

Florence County Commission on Aging
Thursday, January 24, 2013 – 5:30 p.m.
2nd Floor Conference Room, Florence, WI 54121

Attendance: The Florence County Commission on Aging met pursuant to adjournment on Thursday, January 24, 2013 at 5:30 p.m. at the Florence County Courthouse. The meeting was called to order by the Chairperson Susan Theer. Members present: Sherry Johnson, Susan Theer, Tina Sonkowsky, John Halada, Cindy Halada, Fumiko McLain, Karen Wertanen, Bruce Osterberg, and William Behrmann. Excused: Ron Erickson. Also attending ADRC/Aging Director Barb Bauer.

Minutes/Agenda: It was moved by Johnson and seconded by Wertanen to approve the minutes of the 12/17/12 meeting as printed. Motion carried unanimously. It was then moved by Osterberg and seconded by J. Halada to approve the minutes of the 1/2/13 meeting as printed. Motion carried unanimously. On a motion made by Johnson, seconded by Behrmann and voted unanimous the agenda was approved as posted.

Personnel Matters: Bauer discussed medical leaves which have had an adverse impact on the department's ability to deliver services. Three staff currently involved with daily service delivery are out on medical leave – one of which was planned. Additionally the transferring of the Benefit Specialist to the I&A Specialist has left a void/shortage of staff while trying to begin ADRC operations. Bauer explained that she was told by the Administrative Coordinator that previous approval to hire casual employees (substitute help) would need to go back to the home committee and then Personnel committee as the new policy replaces past practice. She was also told increasing hours of part time personnel to help cover the staff shortfall also needed to follow this process. This has resulted in Bauer working herself to try to provide direct service such as transportation, meal delivery, and the provision of meals on a daily priority basis and then working as much as possible hours to perform the essential functions of her own position. It was moved by Johnson and seconded by Osterberg to recommend to the Personnel Committee that the department be approved to hire casual help in a manner as was done in the past and that part-time help be able to work additional hours on a temporary basis as needed to deliver programs and services. Motion carried unanimously.

Benefit Specialist Program: Bauer reviewed that the current Benefit Specialist was offered the full time position of I&A Specialist thereby creating a vacancy for the Benefit Specialist. Bauer reported that following the procedure in the Administrative manual the committee must review the need for the position and recommend the filling of the vacancy to the Personnel Committee. The position is required under contract with GWAAR and the Wisconsin Elders Act. It is a State funded position requiring 10% match. It was moved by Behrmann and seconded by Johnson to recommend to the Personnel Committee that the Benefit Specialist position vacancy be refilled. Motion carried. The position description for the Benefit Specialist was presented by Bauer for review. She recommended a few updates and eliminating the provision of back up to the Director in her absence as this role will transfer to the I&A Specialist. Additional wages were allocated to this position due to these responsibilities and will be adjusted to reflect the change in responsibilities. It was then moved by Johnson and seconded by McLain to approve the job description with the changes discussed by the Director and recommend to the Personnel Committee.

Nutrition Program: Bauer reported a large increase in requests for home delivered meals and her inability to accommodate all requests at this time due to staffing situation. The possibility of a waiting list was discussed as well as revisiting/reassessing current participants to ensure continued eligibility.

ADRC: Bauer reviewed ongoing training requirements with the members. The consensus was that Bauer should use her discretion in attending training herself and sending appropriate staff members as necessary. The website was also discussed. Bauer discussed a drop down menu feature that can be added to the County website to enhance the ADRC site. It was moved by Johnson and seconded by J. Halada to proceed with the website development as discussed. Motion carried. The department is working with Xcel graphics to develop marketing materials which will include ADRC logos for the vehicles and signage.

Administrator's Report: The updated job description as presented at the December was discussed. It was moved by Osterberg and seconded by Johnson to approve with the addition of a list of the acronyms explained and recommend to Personnel. Motion carried. A written explanation of the flex time procedure for the department was then reviewed. It was moved by Jonson and seconded by C. Halada to recommend to Personnel for approval. Motion carried.

Next Meeting/Adjournment: The next meeting date was tentatively set for Thursday Feb. 21, 2013 at 5:30 p.m. if needed. It was then moved by Johnson and seconded by Behrmann to adjourn. Motion carried.