

## COMMISSION ON AGING MEETING

November 9, 2012

Chairman Teichmiller called to order the regular meeting of the Commission on Aging Committee at 9:03 am, on November 9, 2012, at Vilas County Commission on Aging office conference room, Eagle River, Wisconsin

**Present:** Teichmiller, Hayes, Nielsen, Hansen, Briggs, Main, Proven, Wise and Radtke. Member Excused were Montgomery, Jensen. Staff present were Richmond and Rein. Also present was Verdelle Mauthe.

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

**Approve Minutes:** There was a motion to approve the Minutes of the Regular Commission on Aging Meeting of October 9, 2012 by Hansen with a second by Radtke. Carried.

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

- Teichmiller mentioned that GWAAR was in the process of completing its budget.
- Teichmiller stated that the guardianship grant that was awarded to GWAAR is being held up due to a complaint by CWAG.
- Teichmiller mentioned that the next GWAAR Board meeting will be held early in December.
- GWAAR newsletter was distributed
- Teichmiller reported that the Commission on Aging has been cited by GWAAR for not having a permanent full time director hired. Discussion held that each member could speak with their County Supervisor for support of Richmond in this position. Teichmiller stated that the Personnel Committee is questioning the need of a 4 year degree; this is not a requirement of GWAAR.

### **Agenda Item #5 Program and Committee Reports**

#### **Directors Report:**

- Richmond will be scheduling the 2013 meetings. She asked that members give her dates that will not work for meetings. She will also work with Dave Alleman, County Clerk, on the schedule. Richmond asked the committee if they would like to have any other paperwork or information at the meetings. Teichmiller mentioned that it would be nice to have the Commission on Aging Staff come and talk about services. Also, Teichmiller asked that committee to think about the future programs and image of the Commission.
- Richmond reported that the Health and Wealth Expo was on October 17. 90 people received flu shots. The co-sponsorship in the Expo covers the radio ads for the year.
- Richmond mentioned that the 14<sup>th</sup> Fall Education Conference for the Alzheimer's Association is on November 13<sup>th</sup> in Rhinelander.
- Richmond recently completed her Serve Safe Food Training test. She is required to have this certification.
- Richmond reported that the office has been extremely busy with Medicare Part D starting. The Benefit Specialists are seeing clients from 9:30-12 on Monday, Wednesday, and Thursdays.
- Richmond attended the Directors Meeting. There was discussion about the transportation grants being cut even to the counties that were told that they were not receiving cuts. There is a possibility that in February or March other funds will be found to be given to those counties. Also, at the meeting it was announced that GWAAR Older American Act funds would be cut by 7.3% next year.
- Richmond is working with the ADRC Regional Manager to get office furniture and a small meeting table for the front office. That office currently has the left over Commission on Aging furniture. The ADRC will be funding the furniture.

- Richmond is currently working with Jeff Visner, landlord, on putting in a wheelchair lift so that people can get to the conference room. The ADRC has funds to pay for this.
- Richmond will be meeting with the fiscal agent for the ADRC to work on the accounting and then they will be meeting with Jason Hilger, Vilas County Fiscal Manager. Richmond feels that she might be able to save the County some money.
- Richmond attended a meeting in Lac du Flambeau for the ADRC Management Team to work on team building. Richmond felt that this was a beneficial training.
- Various pieces of info distributed (if interested, please put name on top of it and a copy will be sent)

### **Elderly Benefit Specialist:**

Gengle reported:

- 126 individuals served with 198 separate and distinct issues.
- Financial impact was \$459,755.76 for October.
- 15 people attended the “Insurance Puzzle”.
- Gengle also reviewed the Benefit Specialist Study that was completed by the Department of Health Services. Overall the participants are very satisfied with the help that they received from the Benefit Specialists.
- Teichmiller mentioned that the County wanted to cut the ½ Benefit Specialist and he spoke with the Personnel and Finance Committees about the importance of keeping this position. Also, with the ADRC the Benefit Specialists will be able to receive funding through Medicaid through 100% time reporting.

### **Friendly Visitors/Family Caregiver Support:**

Rein reported:

- Rein spoke about the Caregiver Alliance of the Northwoods and showed the committee the bookmarks and prescription pads. The information was created to help caregivers self identify and offer them resources.
- Rein mentioned that 13 families contacted the office about the In Home Support Program and 5 families received referrals for workers.

### **Chore:**

Kapke reported:

- 17 Households, 121.5 hours reimbursed at \$895 for the month. Kapke recently added 5 new clients to the Chore Program in November. Currently there is no one on the waiting list. Balance of the program is \$12,099.54
- Richmond mentioned that the County did cut the program by \$320. Richmond talked about how the County needs to put \$20,000 in the Chore program to receive the matching funds.

### **Alzheimer’s:**

- There were no requests made for funds. Budget balance is \$4,593.56
- Richmond reported that Kapke has received a call from a family about services.
- Richmond reported that DayBreak Adult Center has requested funds to pay for the insurance.

### **Escort:**

- Richmond reported: 27 clients, 221.25 hours and more than 4,619.8 miles were driven. Total expense \$4,785.38. Income year to date is \$5,085.12.
- Richmond reported that the amount of calls for new clients has increased with 29 new clients being added since June. Richmond reported that there has been an increase in clients from the ADRC and Veterans office.

- Richmond is keeping an eye on the funds being used since some of the funds were taken out of the budget next year and put towards salary.
- Discussion took place.

#### **Nutrition:**

- Richmond reported: 1515 meals were served in September. Total expense for the month was \$15,463.42. Income year to date: \$41,941.00.
- Richmond reported that all the sites are doing well. The Eagle River Site has seen an increase in participants.
- Richmond is hoping to carry over some of the donation funds into 2013 to help with costs at the beginning of the year.
- Richmond reported that the donations are down
- Richmond mentioned that currently there is no one on the waiting list for home delivered meals.

#### **ADRC:**

- Teichmiller reported that Tyler Kommer, ADRC Information Specialist, has resigned.
- Teichmiller mentioned that there is a resolution before the County Board to increase the salary to \$19-\$23 per hour. Discussion took place.

#### **Agenda Item #6 Old Business**

##### **Monthly Expense Report**

##### **Financial Report**

- Richmond reported that the budget is in good operating order.
- Radtke asked about the line item for the Temporary Personnel. Richmond mentioned that funding is for the part time benefit specialist and she needs to use those funds first. Also, Radtke asked about the United Way Funding and Richmond mentioned that would be used for the Senior Focus ad in the newspaper. In addition, Radtke asked about the Friendly Visitor funds. Richmond explained that those funds were for mileage and salary.
- Richmond mentioned that she is working with Jason Hilger, County Financial Manager, on a new financial report. She was not sure what the form will look like next year for the committee.
- Richmond mentioned that the ADRC is behind on their payments.

#### **Agenda Item #7 New Business**

##### **Travel Requests**

- Travel Request sheet was distributed.  
-Motion to approve the travel request sheet by Nielsen with a second by Hayes. Carried.

##### **Request for Office Equipment:**

- Richmond recommended to the committee that a new copier machine be purchase that has the ability to scan documents for everyone in the office. Richmond has spoken with Chris Kamps, IT, about this option and she felt that it would be a better option than just Richmond having a scanner. The cost will be \$15.82 more a month.
- A motion was made to recommend to Public Property that the Commission on Aging be allowed to buy out the existing Xerox contract and lease a new colored copier machine that is capable of scanning multiple documents at a cost of \$15.82 more a month. Radtke moved and Briggs seconded, Motion carried.

##### **Eagle River Transportation 2013 Contract**

- Richmond received a letter from SERVE on October 17, 2012 withdrawing the bid for 2013 Transportation. Richmond reported that she needed to find someone to help with the paperwork. Jennie

Johnson from the Phelps Club has agreed to help with the paperwork for the Eagle River Transportation. In addition, the American Legion is willing to have the bus parked in their lot at night.

- Richmond reported that she spoke with Johnson and Warner Kant about the drivers wages. Kant was receiving \$10.91 per hour and provided a meal. Richmond would like to see a stipend of \$30 a day plus a meal. Kant is working about 4 hours a day. Discussion was held.
  - A motion was made to pay a \$35 stipend maximum to the driver per day and provide a meal. Nielson moved and Hayes seconded. Discussion was held about the cost also covering shopping days. Ayes were: Teichmiller, Hayes, Nielsen, Briggs, Main, Proven, Wise and Radtke. Nay was Hanson Motion carried

### **Request for funds from DayBreak**

- Richmond reported that DayBreak Adult Center has requested funds to help pay for the insurance. The amount is \$519 and the funds would come from the Alzheimer's Family Support Grant.
  - Motion to approve the request for funds to DayBreak for \$519 to pay for the insurance by Briggs with a second by Radtke. Carried

### **Resolution for Increased GWAAR funds**

- Richmond reported that the GWAAR budget is from October 1<sup>st</sup> until September 30<sup>th</sup> each year. Richmond asked that committee to approve the resolution to accept \$1,234.00 and the line item transfer to show funds were spent out in September.
  - A motion was made by Nielsen and seconded by Hanson. Carried

### **Reduction in Chore Service Hours**

- Richmond proposed that the hours for the Chore Service be reduced from 8 hours a month to 7 hours a month. This would allow 3 more clients as of January 2013. Discussion held
  - Motion was made by Hanson and seconded by Main. Carried

### **Agenda Item #9 Public Comment**

- Verdelle Mauthe mentioned that 89 people attended the last Primetimers meeting. Nancy Miller, UW-Extension, spoke about programs that are offered. Also, information about the Learning and Retirement program through Nicolet College was shared. The personal five was given by a member who formally worked in Saudi Arabia. Mauthe mentioned the trips the group has taken and upcoming trips. Also, the group has finished putting up the Holiday Lights. Finally, Mauthe listed all the organizations who received funds from the Primetimers.
- Radtke mentioned that he had the Primetimers buses in for inspection and the new bus had loose wheel bearings. Also, there has been a recall on the lift that all the buses have.

### **Agenda Item #10 Letters and Correspondence**

- None

### **Agenda Item #11 Review of Vouchers:**

- A motion was made by Hayes and seconded by Nielsen to approve the vouchers. Carried.

### **Future Meeting Date:**

**Tuesday December 11, 2012, COA/ADRC Building at 9:00 am**

**Thursday December 13, 2012 the Volunteer Luncheon will be held at the Eagle Waters Resort.**

**Invitations will be mailed out the week of Thanksgiving.**

Meeting adjourned at 11:02 a.m. made by Briggs and seconded by Main. Carried.

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

Submitted by:

Approved by:

Amie Rein  
Family Caregiver Coordinator

Susan Richmond  
Interim Supervisor