

COUNCIL ON AGING  
November 11, 2008

The Polk County Council on Aging met in conference room A & B in the Polk County Government Center in Balsam Lake on November 11, 2008.

Present: Neil Johnson                      Jim Edgell  
              Bob Dueholm                     Vi Karr  
              Janice Nelson

Absent: Gary Bergstrom

Approved Absent: Mary Stachowski

Others Present: Kari Flom and Lisa Smuda from Rice Lake Printery

Call to Order: Chairperson Neil Johnson called the meeting to order at 8:33 am.

Introductions: Lisa Smuda from Rice Lake Printery was introduced to the Council.

Approval of Agenda: Flom requested the moving up of the agenda item, Senior Voices Bids opened, to the first agenda item. **Motion by Edgell and second by Nelson to approve the amended agenda. Motion passed. All in favor.**

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

Financial Report and Bills: The financial report for October 2008 was not distributed due to the bereavement leave of the interim book keeper. Flom will distribute the financial report when available. Flom explained the bills. **Motion by Dueholm second by Edgell to approve the bills for October. Motion passed. All in favor.**

Public Comment: None

Senior Voices Bids opened: The request for proposals was posted on the County website and also advertised in the Inter County Leader paper. Eight requests for proposals were also mailed to various local printers. Three bids were received. Inter-County Cooperative Publishing Association bid came in at \$689.00/month, Rice Lake Printery, Inc came in at \$895.00/month and Clear Choice Printing came in at \$1025.00/month. **Motion by Dueholm second by Nelson to award the bid to Inter County Cooperative Publishing Association in Frederic. Motion passed. All in favor.**

Update on Aging and Disability Resource Center Development (ADRC): The location for the Polk County satellite was set by the Property Committee. The application for the ADRC has been sent into the state and a conference call between the State and the Development Council will be set. The County board members will be appointed by the

County Board chairman and the ADRC board will begin meeting. At that time the Development Council will dissolve once the ADRC board begins to meet.

Meal Site Contracts: A chart showing the proposed rental rates for 2009 for four of the five meal sites was distributed. Flom will continue to follow up with the fifth meal site.  
**Motion by Dueholm second by Nelson to approve the rental rates for 2009 and to send out the contracts pending approval from Corporation Counsel. Motion passed. All in favor.**

Aging Programs Staff Job Descriptions: Flom recently updated the four office job descriptions with the help of the staff. The updates were basically housekeeping.  
**Motion by Dueholm second by Karr to approve the Aging Programs staff job descriptions. Motion passed. All in favor.**

Council on Aging board member: Karen Krupa, Director of Interfaith Caregivers of Polk County has agreed to be a board member for the Council on Aging. She will be appointed at the Wednesday, November 12, 2008 County Board meeting.

ADRC support letter to State of Wisconsin: A draft letter was circulated and discussion was held on the support letter. **Motion by Dueholm and second by Nelson to approve the support letter. Motion passed. All in favor.**

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

Information: The Book keeper position for Aging Programs has been posted.  
\$1000 from Polk Burnett Charities, Inc was received for the home delivered meal driver reimbursement.  
December 10, 2008 from 2-4 will be the annual Aging Programs Christmas Tea. The Tea is a celebration of volunteers for the programs and an appreciation of the staff.

Next Meeting and Finance committee meeting date: The next meeting will be held on Tuesday, December 9, 2008 at **8:30 am**. The finance committee meeting will meet at **8:15 am** and will include Janice Nelson, Gary Bergstrom and Bob Dueholm.

A tour was given of the location for the ADRC Polk County satellite.

Adjourn at 9:55 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, December 9, 2008)