

**Oneida County Commission on Aging Meeting Minutes**  
**July 16, 2009**

**Present:** Matt Matteson, Maxine Meyer, Catherine Parker, Sonny Paszak, Jeanette Pederson, Bill Schell, Peter Wolk and Carol White **Absent with Notice:** Pat C. Peters **Staff:** Dianne Jacobson  
**Guests:** Heather Schaeffer (Daily News), Chuck Wickman (County Supervisor), John Potters (County Coordinator), Jim Lillis (WPEG.net)

**Call to order:** Called to order by Sonny Paszak at 12:00 noon at the 2<sup>nd</sup> Floor Committee Room #1 at the Oneida County Courthouse. It was noted that the agenda was properly posted and the media notified.

**Introduction of Members and Guests:** Guests and Commission members introduced themselves.

**Approval of Agenda for July 16, 2009:** Motion by P. Wolk to approve the agenda and take items out of order if needed, second by B.Schell, Jr. Motion carried.

**Approval of Minutes from May 21, 2009:** Motion by B. Schell, Jr. to approve the minutes of the May 21, 2009, second by P.Wolk. Motion carried.

**Date/Time and Locations of Future Meetings:** Thursday, August 20<sup>th</sup> at the Oneida Senior Center. September 17<sup>th</sup> at Three Lakes Reiter Center, October 14<sup>th</sup> at Nokomis Town Hall

**Status of Reactivating Department on Aging Building Committee:** The Department on Aging Building committee was put on hold by the county board until such time that the Human Service Center Work Group (HSCWG) had completed their assigned duties. Now that the HSCWG is finished the OCDOA Building Committee could resume. Various discussion followed in support of reactivating the committee. Motion by C. Parker to urge County Board to reactivate the OCDOA Building Committee, Second by M. Matteson. Motion carried.

**Secretary I Vacancy Review:** D. Jacobson reported that the office has been without a full-time Secretary since June 15<sup>th</sup> and making due with a 40% time Nicolet College Intern and two LTE Receptionists. Due to the complexities of the job only a portion of the job duties are being performed. Discussion followed regarding the critical nature of this first point of contact staff and the importance of having a full-time professional in the position. Motion by S. Paszak to direct D. Jacobson to return to the LRES committee and request a waiver of the 6-month hiring freeze for our Secretary I position, seconded by M. Matteson. Motion Carried.

**Approve Policies for Carry-forward accounts and Transportation Policies:** Reviewed the materials presented regarding these policies. Motion by Bill Schell, Jr. to approve the Carry-Forward Account Policies, second by M. Meyer. Motion Carried. Motion by M. Matteson to approve the Transportation Policies as presented, second by B. Schell, Jr. Motion carried.

**2010 Department Budget and Contracts:** D. Jacobson informed the committee that the 2010 department budget will be presented at the next meeting for approval. Also, it is that time of year to activate our Nutrition Program Caterer Contract Subcommittee. Motion by P.Wolk to appoint S. Paszak, C. White and M. Meyer to the Nutrition Program Caterer Contract Subcommittee, second by M. Matteson. Motion carried.

**Update on Family Care Committee:** Members appointed by the County Board Chair for this new committee are Ted Cushing, Sonny Paszak, Director of the Department of Social Services, Director of the Department on Aging and the Director of the Human Service Center. S. Paszak and D. Jacobson reported that the first committee meeting was held with 5 other counties and several tribes. The next meeting will include a neutral professional facilitator who will help the group determine some very hard issues regarding multi-county ADRC development.

**Lakeland Retirement Foundation funding request:** Issue brought forward from the last meeting regarding LRF request for funding to replace dishwasher and furnaces. Discussion followed regarding nothing more being budgeted this year for that purpose. LRF will need to make this a request for the 2010 OCDOA budget to be included.

**Oneida Senior Center Accreditation Process:** M. Meyer reported that a committee has been created to pursue the Oneida Senior Center being awarded accreditation from the Wisconsin Association of Senior Center Directors (WASC). The committee is made up of 3 older adults, Stephanie Schroeder and Dianne Jacobson. The process could take as long as one year to complete, but is a good goal especially given our pursuit of a new facility.

**Director's Monthly Report:** Report reviewed. S. Paszak commented that LRF should no longer be ordering supplies for our Dining Site and then including the cost in our monthly billing. Motion by P. Wolk to direct D. Jacobson to send a letter to LRF stating that our Site Manager will now do all ordering and other expenses must be discussed in advance. Second by C. White. Motion carried.

**Monthly Departmental Reports:** Reports reviewed. D. Jacobson mentioned that departments/committees are being asked to save expenses wherever possible. One way to reduce paper and postage would be to reduce the monthly reports to quarterly or less like other departments. At a future meeting the COA will decide how frequently reports will be requested (quarterly? 6-months? Annually?). Motion by P. Wolk to approve monthly reports as presented. Second by J. Pederson. Motion carried.

**Vouchers and Bills:** Motion by P. Wolk to approve all vouchers and bills as presented, second by C. Parker. Motion carried.

**Line Item Transfers:** D. Jacobson informed the COA of some stimulus money that all counties received from the state for use only in the nutrition programs. Several ideas were discussed regarding promotion of the program and getting in new participants. Motion by P. Wolk to approve Line item transfers as presented. Seconded by B. Schell. Motion Carried.

**Out-of-County travel:** None

**Topics for Future Agendas:** Building Committee

**Public Comment/Communications:** None

**Adjourn:** Motion by J. Pederson to adjourn, second by M. Meyer. Motion carried 1:40 p.m..

Respectfully submitted,

D. Jacobson  
Acting Secretary

P. Wolk  
COA Secretary