

COUNCIL ON AGING  
December 9, 2008

The Polk County Council on Aging met in conference room A & B in the Polk County Government Center in Balsam Lake on December 9, 2008.

Present: Neil Johnson                      Jim Edgell  
              Bob Dueholm                     Vi Karr  
              Janice Nelson                    Gary Bergstrom  
              Mary Stachowski                Karen Krupa

Others Present: Kari Flom

Call to Order: Chairperson Neil Johnson called the meeting to order at 8:30 am.

Introductions: Karen Krupa was introduced to the Council.

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

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

Financial Report and Bills: The financial report for November 2008 was distributed to the Council. The bills were also distributed. Discussion was held on the fund balance.  
**Motion by Edgell second by Karr to approve the bills for November. Motion passed. All in favor.**

Public Comment: None

Update on Aging and Disability Resource Center Development (ADRC): The conference call with the State took place on December 2, 2008 with the Development Council for the ADRC. The County Board members have been named for Polk County: Larry Jepsen, Keith Rediske and Pat Schmidt are the county board members. The Community member applications were reviewed and named. The Director position for the ADRC has been created and will be internally and externally posted soon. Discussion was held on the location of the Polk County ADRC satellite.

Director of Aging Programs Job description: review for January 2009 meeting: Flom distributed the job description for the director of Aging Programs position and went over a few of the highlights.

Department Head evaluation training by Employee Relations: Andrea Jerrick joined the meeting. She introduced the department head evaluation forms and discussed the process of conducting a department head evaluation. The Department Head evaluation will take place at January's Council on Aging meeting.

Contracts for 2009: A handout of the 2009 contracts was shared with the Council. Discussion was held on the various contracts.

85.21 Transportation Grant: report on public hearing/budget: The public hearing was held. The 85.21 budget is currently being finalized due to staff changeovers. The grant application will be mailed to the State by the end of December.

Upcoming Out of County meetings: The out of county meeting calendar was handed out to the Council on Aging members. There is no out of county travel from now until the next Council on Aging meeting in January. The calendar has the schedule of office and meal site closing dates due to the holiday. No motion needed.

Information: Laurie Ince has been offered the Book keeper position in Aging Programs after posting into the position. Tina Riley will be leaving the department in mid December. Laurie Ince and Nancy Reeves were introduced to the Council on Aging members.

Next Meeting and Finance committee meeting date: The next meeting will be held on Tuesday, January 13, 2008 at **8:30 am**. The finance committee meeting will meet at **8:15 am** and will include Janice Nelson, Bob Dueholm and Mary Stachowski.

Adjourn at 9:42 am: **Motion by Nelson and second by Karr to adjourn. Motion passed. All in favor.**

(Pending approval at the meeting of the Council on Aging, January 13, 2008)