

Health & Aging Committee Meeting Minutes
April 25, 2012

Present: Romelle Vandervest, Maxine Meyer, Nancy Brisse and Candy Sorenson.

Absent/excused: Joan Hauer, Greg Berard, Bob Mott. **Staff:** Dianne Jacobson

Call to order: Meeting called to order by Chair Vandervest at 11:00 a.m. at 1103 Thayer St. Rhinelander, Wisconsin. The agenda had been properly posted and media was notified. It was noted that due to the two current citizen vacancies, four members constitute a quorum. Jacobson apologized about the confusion over the change in meeting date and time.

Agenda: Motion Meyer/Brissee approving today's agenda. All ayes, motion carried.

Minutes of March 15, 2012 meeting: Motion Brisse/Meyer approving March 15, 2012 meeting minutes. All ayes, motion carried.

Date/Time and Locations of Future Meetings: The next scheduled meeting will be on the Board of Health's previously scheduled meeting date of Thursday, May 10, 2012 at 12:30 p.m. The meeting will be held at the new Health & Aging Building on Keenan Street building. This will be the first combined meeting of Health & Aging. Health agenda items will be first on the agenda starting at 12:30 p.m. with an anticipated start time of 1:30 p.m. for Aging agenda items. Discussion followed relating to future dates/times of meetings since the Commission on Aging (COA) previously met on the 3rd Thursday and the Board of Health previously met on the 2nd Thursday. Consensus was to open for discussion and decision at the next meeting.

Bureau of Aging & Disability Resources Aging Unit Self-Assessment for 2011: This annual assessment was reviewed at a prior COA meeting, but a motion/second and vote was never taken as required by the state. Motion by Brisse/Meyer to approve the 2011 BADR Aging Unit Self-Assessment for 2011. All ayes, motion carried.

Commission on Aging By-Laws: Jacobson explained that unlike other county committees the COA committee has been functioning under by-laws for the past 32 years. The By-Laws included the election of their own officers (Chair, 1st Vice-Chair, 2nd Vice-Chair and Secretary) every year in May. Oneida County must still recognize the existence of a COA and conform to state statutes regarding member composition. Now that the COA has merged with the Board of Health, the By-Laws do not relate to the Board of Health. Brian Desmond said County Code outlines needed COA requirements and the COA By-Laws could be dissolved. Motion by Meyer/Brissee to dissolve the existing Commission on Aging By-Laws. All ayes, motion carried.

Health and Aging Building and Grand Opening Events: Jacobson reported on the group (3 COA members, 3 staff and 3 Senior Center Advisory Council members) meeting to plan a Grand Opening event at the new building. The group originally had big ideas for a celebration, but has since scaled back to a modest event with ribbon cutting, tours and refreshments on a Sunday afternoon. The Building and Grounds Committee will be selecting a moving company at their next meeting (April 30) and then we should know a date for the Department on Aging move.

Aging and Disability Resource Center (ADRC) of the Northwoods: Jacobson explained to the new members what the ADRC is and the years of planning that have gone into its creation. This is a major addition to the services provided by the Department on Aging. Jacobson will be offering all new Health and Aging Committee members an orientation to this and all other Dept on Aging programs/services. The ADRC operation in Oneida County will start sometime after the move to the new building.

Department staffing update: Jacobson reported the Department on Aging has been without a full-time Account Clerk since a staff person retired on 12/31/11. Jacobson commended all department staff for taking on additional duties in the interim. After reviewing the vacancy and position with both the Personnel and Finance departments a resolution went to county board and was approved in March 2012 to restructure the Account Clerk position. The new position was reduced to a 50% FTE (full-time equivalent) and will only perform accounting duties. The clerical duties previously performed by the Account Clerk will be moved to our FTE Secretary. The point-of-entry public contacts (walk-in and phone) previously performed by the FTE Secretary will be moved to a new Receptionist position (Limited Term Employee LTE). Jacobson is working with Lisa Charbarneau, Human Resources Director, to fill these vacancies. Other vacancies taking priority to fill in the department at this time are the three (3) new ADRC Specialist positions. Over 60 applications were received and Jacobson, Piazza and Charbarneau will interview fifteen (15) applicants this Saturday and next Monday.

Commission on Aging (COA) Citizen Member vacancies: Jacobson informed the committee state statute requires each county have a COA committee and citizen members to represent older adult issues must constitute the majority of the members. With four (4) county board members, that means there must be five (5) citizen members. Due to COA term limits and a resignation, the COA currently has two (2) citizen vacancies. In the interest of conserving more per-diem and mileage expenses Conlon and Jacobson talked with Board of Health citizen members Saari and Cody to inquire if they would be willing to also serve as COA citizen members. They both generously agreed. *Motion by Meyer/Brissee to recommend Saari and Cody to the County Board Chair for appointment at the May 15, 2012 county board meeting as citizen members of the Commission on Aging. All ayes, motion carried.*

Vilas County Commission on Aging request for Steam Table & Dishwasher: Jacobson explained the request from the Vilas County COA to purchase our current steam table and commercial dishwasher that due to age and condition will not be moved to the new building. Vilas COA would use them for their Senior Nutrition program at their new Eagle River Senior Dining Site at the American Legion building. CTL of Wausau was consulted for their estimate of fair market value, but to date we do not have the answer. Vandervest advised putting this issue on the May agenda.

Monthly reports: Staff and program reports: Reports reviewed. Discussion regarding the need for proper orientation to the reports for new committee members and reviewing what monthly reports are preferred by the new Health and Aging Committee members. *Motion by Meyer/Brissee accepting monthly reports. All ayes, motion carried.*

Furniture Request: The workstation currently used by the Elderly Benefit Specialist (EBS) is too large to fit into her office at the new building. Proposal circulated for purchase of new furniture for the Elderly Benefit Specialist using grant dollars (no county tax levy). The current EBS desk will be repurposed for the Department on Aging Director. *Motion by Sorenson/Brissee to approve purchase of new office furniture at a cost not to exceed \$3,740.96 using grant funds for the Elderly Benefit Specialist as presented and forward request to Building & Grounds Committee. All ayes, motion carried.*

Vouchers, Bills and Line Item Transfers: Bills and personal vouchers were presented for payment. *Motion Meyer/Brissee approving vouchers and bills as presented. All ayes, motion carried.* Line Item Transfers (prepared by Sorenson) were reviewed. *Motion Meyer/Brissee to approve Line Item Transfers as presented. All ayes, motion carried.*

Out-of-County travel: Piazza to attend State Alzheimer's Conference in Wisconsin Dells May 6-8, George to attend Social Security training in Appleton on May 10th, Schroeder to attend Wisconsin Association of Senior Center Directors conference in Stevens Point on April 27th and Boyer to

attend the Wisconsin Association of Nutrition Directors conference in Stevens Point on May 17-18th. All travel is included in the 2012 budget. Motion Brisse/Meyer approving all out-of-county travel as presented. All ayes, motion passed.

Topics for Future Agendas: Election of Vice-Chair and Secretary, determining Health and Aging Committee meeting dates, steam table and dishwasher request, move to Health and Aging building, monthly reports currently submitted by the Department of Health and Department on Aging including format for budget reports.

Public Comment/Communications: none

Adjourn: Motion Meyer/Brissee adjourning meeting at 12:07 p.m. All ayes, motion carried.

Respectfully submitted,

Dianne Jacobson, Acting Secretary