

COMMISSION ON AGING MEETING

January 20, 2014

Chairman Teichmiller called to order the regular meeting of the Commission on Aging Committee at 9:03 am, on January 20, 2014, at the Vilas County Commission on Aging Building, Eagle River, Wisconsin

Present: Teichmiller, Hayes, Nielsen, Briggs, Jensen, Main, and Stearns. **Excused:** Mitchell, Radtke, Thompson. Staff present was Richmond and Rein.

Approve Agenda: Agenda has been properly posted. Hayes moved and Nielsen seconded to approve the Agenda as mailed.

Approve Minutes: There was a motion to approve the Minutes of the Regular Commission on Aging Meeting and the Public Hearing of December 9, 2013 by Nielsen with a second by Main. Motion Carried

Agenda Item #4 Report of the Greater Wisconsin Agency on Aging Resources:

- Teichmiller stated that GWAAR was stable and doing a respectable job.
- Teichmiller reported that a task force has been established to look at leadership transition starting at the director position. Also, GWAAR has started a strategic plan to look at services being provided more efficiently and then looking at the staff and board.
- Teichmiller mentioned that the next meeting will be held in February in Stevens Point.

Agenda Item #5 Program and Committee Reports

Directors Report:

- Richmond reviewed the packets that were distributed which included a copy of the January County Newsletter, Nutrition News from GWAAR, and the information tracking sheet.
- Richmond spoke about the new Welcome Packets for the Home Delivered Meal Participants.
- Richmond stated that the COA worked with the Fire Chief Association and Nelson Ace Hardware to have volunteers from the fire departments replace smoke detector batteries and install carbon monoxide detectors if needed for the Home Delivered Participants, with their permission. Discussion held
- Richmond was informed by Jason Hilger, Financial Manager, that the County will not send the Volunteer Drivers a 1099 due to the way the County has the volunteers coded in their system. Discussion held
- Richmond was contacted by Janna Kahl, Human Resources, about a shortage of workers in the Sheriff's Department. Kahl asked if Beckie Gleason would be available two days a week in February. Richmond feels that it is important to help other departments.
- Richmond stated that she will be meeting with the Personnel Committee on February 7 for her Performance Evaluation.
- Richmond stated that she will be traveling on February 11 to Crandon for the ADRC Management Meeting.
- Teichmiller spoke about more committees going paperless and asked how many committee members are using IPADs or Tablets.
- Information packet distributed. Place name on post it if you would like a copy.

Friendly Visitors/Family Caregiver Support:

Rein reported:

- Rein reported that in December 4 families called requesting services.
- Rein mentioned that new brochures have been made for several programs.
- Rein and Kapke continue to work on a Caregiver Support Group.

Chore:

Kapke reported:

- 18 Households, 123 hours reimbursed at \$860 for the month. Also, an administrative cost of \$926.17. Balance of the program is \$2,982.11.
- Kapke stated that she has been working on new brochures with Hahn Printing. Grant funds paid for the brochures to be printed.
- Kapke mentioned that annual reassessments will be completed in January and February.
- Kapke stated that we are still waiting to hear from the United Way on the grant funds.
- Richmond mentioned that the Chore program was under spent by \$3,000 but these funds will stay in a segregated fund. Richmond mentioned that the grant money needed to be spent first.

Alzheimer's:

- Kapke reported that there are 7 families enrolled in the program. Several families submitted requests in December. The balance of the budget at the end of December was \$0.
- Kapke reported that at the beginning of 2013 there were 6 families enrolled in the program and at the end of the year there were 10 families enrolled. Kapke mentioned that two participants died and 3 participants moved into facilities. Currently there are 5 participants enrolled in the program.
- Kapke mentioned that she will be working to get information out in the community about this program.
- Kapke mentioned that she will be representing the COA on the DayBreak Adult Day Center Board starting in February.

Escort:

- Richmond reported: 23 clients, 180.5 hours and 3481 miles were driven. Total expense \$1,972.32. Income year to date is \$11,432.91.
- Richmond mentioned that Beckie Gleason is doing a fabulous job with this program. This program can be a full time job at times.
- Richmond stated that currently there are 176 eligible clients in this program.
- Richmond mentioned that in this program the County match needs to be spent first, then the prior year donations, and then the DOT funds. The unspent funds go into the Trust Account. Richmond mentioned that the donations were about \$3,000 more than what she planned on for 2013.
- Richmond spoke about the trips that need to be reported to the DOT and how that is done. Discussion held
- Richmond stated the budget is in good shape.

Nutrition:

- Richmond reported: 1177 meals were served in December. Total expense for the month was \$16,893.24. Income year to date: \$63,240.55.
- Richmond spoke about how she was directed by GWAAR to spend the funds and that funds could not be carried over. Richmond spoke about how funds were spent and that they had to be spent on specific items. Richmond stated that some of the funds were left over and she has contacted GWAAR about transferring some of the Title III C funds to the home delivered meals program.
- Richmond mentioned that in 2014 there will be cuts but they will not be as bad as first thought.
- Teichmiller spoke about finding drivers for the Home Delivered Meal program for areas of the county where meals are not available at this time. Discussion held
- Richmond explained the form with the total number of meals and costs for 2013.

Elderly Benefit Specialist:

- Williams reported 62 individuals were served with 21 separate and distinct issues, 200 individuals for Part D Open Enrollment, and took 139 phone calls on separate issues.

- Financial impact was \$297,938.
- Williams stated that the financial impact is a little lower. Williams discovered that some of the data entry was not being completed correctly in the past.
- Williams mentioned that she and Corrieri continue to attend quarterly EBS webinars. Also, both attended the Conflict Resolution and Evacuation Safety and quarterly EBS teleconference.
- Williams spoke about the new supervising attorney through the GWAAR office.
- Williams mentioned that Corrieri, Williams, and the EBS from Oneida County will be holding the Welcome to Medicare Workshop at the Lakeland Senior Center in Woodruff monthly. The three individuals will rotate who conducts the workshop.

ADRC:

- Teichmiller stated that the ADRC of the Northwoods has been identified as the best reporting agency in the state for 100% time reporting. Teichmiller spoke about how this helps provide Federal funds for the program.
- Richmond mentioned that the Elderly Benefit Specialists are also participating in the 100% time reporting.
- Parkkila reported that the Functional Screens that the Information Specialists complete have been reviewed by the State and they came back excellent.
- Parkkila mentioned that the Customer Satisfaction Survey has been compiled and the responses were very high. Discussion held
- Parkkila reported that the initial draft of the Marketing Plan is completed and will be reviewed by the ADRC Board.
- Richmond spoke about a scam that was experienced in Taylor County.
- Richmond mentioned that the Management Team continues to meet prior to the staff meeting. Richmond feels that these meetings have been helpful.

Agenda Item #6 Old Business

December Expense Report

- Richmond stated that the budget will be adjusted one more time.
- Richmond stated that the first ten lines in the budget are the Title IIIB funds. There is a negative balance for Williams position. Richmond has a call into GWAAR about using funds to offset this.
- Richmond reported that the DOT 85.21 Grant has some funds left over and those funds will transfer into the Trust Account. Richmond mentioned that Eagle River Club needs to have new tires put on the van which could not be done before the end of last year so that work will be completed in 2014 and will be funded with Trust funds. The cap on the Trust Account is \$80,000.
- Richmond reported that the COA is reimbursed 100% by the ADRC. At this time, the COA has been reimbursed through October.

Committee Consolidation

- Teichmiller stated that he has received permission from the County Board to have a conversation with the 5 groups (COA, Public Health, Veterans Services, Social Services, and COP Program) about the consolidation later today. Teichmiller would like to talk about an agenda template, standing rules, and meeting frequencies. Discussion held

Agenda Item #7 New Business

Approve Community Mental Health Services 2014 Contract

- Richmond discussed that CMHS is contracted to complete payroll for Kapke and Rein.

- A motion was made to contract with CMHS for \$35,700 in 2014 to complete payroll by Briggs with a second by Main. Ayes Hayes, Nielsen, Briggs, Jensen, Main, and Stearns, Nays none, Teichmiller abstained. Motion Carried

Approve Heartland Communication 2014 Contract

- Richmond explained that for many years the COA has worked with WRJO Radio Station (Heartland Communications) to co-sponsor the Fall Senior Expo. Also, the COA receives 4 booths at the expo and 700 thirty second ads throughout the year. The cost is \$4,000.
 - A motion was made to approve the Heartland Communication 2014 Contract by Main with a second by Nielsen. Carried

Line Item Transfer

- Richmond stated that the Committee does not need to approve the transfer. Richmond can contact Hilger for the transfer.

Resolution for Budget Amendment 2013

- Richmond stated that in the past when a department received more funds that a resolution needed to be approved. Hilger informed Richmond that carryover funds no longer need a resolution.

Approve New Board Member

- Richmond received a letter from Chris Wise stating that he would like to sit on the COA committee again.
 - A motion was made to approve the appointment of Chris Wise and to forward this to the County Board Chair by Hayes with a second by Briggs. Carried.

Agenda Item #9 Public Comment

- None

Agenda Item #10 Letters and Correspondence

- Richmond read a letter from an Escort Program participant thanking the office for the help.
- Richmond received a thank you note from Marsha Slivinski for the volunteer dinner and the print she won.
- Richmond received a thank you note and a donation of \$100 from a family member of a HDM participant.

Future Meeting Date:

Monday February 17, 2014 at 9:00 a.m. at the Commission on Aging Building, Eagle River

Meeting adjourned at 10:45 a.m. made by Briggs and seconded by Stearns. Carried.

Minutes reflect the recorders notations and are subject to approval by the appropriate board or committee.

Submitted by:

Approved by:

Amie Rein
Reported

Susan Richmond
Director