

Oneida County Commission on Aging Meeting Minutes
July 21, 2011

Present: Sonny Paszak, Catherine Parker, Peter Wolk, Bob Metropulos, Joan Hauer, Carol Pederson, Nancy Brissee. **Absent/excused:** Maxine Meyer, Sean McAdam. **Staff:** Dianne Jacobson, Julie Plamann. **Guests:** Dean Brandow, Carol White, Holly Schwartz, Jim Sandus.

Call to order: 12:45 p.m. Meeting called to order by Paszak at the Lakeland Community Senior Center located at 412 Balsam St., Woodruff, Wisconsin, who noted that the agenda had been properly posted and the media notified.

Approval, July 21, 2011 Agenda: Motion Wolk /Brissee approving agenda. All ayes, motion passed.

Approval June 15, 2011 Minutes: Motion Parker/Wolk approving June 15, 2011 meeting minutes. All ayes, motion passed.

Date/Time and Locations of Future Meetings: The next scheduled meeting will be Thursday, August 18, 2011, 12:45 p.m. at the Nokomis dining site. COA members are invited to come to the site at noon to eat the Senior Dining lunch prior to the meeting. A county van is available to transport Committee members from the Rhinelander area to the meeting in Nokomis. The van will depart from the Oneida Senior Center at 11:15 a.m.

Family Care and ADRC of the Northwoods updates: Jacobson circulated a copy of the final ADRC application form that has been submitted to the State and a flow chart indicating the distribution of ADRC of the Northwoods authority/supervision for committee review. The Rhinelander satellite office anticipates an April 2012 opening. Persons will be appointed to the local governing board this fall (2011).

New Building Phase I, Phase II, and Furnishings update: Jacobson reported that the kitchen renovation is nearing completion. She further noted that most of the kitchen area costs were covered by Dept on Aging monies and were not taken from the County levy. It is anticipated that Buildings & Grounds will release an RFP for Phase II remodeling of the new building in the coming week. The RFP will be published for three weeks, and a contractor will be selected at the end of August with the second phase of remodeling to begin in September. After the second phase is completed, the Dept on Aging will move to the new location. Projected date at this point is mid-December to mid-January 2012.

2012-2013 caterer contract: Jacobson noted that the contract with current caterer will expire at the end of December 2011. She suggested that the Dept on Aging issue an RFP in August 2011 that requests/accepts food caterer bids for 2012-2013. Bids could be opened in September and awarded in October 2011 for the next 2-year contract. Discussion continued on whether meal prices would remain at \$3.00/congregate and \$3.25/home-delivery, or will increase.
Motion Parker/Metropulos directing Jacobson to advertise a RFP for the 2012-2013 caterer contract with bids to be received by September 14, 2011 at 4:00 p.m. All ayes, motion passed.

2012 Limited Term Employee (LTE) wages: Jacobson briefly described the different part-time LTE positions that the Dept on Aging utilizes, such as substitute bus drivers, substitute receptionist and Benefit Specialist Assistant. Oneida County's Limited Term Employee (LTE) classification and wage scale was distributed for review. The LRES Committee is not intending on changing the LTE wage scale in 2012. The last time the wage was increased was in 2009. When there was no LTE wage increase in 2011, the Commission on Aging directed Jacobson to notify them of the next opportunity to increase LTE wages. The LRES Committee will be reviewing 2012 LTE requests in August.

The Dining Site Manager's positions were reviewed. Jacobson noted that both Rhinelander and Lakeland Site Managers are responsible for serving/delivering many more meals and scheduling/managing many more volunteers than any other Dining Site. No county tax levy is used for any of the Nutrition Program. Jacobson proposed a change to the Dining Site Manager job description and wage scale as follows:

Site Manager Level II works at one of the other six Dining Sites and the wage is 3% less than Site Manager Level I.

Site Manager Level I works at Rhinelander or Lakeland Dining Sites and wages are 3% more than Site Manager Level II.

Discussion followed regarding requesting a 3% increase to the current LTE Site Manager wage (starting at one year)

Motion Parker/Metropulos to recommend to LRES committee a 3% increase in the current LTE Site Manager wage, change the title to Site Manager I and create a new LTE position called Site Manager II (wages 3% higher than Site Manager I). Jacobson is directed to forward new job descriptions for these positions to LRES for their final approval. All ayes, motion passed.

Transportation Program: Tri-County Transit Commission: Jacobson informed committee members that the application to WisDOT to create a Tri-County Transit Commission will be delayed until fall 2012 with projected start date in January 2013. The delay is due to the priority and magnitude of work related to creation and start of the ADRC of the Northwoods. Wis-DOT expressed no problem with delaying submission of the application. Gwen Larson and the three counties and three tribes will continue to work on the application, but not submit until the next application deadline in fall 2012.

Grievance Procedure Policy: Jacobson advised committee members that corporation counsel suggested the following change to item #6: "...option for further appeal to the Dept on Aging/Commission on Aging or to GWARR if you feel your concerns were not properly addressed." *Motion Wolk/Brissee approving Grievance Procedure Policy as amended. All Ayes, motion passed*

Monthly Director's and departmental reports and Senior Center Advisory Council: Committee members reviewed reports. No report from the Senior Advisory Council. Jacobson mentioned that a temporary name/banner may be used at the new building until a decision is made regarding signage. *Motion Brissee/Parker accepting reports as presented. All ayes, motion passed.*

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

Line Item Transfers: There were no line item transfers.

Out-of-County travel: No out of county travel to request/report.

Topics for Future Agendas: Family Care Committee, ADRC, new building, and caterer contract.

Public Comment/Communications: Dean Brandow thanked the Commission members for holding the July meeting in Woodruff at the Lakeland Community Senior Center, stating it is a good way to keep abreast of many situations.

Adjourn: *Motion Metropulos/Parker adjourning meeting at 2:10 p.m. All ayes, motion carried.*

Respectfully submitted,

P. Wolk, COA Secretary