

Oneida County Commission on Aging Meeting Minutes
February 16, 2012

Present: Sonny Paszak, Peter Wolk, Carol Pederson, Bob Metropulos, Catherine Parker, Joan Hauer, Maxine Meyer, Nancy Brisse. **Absent/excused:** Sean McAdam **Staff:** Dianne Jacobson, Julie Plamann. **Guests:** Marcus Neseman, River News

Call to order: Meeting called to order by Paszak at 12:05 p.m. The agenda had been properly posted and media was notified.

Approval February 16, 2012 Amended Agenda: Motion Pederson/Parker approving amended agenda. All ayes, motion passed.

Approval January, 19, 2011 Minutes: Due to incorrect date on agenda, the January 19, 2012 minutes will be approved at the March 15, 2012 meeting.

Date/Time and Locations of Future Meetings: The next scheduled meeting will be on Thursday, March 15, 2012, at 12:00 noon. The meeting site will be determined, depending on room availability.

New Building: Jacobson announced that the Buildings & Grounds Director has resigned and Lu Ann Brunette (Leadperson) is the interim director. Scott Holewinski of the Buildings & Grounds Committee will work with Jacobson regarding the Dept on Aging remodeling project. Two dining area carpet samples were examined; Commission members opted for the sample selected by the Interior Designer. The Health Dept will not move to the second floor until the fiber-optic cable is able to be installed which could be summer. The city and county attorneys agreed to allow the City of Rhinelander to hold a voting poll in the new building for the February 21st primary election.

ADRC of the Northwoods: The ADRC of the Northwoods Board of Directors has hired Pam Parkkila as Regional Manager of the ADRC of the Northwoods. She is slated to begin on March 1st. Since the ADRC office area in the new building is not completed, and the ADRC Rhinelander satellite office is scheduled to open on April 2nd Jacobson suggested that Parkkila could use a vacant small office at the Dept on Aging building on Thayer Street and the ADRC would pay rent. Motion Parker/Hauer approving the ADRC of the Northwoods, Regional Manager use of office area at the current Dept of Aging building and also the new building when completed. All ayes, motion passed. Jacobson continued that the LRES committee is reviewing job descriptions for two Disability Specialist positions and will forward their recommendation to the County Board for final approval at the March 21st meeting. It is anticipated that the positions will be posted both for Oneida County employees and the general public at the same time. State training will begin in late March for the ADRC Specialist positions.

Account Clerk Vacancy: Jacobson reported that the Finance Director and Human Resource Director have evaluated the Dept on Aging Account Clerk position and recommend that the accounting responsibilities alone constitute a 50 full-time equivalent (FTE) position. The remaining Account Clerk duties are more clerical in nature and could be transferred to the Secretary position if the receptionist duties of the Secretary are transferred to a new LTE Receptionist position. Jacobson recommended changing the 1 FTE Account Clerk to a .5 FTE status, transferring clerical duties to the Secretary and hiring of new part-time LTE Receptionist. The new LTE Receptionist position will be evaluated after several months in the new building and prior to 2013 to determine if any changes are needed. Motion Metropulos/Wolk to forward request to LRES committee to change the Account Clerk position to .5 FTE approve a new LTE Receptionist position and fill both positions All ayes, motion passed.

2011 State Self Assessment: Jacobson reported the completion of the 2011 goals for the Dept on Aging as required by the state. Approval at March 2012 meeting.

Monthly reports: Staff and program reports: Reports reviewed. Jacobson noted that with the vacancy of the Account Clerk Financial and Nutrition reports have not been produced. The goal is to have reports for December-January-February available in March. Maxine Meyer reported on greeting card and plant sales to date. Motion Brisse/Pederson approving the monthly reports as presented. All ayes, motion passed.

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

Line Item Transfers: No line item transfers submitted for approval.

Out-of-County travel: There were no out of county travel requests presented for approval.

Topics for Future Agendas: Family Care Committee, ADRC, Account Clerk position, and normal agenda items. Brisse, Paszak and Parker report on arranging a grand opening/welcome gathering at the new building.

Public Comment/Communications: none

Adjourn: Motion Wolk/Hauer adjourning meeting at 12:53 p.m. All ayes, motion carried.

Respectfully submitted,

P. Wolk, COA Secretary