

Oneida County Commission on Aging Meeting Minutes
December 15, 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, at 100 W. Keenan St. Rhinelander, Wisconsin. The agenda had been properly posted and media was notified

Approval December 15, 2011 Agenda: Motion Hauer/Parker approving agenda. All ayes, motion passed.

Approval November 17, 2011 Minutes: Motion Metropulos/Wolk approving November 17, 2011 meeting minutes. All ayes, motion passed.

Date/Time and Locations of Future Meetings: The next scheduled meeting will be Thursday, January 19, 2012, 12:00 noon. The meeting site will be determined, depending on room availability.

New Building: Jacobson reported that the Building & Grounds Dept anticipates a mid-January 2012 project completion date and a move by the end of January. Flooring for the dining area has been ordered. Paszak noted that the building currently used by the Dept on Aging, (1103 Thayer St) will be offered for sale as early as January 2012.

Account Clerk Vacancy: Jacobson reported that Lisa Charbarneau advised against requesting a waiver from LRES of the current 6-month hiring freeze until the option of job merging can be investigated thoroughly. Margie Sorenson is currently reviewing both positions (Account Clerk II in Public Health and the Dept on Aging). If advisable, the revised account clerk or technician position will be forwarded for approval to the LRES committee and then on to the county board possibly in February. It is likely we will have a vacancy for several months. An LTE can be requested for simple data entry to fill in while the account clerk's position is under review. An LTE would be paid from grant funds. Jacobson also noted that the Dept on Aging will have an intern from the Nicolet College Administrative Assistant program observe and work in the office 2-days per week beginning near the end of January 2012 through April 2012. Depending on the intern's skill level, she may be able to perform some of the non-accountant duties.

ADRC of the Northwoods: All Board of Directors positions have been filled. The Oneida County Dept of Social Services has contracted to be the agency's fiscal agent and will ready payment for citizen members who have already attended meetings. The ADRC of the Northwoods will be meeting in this same location at 2 p.m. today.

2012 WisDOT s.85.21 Application: Jacobson stated that the public hearing had been held today at 11:30 at the Dept on Aging. She informed members that §.85.21 requires an annual application for funding from the Wisconsin Dept of Transportation. The state funds 80% and the county is required to contribute the remaining 20%. Our Transportation budget includes the Rhinelander buses; volunteer escort drivers, as well as funding to Headwaters, Inc. and the Lakeland/Woodruff Senior Center. Motion Pederson/Wolk approving the 2012 WisDot §.85.21 application as presented. All ayes, motion passed.

Monthly reports: Staff and program reports: Reports reviewed. Maxine Meyer reported greeting card sales profit at the senior center of \$739.25, an increase over 2010 sales and also sales of house plants at \$74.

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: Line item transfer to move Benefit Specialist grant monies was presented. Motion Hauer/Meyer approving the line item transfer as presented. All ayes, motion passed.

Out-of-County travel: None requested by staff for December, 2011.

Topics for Future Agendas: Family Care Committee, ADRC, Account Clerk position, future of dining sites with low attendance, and normal agenda items.

Public Comment/Communications: none

Adjourn: Motion Wolk/Metropulos adjourning meeting at 12:40 p.m. All ayes, motion carried.

Respectfully submitted,

P. Wolk, COA Secretary