

Oneida County Commission on Aging Meeting Minutes
January 19, 2012

Present: Sonny Paszak, Peter Wolk, Carol Pederson, Bob Metropulos, Catherine Parker, Joan Hauer, Maxine Meyer, Sean McAdam, Nancy Brisse. **Absent/excused:** None **Staff:** Dianne Jacobson, Julie Plamann. **Guests:** Marcus Neseman, River News

Call to order: Meeting called to order by Paszak at 2:00 p.m., at 100 W. Keenan St. Rhinelander, Wisconsin. The agenda had been properly posted and media was notified

Approval January 19, 2012 Agenda: Motion Pederson/Meyer approving agenda. All ayes, motion passed.

Approval December 15, 2011 Minutes: Motion Wolk/Metropulos approving December 15, 2011 meeting minutes. All ayes, motion passed.

Date/Time and Locations of Future Meetings: The next scheduled meeting will be on Thursday, February 16, 2012, at 12:00 noon. The meeting will be held at the Keenan Street building, depending on room availability.

New Building: Jacobson reported that the move to the Keenan Street building will take place after the dining area flooring has been completed. There has been a hold up in ordering the flooring. Krouze of Building & Grounds is meeting with Broman of Houtori Contracting to resolve the issue.

ADRC of the Northwoods: The ADRC of the Northwoods Board of Directors met today for final interviews to select an ADRC Regional Manager. When the Board returned to open session the vote was taken to offer the position to Kelly VanOepen and an alternate chosen in case needed. The ADRC will pay for their office furnishings and will pay an office/space rental fee. Jacobson also noted that the Governor wants to lift the caps (waiting lists) for Family Care. It is uncertain what date this will occur and how it will impact the ADRC of the Northwoods.

Account Clerk Vacancy: Jacobson reported the Account Clerk II in Public Health and the Dept on Aging positions are still being assessed by Margie Sorenson to see if portions of both can be effectively combined. It is likely there could be a vacancy for several months. Jacobson recommended approval of a part-time (15 to 20 hrs/wkly) LTE for data entry to fill in while the account clerk's position is under review. That person's wages would be paid through grant funding that was budgeted to support the Account Clerk in 2012.

Motion McAdam/Parker approving the request to hire a part-time (15-20 hr/wk), LTE clerical for the Dept on Aging using Nutrition Grant funds previously budgeted for 2012 Account Clerk. All ayes, motion passed.

Personnel Requests: Jacobson explained that three new positions titled "ADRC Specialists" will have to be created to provide the Information and Assistance duties for the Rhinelander ADRC Satellite office. The Dept on Aging will supervise these positions and will receive an administrative fee. As with all ADRC expenses, 100% of the expense to operate the satellite office is paid by the State of Wisconsin. Jacobson has been working with Lisa Charbarneau, Human Resource Director to grade these positions and prepare to present to the Labor Relations/Employee Services (LRES) committee. Motion Metropulos/Brissee approving and forwarding the request for three (3) ADRC Specialist positions to be created to the LRES Committee. All Ayes, motion passed.

Dining Site Attendance Review: Report unavailable. Item tabled at Parker's request. Review in February or March.

Monthly reports: Staff and program reports: Reports reviewed.

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

Line Item Transfers: There wasn't a line item transfer submitted for approval.

Out-of-County travel: Jacobson requested approval to attend a County Aging Directors meeting in Wausau, Wisconsin on January 26, 2012. Motion Brisse/Parker approving Jacobson's attendance at the January 26th meeting. All ayes, motion passed.

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 Metropulos/Pederson adjourning meeting at 2:40 p.m. All ayes, motion carried.

Respectfully submitted,

P. Wolk, COA Secretary