

**ADRC COMMITTEE MEETING
MINUTES
September 11, 2019**

COMMITTEE MEMBERS PRESENT: Chairperson Tom Kelly, Bob Metropulos, Carol Pederson, Steven Schreier, Barbara Young, Dr. Walt Gager, Jim Winkler

COMMITTEE MEMBERS EXCUSED ABSENT: Ed Hammer, Nancy Watry

STAFF PRESENT: Dianne Jacobson, Joel Gottsacker, Dawn Johnson, Maria Cox

OTHERS PRESENT: Roger Youngren,-Northwoods Transit Manager, Billy Fried-Minocqua Town Supervisor and County Board Supervisor/Minocqua Wards 2,3&7, Brian Nerdahl -President of the Lakeland Retirement Foundation

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/Metropulos 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 August 14, 2019: Motion by Winkler/Schreier to approve the August 14, 2019 ADRC Committee minutes. All ayes; motion carried.

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

Northwoods Transit Connections Update: Roger Youngren gave the Northwoods Transit update and started with reviewing the results of the audit. Some internal safeguards were suggested to put in place, but no major issues were found. Youngren also presented a Power Point presentation on the positive results of their recent passenger satisfaction survey. Ridership numbers year-to-date also reviewed. Informational only, no action taken.

Generations Center Update and 2020 Budget Request: Billy Fried and Brian Nerdahl gave update of their organization since the 2015 fire destroyed the Lakeland Senior Center building in Woodruff. The capital campaign to raise money for a new building is currently at approximately \$400,000 with an over \$ 2 million goal. The Generations board decided to divide the project into Phase I (approximately \$1.2 million) and Phase II (which would be primarily the small gym portion). Three weeks ago they relocated their operations from the Hiawatha Trailer Park Clubhouse (in Vilas County) to a new rental location in part of the lower level of the former bank at the corner of 51 and J (in Oneida County). Prior to the Lakeland Senior Center (LSC) fire they received \$ 5,000 in Oneida County tax levy and a small portion of some of the

Older Americans Act grants the Department on Aging received. The prior tax levy for the LSC was removed from the Department on Aging budget starting in 2016. Jacobson shared an email from Oneida County Finance Director, Darcy Smith. She stated, "*Since they (Generations) are a non-profit and would be requesting tax levy, it would either need to come from the ADRC department's current tax levy or an additional request should be made through the Administration Committee.*" Jacobson stated there is not a surplus of \$ 5,000 in the proposed ADRC 2020 budget to award Generations, so the request must go through the Administration committee. As Generations expands their program offerings and eventually moves into a new building the ADRC is committed to working together where ever possible, including renting space in the new building and/or subcontracting for programs under the Older Americans Act grants. Motion made by Schreier/Winkler to recommend the Oneida County Administration Committee reinstate the tax levy to Generations (formerly the Lakeland Retirement Foundation) to its prior level of funding. All ayes, motion carried.

2020 Department Budget Approval: Jacobson presented the 2020 Budget Request for approval. Included was discussion on overtime, various memberships the department has and related trainings/travel. Motion made by Schreier/Pederson to approve the 2020 Budget Request as presented. All Ayes, motion carried.

Funding Opportunities Committee Topics Related to ADRC: Senior Nutrition meal costs: motion from the last ADRC meeting will be forwarded to the Funding Opportunities Committee (FOC). Reorganization of Departments: Jacobson reported there has been one meeting with Public Health, Social Services and Human Resource Director to investigate if there is any value to customers and/or the county in merging some or all of these departments. Informational only, no action taken.

Implementation of Carlsen Dettmann Study:

- a.) **Reclassifications** -Jacobson reported LRES and the Administration committee have both approved a resolution to implement the recommended reclassifications and are now forwarding to the September 17th County Board meeting. After several months of LRES committee discussing implementing retroactive back to March or even mid-year (June 29) the resolution states implementation on September 21, 2019. Informational only. No action taken.
- b.) **Plans to implement recommended pay scale:** The Funding Opportunities Committee is still trying to resolve how to pay the cost to implement the full recommendations of Carlsen Dettman regarding the entire county pay grade/step scale being under market rate. Informational only. No action taken.
- c.) **Transitioning County staff to 2080 hours:** As requested, Jacobson and Gottsacker reported on the potential cost to move the ADRC department staff from a 37.5-hour work week (1,950 hours/year) to 40-hour work week (2,080 hours/year). The approximate cost would be between \$18,000 and \$20,000. The department would have to find efficiencies to accomplish the transition without costing any additional tax levy. Currently 51% of county employees are at 2,080 hours per year. Informational only, no action taken.

RSVP (Retired Senior Volunteer Program) Grant Application– Intent to Apply

Approval: Gottsacker presented an overview of the RSVP grant he is in the process of writing to submit on or before September 25. 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 and should be an opportunity for indirect and/or rent revenue. The required grant match could use “in-kind” match (volunteer hours). Motion made by Pederson/Winkler to approve Gottsacker to submit the application for the federal grant to operate the RSVP for both Rhinelander and Oneida County. All ayes, motion carried.

Authorize an employee to work on a day that the Courthouse and/or outlying offices are closed:

Jacobson reported she was reminded it is a requirement to seek approval from the committee prior to an employee working on a holiday (closure day). Jacobson is requesting approval for Stephanie Swanson- Volunteer and Activities Coordinator to have worked on July 4, 2019 closure day for the Walking Taco fundraiser. All expenses related to these hours were paid from the funds raised. Motion made by Schreier/Gager to approve Stephanie Swanson to have worked a county closure day on July 4, 2019. All ayes, motion carried.

Dementia Care Specialist: Gottsacker reported that a competitive grant is available to receive funding for a full-time Dementia Care Specialists (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. Oneida County and Vilas County are partnering on the grant application. There are only eight grants available to counties in the state of Wisconsin for this round. The deadline for submission is November 8, 2019. The final application will be discussed at the October ADRC committee meeting. Motion made by Winkler/Metropulos to move forward with writing the application to apply for the Dementia Care Specialist grant. All ayes, motion carried.

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 committee members agreed that sign labeled *Option Three* (white background and blue lettering) was the best option for the new header. The cost of the sign quoted by Graphic House is \$2,988 and will be paid by the one-time state grant we received to support our department rebranding. Motion made by Winkler/Schreier to recommend *Option Three* sign format and forward to the Facility Committee for final approval. All ayes, motion carried.

Vouchers, purchase orders and line item transfers: Jacobson presented the vouchers, purchase orders for approval. Motion made by Schreier/Gager to approve the vouchers and purchase orders as presented. All ayes, motion carried. There were no line item transfers.

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

Legislative Update: None

Future Agenda items for next meeting: Dementia Care Specialist, Northwoods Transit Connections, Funding Opportunities Committee, Signage, furniture and all usual agenda items.

Public comment/communications: None

Adjournment: 11:05 AM

Dawn Johnson

Committee Chairman

Committee Secretary