

TAYLOR COUNTY COMMISSION ON AGING

Monday, December 20, 2021 – 12:45 P.M.

County Board Room, Third Floor, Taylor County Courthouse

Members Present: *(In person)* Adams, Albrecht, Campos, Dubiak, Hein, Helmert, Hrdina, Richling, Wojcik

Members Absent: None

Also Present: *(In person)* Michelle Brehm, Commission on Aging and *(virtually)* Nathanael Brown, Commission on Aging

Call Meeting to Order: Chairperson Albrecht called the meeting to order at 12:46 P.M.

Approve the Minutes of the November 18, 2021 Meeting: Adams moved to approve the minutes of the Taylor County Commission on Aging meeting of November 18, 2021; second by Campos. All Ayes. Motion Carried.

Approve the Agenda: Dubiak moved to approve the agenda with nine items; second by Richling. All Ayes. Motion Carried.

Public Input: None

Approve Filling the Elder Benefit Specialist Position:

Elder Benefit Specialist Heidi Eisner has submitted her resignation effective January 8th. Adams moved to fill the Elder Benefit Specialist Position; second by Campos. All Ayes. Motion Carried.

Review / Approve COA and Director's Monthly Expenditures: After review, Campos moved to approve November COA Monthly Expenditures in the amounts of \$34,427.83 and Director's September & October Expenditures totaling \$235.28; second by Helmert. All Ayes. Motion Carried.

Other Business:

- Dubiak reported that Therese Poe, ADRC of the Northwoods Director plans to retire at the end of January.
- Albrecht stated the 2022-2024 Aging Unit Plan was approved by GWAAR.

Set Next Meeting Date: The next meeting of the Taylor County Commission on Aging will be determined by call of the chair.

Adjourn Meeting: With no further business, Hein moved to adjourn; second by Campos. All Ayes. Motion Carried. Meeting adjourned at 12:59 P.M.

TAYLOR COUNTY COMMISSION ON AGING
Wednesday, November 18, 2021 – 9:00 A.M.
County Board Room, Third Floor, Taylor County Courthouse

Members Present: *(In person)* Adams, Albrecht, Dubiak, Hein, Hrdina, Richling

Members Absent: Campos, Helmert, Wojcik

Also Present: *(In person)* Nathanael Brown, Commission on Aging Director and *(virtually)* Michelle Brehm, Commission on Aging

Call Meeting to Order: Chairperson Albrecht called the meeting to order at 9:03 A.M.

Approve the Minutes of the November 10, 2021 Meeting: Hein moved to approve the minutes of the Taylor County Commission on Aging meeting of November 10, 2021; second by Richling. All Ayes. Motion Carried.

Approve the Agenda: Dubiak moved to approve the agenda with nine items; second by Hrdina. All Ayes. Motion Carried.

Public Input: None

Aging & Disability Resource Center (ADRC) Update:

Dubiak reported the ADRC of the Northwoods received \$80,000 to be split between Taylor and Forest Counties to fund a Dementia Care Specialist. Details regarding how to structure the position to best serve the two counties are still being worked out. Dubiak added it may be financially beneficial to hire a part time position in each county verses one full time position to cover both counties.

Review / Approve Nutrition & Aging Director Job Description

Director Brown reviewed an updated Nutrition & Aging Director Job Description with the committee. Director Brown's last day of employment is scheduled for December 3rd. Brown stated he talked to Human Resource Manager Marie Koerner about continuing to be available to perform duties such as payroll outside office hours to make the transition easier. The committee agreed to allow Director Brown to work beyond December 3rd outside office hours as needed. Koerner joined the meeting at 9:39 A.M. to answer questions about the job description. She stated the job posting will be advertised beginning next week and interviews will likely take place sometime in January. Members appointed to the interview committee were Albrecht, Richling, Dubiak and Hein.

Following discussion and review, Dubiak moved to approve the updated Nutrition & Aging Director Job Description, striking #13 of Essential Duties & Responsibilities; second by Richling. All Ayes. Motion Carried.

Director's Report:

- There was discussion on which committee members terms would expire in the next year.
- Taylor County remains at a very high Covid-19 activity level close to the critically high level. Director Brown encouraged people to wear masks in the latest newsletter.

- **Set Next Meeting Date:** The next meeting of the Taylor County Commission on Aging will be determined by call of the chair to conduct interviews for the Nutrition & Aging Director position. There will be no regular scheduled December meeting.

Adjourn Meeting: With no further business, Adams moved to adjourn; second by Hein. All Ayes. Motion Carried. Meeting adjourned at 10:00 A.M.

TAYLOR COUNTY COMMISSION ON AGING
Wednesday, November 10, 2021 – 1:00 P.M.
County Board Room, Third Floor, Taylor County Courthouse

Members Present: *(In person)* Adams, Albrecht, Helmert, Hein, Hrdina, Richling

Members Absent: Campos, Dubiak, Wojcik

Also Present: *(In person)* Nathanael Brown, Commission on Aging Director, Amber Fallos, Black River Industries and *(virtually)* Michelle Brehm, Commission on Aging

Call Meeting to Order: Chairperson Albrecht called the meeting to order at 1:05 pm.

Approve the Minutes of the October 13, 2021 Meeting: Helmert moved to approve the minutes of the Taylor County Commission on Aging meeting of October 13, 2021; second by Hrdina. All Ayes. Motion Carried.

Approve the Agenda: Hein moved to approve the agenda with thirteen items; second by Adams. All Ayes. Motion Carried.

Public Input: None

Aging & Disability Resource Center (ADRC) Update:

Helmert reported daily business at the ADRC remains the same. COVID-19 activity continues to be monitored and face to face meetings are taking place as needed. Director Brown reported ADRC Specialist Kris McMurry is retiring.

Approve Filling Vacancy

Director Nathanael Brown has submitted his resignation letter and his last day as Nutrition & Aging Director will be December 3rd. Commission on Aging Board Member terms were also discussed. Adams moved to fill the Nutrition & Aging Director Position; second by Richling. All Ayes. Motion Carried.

Review / Approve Nutrition & Aging Director Job Description

Due to an absence in the Human Resources Department, the Nutrition & Aging Director Job Description is not ready for review. No action will be taken at this meeting.

Approve the 2022-2024 Aging Unit Plan for Taylor County

Director Brown handed out and reviewed the completed 2022 – 2024 three-year Aging Unit Plan for Taylor County. The plan was completed following the Public Hearing on November 5, 2021. Hein moved to approve the 2022-2024 Aging Unit Plan for Taylor County as presented: second by Adams. All Ayes. Motion Carried.

Director's Report:

- Taylor County remains at a very high Covid-19 activity level close to the critically high level. Updated statistics will be out today. There has been no significant change to vaccine rates in Taylor County. Director Brown reported due to a COVID-19 case at the Medford Senior Dining Site, the site was closed for two weeks.
- Adams asked Director Brown for his opinion on meal contracts.

Review / Approve COA and Director's Monthly Expenditures: After review, Adams moved to approve October COA Monthly Expenditures in the amounts of \$35,374.84 and Director's September Expenditures totaling \$18.10; second by Hrdina. All Ayes. Motion Carried.

Set Next Meeting Date: The next meeting of the Taylor County Commission on Aging will be held November 18, 2021, 9:00 A.M. at the County Board Room, Third Floor, Taylor County Courthouse.

Adjourn Meeting: With no further business, Hein moved to adjourn; second by Helmert. All Ayes. Motion Carried. Meeting adjourned at 1:49 P.M.

TAYLOR COUNTY COMMISSION ON AGING

Public Hearing for the 2022 – 2024 Aging Unit Plan for Taylor County

Friday, November 5, 2021 – 11:00 A.M.

Multi-Purpose Building, 845 E Broadway Ave – Medford, WI 54451

Members Present: *(In person)* Adams, Albrecht, Hein, Helmert, Hrdina, Richling

Members Absent: Campos, Dubiak, Wojcik

Also Present: *(In person)* Nathanael Brown, Commission on Aging Director, Michelle Brehm, Commission on Aging, Emily Gojmerac, The Star News, Nancy Dorava, member of the public and *(virtually)* Sue Adams, member of the public

Call Meeting to Order: Chairperson Albrecht called the meeting to order at 11:07 A.M.

Public Hearing for the 2022-2024 Aging Unit Plan for Taylor County

Agendas announcing the Public Hearing were posted at the Taylor County Commission on Aging Office, Taylor County Human Services, and Taylor County Courthouse. Agendas and drafts of the plan were distributed to all senior dining centers in Taylor County. Notification of the Hearing was also provided to WIGM/WKEB radio station and published in the Medford Star News. The hearing, the availability of the draft plan, and an explanation of the plan process were explained in an article on the front page of the Commission on Aging's November newsletter.

Aging Unit Plan Process

Director Brown handed out and reviewed the draft Taylor County Aging Plan for 2022 – 2024. Questions and comments were encouraged during the review of each section of the plan and following the review.

Member of the public Sue Adams spoke about the need for low-cost assistance with housekeeping tasks for those with physical limitations and the barriers to transportation in our area. She also stated she appreciates the home delivered meal program and approves of the nutrition goals included in the draft plan. Other concerns addressed by Adams included the need for caregiver assistance and additional activities for seniors in the community.

Adjourn Meeting: With no further business, Adams moved to adjourn; second by Hein. All Ayes. Motion Carried. Meeting adjourned at 11:50 A.M.

TAYLOR COUNTY COMMISSION ON AGING
Wednesday, October 13, 2021 – 1:00 P.M.
County Board Room, Third Floor, Taylor County Courthouse

Members Present: *(In person)* Adams, Albrecht, Dubiak, Hein, Hrdina, Richling, Wojcik
(virtually) Campos

Members Absent: Helmert

Also Present: *(In person)* Nathanael Brown, Commission on Aging Director and
(virtually) Michelle Brehm, Commission on Aging

Call Meeting to Order: Chairperson Albrecht called the meeting to order at 1:02 pm.

Approve the Minutes of the September 8, 2021 Meeting: Dubiak moved to approve the minutes of the Taylor County Commission on Aging meeting of September 8, 2021; second by Hein. All Ayes. Motion Carried.

Approve the Agenda: Hein moved to approve the agenda with twelve items; second by Wojcik. All Ayes. Motion Carried.

Public Input: None

Aging & Disability Resource Center (ADRC) Update:

Dubiak reported the ADRC of the Northwoods received \$80,000 to fund a Dementia Care Specialist for Taylor and Forest Counties. Details regarding how to structure the position to best serve the two counties need to be worked out.

Change Serving Time at Stetsonville Dining Center from 12:00 pm to 11:30 am:

Director Brown stated that the Stetsonville Dining Center manager and participants requested to change the serving time at the Stetsonville Dining Center from 12 noon to 11:30 am. Director Brown suggested waiting until the first week in November to allow time for the change to be published in the newsletter and inform site participants. Adams moved to change the serving time at the Stetsonville Dining Center from 12:00 noon to 11:30 am beginning the first week in November; second by Richling. All Ayes. Motion Carried.

Adjustment to Aging Services Due to Covid-19

Director Brown stated at last month's meeting the committee asked to revisit this agenda item each month leaving closures to Brown's discretion in the interim. He reported exercise classes were canceled this week due to the instructor being a close contact. The instructor was vaccinated and not required to quarantine but it was decided to err on the side of caution and cancel classes. Brown added he is not aware of any cases at senior dining centers. Taylor County is currently at a very high activity level close to the critically high level. Vaccine rates in Taylor County continue to make slow progress. The total completed vaccine percentage in Taylor County is 30.8%, up from 28.6% in August. Free transportation for Covid vaccines is being offered to seniors age 60+ through grant monies from GWAAR to encourage vaccinations. Ads will be run promoting the vaccine as well.

Aging Unit Plan Process

Director Brown handed out and reviewed the 2022 – 2024 goals for the three-year Aging Unit Plan. Discussion with the committee followed. The goals have been sent to GWAAR for input and revisions. Following approval, a public hearing must take place. The tentative date for the Public Hearing is Friday, November 5th. The completed plan will then be brought to the COA committee for approval at the November 10th Board Meeting and submitted to GWAAR for final approval in November.

Director's Report:

1. At the last meeting Dubiak had informed the committee that Amber Fallos from Black River Industries (BRI) had invited the committee to tour their facilities. Director Brown contacted Fallos and a tour of Black River Industries is planned for November 10th following the COA regular board meeting. A BRI bus will be available to transport members from the courthouse meeting location to BRI and back to the courthouse following the tour.
2. Director Brown reported the vacant COA positions have been filled. Dawn Jensen has been hired as the Medford Dining Center Manager and Jenny Nieman-Coleman has taken the position of COA Programs Specialist. Both began their employment on October 4th.
3. The Taylor County Health Department will hold a flu shot clinic on Friday, October 15th from 9 A.M. to 4 P.M. at the Cutting Edge Youth Center

Review / Approve COA and Director's Monthly Expenditures: After review, Adams moved to approve September COA Monthly Expenditures in the amounts of \$36,342.46 and Director's August Expenditures totaling \$20.92; second by Wojcik. All Ayes. Motion Carried.

Set Next Meeting Date: The next meeting of the Taylor County Commission on Aging will be held November 10, 2021, 1:00 P.M. at the County Board Room, Third Floor, Taylor County Courthouse. A Public Hearing is also tentatively set for November 5, 2021, 11:00 A.M. at the Multi-purpose Room in Medford.

Adjourn Meeting: With no further business, Hein moved to adjourn; second by Richling. All Ayes. Motion Carried. Meeting adjourned at 2:05 P.M.

TAYLOR COUNTY COMMISSION ON AGING
Wednesday, September 8, 2021 – 1:00 P.M.
County Board Room, Third Floor, Taylor County Courthouse

Members Present: *(In person)* Dubiak, Hein, Helmert, Hrdina, Richling, Wojcik

Members Absent: Albrecht, Adams, Campos

Also Present: *(In person)* Nathanael Brown, Commission on Aging Director and *(virtually)* Michelle Brehm, Commission on Aging

Call Meeting to Order: Vice Chairperson Hein called the meeting to order at 1:03 pm.

Approve the Minutes of the July 14, 2021 Meeting: Dubiak moved to approve the minutes of the Taylor County Commission on Aging meeting of July 14, 2021; second by Hrdina. All Ayes. Motion Carried.

Approve the Agenda: Wojcik moved to approve the agenda with fourteen items; second by Richling. All Ayes. Motion Carried.

Public Input: None

Aging & Disability Resource Center (ADRC) Update:

Dubiak and Helmert updated the committee on happenings at ADRC of the Northwoods. Miki Bix is now chairperson of the Greater Wisconsin Agency on Aging Resources board.

Request to Fill Medford Dining Center Manager Position:

The current site manager resigned from her position to move closer to family. Her last day was August 20th. Dining center managers from Westboro, Stetsonville and Rib Lake, and substitute managers have all been filling in to cover the position.

Request to Fill Program Specialist Position

The current program specialist resigned to take a position in the Madison area. Director Brown stated after speaking with Chair Albrecht it was decided to begin advertising for these positions immediately. The positions are advertised separately but include an option to accept both the Program Specialist and Dining Center Manager positions in order to be considered a full-time employee. Director Brown said this may appeal to potential candidates interested in full time work and increase the number of applicants. If someone would accept both positions the wage would be at the Program Specialist rate starting at \$18.36 per hour versus the starting Dining Center Manager wage of \$13.27 per hour. Applicants have until 9/9/21 to apply.

Hrdina moved to fill the Medford Site Manager Position; second by Richling. All Ayes. Motion Carried.

Wojcik moved to fill the Program Specialist Position; second by Helmert. All Ayes. Motion Carried.

Wage Increase for Substitute Dining Center Managers

The current wage for substitute dining site managers is \$8.50 per hour. These positions are casual on call with no set hours. The position does not appear on the county wage scale, therefore, has never been considered for wage increases. Currently there are five subs. Director Brown stated after discussion with Human Resource Director Koerner a possible solution was to set the substitute dining center manager rate at 100% of Step 1 of Grade C on the county wage scale. This would currently be \$13.27 per hour and is the starting wage for site managers. Once the position's pay is tied to a position on the wage scale, it will receive normal cost of living increases when the rest of the positions on the wage scale do. This change will also need to be approved by the Personnel Committee.

Wojcik moved to increase wages for substitute dining center managers from \$8.50 to 100% of Step 1 of Grade C on the Taylor County wage scale, pending approval by the personnel committee; second by Hrdina. All Ayes. Motion Carried.

Review/Approve 2022 Commission on Aging Budget

The committee reviewed and discussed the proposed 2022 budget. Director Brown said it was again difficult to project revenue and expenditures for 2022 because there are still so many uncertainties with Covid. The 202 Nutrition Budget for 2022 total is \$562,287. The county levy portion is \$64,391. The total 203 Commission on Aging portion of the 2022 Budget total is \$216,929. The county levy total is \$179,615. Dubiak moved to approve the proposed 2022 Commission on Aging Budget as printed: second by Helmert. All Ayes. Motion Carried.

Adjustment to Aging Services Due to Covid-19

Director Brown stated although dining sites are open and people are pleased, COVID 19 cases and spread in our community are at a very high level. Sites were closed last Spring when case numbers were lower. Last week the state website showed Taylor County's transmission rate as the highest in the state. Taylor County also has the lowest vaccination rate in the state. Currently, 60% of residents over age 65 have completed the vaccine. The total completed vaccine percentage in Taylor County is 28.6%, up from 26.4% in July. Director Brown asked for input from the committee regarding services and COVID 19 cases. Following discussion, the committee decided to leave the decision to Director Brown regarding dining site closures. If the county goes to a critically high status, Brown feels some action should be taken. The committee asked to keep this item on the agenda next month and leave decisions to Brown's discretion in the interim.

Director's Report:

Goals for the 2022 – 2024 three-year Aging Unit Plan will be sent to GWAAR for input and revisions. Following approval, a public hearing must take place. The completed plan will then be submitted to GWAAR for final approval in November. Director Brown recommended foregoing the Senior Health, Wellness and Safety Fair again this year and plan for next year. The committee agreed.

Review / Approve COA and Director's Monthly Expenditures: After review, Hrdina moved to approve July and August COA Monthly Expenditures in the amounts of \$30,471.93 and

\$30,365.31 and Director's July Expenditures totaling \$81.78; second by Wojcik. All Ayes. Motion Carried.

Set Next Meeting Date: The next meeting of the Taylor County Commission on Aging will be held October 13, 2021, 1:00 P.M. at the County Board Room, Third Floor, Taylor County Courthouse.

Adjourn Meeting: With no further business, Wojcik moved to adjourn; second by Richling. All Ayes. Motion Carried. Meeting adjourned at 2:43 P.M.

TAYLOR COUNTY COMMISSION ON AGING

Wednesday, July 14, 2021 – 1:00 P.M.

County Board Room, Third Floor, Taylor County Courthouse

Members Present: *(In person)* Albrecht, Adams, Dubiak, Hein, Helmert, Hrdina, Richling, Wojcik *(virtually)* Campos

Members Absent: None

Also Present: *(In person)* Nathanael Brown, Commission on Aging Director.

Call Meeting to Order: Chairperson Albrecht called the meeting to order at 1:03 pm.

Approve the Minutes of the June 9, 2021 Meeting: Adams moved to approve the minutes of the Taylor County Commission on Aging meeting of June 9, 2021; second by Wojcik. All Ayes. Motion Carried.

Approve the Agenda: Wojcik moved to approve the agenda with ten items; second by Helmert. All Ayes. Motion Carried.

Public Input: None

Aging & Disability Resource Center (ADRC) Update:

Dubiak gave an update, all ADRCs should be opening in August. Director Brown added that the recently passed state budget included funding for all ADRCs to have a Dementia Care Specialist.

2022 – 2024 Aging Unit Plan: Discussed opening dining centers, housing issues, transportation, and home repairs, which are some of the top concerns for seniors identified in the survey. Hein spoke about exercise program on PBS for seniors. Finding help with home repairs is a concern for seniors. Also discussed were programs for caregivers and supported services, community engagement and moving towards person-centered services. We must address a barrier to racial equality and discussed having materials available in Spanish. We also talked about working on above issues as well as “knowledge and skills related to advocacy.”

Director’s Report:

Director Brown gave director’s report. The new Medford Dining Site Manager is Patricia Szekely. Director Brown also gave a Covid update. The Commission on Aging should look into purchasing a vehicle because other departments will be using the county vehicles more as things open back up.

Review / Approve COA and Director’s Monthly Expenditures: After review, Adams moved to approve June COA Monthly Expenditures in the amount of \$28,207.66 and Director’s May Expenditures totaling \$13.68; second by Wojcik. All Ayes. Motion Carried.

Set Next Meeting Date: The next meeting of the Taylor County Commission on Aging will be held August 25, 2021, 1:00 P.M. at the County Board Room, Third Floor, Taylor County Courthouse.

Adjourn Meeting: With no further business, Wojcik moved to adjourn; second by Helmert. All Ayes. Motion Carried. Meeting adjourned at 2:13 P.M.

TAYLOR COUNTY COMMISSION ON AGING

Wednesday, June 9, 2021 – 1:00 P.M.

County Board Room, Third Floor, Taylor County Courthouse

Members Present: *(In person)* Albrecht, Adams, Dubiak, Hein, Helmert, Hrdina, Richling, Wojcik
(virtually) Campos

Members Absent: None

Also Present: *(In person)* Nathanael Brown, Commission on Aging Director, Michelle Brehm, Commission on Aging Accounting Specialist and Amber Fallos, Black River Industries.

Call Meeting to Order: Chairperson Albrecht called the meeting to order at 1:02 P.M.

Approve the Minutes of the May 12, 2021 Meeting: Adams moved to approve the minutes of the Taylor County Commission on Aging meeting of May 12, 2021; second by Campos. All Ayes. Motion Carried.

Approve the Agenda: Dubiak moved to approve the agenda with eleven items; second by Wojcik. All Ayes. Motion Carried.

Public Input: None.

Aging & Disability Resource Center (ADRC) Update:

Dubiak reported Forest County Senior Dining Sites will reopen July 1st. The next ADRC Board meeting is scheduled for June 18th.

Discussion on Resuming Aging Services Operations

Taylor County remains at a high level of COVID-19 activity. Many surrounding counties are now at a medium risk of activity. Some counties are opening senior dining sites. Director Brown gave an update on Taylor County vaccination rates. Vaccination rates have slowed. 58.1% of Taylor County residents aged 65 and over have received both doses of vaccine, up from 54% last month. The Health Department is finished with mass vaccination clinics. Aspirus and Walmart continue to offer vaccines.

One Friday bus trip to Marshfield has taken place and another is scheduled for this coming Friday. Director Brown stated if the next two scheduled trips go well, he supports resuming all Friday out of town trips beginning in July.

Director Brown recommends moving forward with site reopening efforts. Participants, staff and volunteers will be encouraged to follow CDC guidelines to lessen the risk of an outbreak. He would like meal pickup at sites to continue through the end of the year. Rod Adams moved to reopen senior dining sites beginning July 6, 2021; second by Helmert. All Ayes. Motion Carried. Sites reopening will be announced in the newsletter and site managers will be notified. The Medford Site is in the process of hiring a site manager and the Westboro Site is undergoing floor replacement which may delay the July 6th start date. Adams encouraged members to attend senior dining sites on opening day to show their support.

WIGM/K99 contacted Brown about holding the annual Dairy Dessert contest in the Medford Senior Center during the fair on July 23rd. Although the senior dining site will be open for meals that day both Brown and the committee felt there were no major issues with the event taking place at the senior dining site.

2022 – 2024 Aging Unit Plan

Director Brown reviewed the focus areas and goal requirements for the 2022 – 2024 three-year Aging Unit Plan.

The June newsletter included a survey asking for feedback to help with creating plan goals. COA committee members were given a questionnaire and asked to interview two people each for feedback and ideas on how to plan for the future. Questionnaires should be returned by the end of June.

Director's Report:

- There continues to be a need for home delivered meal drivers in the Gilman, Jump River, Westboro and Stetsonville (backup) areas. The time commitment for delivering meals is two hours per day at most. Drivers are reimbursed mileage.
- The Commission on Aging will be receiving American Rescue Plan funds. Director Brown asked the committee to brainstorm ways to use these funds to help the nutrition program remain sustainable.
- Director Brown will be on vacation from July 26th through August 9th.

Review / Approve COA and Director's Monthly Expenditures: After review, Campos moved to approve May COA Monthly Expenditures in the amount of \$29,442.19 and Director's April Expenditures totaling \$15.20; second by Helmert. All Ayes. Motion Carried.

Set Next Meeting Date: Upcoming meetings of the Taylor County Commission on Aging will be held July 14th, August 25th and tentatively September 15th, all beginning at 1:00 P.M. The location of meetings will be determined at a later date.

Adjourn Meeting: With no further business, Hrdina moved to adjourn; second by Wojcik. All Ayes. Motion Carried. Meeting adjourned at 2:15 P.M.

TAYLOR COUNTY COMMISSION ON AGING
Wednesday, May 12, 2021 – 1:00 P.M.
County Board Room, Third Floor, Taylor County Courthouse

Members Present: *(In person)* Albrecht, Adams, Dubiak, Hein, Helmert, Hrdina, Richling
(virtually) Campos

Members Absent: Wojcik

Also Present: *(In person)* Nathanael Brown, Commission on Aging Director, Susan Sweet, Bob Hanke, and Amanda Zamarripa, Members of the Public, *(virtually)* Michelle Brehm, Commission on Aging Accounting Specialist

Call Meeting to Order: Chairperson Albrecht called the meeting to order at 12:00 noon.

Approve the Minutes of the April 14, 2021 Meeting: Dubiak moved to approve the minutes of the Taylor County Commission on Aging meeting of April 14, 2021; second by Hein. All Ayes. Motion Carried.

Approve the Agenda: Helmert moved to approve the agenda with thirteen items; second by Hrdina. All Ayes. Motion Carried.

Public Input:

Zamarripa and Sweet addressed the committee about resuming Friday out of town bus trips. Zamarripa stated she feels it is time to restart out of town bus trips, even if only once per month. Sweet added that many people are now vaccinated and looking for additional shopping options outside of Medford.

Aging & Disability Resource Center (ADRC) Update:

Dubiak stated that Amanda Brahmer has begun employment as the ADRC Disability Benefits Specialist. Dubiak also reported there are no planned changes to ADRC funding allocations through 2021. Director Brown added that aging advocacy groups continue to work to get additional funds added to the budget, possibly for 2022.

Election of Officers:

Hein nominated Dubiak as Board Secretary, second by Campos. Campos moved to close nominations for Board Secretary and cast a unanimous ballot for Dubiak, second by Hein. All Ayes. Motion Carried.

Campos nominated Hein as Vice Chairperson, second by Dubiak. Campos moved to close nominations for Vice Chairperson and cast a unanimous ballot for Hein, second by Dubiak. All Ayes. Motion Carried.

Request to Fill Medford Dining Center Manager Position:

Janelle Hamland has given notice that she will end her employment as Medford Dining Center Manager at the end of May. Approval from the committee is needed to move forward with filling the position. Helmert moved to approve filling the Medford Dining Center Manager Position; second by Hein. All Ayes. Motion Carried.

Discussion on Resuming Aging Services Operations

Taylor County remains at a high level of COVID-19 activity. Director Brown gave an update on Taylor County vaccination rates. 54 percent of Taylor County residents aged 65 and over have received both doses of vaccine, up from 48% last month. The GWAAR recommendation is that counties reach herd immunity to reopen dining sites. Some counties have opened. The COA office remains open for business. Employees continue to wear masks and plexiglass remains in front of desks. Customers are urged to make appointments and use of the waiting area is discouraged. As for now, Director Brown recommends leaving dining site and office operations as they are and revisit next month.

Expanding bus transportation was discussed. Currently a Federal Transportation Mandate requires masks be worn on buses. Passengers will be required to follow mask and social distancing rules. Director Brown suggested beginning with Marshfield trips as they are shorter days. He suggested a trial run on May 21st if Black River Industries is agreeable. Interested passengers would be notified and if all goes well Marshfield trips will be published in the June newsletter.

Adams moved to resume normal Friday bus transportation to Marshfield only; second by Hein. All Ayes. Motion Carried.

Director's Report:

- At 1:00 pm the committee will join counties in our state senate district to participate in a virtual visit with legislators as part of Aging Advocacy Day 2021. The ADRC of Central Wisconsin will host the visit. Participants will have 30 minutes to share stories as they relate to priorities for our area. Director Brown passed out a packet and reviewed the priorities set.
- Director Brown spoke about COA meetings going forward. Most committees continue to meet at the courthouse with call in options available. It is a possibility to hold meetings at other locations using a laptop for those wishing to call in. Meetings will continue at the courthouse for the time being.

Review / Approve COA and Director's Monthly Expenditures: After review, Helmert moved to approve April COA Monthly Expenditures in the amount of \$40,463.64 and Director's March Expenditures totaling \$18.62; second by Adams. All Ayes. Motion Carried.

The committee recessed at 1:00 P.M. to participate in virtual Aging Advocacy Day and reconvened at 2:00 P.M.

Set Next Meeting Date: The next meeting of the Taylor County Commission on Aging will be held June 9, 2021, 1:00 P.M. at the County Board Room, Third Floor, Taylor County Courthouse.

Adjourn Meeting: With no further business, Hein moved to adjourn; second by Dubiak. All Ayes. Motion Carried. Meeting adjourned at 2:08 P.M.

TAYLOR COUNTY COMMISSION ON AGING

Wednesday, April 14, 2021 – 1:00 P.M.

County Board Room, Third Floor, Taylor County Courthouse

Members Present: *(In person)* Albrecht, Adams, Dubiak, Hein, Helmert, Hrdina, Rizzi, Wojcik
(virtually) Campos

Members Absent: none

Also Present: *(In person)* Nathanael Brown, Commission on Aging Director, *(virtually)* Michelle Brehm, Commission on Aging Accounting Specialist

Call Meeting to Order: Chairperson Albrecht called the meeting to order at 1:00 P.M.

Approve the Minutes of the March 10, 2021, Meeting: Dubiak moved to approve the minutes of the Taylor County Commission on Aging meeting of March 10, 2021; second by Hein. All Ayes. Motion Carried.

Approve the Agenda: Rizzi moved to approve the agenda with thirteen items; second by Wojcik. All Ayes. Motion Carried.

Aging & Disability Resource Center (ADRC) Update:

Dubiak stated that Amanda Brahmer has been hired to fill the vacant ADRC Disability Benefits Specialist position. Dubiak also reported the University of Minnesota is conducting a study on the effectiveness of Aging & Disability Resource Centers. Survey participants will take part in a one-hour phone call and receive a \$30 payment for their time.

Review / Approve New Committee Member Recommendation

Interviews for a new committee member were conducted on April 1, 2021. Four potential applicants were interviewed. Following interviews, the interview committee recommends Marney Richling as a new Commission on Aging Committee member to replace Sandra Rizzi whose term is expiring. The committee stated all candidates were highly qualified.

Adams moved to recommend Marney Richling to the County Board for appointment to the committee; second by Hrdina. Motion Carried. Wojcik Abstained.

Approve Submitting Resolution to County Board Proclaiming May 2021 to be Older Americans Month in Taylor County:

Director Brown read the resolution to the committee. Campos moved to submit the resolution to the County Board to proclaim May 2021, as Older Americans Month in Taylor County; second by Hein. All Ayes. Motion Carried.

Discussion on Resuming Aging Services Operations

Director Brown stated county buildings are now unlocked. Customers at the Commission on Aging are urged to set up appointments and wear masks. Traffic at the COA office has remained about the same since unlocking doors. Plexiglass has been installed in front of the Elder Benefit Specialist's desk as well as reception area desks. Taylor County is currently back at a high level of COVID-19 activity. 48 percent of Taylor County residents aged 65 and over have received both doses of vaccine, 21 percent of Taylor County residents have received at least one

vaccine and 15 percent of all Taylor County residents have completed the vaccination. Director Brown said he is hoping these numbers will increase as vaccination opportunities increase for the general public. As for now, he recommends leaving operations as they are. Campos moved to keep office operations as they are until further improvements and revisit next month; second by Hein. All Ayes. Motion Carried.

Closed Session - Motion by Adams, second by Hein to go into Closed session pursuant to Wisconsin State Statutes 19.85 (1) (c) for the purpose of conducting employee performance reviews. A roll call vote cast, 9 voting aye, 0 voting no, 0 absent. The Commission went into Closed Session at 1:23 P.M.

Open Session: The Commission returned to Open Session at 2:04 P.M. Motion by Dubiak to return to open session; second by Helmert. Motion Carried. Campos Abstained.

Director's Report:

- Director Brown presented outgoing committee member, Sandra Rizzi a certificate and thanked her for her service.
- All is going well at the office. Nichole Krenzke is settling into her role as COA Programs Specialist and delivering Stetsonville meals.
- Director Brown handed out information from Greater Wisconsin Agency on Aging Resources and Disability Rights Wisconsin concerning legislation at the state level that would affect the voting process for older adults and individuals with a disability.
- Aging Advocacy Day 2021 is scheduled to take place virtually on Wednesday, May 12th. There will be an online training on Monday, May 10th from 1:00 to 3:00 pm. Then on Wednesday, May 12th virtual meetings with state legislators will take place from 1:00 – 2:00 pm. Director Brown encouraged all members to participate. Anyone interested can come watch the May 10th training in the Multipurpose Room and then on Wednesday, May 12th following the Commission on Aging Board meeting participate in the virtual visit with legislators.

Review / Approve COA and Director's Monthly Expenditures: After review, Campos moved to approve March COA Monthly Expenditures in the amount of \$26,643.10 and Director's February Expenditures totaling \$13.68; second by Helmert. All Ayes. Motion Carried.

Set Next Meeting Date: The next meeting of the Taylor County Commission on Aging will be held May 12, 2021, at **12:00 noon** at the County Board Room, Third Floor, Taylor County Courthouse. The committee will plan to meet in person but also set up remote access for those wishing to meet virtually.

Adjourn Meeting: With no further business, Hein moved to adjourn; second by Dubiak. All Ayes. Motion Carried. Meeting adjourned at 2:20 P.M.

TAYLOR COUNTY COMMISSION ON AGING

Wednesday, March 10, 2021 – 1:00 P.M.

County Board Room, Third Floor, Taylor County Courthouse

Members Present: *(In person)* Dubiak, *(virtually)* Albrecht, Adams, Hein, Helmert, Hrdina, Rizzi, Wojcik

Members Absent: Campos

Also Present: *(virtually)* Nathanael Brown, Commission on Aging Director, Michelle Brehm, Commission on Aging Accounting Specialist

Call Meeting to Order: Chairperson Albrecht called the meeting to order at 12:03 P.M.

Approve the Minutes of the February 10, 2021, Meeting: Helmert moved to approve the minutes of the Taylor County Commission on Aging meeting of February 10, 2021; second by Hein. All Ayes. Motion Carried.

Approve the Agenda: Dubiak moved to approve the agenda with eleven items; second by Wojcik. All Ayes. Motion Carried.

Aging & Disability Resource Center (ADRC) Update:

Dubiak reported the ADRC Disability Benefits Specialist has resigned. Kari Schraufnagel has been hired as an ADRC Specialist. She replaces Sue Nuernberger who retired in January. The ADRC reported \$8,000 in carryover monies from 2020. They will request this money be used for training. Helmert stated the Governor's proposed 2021-23 budget did not include the request for additional ADRC funding. Director Brown added that advocates are requesting that the additional funds be added to the budget by the Legislature.

Committee Member Recruitment:

Director Brown reported ads to recruit a new COA board member have appeared in the newsletter twice and the Star News once. The ad will run again in this week's Shopper and Star News. To date, one application has been received. The deadline to apply is March 31st. Interviews will take place the first week in April. An Interview Committee will need to be set up and meet between March 31st and April 14th to interview candidates.

Resolution Proclaiming April 18-24, 2021, as National Volunteer Week in Taylor County:

Director Brown read the resolution and stated the importance of volunteers to Commission on Aging programs. Brown stated although no plans are in place yet, he is hopeful a dinner to recognize volunteers can take place later in the year. Helmert asked that an announcement be placed in the newsletter to let volunteers know about recognition dinner status. Adams moved to submit the resolution to the County Board to proclaim April 18-24, 2021, as National Volunteer Week in Taylor County; second by Hein. All Ayes. Motion Carried.

Discussion on Resuming Aging Services Operations

Director Brown stated COVID-19 cases are down. Last week Taylor County was at a low activity level for the first time. We still have not reached the threshold to reopen set by the committee of one month of low activity in Taylor County. The County Executive Committee voted to reopen County Buildings on April 1st. Director Brown asked the committee for input on opening

doors at the COA office. Following discussion, it was decided the Commission on Aging will open doors beginning April 1st. Customers will be urged to set up appointments, wear masks and the number of people in the lobby will be limited. Opening senior dining sites will be revisited next month.

Director's Report:

- The volunteer helping with Stetsonville meal delivery on Tuesdays and Thursdays has resigned. Nichole Krenzke, the new COA Program Specialist has taken over delivering on Mondays and Thursdays and a volunteer has come forward to deliver on Tuesdays.
- It is time to begin preparations for the 2022-2024 Aging Unit Plan. The previous 2019-2021 plan is in the final year.
- The Taylor County Health Department continues to provide COVID-19 vaccines. Currently there is a short wait list. Director Brown encouraged those eligible to call the Health Department at 715-965-8830 to sign up for the vaccine. Do not call the Health Department for appointments.
- Aspirus Pharmacy now has a medication disposal drop box. There is also a drop box available in the Sheriff's office.

Review / Approve COA and Director's Monthly Expenditures: After discussion and review, Hein moved to approve February COA Monthly Expenditures in the amount of \$36,669.25 and Director's January Expenditures totaling \$13.68; second by Rizzi. All Ayes. Motion Carried.

Set Next Meeting Date: The next meeting of the Taylor County Commission on Aging will be held April 14, 2021, 1:00 P.M. at the County Board Room, Third Floor, Taylor County Courthouse. The committee will plan to meet in person but also set up remote access for those wishing to meet virtually.

Adjourn Meeting: With no further business, Hein moved to adjourn; second by Helmert. All Ayes. Motion Carried. Meeting adjourned at 12:48 P.M.

TAYLOR COUNTY COMMISSION ON AGING
Wednesday, February 10, 2021 – 1:00 P.M.
County Board Room, Third Floor, Taylor County Courthouse

Members Present: (*virtually*) Albrecht, Adams, Dubiak, Hein, Helmert, Hrdina, Rizzi, Wojcik

Members Absent: Campos

Also Present: (*virtually*) Nathanael Brown, Commission on Aging Director, Michelle Brehm, Commission on Aging Accounting Specialist

Call Meeting to Order: Chairperson Albrecht called the meeting to order at 1:02 P.M.

Approve the Minutes of the January 13, 2021, Meeting: Adams moved to approve the minutes of the Taylor County Commission on Aging meeting of January 13, 2021; second by Hein. All Ayes. Motion Carried.

Approve the Agenda: Wojcik moved to approve the agenda with eleven items; second by Dubiak. All Ayes. Motion Carried.

Aging & Disability Resource Center (ADRC) Update:

Dubiak reported the ADRC & Aging Ad Hoc Committee met on January 29th. A resolution supporting increased funding for Aging and Disability Resource Centers in the next state budget was presented and approved by the committee and will now go to the County Board. Director Brown stated the Governor's proposed 2021-23 budget released yesterday does include money budgeted for Aging and Disability Resource Centers.

Committee Member Recruitment:

COA Committee member Sandra Rizzi's term will end in April. An ad to recruit a new COA board member has been placed in the newsletter. The deadline to apply is March 31st. Interviews will take place the first week in April. Committee members will be needed to interview potential members. Adams questioned if previous applicants can be recommended instead of repeating the interview process. Brown stated advertising for a new committee member is required in the bylaws and although he thinks it is best to meet with all potential candidates the committee can decide how to proceed with interviews.

Cell Phone Authorization:

A county policy governing the use of employee cell phones was put in place last year. Director Brown feels he qualifies for a cell phone allowance and has filled out a request to receive an allowance for work related cell phone use when away from the office and/or outside normal working hours. Hein moved that Director Brown go forward with his request to receive a monthly cell phone allowance in accordance with the Taylor County Cell Phone Policy; second by Adams. All Ayes. Motion Carried.

Discussion on Resuming Aging Services Operations

Director Brown stated although we are moving in a better direction there are no changes for resuming operations at this time. Cases are down both in the state and locally. COVID-19 activity in Taylor County is currently at a high activity level down from extreme or very high activity. The daily level for cases in Taylor County is currently less than 10. The COVID-19

vaccine is now available for individuals aged 65 and older. Marshfield and Aspirus Clinics as well as the Taylor County Health Department are taking names for vaccine waiting lists. The number to call for the Health Department waiting list is 715-965-8830.

Director's Report:

- AARP tax preparation information was published in the February newsletter. Since that time, due to strict AARP Covid-19 guidelines, tax preparation in Medford is on hold awaiting approval from the AARP state and national offices. If approval is denied, those already signed up will be notified. A waitlist is being kept for those interested if appointments become available.
- The vacant COA Program Specialist position has been filled. Nicole Krenzke will begin her employment with Commission on Aging on February 22nd.
- A volunteer came forward to help with Stetsonville home-delivered meal delivery on Tuesdays & Thursdays. Help is still needed for Mondays. Currently, the Stetsonville site manager has been helping out and the new COA Program Specialist will also assist with meal delivery.
- Hein asked if a response has been received regarding a letter sent by the committee to Governor Evers, Representative Edming and Senator Petrowski calling for elected officials to work together to address COVID-19 and take action to protect our older adults and the rest of Wisconsin's residents. No responses to date have been received by Director Brown or committee members.
- Director Brown asked committee members if they've encountered any problems or have questions about the new payroll website. He added we all continue to learn more about the new system.

Review / Approve COA and Director's Monthly Expenditures: After review, Hein moved to approve January COA Monthly Expenditures in the amount of \$24,623.83; second by Adams. All Ayes. Motion Carried. December Director's Expenditures of \$12.92 were previously approved at the January 13th meeting.

Set Next Meeting Date: The next meeting of the Taylor County Commission on Aging will be held virtually March 10, 2021, 1:00 P.M. at the County Board Room, Third Floor, Taylor County Courthouse.

Adjourn Meeting: With no further business, Hein moved to adjourn; second by Wojcik. All Ayes. Motion Carried. Meeting adjourned at 1:33 P.M.

TAYLOR COUNTY COMMISSION ON AGING

Wednesday, January 13, 2021 – 1:00 P.M.

County Board Room, Third Floor, Taylor County Courthouse

Members Present: (*virtually*) Albrecht, Adams, Campos, Dubiak, Hein, Helmert, Hrdina, Rizzi, Wojcik

Members Absent: None

Also Present: (*virtually*) Nathanael Brown, Commission on Aging Director, Michelle Brehm, Commission on Aging Accounting Specialist

Call Meeting to Order: Chairperson Albrecht called the meeting to order at 1:01 P.M.

Approve the Minutes of the December 9, 2020, Meeting: Adams moved to approve the minutes of the Taylor County Commission on Aging meeting of December 9, 2020; second by Campos. All Ayes. Motion Carried.

Approve the Agenda: Wojcik moved to approve the agenda with ten items; second by Hein. All Ayes. Motion Carried.

Aging & Disability Resource Center (ADRC) Update

Dubiak reported ADRC Specialist Sue Nuernberger has retired and the ADRC is in the process of hiring someone to fill the position. Director Brown stated the Department of Health Services has a plan to change ADRC funding allocations. This creates a need for additional money in the state budget. The Aging & Disability Professionals Association of Wisconsin and Wisconsin Counties Association are working together to get county boards to pass resolutions requesting increased ADRC funding in the next state budget. Director Brown stated he has received a resolution template created by both groups and will present it to the ADRC & Aging Ad Hoc committee for approval to forward to the County Board.

Letter to Elected Officials Concerning Covid-19

A draft letter to Governor Evers, Representative Edming and Senator Petrowski, was read and discussed. The letter calls for all elected officials to work together to address COVID-19 and take action to protect our older adults and the rest of Wisconsin's residents. Adams moved to approve sending the letter to Wisconsin State Officials urging them to come together to address COVID-19 and protect our older adults, second by Hrdina. All Ayes. Motion Carried.

Discussion on Resuming Aging Services Operations

Director Brown stated there are no changes for resuming operations. COVID-19 activity in Taylor County has dropped from extreme to very high. Although encouraging, cases may increase following the holidays. A press release received from the Wisconsin Department of Health Services has identified the new more contagious strain of COVID-19 in Wisconsin.

Director's Report

- Six applications have been received for the vacant COA Program Specialist position.
- The request to hire a Stetsonville home-delivered meal delivery driver was tabled by the personnel committee at the December 18th meeting. The committee had concerns regarding funding to pay additional meal delivery drivers if needed. Currently, meals are

being delivered by volunteer drivers as well as Director Brown when necessary. Once hired, the new COA Program Specialist will also assist with meal delivery.

- A letter from the IT department will be sent to committee members explaining the new payroll system. The system requires pay stubs to be viewed through an online portal which is accessible through a computer or smart phone. A printed pay stub will no longer be mailed. Director Brown encouraged members to contact him with questions or problems.

Review / Approve COA and Director's Monthly Expenditures: After review, Adams moved to approve December COA Monthly Expenditures in the amount of \$32,792.84 and Director's Expenditures for November and December totaling \$9.12 and \$12.92 respectively; second by Campos. All Ayes. Motion Carried.

Set Next Meeting Date: The next meeting of the Taylor County Commission on Aging will be held virtually February 10, 2021, 1:00 P.M. at the County Board Room, Third Floor, Taylor County Courthouse.

Adjourn Meeting: With no further business, Campos moved to adjourn; second by Hein. All Ayes. Motion Carried. Meeting adjourned at 1:33 P.M.