

## **TAYLOR COUNTY COMMISSION ON AGING**

Wednesday, December 8, 2010  
Gilman Senior Center

Members Present: Agen, Albrecht, Brooks, Klingbeil, Peterson, Soper, Thums, Troyk

Members Absent: Bix

Call to Order: Chair Albrecht called the meeting to order at 9:35 a.m. Also present were Diane Niggemann, COA Director; Stacy Rieck, Black River Industries; Frank Soper

Minutes of the October 13<sup>th</sup> meeting and Meeting Agenda: Thums moved to approve both items; Agen seconded. All Ayes. Motion carried.

Public Input: Rieck reported on the status of BRI's day-to-day operations, during Paul Thornton's absence.

"How Prepared is Your County for the Coming Age Wave?": Judy Troyk attended a conference at Stevens Point on this topic. Troyk presented facts and information regarding the future aging population and how it will affect our society and how our county will need to be prepared.

Review and approve 85.21 Application: **Taylor County will receive \$68,117 with a required local match of \$13,623.** Troyk moved to approve; Klingbeil seconded. All Ayes. Motion carried.

Transportation Survey by DOT: COA Director handed out a draft of a survey designed for the older residents in WI to obtain information of their transportation needs and how the DOT can better serve their needs. Surveys will be handed out at the Nutrition Sites.

ADRC Update: COA Director gave update, site has not yet been chosen in Taylor Co.

Medford Site Manager Position has been filled by another union person, Nancy Dassow. Florina Jochimsen will be retiring January 2011.

Director's Report: Niggemann reported the Health Fair was a huge success; approx 634 meals were served and 675 – 700 people attended. The Caregiver Retreat was very well attended. A Fire Safety presentation by Scott Brehm at the Westboro Nutrition Site was very informative. Smoke alarms and batteries donated by Wal-Mart were handed out to each family in attendance. The preliminary 2010 Wisconsin Senior Farmer's Market Nutrition Program redemption rates for Taylor County were as follows: 114 packages were issued with a redemption rate of 92% (or \$2617.00). Coupons were redeemed at certified farmer's market stands.

Review & Approve Monthly & Director's Expense Reports: Klingbeil moved to approve both expenses from October and November 2010. Brooks seconded. All Ayes. Motion carried.

Set Next Meeting Date: January 12, 2011 at Medford at 9:30 a.m.

Adjourn Meeting: Troyk moved to adjourn; Klingbeil seconded. All Ayes. Meeting was adjourned at 11:15 a.m.

## **TAYLOR COUNTY COMMISSION ON AGING**

Wednesday, October 13, 2010 - 9:30 A.M.

Multipurpose Room - Taylor County Commission on Aging

**Members Present:** Agen, Albrecht, Bix, Brooks, Klingbeil, Peterson, Soper, Thums, Troyk

**Members Absent:** None

**Call To Order:** Chair Albrecht called the meeting to order at 9:32 A.M. Also present were Diane Niggemann, COA Director; Stacy Rieck, Black River Industries; Russ Blennert and Amber Fallos, Taylor County Human Services Department.

**Approve Minutes of the September 8, 2010 Meeting:** Klingbeil moved to approve the minutes of the September 8, 2010 meeting; Troyk seconded. All Ayes. Motion Carried.

**Approve Agenda:** Bix moved to approve the agenda with ten items; Troyk seconded. All Ayes. Motion Carried.

**Public Input:** Rieck reported that the State of Wisconsin Department of Transportation just completed and Black River Industries passed inspection of their buses. Black River Industries and the COA were informed that they will receive funding for the 2011 Senior Health, Wellness & Safety Fair from Nestle Pizza Division.

**Approve Recommendation to Join the ADRC of the Northwoods Planning Group:** Two Power Points were presented by Blennert, Fallos, and Niggemann. The Ad Hoc Committee has recommended that Taylor County go with the five-county ADRC of the Northwoods. This would give the County equal representation among the other five counties and three tribes. It is estimated that 4-5 positions at the Human Services Department will either be eliminated or be transferred to the ADRC. Troyk moved to recommend that Taylor County go with the ADRC of the Northwoods; Bix seconded. All Ayes. Motion Carried.

**Approve Filling the Medford Nutrition Site Manager Position:** Florina Jochimsen will be retiring in January, 2011. She has been working four hours per day, and Director Niggemann will be requesting a replacement at 3 - 3.5 hours per day. Since Ms. Jochimsen's replacement will be working more than 600 hours per year, that person will be in a union position. Thums moved to recommend to the Personnel Committee that this position be filled; Agen seconded. All Ayes. Motion Carried.

**Director's Report:** 1) Kathleen Luedtke of the State Department of Health Services spoke at the most recent ADRC of the Northwoods Planning Meeting. She stated that individual counties can make recommendations to the State for a particular Managed Care Organization (MCO) to provide services, but the State will make the ultimate decision. The ADRC of the Northwoods is forming a Managed Care Exploration Committee to research possible MCOs for the ADRC. 2) The Taylor County Aging Council will start having specific topics presented at each monthly meeting. 3) A caregiver's retreat for family caregivers will be held on November 3 from 9AM until 3PM at the First Lutheran Church in Ogema. 4) The Senior Health Fair will be Thursday, October 28, 2010, starting at 9 AM.

**Review & Approve Monthly & Director's Expense Reports:** Soper moved to approve Director's Expenses of \$48.99 and COA Monthly Expenditures of \$28,964.60. Brooks seconded. All Ayes. Motion Carried.

**Set Next Meeting Date:** The next meeting of the Taylor County Commission on Aging will be Wednesday, November 10, 2010 at 9:30 AM.

**Adjourn Meeting:** With no further business, Bix moved to adjourn; Troyk seconded. All Ayes. The meeting was adjourned at 10:58 A.M.

**Handouts:** Taylor County Commission on Aging Minutes for September 8, 2010; Power Point on the Aging & Disability Resource Center; Power Point on the A.D.R.C. of the Northwoods; ADRC of the Northwoods Planning Consortium Common Message #9; Director's Expense Report for September 2010; COA Expenditures for September 2010; COA October Newsletter.

## **TAYLOR COUNTY COMMISSION ON AGING**

Wednesday, September 8, 2010 - 9:30 A.M.  
Multipurpose Room - Commission On Aging

**Members Present:** Bix, Brooks, Klingbeil, Soper, Thums, Troyk

**Members Absent:** Agen, Albrecht, Peterson

**Call To Order:** In the absence of Chair Albrecht, Commission on Aging Member Thums called the meeting to order at 9:31 AM. Also present were Stacy Rieck from Black River Industries (BRI) and Diane Niggemann, Commission on Aging (COA) Director.

**Approve Minutes of the August 10, 2010 Meeting & Approve the Agenda with Nine Items:** Klingbeil moved to approve the minutes of the August 10, 2010 meeting and the agenda with nine items; Troyk seconded. All Ayes. Motion Carried.

**Public Input:** Rieck reported that the State of Wisconsin Department of Transportation has approved two new buses for BRI, one to be delivered in 2011 and one in 2012. Each bus will have seven slots for seated passengers and one for a wheel-chair-bound passenger. The Northern Bridges MCO has contracted with BRI to provide services for their clients. BRI has just received the 2009 Food Safety Award from the Taylor County Health Department.

**Review/Approve 2011 Budget:** After review of the line-item budget and other explanatory materials, Bix moved to approve the 2011 Budget in the amount of \$140,832 with Taylor County providing \$120,295 and an additional \$20,537 to be taken from the COA Fund Balance. Troyk seconded. All Ayes. Motion Carried. This budget will now be sent to the Budget Review Committee for final review and inclusion in the 2011 budget to be submitted to the full County Board. The COA has total revenues of \$500,337 which includes money from state and federal grants (\$291,167), donations from congregate meals, home-delivered meals, and bus trips, County Match funds for the state and federal grants, COP meals, United Way, and Care Call.

**Aging & Disability Resource Center (ADRC) Update:** All five counties and two of the three tribes in those five counties have signed letters of intent to join the Northwoods ADRC. Only the Forest County Potawatomi Tribe has not yet agreed to join. At the most recent meeting of the Consortium, further work on the intergovernmental agreement was done. When this is completed, the agreement will be sent to the local Corporation Counsels for their review. The next meeting is in Rhinelander on Thursday, September 23, 2010. Kathleen Luedtke of the State of Wisconsin will be present to answer questions on the MCOs. The Taylor County Buildings & Grounds Committee is concerned about the cost of remodeling part of the Multipurpose Building to be used by the ADRC and is now re-considering the Education Center and even the Human Services Building.

**Director's Report:** Jump River has agreed to keep their charge for the Community Center at \$30/day. The COA received a donation from Nestle Pizza Company, Inc. for this year's Senior Health Fair. A blood bank will also be held at the same time. Sixteen people are enrolled in the computer classes for seniors. Classes start September 30. Nutrition Site Managers will go to training on September 22. A GWAAR conference will be held in Wisconsin Dells. Troyk moved to accept the Director's Report; Bix seconded. All Ayes. Motion Carried.

**Review & Approve Director Expenses/Review & Approve Monthly Expenses:** Soper moved to accept Director's Expenses of \$109.92 and COA Monthly Expenditures of \$28,809.19. Klingbeil seconded. All Ayes. Motion Carried.

**Set Next Meeting Date:** The next meeting of the Taylor County Commission on Aging will be Wednesday, October 13, 2010 at 9:30 AM.

**Adjourn Meeting:** With no further business, Bix moved to adjourn; Klingbeil seconded. All Ayes. The meeting was adjourned at 11:01 AM.

**Handouts:** "Expenditure Budget Worksheet" and "Revenue Budget Worksheet", "2011 Anticipated Revenue" and "2011 Anticipated Expenditures", Director's "Travel Expense Report" "COA Monthly Expenditures", September COA Newsletter.

## **TAYLOR COUNTY COMMISSION ON AGING**

Tuesday, August 10, 2010 9:30 A.M.  
Jump River Community Center

**Members Present:** Agen, Albrecht, Bix, Brooks, Klingbeil, Peterson, Soper, Thums, Troyk

**Members Absent:** None

**Call To Order:** Chair Albrecht called the meeting to order at 9:32 AM. Also in attendance were Commission on Aging Director Niggemann, Paul Thornton and Kathy Lemke from Black River Industries, and Frank Soper.

**Approve Minutes of the July 14, 2010 Meeting:** Troyk moved to approve the minutes of the July 14, 2010 meeting; Soper seconded. All Ayes. Motion Carried.

**Approve Agenda:** Bix moved to approve the agenda with thirteen items; Agen seconded. All Ayes. Motion Carried.

**Public Input:** Paul Thornton recognized the Commission on Aging support for Black River Industries over the past 30 years.

**Budget for 2011:** At a recent meeting, department heads were told to keep their operations budgets at 0% for 2011. Union pay increases will be 2%, and health insurance costs are expected to increase by at least 10%. This figure could go as high as 16%. At the same time, it was announced that Taylor County needs to deal with a \$300,000 shortage even before the budget process starts. The County pays for rent and operating expenses at each meal site. The COA gets approximately \$120,000 from the county each year; the budget will be discussed in more detail at the next COA meeting.

**Open & Approve Bid Proposals for Meal Contracts:** For the JUMP RIVER site: Jump River proposes a \$5.50/meal charge and wishes to increase rent for the building to \$40/day. Last year the cost was \$5.15, so this represents an increase of 6.79%. Troyk moved to accept the meal bid but to recommend that the rent increase not be granted; Klingbeil seconded. All Ayes. Motion Carried.

For ALL OTHER SITES EXCEPT STETSONVILLE: Two bids were received. However, Taher, the company that provides food to the Medford School District, did not bid. Black River Industries proposed the following: \$5.50 per meal for all sites. Delivery charges will be -  
MEDFORD: \$44.88/delivery, GOODRICH: \$31.20, RIB LAKE and WESTBORO: \$44.51/delivery, GILMAN: \$39.76/delivery.

For STETSONVILLE: \$3.50/stop with a minimum of \$10.50.

Suggested donation for a congregate meal is \$3.50 and a home-delivered meal is \$3.75. Thums moved to accept the Black River Industries bid; Bix seconded. All Ayes. Motion Carried.

**Ageing & Disability Resource Center (ADRC) Update:** The Commission reviewed the ADRC of Northwoods Planning Consortium Common Message #8. The five-county consortium is coming together and may also include two tribes: Lac du Flambeau and Sokaogon Chippewa. The consortium is now working on an inter-governmental agreement among all the parties. Timelines for county board approvals have been established. Parts of the state application have been completed. A process to recruit and hire the regional manager was developed. Community informational meetings are also being developed. Several COA members commended the Ad Hoc Committee for its work so far.

**Staff Updates:** Bobbi Wright, who was the Westboro site manager, is now the Rib Lake site manager. Patrick Wright is the Westboro site manager. Westboro needs to get its meal participation numbers up. The Transportation Assistant position is only approved as an LTE until the end of September. It will be at least April 2011 before the state-mandated transportation broker takes over. So the Transportation Assistant position must continue to be approved by the Union as an LTE until then.

**Director's Report:** The Senior Citizen Employment & Training group is putting a person at the senior center in Medford to work 20 hours per week coaching older adults on the use of computers. HANDOUTS: Minutes from July 15, 2010 meeting; Common Message #8 from the ADRC of the Northwoods Planning Consortium; Director's Expense Report; COA Monthly Expenditures; Taylor County COA Newsletter.

**Review & Approve Director Expenses:** Thums moved to approve the director's expenses of \$73.92 and COA monthly expenditures of \$32,624.55; Soper seconded. All Ayes. Motion Carried.

**Review & Approve Monthly Expenses:** See item immediately preceding.

**Set Next Meeting Date:** The next meeting of the Taylor County Commission on Aging will be Wednesday, September 8, 2010 at 9:30 A.M.

**Adjourn Meeting:** With no further business, Bix moved to adjourn; Klingbeil seconded. All Ayes. The meeting was adjourned at 11:15 A.M.

## **TAYLOR COUNTY COMMISSION ON AGING**

Wednesday, July 14, 2010 - 9:30 A.M.  
Multi-Purpose Building

**Members Present:** Agen, Albrecht, Bix, Brooks, Klingbeil, Peterson, Soper, Thums, Troyk

**Members Absent:** None

**Call Meeting to Order:** Chair Albrecht called the meeting to order. Also in attendance were COA Director Niggemann and Stacy Rieck from Black River Industries.

**Approve Minutes of the June 9, 2010 Meeting:** Agen moved to approve the minutes of the June 9, 2010 meeting; Soper seconded. All Ayes. Motion Carried.

**Approve Agenda:** Bix moved to approve the agenda with twelve items; Troyk seconded. All Ayes. Motion Carried.

**Introduction of New COA Members:** Joyce Peterson of Westboro is replacing Julie Scott. Board Members introduced themselves.

**Public Input:** Stacy Rieck, the Black River Industries business manager, informed the Commission that BRI has received a grant for a new van. The proceeds of their annual golf outing were used to purchase a wheel-chair accessible swing. Rieck also outlined the mission and operational goals of BRI.

**Approve Filling Rib Lake Site Manager Position:** Judy Kraft resigned as of July 9, 2010. Isabel Olkives and some other volunteers are filling in temporarily, but a permanent person is needed. Niggemann needs a recommendation from the Commission before she goes before the Personnel Committee. There were 21 people at the site on Monday and 34 on Tuesday. This site represents a very valuable service to the older people in Rib Lake. In addition to the meal, attendees are provided nutritional counseling and other information. The position is funded by the Older Americans Act, but the County pays rent for the building and also pays for some janitorial services. Troyk moved to recommend filling this position and any other position that may become vacant due to filling this position. Bix seconded. All Ayes. Motion Carried.

**Older American Act Reauthorization:** Federal funding provides \$12,000 for family caregivers services, but only 20% can be spent on supplemental services such as lift chairs. At a regional meeting on the reauthorization of the Older Americans Act, the directors agreed that they would like a larger percentage allotted for supplemental services. Not all of this money allocated to counties is spent because of the 20% limitation. The Act will be reauthorized in 2011. Also C1 (congregate) meals and C2 (home-delivered) meals are accounted for separately and discussion is taking place to combine C1 and C2.

**Ageing & Disability Resource Center (ADRC) Update:** The North Woods Consortium is working on an application to form the ADRC. Both Taylor and Florence Counties have agreed to sign Letters of Intent, although both counties are still weighing other options. The application should be finished in January and will be presented to the Taylor County Board for approval at that time. An audit of Family Care is beginning this week. An ADRC must be present in a county for two months before Family Care starts in that county. All of the Family Care providers in the State of Wisconsin are currently losing money and some are losing a great deal of money. This is one of the reasons for the audit.

**Director's Report:** 1) Niggemann reported that transportation through volunteer drivers is down at this time compared to 2009. This is probably due to the new local low-cost dental clinic and the new dialysis unit. 2) The MA transportation broker will not be in place until at



least April 2011. 3) We currently have about 170 Care Call units in Taylor County. Revamping the system caused some problems which have now been resolved. 4) The COA got a older van that no other department in the county was using. So far, there have been \$300-400 in repairs with another \$1300-1400 pending. The van has over 140,000 miles on it. Niggemann will be discussing these repairs with Marie Koerner to determine if there are some county funds to make these repairs. 5) Another Final Affairs Seminar will be presented on August 25, running from 12:30 - 4:00 PM;. 6) Teepa Snow gave a presentation on dementia and Alzheimer's, and the costs were shared with Price County. Another presentation will be done in the not-too-distant future since these programs are well attended. 7) The County budget process will be starting soon. 8) The COA put out RFPs for meals. The bid opening will be at the next COA meeting. 9) NTC now has an Adult Diploma Academy, designed to help adults get high school diplomas. It is a free program. 10) COA Commission Members' names and telephone numbers will go in the August newsletter. 11) Handouts Included: "How Will the Patient Protection & Affordable Care Act Affect Seniors?", "Medford Adult Diploma Academy", "North Woods ADRC Planning Consortium Common Message #7". "Historical Evolution of Programs for Older Americans", and the July COA Newsletter.

**Approve Director & Monthly Expense Reports:** Niggemann presented Director's Expenses of \$155.60 and COA Monthly Expenditures of \$28,158.33. Troyk moved to approve these expenses; Klingbeil seconded. All Ayes. Motion Carried.

**Set Next Meeting Date:** The next meeting of the Taylor County Commission on Aging will be Tuesday, August 10, 2010 at 9:30 AM. It will be held at the Jump River Community Center.

**Adjourn Meeting:** With no further business, Troyk moved to adjourn; Thums seconded. All Ayes. The meeting was adjourned at 11:11 AM.

**TAYLOR COUNTY COMMISSION ON AGING**  
MEETING MINUTES OF JUNE 9, 2010 – 9:30am  
Multi-Purpose Room – Taylor County Commission on Aging

**Members present:** Agen, Albrecht, Bix, Brooks, Klingbeil, Soper, Thums

**Members absent:** Scott, Troyk

**Also present:** Diane Niggemann, Commission on Aging Director; Ruth Anne Pipkorn, Elder Benefit Specialist

**Called Meeting to Order:** Chair Albrecht called the meeting to order at 9:30am.

**Approve Minutes of the May 12, 2010 Meeting:** Brooks moved to approve the minutes of the May 12, 2010 meeting with one correction: Diane Niggemann was in attendance at that meeting. Soper seconded the motion. All Ayes. Motion Carried.

**Approve Agenda:** Thums moved to approve the agenda with eleven items. Bix seconded. All Ayes. Motion Carried.

**Public Input:** There was no public input at this meeting.

**Ruth Anne Pipkorn, Elderly Benefit Specialist Report:** Pipkorn demonstrated the Personal Emergency Response System (PERS), the new version of Care Call. The cost to the consumer is \$20/month, but our cost is only \$12.50. Installation fees are \$35 each. There have been over 170 Care Call systems installed by the Commission on Aging in Taylor County. We received a \$3500 grant for two years to provide help to low-income people to defray Medicare Part D costs. In 2009, Pipkorn dealt with over 500 separate senior issues. Her job is to help people get things done. So far, she has given out 55 of the 114 \$25 low-income coupons for the Farmers' Market. She also helps with Part D enrollments. Open enrollment is during the last part of the year, but she helps people with problems with their coverage all year. There then was a discussion of the red "Take Me Too" bags that people taking medication can use to make sure the medication goes with them if they are transported to the hospital. Pipkorn reported that it is hard to keep up with all the changes even though she goes to training sessions at a minimum of every other month. She gave the Commission a brochure outlining her duties.

**Aging & Disability Resource Center (ADRC) Update:** Taylor County will bring \$230,213 to the table when we join an ADRC. Niggemann, Klingbeil and Bix reported on meetings they attended on this subject. At this time, Taylor County has three options: 1) Join a new ADRC in the formative state. This would consist of Oneida, Forest, and Vilas Counties. Florence might also join this group. 2) Join a currently existing group. The most favorable one under consideration is the Buffalo-Clark-Pepin County ADRC. 3) Join an existing group with only one other county. This would be Chippewa County. The Ad Hoc ADRC Committee is working on developing a proposal for the County Board by July. Handouts on this issue included: Current & Proposed Aging & Disability Resource Centers - June 1, 2010; North Woods (sic) ADRC DRAFT Organization Structure, and ADRC of the Northwoods Frequently Asked Questions II.

**Director's Report:** 1) The Continuum of Care Committee is looking for a place to house homeless people. 2) There will be no State Request For Proposals (RFP) for Medical Assistance Transportation Brokers until at least April 2011. We will still need volunteer drivers after this program goes into effect. JoAnne Vanden Heuvel is handling the transportation duties now. She is a limited-term employee and her position has been approved for renewal twice - by both the Personnel Committee and the Union. It is not known if they will renew the position until next April. 3) The Older Americans Act is up for

reauthorization. Niggemann will be attending state-wide meetings on this. 4) The Chronic Disease class was cancelled due to lack of interest.

**Review & Approve Director's Expense Report:** The Director presented expenses totaling \$203.15 for the month of May. Thums moved to approve as presented; Soper seconded. All Ayes. Motion Carried.

**Review & Approve Monthly Expenses:** Monthly expenses for the Commission on Aging in May were presented in the amount of \$27,955.97. Thums moved to approve as presented; Soper seconded. All Ayes. Motion Carried.

**Set Next Meeting Date:** The next meeting of the Taylor County Commission on Aging will be Wednesday, July 14, 2010 at 9:30am.

**Adjourn Meeting:** With no further business, Bix moved to adjourn; Klingbeil seconded. All Ayes. The meeting was adjourned at 11:06 A.M.

## **TAYLOR COUNTY COMMISSION ON AGING**

Wednesday, May 12, 2010 - 9:30 A.M.

Multi-Purpose Room - Taylor County Commission on Aging

**Members Present:** Agen, Albrecht, Bix, Brooks, Klingbeil, Scott, Soper, Thums, Troyk

**Members Absent:** None

**Call Meeting to Order:** Chair Albrecht called the meeting to order at 9:33 AM. Also in attendance for part of the meeting were Larry Brandl, County Accountant, and Michelle Brehm, Bookkeeper for the Commission.

**Approve Minutes of the April 13, 2010 Meeting:** Scott moved to approve the minutes of the April 13, 2010 meeting; Thums seconded. All Ayes. Motion Carried.

**Approve Agenda:** Thums moved to approve the agenda with 13 items; Soper seconded. All Ayes. Motion Carried.

**Introduction of Board Members:** Since there were several new and returning members of the Commission, introductions were made all around.

**Public Input:** There was no public input.

**Appoint Vice-Chair and Secretary:** Soper moved to appoint Thums Vice-Chair of the Commission; Klingbeil seconded. All Ayes. Motion Carried. Troyk moved to appoint Bix Secretary of the Commission; Scott seconded. All Ayes. Motion Carried.

**2009 Year-End Financial Report:** Larry Brandl, County Accountant, then presented the year-end financials for the Nutrition Program and the Commission. The Nutrition Program had a \$23,012.33 operating surplus for 2009. This compares very favorably with the \$17,362.06 operating deficit for 2008. The 2009 surplus was the result of reduced services and contained costs. Also, some newer revenues were brought in through federal stimulus funds. The current Nutrition Program Fund Balance is \$89,924 of which approximately \$70,000 is undesignated. (Around \$17,000 is designated for the care call program.) The fund balance for the Nutrition Program is equal to 13.65% of the operating budget; last year it was 9.35%. It is generally accepted that anything over 10% is good.

The Commission on Aging operating surplus was \$2,568.67, compared with a deficit of \$12,806.48 for 2008. Funding for the Commission was increased through increased charges for services and an increase in the county levy. The 2008 Fund Balance for the Commission was \$65,184; for 2009 it was \$67,757. Only about \$7,000 of the \$140,500 fund balance is designated (exercise programs, LITE Foundation grants), and this fund balance represents a 43% reserve, which is excellent. Brandl left the meeting at this point.

**Review/Approve By-Law Changes:** Troyk moved to approve the by-law changes as printed; Klingbeil seconded. All Ayes. Motion Carried.

**Aging & Disability Resource Center (ADRC) Update:** Director Niggemann and Commission Members Bix and Klingbeil are part of the Ad Hoc ADRC Committee that visited the ADRC in Chippewa County this past Monday. So far that committee has visited one of the Clark-Buffalo-Pepin County ADRCs and the Chippewa ADRC. They will be meeting with a newly formed consortium consisting of Oneida, Vilas, and Forest Counties that is working on setting up a new ADRC. Taylor and Florence Counties have been considering joining this consortium. The Ad Hoc Committee will be making a recommendation as to how Taylor County should implement an ADRC in July 2010. The ADRC will probably not be funded by the State of Wisconsin until July 2011.

**Director's Report:** Director Niggemann reported that the Older Americans Act will be re-authorized. She also reviewed the 2009 Program Summary, listing all the current programs and the numbers of individuals served. A list of federal and state programs was also reviewed. The Commission members were given several written handouts covering the Commission and its programs.

**Review/Approve Director's Expense Report & Other Monthly Expense Report:** A list of the COA monthly expenditures for March-April was reviewed. The Commission asked for and received a breakdown of the congregate and home delivered meals at each of the meal sites in the county. It was pointed out that the average cost of meals for all sites is \$7.56. A donation of \$3.50 is requested for congregate meals and \$3.75 for home-delivered meals. The director's expense report, showing April expenditures of \$136.44 was presented. Thums moved to approve the director's and the monthly expenses reports as presented; Scott seconded. All Ayes. Motion Carried.

**Set Next Meeting Date:** The next meeting of the Commission on Aging will be Wednesday, June 9, 2010 at 9:30 AM.

**Adjourn Meeting:** With no further business, Bix moved to adjourn; Agen seconded. All Ayes. The meeting was adjourned at 11:17 AM.

## **TAYLOR COUNTY COMMISSION ON AGING**

MEETING MINUTES OF APRIL 13, 2010

The Taylor County Commission on Aging regular monthly meeting was called to order by Chairperson George Southworth at 10:00am, April 13, 2010 at the Westboro Nutrition Site.

**Members present:** George Southworth, Mary Redman, Ben Yanko, Charlotte Brooks, Julie Scott, Marguerite Klingbeil, Frances Soper and Rollie Thums.

**Also present:** Diane Niggemann, Commission on Aging Director; Frank Soper

**Members absent:** Jerry Albers

### **Review / Approve Minutes from Previous Meeting**

**MOTION** by Thums, second by Klingbeil to approve the March 10, 2010 minutes as presented. **MOTION CARRIED.**

### **Review / Approve Agenda of the April 13, 2010 Meeting**

**MOTION** by Klingbeil, second by Soper to approve the April 13, 2010 meeting agenda. **MOTION CARRIED.**

### **Public Input**

None.

### **Review / Approve ByLaw Changes**

The Committee reviewed and discussed the Taylor County Commission on Aging Constitution and ByLaws. The changes were discussed. Discussion was held on how to advertise to get new COA Committee members. Advertisements will be placed in the COA newsletter and posted at each nutrition site three months in advance. Recommendations from COA Committee members will also be solicited. **MOTION** by Scott, second by Thums to approve the changes to the Constitution and ByLaws and to approve advertising for new committee members in the COA newsletter, posting notices at each nutrition site and getting recommendations from current COA Committee members. **MOTION CARRIED.**

### **Review / Approve Job Questionnaire for COA Members**

Reviewed and discussed the COA Committee member questionnaire. Reviewed the job description. **MOTION** by Redman, second by Thums to approve the COA member questionnaire and the job description. **MOTION CARRIED.**

### **Review / Approve the United Way Grant**

Reviewed and discussed the COA grant application to the United Way. **MOTION** by Redman, second by Yanko to approve the application for the United Way grant. **MOTION CARRIED.**

### **Review / Approve the Weather Shield LITE Foundation Grant**

Reviewed and discussed the application for the Weather Shield LITE Foundation grant. This grant has paid for the Meals that Heal program. The Director would like to extend this to one-day surgery patients. The Director would like to request additional money for this. **MOTION** by Scott, second by Klingbeil to approve the application for the Weather Shield LITE Foundation grant requesting additional funding for extending the Meals that Heal program. **MOTION CARRIED.**

### **Staff Update**

The Director reported that the county and union have approved the extension of the limited term employee for another four months.

### **ADRC Update**

The Director reported on the progress of the ADRC Committee. Marguerite Klingbeil reported on the last ADRC meeting. The Committee will be going to the Chippewa County ADRC for the next meeting. The location of the ADRC is being evaluated.

### **2009 Year End Reports**

The Director presented the 2009 reports. Michelle Brehm is to be commended for getting the information and reports together. The reports were reviewed and discussed.

### **Other Business**

The COA will be distributing senior farmer's market coupons.

### **Set Next Meeting Date**

The next regular monthly meeting is scheduled for **Wednesday, May 12, 2010** at 9:30am at the Multipurpose Room in Medford.

### **Adjourn Meeting**

**MOTION** to adjourn by Scott, second by Klingbeil. **MOTION CARRIED.** Meeting adjourned at 11:20am.

---

Mary Redman, Secretary  
MR/jvh

## **TAYLOR COUNTY COMMISSION ON AGING**

MEETING MINUTES OF MARCH 10, 2010

The Taylor County Commission on Aging regular monthly meeting was called to order by Chairperson George Southworth at 9:30am, March 10, 2010 at the Multipurpose Room, Medford, WI.

**Members present:** George Southworth, Mary Redman, Ben Yanko, Charlotte Brooks, Julie Scott, Marguerite Klingbeil, Frances Soper, Rollie Thums and Jerry Albers.

**Also present:** Diane Niggemann, Commission on Aging Director.

**Members absent:** None.

### **Review / Approve Agenda of the March 10, 2010 Meeting**

**MOTION** by Thums, second by Klingbeil to approve the March 10, 2010 meeting agenda with the deletion of #8 and #9. **MOTION CARRIED.**

### **Review / Approve Minutes from Previous Meeting**

**MOTION** by Thums, second by Soper to approve the February 10, 2010 minutes as presented. It was noted that the minutes erroneously stated the next meeting date was March 11, 2010 when it should have been March 10, 2010.

### **Public Input**

None.

### **Approve Resolution for Edwina Rudolph**

**MOTION** by Scott, second by Klingbeil to approve the resolution for Edwina Rudolph. **MOTION CARRIED.** All the Committee members signed the resolution.

### **Discuss/Act on Job Description/Expectations of COA Members**

Reviewed and discussed a job description for new COA committee members. Reviewed and discussed the COA Constitution and Bylaws to incorporate these into the job description. **MOTION** by Scott, second by Redman to table this issue until the April 2010 meeting. **MOTION CARRIED.**

### **Aging and Disability Resource Center (ADRC) Meeting Updates**

The Director reviewed what an ADRC is. The Director will do a presentation on ADRCs at a future meeting. The Director is attending the North Woods ADRC Planning Consortium monthly meetings. A lengthy discussion was held on ADRCs and managed care organizations.

### **Director's Report**

The Director is working with Price County on organizing an Alzheimer's conference to be held June 18, 2010 at the Ogema Baptist Church. The Volunteer Recognition Dinner is scheduled for April 23, 2010 at the Community Center in Stetsonville. The Director will be attending a United Way meeting. A chronic disease self-management class will be starting. A Final Affairs conference is being scheduled.

### **Review / Approve Monthly Expenses**

Reviewed and discussed the Director's monthly expenses and the COA's monthly expenses. **MOTION** by Thums, second by Redman to approve the Director's monthly expenses and the COA's monthly expenses for February. **MOTION CARRIED.**



**Set Next Meeting Date**

The next regular meeting is scheduled for **Tuesday, April 13, 2010** at 10:00am at the **Westboro Nutrition Site**. The Nutrition Advisory meeting will follow at 11:00am.

**Adjourn Meeting**

**MOTION** to adjourn by Thums, second by Klingbeil. **MOTION CARRIED.** Meeting adjourned at 11:00am.

---

Mary Redman, Secretary  
MR/jvh

**TAYLOR COUNTY COMMISSION ON AGING**  
MEETING MINUTES OF FEBRUARY 10, 2010

The Taylor County Commission on Aging regular monthly meeting was called to order by Chairperson George Southworth at 9:30am, February 10, 2010 at the Multipurpose Room, Medford, WI.

**Members present:** George Southworth, Mary Redman, Ben Yanko, Charlotte Brooks, Julie Scott, Marguerite Klingbeil, Frances Soper, Rollie Thums and Jerry Albers.

**Also present:** Diane Niggemann, Commission on Aging Director, Paul Thornton, BRI Director.

**Members absent:** None.

**Review / Approve Minutes from Previous Meeting**

**MOTION** by Soper, second by Yanko to change the January 12, 2010 minutes as presented under Transportation. The change noted was that Thums voted no to filling the Transportation Assistant position.

**Review / Approve Agenda**

**MOTION** by Thums, second by Scott to approve the February 10, 2010 meeting agenda.  
**MOTION CARRIED.**

**Public Input**

Paul Thornton, BRI Director, reported on new kitchen appliances. BRI has submitted their paperwork for new vehicles and BRI appreciates the COA's support.

**Staff Update**

The Director reported on the staff changes. The Personnel Committee denied the COA request for the Transportation Assistant. The Committee did allow the COA to hire a temporary Transportation Assistant through a temporary agency for four months.

**Review / Approve Update Job Description for Bookkeeper and Transportation Assistant**

Reviewed and discussed the job descriptions for the Transportation Assistant/Secretary. The changes were discussed. Reviewed and discussed the Bookkeeper job description. The changes were discussed. **MOTION** by Klingbeil, second by Yanko to approve the updated job descriptions for the Transportation Assistant/Secretary position and the Bookkeeper position. **MOTION CARRIED.**

**Review / Approve Job Description/COA Member Questionnaire**

Reviewed and discussed the Vilas County COA Committee Member job description and expectations and the COA member questionnaire. The committee members will compare the Vilas County job description with the current Taylor County Commission on Aging bylaws and will make a recommendation on a job description at the April meeting.

**Aging and Disability Resource Center (ADRC) Meeting Update**

Janice Smith, a state employee, will be at the February 11, 2010 ADRC meeting to answer questions. The Director reported on the regional ADRC meeting she attended. All committee members are encouraged to attend the February 11, 2010 meeting.

**Other Business**

Taylor County has received money to address homeless issues. Indianhead Community Action Agency is addressing this issue with other community groups.

**Review / Approve Monthly Expenses**

Reviewed and discussed the Director's monthly expenses and the COA's monthly expenses. **MOTION** by Scott, second by Soper to approve the Director's monthly expenses and the COA's monthly expenses for January. **MOTION CARRIED.**

**Set Next Meeting Date**

The next regular meeting is scheduled for Wednesday, March 11, 2010 at 9:30am at the Multipurpose Room, Medford, WI.

**Adjourn Meeting**

**MOTION** by Yanko, second by Brooks to adjourn meeting. **MOTION CARRIED.** Meeting adjourned at 10:55am.

---

Mary Redman, Secretary  
MR/jvh

**TAYLOR COUNTY COMMISSION ON AGING**  
**AMENDED** - MEETING MINUTES OF JANUARY 12, 2010

The Taylor County Commission on Aging regular monthly meeting was called to order by George Southworth at 10:00 am, January 12, 2010 at the Stetsonville Nutrition Site, Stetsonville, Wisconsin.

**Members present:** George Southworth, Mary Redman, Ben Yanko, Charlotte Brooks, Julie Scott, Marguerite Klingbeil, Frances Soper, Rollie Thums and Jerry Albers.

**Also present:** Diane Niggemann, Commission on Aging Director, Frank Soper, Mark Berglund, The Star News and Shirley Albers.

**Members absent:** None

**Review / Approve Minutes from Previous Meeting**

**MOTION** by Klingbeil, second by Redman to approve the December 9, 2009 minutes as presented. **MOTION CARRIED.**

**Review / Approve Agenda**

**MOTION** by Brooks, second by Soper to approve the January 12, 2010 meeting agenda. **MOTION CARRIED.**

**Approve Filling Transportation Assistant Position at Full-Time / Staff Update**

The current Transportation Assistant is moving into the bookkeeper position. Carol Roush has been helping out in the interim. The position is a 35 hour position. The Transportation Assistant coordinates all transportation for medical assistance recipients and private pay residents. The Director will be going before the Personnel Committee to request to fill the position. Motion by Scott, seconded by Redman to approve filling the 35 hour Transportation Assistant position from within the county's system or outside the system. **Thums voted no. MOTION CARRIED.**

**Aging and Disability Resource Center Update**

The Director updated the Commission on Aging board on the progress of the ADRC. The handout "Northwoods ADRC Frequently Asked Questions" was reviewed & discussed.

**Review / Approve BRI Meal Contract for 2010**

Reviewed and discussed the BRI meal contract. A 4% increase was reflected in the contract proposal as follows: Meals - \$5.50; Medford/MOW Delivery - \$43.70; MOW Only Delivery - \$33.55; Goodrich Delivery - \$29.00; Rib Lake/Westboro Delivery - **\$43.77**; Rib Lake Only Delivery - \$31.64; Gilman Delivery - \$39.10; Stetsonville MOWs - \$3.35 per stop with a minimum charge of \$10.05 per day.

**Food Inflation Clause:** We reserve the right to negotiate that part of the contract that is affected by food prices at any time beginning 1/1/10.

**Gas Inflation Clause:** In the event that gas prices exceed or fall below \$3.00 per gallon (regular), that part of the contract affected by gas prices may be adjusted immediately starting 1/1/10, and every month thereafter by mutual consent of both parties.

**Due Date Notice:** Due by the end of the current month, or a finance charge of 1.5% will be added. **NOTE: This applies to the Elderly Transportation contract as well.**

MOTION by Thums, second by Klingbeil to approve the BRI meal contract for 2010.

### **Director's Report**

Director Diane Niggemann reported on the following:

- Teepa Snow will be doing another dementia presentation in Ogema on June 18, 2010.
- The Alzheimers Association will be doing a presentation on February 22, 2010 at the Multi-Purpose building.
- The COA has purchased a Wii to start a bowling league/exercise project. Pam VanKampen & Janelle Keeter will be coming to Taylor County to do "Stepping On" a fall prevention program.
- Committee job descriptions will have to be developed..

### **Review / Approve Director's Monthly Expenses**

Reviewed and discussed the Director's monthly expenses for December, 2009.

**MOTION** by Soper, second by Brooks to approve the Director's regular monthly expenses for December, 2009. **MOTION CARRIED.**

### **Review / Approve Regular Monthly Expenses**

Reviewed and discussed the regular monthly expenses for December, 2009.

**MOTION** by Soper, second by Brooks to approve the regular monthly expenses for December 2009. **MOTION CARRIED**

### **Other Business**

The government is looking for census takers.

### **Set Next Meeting Date**

The next regular meeting is scheduled for Wednesday, February 10, 2010 at 9:30 a.m. in Medford.

### **Adjourn Meeting**

**MOTION** by Klingbeil, second by Scott to adjourn meeting. **MOTION CARRIED.**

Meeting adjourned at 11:15 am.

---

Mary Redman, Secretary  
MR/cr