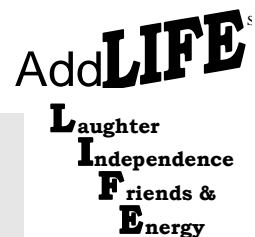


Polk County

Aging Programs.... *Offering programs that...*

100 Polk County Plaza, Suite 190
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Phone: 715 485-8599 Fax: 715 485-8598



POLK COUNTY COUNCIL ON AGING

December 8, 2009 8:30am (Financials at 8:15am)

POLK COUNTY GOVERNMENT CENTER, CONFERENCE ROOM A & B
PUBLIC IS WELCOME

8:15 Finance Committee Reviews Aging and Health Invoices (Bergstrom, Dueholm and Krupa)

- Call to Order
- Introductions
- Approval of Agenda
- Minutes, Financial Report, Bills
- Public Comment

OLD BUSINESS

- Nutrition: Staffing update (Milltown and Amery)
- 2010 Contracts
- 85.21 resolution
- Caregiver Coalition grant
- Caregiver support group: first meeting

NEW BUSINESS

- Elimination of temp office help for 2010
- Avians contract for 2010
- Review of Non-Represented Performance Review Process for Department Heads and Distribution of Performance Evaluation Materials
- Upcoming Out-of-County Meetings
- Information:
- Next Meeting Date and Finance Committee meeting date
- Adjourn

Neil Johnson, Chairperson
Council on Aging

Kari Flom, Director
Polk County Aging Programs

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

COUNCIL ON AGING
December 8, 2009

The Polk County Council on Aging met in conference room A & B in the Polk County Government Center in Balsam Lake on December 8, 2009.

Present: Bob Dueholm Janice Nelson
Karen Krupa Neil Johnson
Jim Edgell Gary Bergstrom

Approved Absence: Viola Karr, Mary Stachowski

Others Present: Kari Flom, Nancy Reeves, and Andrea Jerrick

Call to Order: Neil Johnson called the meeting to order at 8:35 am.

Introductions: None

Approval of Agenda: **Motion by Edgell and second by Dueholm to approve the agenda. Motion passed. All in favor.**

Minutes: Minutes from the November Council on Aging meeting were distributed.
Motion by Dueholm and second by Nelson to approve the November minutes. Motion passed. All in favor.

Financial Report and Bills: The financial report for October was distributed. The bill list for November was distributed. The volunteer driver reimbursements were not completed in time for the meeting. Flom shared that a \$110,000 reimbursement was received on December 7, 2009 for June, August and September Older American Act expenses. Discussion was held on the prediction for year end expenses and revenues. **Motion by Nelson second by Bergstrom to approve the financial report for October along with the bills for November. Motion passed. All in favor.**

Public Comment: None

Nutrition: Staffing update (Milltown and Amery): An employee has begun as the Milltown Assistant Site Manager. Elverna Moyer was offered the position and she accepted. Since the November 2009 meeting an employee was released from the Amery meal site. A new hire Tracey Vaillencourt was offered the position and she accepted.

2010 Contracts: An updated contract sheet was handed out. The Congregational Church and the Peace Lutheran Church have agreed to keep the rental rates the same as 2009. The three other sites haven't responded to the follow up letter dated December 1, 2009. Care a Vans is keeping the per mile rate the same as 2009 for transportation of people and meals for the Milltown and Amery meal sites. Discussion was held on the Senior Voices contract for 2009-2010.

85.21 resolution: The resolution will be on the County Board agenda for the December 15, 2009 meeting. Flom will be available to speak to the resolution.

Caregiver Coalition grant: Flom and Reeves wrote a grant for development and enhancement of a Caregiver Coalition. The grant was accepted and \$5,000 was received.

Caregiver support group: first meeting: Reeves reported on the development and initial meeting of the Caregiver support group. Four individuals were in attendance. The group will meet the third Wednesday of each month. Amery Regional Medical Center has provided a meeting room at no charge. Reeves has advertised the group to capture additional caregivers. She contacted individuals in our data base for care giving, notified other departments, agencies and organizations of the support group meetings, advertised the group at the WITC Caregiver Conference and has highlighted the group in the Senior Voices newsletter.

Elimination of temp office help for 2010: Discussion was held on the elimination of temp office help for 2010. During the Medicare Part D grant Aging will utilize "in office" help (Flom and Ince) to cover the transportation program while Ceder is working in the MIPPA grant. Discussion was held on the topic and Flom will report back to the Council on Aging in January on the topic.

A'viands contract for 2010: The contract has been approved as to form by Corporation Counsel. Discussion was held on the contract. **Motion by Nelson second by Dueholm to approve the A'viands contract. Motion passed. All in favor.**

Review of Non-Represented Performance Review Process for Department Heads and Distribution of Performance Evaluation Materials: Jerrick spoke to the topic and reviewed the process for the January 2010 meeting. Packets were handed out to all board members on the review process, the performance evaluation form, goals for 2009 along with the job description for Director of Aging Programs. Flom updated the Council on Aging on the 2009 goals.

Upcoming Out of County meetings: The out of county meeting calendar was handed out to the Council on Aging members. **Motion by Nelson second by Krupa to approve the out of county meeting calendar. Motion passed. All in favor.**

Information: Flom shared that the annual Christmas Tea was held on Thursday December 3, 2009 from 2-4pm. We had close to 120 attendees at the tea to honor the volunteers and board members of the Aging Department. A big thank you goes out to the staff for providing savory and sweet treats for the Tea.

Nelson shared that today is Viola Karr's birthday. Our well wishes go out to Vi on her special day.

Next Meeting Date and Finance committee meeting date: The next meeting will be held on Tuesday, January 12, 2010 at **8:30 am**. The finance committee will meet at **8:15 am** and will include Dueholm, Edgell and Karr.

Adjourn: 9:45 am **Motion by Edgell and second by Nelson to adjourn. Motion passed. All in favor.**

(Pending approval at the meeting of the Council on Aging, January 12, 2010)