

COUNCIL ON AGING
DECEMBER 12, 2006

The Polk County Council on Aging met in conference room A & B in the Polk County Government Center in Balsam Lake on December 12, 2006.

Present: Diane Stoneking Neil Johnson
 Mary Stachowski
 Carl Johnson Wanda Johnson
 Bill Hughes Jack Overby

Absent: Tom Nilssen

Others Present: Kari Flom

Call to Order: Bill Hughes called the meeting to order at 9:00 am.

Introductions: No introductions were done due to the committee and others present knowing each other.

Approval of Agenda: Flom requested the additional agenda item of National Family Caregiver additional funding to the Haven under new business. **Motion by Stachowski and second by Stoneking to approve the amended agenda. Motion passed. All in favor.**

Minutes: Minutes from November were included with the mailing for the December agenda. **Motion by N. Johnson and second by Overby to approve the minutes. Motion passed. All in favor.**

Financial Report and Bills: Fund balance for November 2006 was handed out. Flom explained the November 2006 financial report. Aging Programs is very in line with the budget for 2006. The bill list was also distributed. **Motion by C. Johnson and second by Stoneking to approve the financial report and bills. Motion passed. All in favor.**

Public Comment: None

Benefit Specialist Job Description: draft: Barb Ceder has been approved and is working as the interim/temporary benefit specialist. Her wages are being adjusted for the hours she worked/works as Benefit Specialist. Flom handed out the draft job description for Benefit Specialist. The council should review for discussion at the January 2007 Council on Aging meeting.

2007 Contract updates: The contract letters have gone out to the five meal site location landlords. Ridgeview in Clear Lake has been returned as well as the Congregational Church in Amery. Both locations have agreed to keep the 2007 rental rate the same as the 2006 rate.

The Senior Voices printing contract has been signed and returned from Rice Lake Printery.

National Family Caregiver additional funding to the Haven: One of the initiatives for the year was to put the NFC monies into direct services. After looking at the year-end projection an additional \$500 is available for the Haven to provide respite care. Discussion was held on this possibility. **Motion by Stoneking and second by Stachowski to approve this expenditure. Motion passed. All in favor.**

Northern Area Agency on Aging Board of Directors Meeting: Hughes attended the December NAAA Board of Directors meeting in Minocqua and reported back to the Council on Aging.

2006 Budget Update: Flom handed out an end of year update. Flom explained the departmental as well as countywide audit coming in March.

Director of Aging Programs Job description: review for January 2007 meeting: Flom handed out the job description for Aging Programs Director. Information is coming on the evaluation process. The review/evaluation will take place at the January 2007 Council on Aging meeting.

Upcoming Out of County Meetings: There are no out of county meetings schedule at this time. The calendar handed out reflected the dates the office as well as the meal sites will be closed due to the Holiday.

Information: The Christmas Tea was held and there was a large attendance of volunteers, staff and board members.

Interfaith Caregivers and the Haven both sent thank you notes for the funding given in November.

The Staff Support person (Karen Swanberg) is retiring in early February. Human Resources will be posting the position and the interview process will begin.

The Benefit Specialist is looking at coming back part time in the near future.

Next Meeting: The next meeting will be held on Tuesday, January 9, 2007 at 8:30 am. The finance committee meeting will be at **8:15 am** and will include Carl Johnson, Diane Stoneking and Jack Overby.

Adjourn at 9:55 am: **Motion by Stoneking and second by C. Johnson to adjourn. Motion passed. All in favor.**