programs. No tax levy would be used. The required grant match could use "in-kind" match (volunteer hours). Motion made by Watry/Pederson to approve

submitting *Intent to Apply* for the federal grant to operate the RSVP for both Rhinelander and Oneida County. All ayes, motion carried.

**Dementia Care Specialist:** Jacobson and Gottsacker reported that a competitive grant is going to be available to receive funding for a Dementia Care Specialist (DCS) position. A document was handed out explaining the purpose of the program/position. Oneida County's chances to receive this grant would greatly improve if we partnered with some other counties. Gottsacker is in discussion with ADRCs in Vilas, Forest and Florence counties for their interest in submitting a joint application. The ADRC of Oneida County would be the employer of record and all funding would cover the related costs for a DCS to serve multiple counties. Gottsacker will return to a future meeting with more specific information prior to submitting an application. Informational only, no action taken.

**Sip & Swipe Café Grant Program Overview:** Sip & Swipe Café (SSC) was developed by a national non-profit, Generations On Line, focused on teaching older adults how to use the internet, primarily for reducing social isolation. SSC have been expanding across Wisconsin. The ADRCs of both Oneida and Vilas Counties were recently selected to expand this program, receive tablets, coaching software and training. ADRC of Oneida County received 12 tablets four of which will stay at the ADRC, four will be located at the Minocqua Public Library and four will be at the Demmer Library in Three Lakes. There will be a regional training held on Thursday August 15<sup>th</sup> here at the ADRC. The classes for the seniors are led by a volunteer "coach" for a total of four hours class. After the regional training we will be recruiting coaches and advertising the program. ADRC. Informational, only no action taken.

**One-Time Integration funding and proposed expenditures:** Jacobson presented two options for revision of the header over the digital electronic sign on the front of the building. The Rhinelander Women's Club donated the monies for the electronic sign to the Oneida County Senior Center. The state also would like the ADRC logo to be added to the front of the building. Jacobson discussed the signage options with Linda Conlon, Director of the Health Department. Conlon had concerns the options were both quite large and Public Health may then also have to look into adding their logo to the front of the building. After reviewing the options of the signage, the committee suggested Jacobson go back to the Women's Club to see if the digital sign could be shared with the Health Department if they also erect a sign. Currently it is for Center events only. The ADRC is also working on a plan for updating both the waiting area and the dining room using both one-time integration funding and nutrition carry forward revenue. A staff team is working with Emmons for furniture and will present any expenditures to the ADRC committee for final approval in the future. Informational only, no action taken.

**Vouchers, purchase orders and line item transfers:** Jacobson presented the vouchers, purchase orders and line item transfers for approval. Motion made by Hammer/Schreier to approve the vouchers and purchase orders as presented. Motion made by Hammer/Pederson to approve the Line Item transfers as presented. All ayes, motion carried.

**Monthly Reports: Staff and program reports:** Jacobson presented the monthly staff and program reports. Informational only, no action taken.

**Legislative Update:** Jacobson presented a handout on legislative issues of interest to the Committee along with the current Advocacy alert. Informational only, no action taken.

**Future Agenda items for next meeting:** Results from Northwoods Transit Connections Audit and Survey, Funding Opportunities Committee, RSVP, Sip & Swipe, Signage, furniture and all usual agenda items.

**Public comment/communications:** None

**Adjournment:** 10:47 AM

*Dawn Johnson*

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Committee Chairman

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Committee Secretary