

**Oneida County Commission on Aging Meeting Minutes
March 15, 2012**

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

Call to order: Meeting called to order by Catherine Parker, 1st Vice Chairperson at 12:00 noon. The agenda had been properly posted and media was notified.

Approval of March 15, 2012 Agenda: Motion Brisse/Pederson approving agenda. All ayes, motion passed.

Approval January, 19, and February 16, 2012 Minutes: Motion Metropulos/Brisse approving the minutes of January 19, 2012. All ayes, motion passed. Motion Brisse/Wolk approving the minutes of February 16, 2012. All ayes, motion passed.

Date/Time and Locations of Future Meetings: The next scheduled meeting will be on Thursday, April 19, 2012, at 12:00 noon. The meeting site will be determined, depending on room availability. Pederson and Hauer both stated that they were unavailable for the April 19 meeting.

Department staffing: Jacobson reported that the LRES committee agreed to waive the 6-month waiting period to fill the vacant Dept on Aging Account Clerk position. That position has been changed to half-time or .5 FTE and will only deal with accounting responsibilities for the department. The clerical duties formerly associated with the Account Clerk will be added to the department's Secretary duties. The Secretary's primary point-of-contact (phone/walk-in) responsibilities will be moved to a new LTE/Receptionist position. The intent of an LTE position is to have time to review this new position before requesting permanent status of a new position. The LRES committee approved all changes. Both the Account Clerk and new LTE positions will be advertised in April after final approval from the County Board in March.

Health and Aging Building and Grand Opening Events: Jacobson stated that she and Scott Holewinski (County Board & Bldg & Grds Committee Member) met at the new building to make sure the Punch List was being completed. Although the projects are completed, clean-up still remains and Hutori will retain custody of the building for several weeks. Mary Seefeldt/Interior Designs received the dining area carpet bid. They were able to sell direct to the county, saving considerable sales tax charges. That carpet will be laid this week. The remaining Northern Advantage signage must still be removed.

A Grand Opening Committee has been formed with 3 members from the Senior Center Advisory Council (Schnoor, Kupczak and Kasmarek); 3 staff member (Jacobson, George, Schroeder) and 3 COA members (Paszak, Parker and Brisse). This group will be meeting soon to start plans for the celebration.

Bids for a digital sign are still under review.

ADRC of the Northwoods and Family Care: Pam Parkkila, the Regional Manager for the ADRC of the Northwoods has begun and is utilizing a small office at the Dept on Aging on Thayer Street until the rooms are completed at the Health and Aging building. The three (3) ADRC Specialists positions (Department on Aging employees) will be hired in April to work in our new Rhinelander satellite office. The State of Wisconsin has lifted the caps on waiting lists for counties currently under Family Care. However, it appears that counties (like Oneida) that are not currently in Family Care will have to remain with the current system for the foreseeable future.

New combined Health and Aging Committee starting April 2012: The anticipated new joint Board of Health and Commission on Aging Committee will not begin until May 2012 due to the Board of Health already having an April meeting scheduled prior to the first County Board meeting and reorganization of committees. Starting in May the new joint Health and Aging committee will have four (4) county board members and 3 citizen members to review Health Dept agenda items and the same four county board members and our 5 citizen members to review Dept on Aging agenda items.

COA Vacancy review: Jacobson read a letter of resignation due to a change in employment from Commission on Aging member, Sean McAdam. Catherine Parker has completed two terms as citizen member on the Commission on Aging, so her seat will be vacant as well as the citizen member seat held by Sean McAdam and retiring county board supervisor Peter Wolk. Committee members discussed changes that could be made to the by-laws, such as having the county board chairman designate the chairperson for the new Health and Aging Committee.

Monthly reports: Staff and program reports: Reports reviewed. Jacobson noted that the Pier Willow site has been having steady attendance; also that Vilas County Commission on Aging has indicated interest in purchasing the steam tables and dishwasher that are currently used at the Dept on Aging Rhinelander dining site. This issue will be brought with more information for approval at the April COA meeting. Motion Hauer/Brissee approving the monthly reports as presented. All ayes, motion passed.

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

Line Item Transfers: Line item transfer accounts to close the 2011 accounting year were explained. Motion Wolk/Pederson approving line item transfer requests as presented. All ayes, motion passed.

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

Topics for Future Agendas: Family Care Committee, ADRC, grand opening/welcome gathering at the Health and Aging building, sale/donation of used dining room appliances to Vials County, and normal agenda items.

Public Comment/Communications: none

Adjourn: Motion Parker/Wolk adjourning meeting at 1:10 p.m. All ayes, motion carried.

Respectfully submitted,

P. Wolk, COA Secretary
Ended County Board position on April 17, 2012

D. Jacobson, Director
Acting Secretary in Wolk's absence