

**Oneida County Commission on Aging Meeting Minutes**  
**October 20, 2011**

**Present:** Sonny Paszak, Peter Wolk, Carol Pederson, Bob Metropulos, Catherine Parker, Joan Hauer, Maxine Meyer, Sean McAdam. **Absent/excused:** Nancy Brissee. **Staff:** Dianne Jacobson, Julie Plamann. **Guests:** none

**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 October 20, 2011 Agenda:** Motion Wolk/Pederson approving agenda. All ayes, motion passed.

**Approval September 15, 2011 Minutes:** Motion Wolk/Parker approving September 15, 2011 meeting minutes. All ayes, motion passed.

**Date/Time and Locations of Future Meetings:** The next scheduled meeting will be Thursday, November 17, 2011, 12:00 noon. The meeting site will be determined, depending on room availability.

**New Building:**

A) Phase I Punch List: Jacobson explained that she, Scott Broman, Huotari lead man and Buildings & Grounds director, Krouse recently completed a punch list for Phase I, kitchen installation, where completed work requirements and equipment are inspected.

B) Phase II Schedule: Phase II of the project, which includes primarily work on the second floor for the Health Dept but also the rest of the work on the first floor is scheduled to begin October 24.

C) ADRC of the Northwoods offices: Jacobson distributed a sketch of the first floor plans where the ADRC offices will be located. Jacobson & Krouse of Buildings & Grounds will work out a change order of the door/wall modifications for the ADRC area. The ADRC will rent/lease room area from Oneida County. That income will be reflected in the Buildings & Grounds budget. Motion Metropulos/Wolk directing Jacobson to work with Buildings & Grounds to formulate a change order for the ADRC room area requirements. Motion passed with all ayes.

D) Furnishings and fundraising: Samuels Group Environments has given Jacobson some preliminary options for furnishings and estimated costs. Materials were distributed by Jacobson for committee review. Jacobson asked whether she should proceed with fundraising by speaking/soliciting at community service groups and whether the raised funds should/could be designated for a specific purpose. Committee members agreed that fund raising solicitations could begin.

E) Digital Sign donation: A representative from Graphic House has drawn up some ideas for the digital outside building display board with a projected cost of approximately \$10,000. The Rhinelander Womens club has made a pledge of that amount for this purpose. Parker noted that Lake Tomahawk is also looking for a digital sign and they are working with a company in Minocqua. Jacobson will work with Parker to get that information. Potential names for the new building were briefly discussed. Oneida County Riverwalk Center was one idea that was favorable.

**Benefit Specialist MIPPA grant capitol items request:** A large grant intended for assistance with prescription coverage for low-income people is available during the Medicare Part D open enrollment period. The grant will also fund the purchase of two lap-top computers and two printers for use by the benefit specialists while at satellite offices. Furnishings of desk, chair and printer stand in the amount of \$1351.76 for benefit specialist use is also requested. Motion Wolk/Hauer approving purchase of furnishing for the benefit specialist using MIPPA grant funding and forwarding request to Building and Grounds Committee. All ayes, motion passed.

**Efficiency Team Final Report:** Each department has received the final report. Carol Pederson discussed the scores and findings of the report and stressed that it is a work in progress, departments are working together and all will be evaluated and scores changed each year. Information only, no action taken.

**2012 Department on Aging Budget:** Jacobson reported that although the submitted Department on Aging budget was 11% less in county tax levy than in 2010 the Finance Committee still required additional cuts. Final amount agreed was for an additional \$13,500 which is funding for a portion of the Asst. Director that will be covered once the ADRC starts. The 2012 Oneida County budget hearing will be at the County Board meeting on November 15.

**Family Care and ADRC of the Northwoods:** Jacobson reported that a conference call with the state on Monday, October 17 gave a very favorable review of the ADRC of the Northwoods application. The state was interested in getting the final amendments to the application complete so a contract could start as early as November 1<sup>st</sup> or December 1<sup>st</sup>. The satellite offices will start rolling out as locations in the region are complete. Remodeling for the required office space will begin in November. Applications for citizen members of the ADRC Board are being received and will be reviewed. The ADRC of the Northwoods will begin the regional manager hiring process in November or December. This person will be employed by Oneida County, supervised by the ADRC board and paid with funds from the State of Wisconsin.

**Monthly reports: Staff and program reports, Center Advisory Council:** Maxine Meyer reported greeting card sales showed a 2011 income to date of \$601 as of October. Committee members reviewed reports. Motion Wolk/Pederson accepting reports as presented. All ayes, motion passed.

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

**Line Item Transfers:** Motion Metropulos/Meyer approving line item transfer as presented. All ayes, motion passed.

**Out-of-County travel:** None requested for November, 2011.

**Topics for Future Agendas:** Family Care Committee, ADRC, digital sign, naming building and normal agenda items.

**Public Comment/Communications:** none

**Adjourn:** Motion Metropulos/Pederson adjourning meeting at 1:15 p.m. All ayes, motion carried.

Respectfully submitted,

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P. Wolk, COA Secretary