

**Oneida County Commission on Aging Meeting Minutes**  
**September 15, 2011**

**Present:** Sonny Paszak, Catherine Parker, Peter Wolk, Joan Hauer, Nancy Brisse, Carol Pederson, Bob Metropulos. **Absent/excused:** Maxine Meyer, Sean McAdam. **Staff:** Dianne Jacobson, Julie Plamann, Linda McKenzie. **Guests:** Lynn Papineau, Lynn's Catering; Mary Ann Seefeldt, Designed Interiors, LLC.

**Call to order:** Meeting called to order by Paszak at 12:00 Noon, who noted that the agenda had been properly posted and media was notified. Meeting was held at 100 W. Keenan St., Rhinelander, Wisconsin, the future site of the Dept on Aging.

**Approval September 15, 2011 Agenda:** Motion Brisse/Metropulos approving agenda. All ayes, motion passed.

**Approval August 18, 2011 Minutes:** Motion Wolk/Metropulos approving August 18, 2011 meeting minutes. All ayes, motion passed.

**Date/Time and Locations of Future Meetings:** The next scheduled meeting will be Thursday, October 20, 2011, 12:00 noon at 1103 Thayer St., Rhinelander, Wisconsin.

**2012 - 2013 Caterer Proposals:** Jacobson opened the sealed 2012-2013 sealed proposal from Lynn's Catering, the only proposal received. The proposal from Lynn's Catering proposed a cost per meal in 2012 of \$3.95 (current 2011 price per meal is \$3.80). The increase is a result of an increase in expenses for food, supplies and gas for delivery. The document also proposed that the maximum percentage that could be requested for 2013 would be 7%. Committee members felt the past performance of Lynn's Catering was excellent and the increase per meal cost was reasonable. Motion Wolk/Pederson accepting Lynn's Catering proposal for 2012-2013 as presented. All ayes, motion passed.

**Tour Phase I remodeling:** The kitchen area is waiting for the plumbing connections before the appliances are ready for use. Tour of that area will be at the close of this meeting.

**Phase II remodeling and furnishings** Mary Ann Seefeldt, Designed Interiors, LLC is present and reviewed her dining room floor covering and dining chair plan, coffee area furniture and wall covering plan. Seefeldt explained how fabric for the coffee area chairs and sofa had been donated by the Kimball Group. Wallpaper for the coffee/social area was donated through a sales rep and a special paint that has write-on/wipe off ability has also been donated. Seefeldt also described how the proposed dining chairs were stackable, should space be required in the dining area. Seefeldt's presented the items for the social seating area would be \$3030.79 plus shipping & handling. Jacobson noted that furnishing purchases could be fund-raised projects or procured through soliciting area community service groups such as Rotary, Kiwanis, Lions, etc. Additional meetings may be required to arrange/approve dining area furnishings. Jacobson also reported that Huotari was awarded the Phase II remodel bid. Change orders can be added for walls/door needs for the ADRC area. Motion Parker/Metropulos recommending purchasing the love seat, arm chairs, ottoman and lamp from Designed Interiors for a cost of \$3030.79 for the new Dept on Aging building. All ayes, motion passed.

**Efficiency Team Review of Department on Aging:** The efficiency team comprised of department heads, Romportl, Krouse, Grube, Sorenson and Sweeney reviewed the seven questions that required response by director Jacobson. Findings will be presented at the October County Board meeting. No action taken, information only.

**2012 Department on Aging budget:** Jacobson and Account Clerk, Linda McKenzie presented an overview of the proposed 2012 Budget. There will be an approximate 11percent decrease in county tax levy monies used for the proposed 2012 budget among other various adjustments.

*Motion Paszak/Wolk approving the 2012 Dept on Aging budget request as presented. All ayes, motion passed.*

**Family Care and ADRC of the Northwoods updates:** Jacobson reported that Taylor County will decide at their Sept 20 County Board meeting whether they will join the ADRC of the Northwoods. Ted Cushing agreed to serve on the ADRC board of directors with Sonny Paszak as this alternate. In October all applications for citizen members of the ADRC Board will be received and reviewed.

**Monthly reports: Staff and program reports, Center Advisory Council:** Committee members reviewed reports. *Motion Parker/Pederson 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:** Request of approval of line item transfer of \$13 thousand to adjust the budget line regarding Phase II remodeling. *Motion Metropulos/Brissee approving line item transfer as presented. All ayes, motion passed.*

**Out-of-County travel:** Jacobson requested approval to attend a State/Public Transit Conference in Manitowoc on Sept 26-28. She also requested approval for S.Schroeder to attend the Wisconsin Association of Senior Centers (WASC) on Sept 28-30 in Green Lake; and for S.Piazza and J.George to attend the Wisconsin Alliance of Information & Referral Systems (AIRS) conference in Baraboo on October 13-14. *Motion Wolk/Metropulos approving request for out of county travel for Jacobson, Schroeder. Piazza and George, all from the Dept on Aging.. All ayes, motion passed.*

**Topics for Future Agendas:** Family Care Committee, ADRC, and normal agenda items

**Public Comment/Communications:** none

**Adjourn:** *Motion Metropulos/Brissee adjourning meeting at 1:53 p.m. All ayes, motion carried.*

Respectfully submitted,

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P. Wolk, COA Secretary