

Oneida County Commission on Aging Meeting Minutes

November 19, 2009

Present: Sonny Paszak, Jeanette Pederson, Maxine Meyer, Bill Schell, Peter Wolk, M. Matteson, Catherine Parker, and Carol White **Absent with Notice:** Pat C. Peters **Staff:** Dianne Jacobson, Julie Plamann. Others present: John Potters, County Coordinator.

Call to order: Called to order by Sonny Paszak at 12:03 p.m. at the Department on Aging office, Rhinelander, Wisconsin, noting that the agenda had been properly posted and the media notified.

Approval of Amended Agenda for November 19, 2009: Motion Wolk/White to approve the agenda. All ayes. Motion carried.

Approval of Minutes from October 14, 2009: Motion Wolk/Schell to approve the minutes of October 14, 2009 meeting. All ayes. Motion carried.

Date/Time and Locations of Future Meetings: Thursday, December 17, 2009 and January 21, 2010 at the Oneida County Senior Center at 12:00 p.m.

Department on Aging Building Committee Update: Jacobson reviewed the 3-page comparison chart of prospective facilities and vacant property sites that were being considered for the new Department on Aging center. She noted that the Dept on Aging Building Committee had eliminated Bergstrom Ford site and the WPS site near the paper mill. The Dept on Aging Building Committee will tour four sites on Monday, November 23, 2009. The meeting will be called to order at 2:30 in the first floor conference room at the courthouse. Committee members will be bussed as a group to tour the sites. The public is welcome to accompany the tour. The South Park School is not available until classes are dismissed for the day. The pros and cons chart was discussed. Update only, no action taken.

Aging and Disability Resource Center Development Committee Update:

Jacobson distributed copies of the Northwoods ADRC Planning Consortium common messages and mission statement. Three meetings have been held between the five counties of Oneida, Vilas, Florence, Forest and Taylor. The ADRC group's goal is to submit an application to the State of Wisconsin by Dec 31, 2010. The next ADRC meeting will be held in Crandon, Forest County on Dec.15, 2009. Update only, no action taken.

Oneida Senior Center Advisory Council By-laws: Copies of first draft of the newly formed bylaws were distributed. Corporation Counsel Brian Desmond is reviewing the draft and may make language adjustments. Jacobson stated the purpose of the bylaws is to clarify the role of the Advisory Council. The former Advisory Council was dissolved and will reestablish according to the new bylaw structure. The committee could approve the draft today, subject to any changes made by Corporation Counsel. Discussion continued on how to select new members, whether to blend former members with new applicants or to 'grandfather in' former members. Committee members agreed that all those interested in serving on the Advisory Council should submit an application that will be reviewed and approved by the committee. Jacobson will contact the members previously serving on the Advisory Council, noting applications are due by the COA next meeting.

Motion Parker/Matteson to accept the Bylaws for the Oneida Senior Center Advisory Council to the Oneida County Department on Aging as presented excepting and including any changes that may be made by Corporation Counsel, open the application process and authorize Jacobson to notify prior members. All ayes except the abstention of Meyer. Motion carried.

Benefit Specialist Medicare Open Enrollment LTE request: Jacobson noted that due to the open enrollment for Medicare Part D from Nov.15 thru Dec.31, the Benefit Specialist in Oneida County may have up to 250 applicants in need of assistance during that time. Therefore, the Dept on Aging is requesting a Limited Term Employee (LTE) to assist the Benefit Specialist in processing these

requests for assistance. The LTE position is titled Project Coordinator and will schedule and assist in preparation of the applications prior to the meeting with the Benefit Specialist. Budgeted overtime funds will be used to pay the LTE. There are 165 hours available for the LTE, which will extend until 12/31/09. Since this is an existing LTE position, the County Coordinator, John Potters, who is present can approve the short-term request.

Motion Matteson/White to approve the staffing request for an LTE to assist the Benefit Specialist. All Ayes. Motion passed.

Director's Monthly Report: Jacobson stated that on December 16th & 17th, the Dept on Aging will host a free holiday meal at each county dining site, to stimulate good will and attendance and encouraged committee members to attend their local dining site. The county survey that is available on-line was discussed as were mandatory furlough days and a brief report on the fall 'Alive to Life' event, which held a capacity group of 220.

Motion Wolk/Meyer to accept the director's report as presented. All ayes, motion passed.

Monthly Departmental Reports: Reports reviewed.

Motion Wolk/Schell to accept and approve the monthly departmental reports. All Ayes. Motion carried.

Approve Department Purchase Commercial Refrigerator. Jacobson noted that the compressor failed on the Department's commercial refrigerator. Since a commercial refrigerator is a mandatory item, and time is of the essence, Jacobson has received a verbal quote of \$3000, which includes delivery. Maintenance dept will assist with the installation. Funding will be from the Prior Year C-1 Restricted account.

Motion Pederson/Parker to approve the department's purchase of the commercial refrigerator with funding through the PY-C1-Restricted account. All Ayes. Motion carried.

Vouchers and Bills: Motion Schell/Wolk approving all vouchers and bills as presented. All Ayes. Motion carried.

Line Item Transfers: There were no line item transfers to review and approve.

Out-of-County travel: There was no out-of-county travel to report.

Topics for Future Agendas: Building Committee update, Senior Center Advisory Committee applications.

Public Comment/Communications: Meyer reported that greeting cards sales for the Dept on Aging show a profit of \$356.73 as of 11/17/2009. Plant sales return is currently at \$156 and the spring rummage sale showed a profit of \$4,394.85. She also announced that the Oneida County Senior Center Annual Christmas Party will be held on Sunday, December 13th from 3pm to 5pm, cost is \$12 and entertainment will begin at 3pm. Matteson commented that he recently learned that committee members are not allowed to comment in the "Public Comment" of official agendas. This section is intended for the public only to comment. Meyer's report should be given under Monthly Departmental Reports in the future.

Adjourn: Motion Wolk/Pederson to adjourn at 1:35 p.m. All ayes, motion carried.

Respectfully submitted,

Julie Plamann
Recording Secretary

P. Wolk
COA Secretary