

Waushara County Department of Aging – Commission on Aging

Date: December 15, 2011
Call to Order: 10:05 a.m. by Chairman Warren Brewer
Location: Demonstration Room, Waushara County Courthouse
Roll Call: Warren Brewer, Bill Downie, Fred Kaiser, Donna Kalata, Robert Maloney, Karren Pettit, Joanna Wisner
COA Advisory Present: Neil Hart
Staff & Guest Present: Debbie Paavola, Fran Geier, Shelby Lemke (Poy Sippi)

Minutes and Actions of this Meeting

Item	Discussion/Action
Public Comment	Shelby Lemke was present to request that Poy Sippi dining center (currently open Tuesdays and Thursdays) be allowed an additional meal day, any day except Friday and with a preference of Wednesday. She explained the value of the program to those in the Poy Sippi area, stating that the dining site offers the opportunity to socialize and have fun while at the same time receiving a good meal.
Adoption of Agenda	Motion by Fred Kaiser to adopt the agenda; seconded by Donna Kalata. Motion carried.
Approval of Minutes	Motion by Bob Maloney to approve the minutes of November 16, 2011; seconded by Donna Kalata. Motion carried.

Reports

<i>Chairman</i>	Warren Brewer made no remarks at this time.
<i>TRIAD</i>	Neil Hart reported that TRIAD met at Heartland House during their Christmas Party. It was well attended. Sheriff Peterson asked if AARP could merge with TRIAD starting in 2012, claiming he did not have enough resources to continue to run the TRIAD program. A final decision with AARP has not yet been determined and TRIAD is not scheduled to meet in 2012.
<i>ADRC</i>	Warren Brewer reported that the ADRC Coordinating Committee met last week and discussed state & local activities, survey results, update on the resource directory (to include Adams County resources), and changes to the By-Laws which would set the Committee at 16 members (1-2 County Board members from all four counties with the balance being volunteers). The Committee is actively seeking new volunteer members and one new member is coming in February. Also, the State suggested changing the name from ADRC Coordinating Committee to "Governing Board". There will be a State-sponsored seminar next summer.
<i>Home Repair</i>	Debbie stated that she and Julie Johannes (ADRC) will be meeting after the holidays to review the process. John Hassman has agreed to become the new Project Coordinator following the retirement of Arden Pomplun. Arden has agreed to help with the transition.
<i>Advocacy / Senior Needs</i>	Joanna Wisner noted that the Wild Rose Library will not allow concealed carry.
<i>Report from Director</i>	Debbie Paavola reported the Department of Aging has been busy with the transition process and cookie sale. Debbie and Val have met with the delivery drivers, site managers and kitchen staff about the transition. The Nutrition Council had an excellent meeting the end of November. They decided to have each dining center decide for themselves whether to close or stay open during the transition. <u>Nutrition:</u> Valerie Ladwig and Isabel Breihan went to Milwaukee to receive training on the combi-oven. There will be another training session after the equipment is installed in the new kitchen. <u>Benefits Specialist:</u> Debbie is looking to use Penny Baugrud as backup for Carol Klabunde to help out with Homestead Taxes since volunteer Mary Hesser passed away this year.
<i>Kitchen Project & Donation Drive Update</i>	Warren visited the construction site. Randy Gramse told him that they had to enlarge an opening to get a section of the exhaust hood in. The siding is being completed. Debbie said that the kitchen staff had a tour. One issue, according to the architect, Bill Rutter, is that the kitchen will need a larger breaker box at a cost of \$1,500 that will take up to five weeks to deliver. However, this size box may not be needed if the decision is to with a gas steamer instead of electric. The cookie sale exceeded expectations with almost \$2,000 in pre-order sales. Debbie asked about planning for the ribbon cutting ceremony in late January or early February, suggesting Feb. 8 as it is the one-year anniversary from when the County Board approved the project. It was decided to discuss this further at the next meeting.

Old Business

Item	Discussion/Action
<i>A. Transition Plan from Current to New Kitchen</i>	The kitchen has been busy cooking up frozen meals in anticipation of the move. However, it may now be possible to use the Hancock kitchen during the transition during some of the days, as more equipment may be left behind. All dining centers and home delivery clients have been informed of the pending change. Cards will be given to all the home delivery clients so they can order frozen meals to get them through the transition. Debbie has cancelled the pest control and laundry contracts and notified the telephone company of the upcoming move.
<i>B. Concealed Carry Law Impact on Department Programs</i>	According to the Nutrition Council, most locations of dining centers will post signs stating that concealed weapons are not allowed. It is the recommendation of the Nutrition Council that all sites be treated the same in this manner, so if one or two buildings allow concealed carry the senior dining program should display a sign while open stating that during the dining center open hours, concealed carry is not allowed. Warren asked whether we become liable if we post this type of signage and Debbie will clarify an answer to this question with Ruth Zouski. Nathanael Brown, Transportation Coordinator, is working on getting input from other counties on how they have handled this with consumers of transportation service. Debbie asked that any decision wait until the next meeting so that more information can be gathered. Fred Kaiser made a motion to postpone making a decision on the concealed carry law until the January meeting, Donna Kalata seconded, and the motion carried.
<i>C. Discussion/Action on Department Grievance Policy</i>	Debbie reported that after discussing this policy with the Nutrition Council, it is their recommendation that nutrition program grievances go to the Nutrition Program Manager first, followed by the Department Director, and finally to the Commission on Aging. Debbie also noted that a person always has the right to go to GWAAR or the State as well. The Council also recommended that a person be given 10 days to write a complaint. There was no further discussion on the draft policy. Motion by Donna Kalata to approve the policy with items noted above included, seconded by Jo Wisner. Motion carried.

New Business

Item	Discussion/Action
<i>Aging Programs:</i> <i>A. Consideration of Poy Sippi Dining Center's Request to Increase Days Open</i>	With Shelby Lemke in attendance representing the Poy Sippi dining center, the Committee considered their request to open an additional day each week. Fred Kaiser asked Debbie if she had any concerns regarding this request. Debbie replied that it was actually nice to know that they wanted more days rather than less. She stated that her preference would have been Friday so that those living on the eastern side of the county would have access 5 days/week to an open site. The day of the week will be discussed with the driver and kitchen staff, but Wednesday will likely not present a problem. Debbie also requested that the additional day per week start after a Wild Rose manager is hired and after the move to the new kitchen. She also recommended that the increase is done on a one-year trial basis, with a goal of having at least a dozen people each day. Donna Kalata noted that the current numbers appear to support the request. Robert Maloney motioned to add Wednesday to the Poy Sippi Dining Center schedule on a trial basis (Poy Sippi would now be open Tuesday, Wednesday, and Thursday each week), Donna Kalata seconded the motion, and the motion carried. Debbie noted that the request must now be forwarded to GWAAR for their approval.
<i>B. Consideration of Potential Request to Sell Kitchen Equipment to Hancock Community Center</i>	Debbie stated that she had heard from a woman from Hancock who was interested in purchasing some of the existing kitchen equipment in the Hancock Community Center. Debbie put together a summary price sheet of the available equipment along with fair market prices. A copy of this list was circulated to the Commissioners. At the top of the list was the equipment (valued at \$7,350) that would be left behind for the Hancock dining center and kitchen at no cost to them (the dishwasher would still be owned by the Department but left for use by the Hancock dining center). Also listed was the \$3,983 the Department of Aging paid for upgrading the electrical and plumbing in the kitchen in 2010. At the bottom was a list of other equipment (valued at \$25,000) that Hancock might be interested in purchasing. She said she talked to Larry Monroe, Larry Flyte, and Mark Kerschner about the possible sale of some of the equipment and gave them a copy of the summary price sheet. After they met that night, they told her they were only interested in the steamer, steam kettle, and one double-door refrigerator and offered \$3,600. Debbie would like to work something out regarding the dishwasher and electric steamer and kettle, but is reluctant to negotiate any deal without the approval of the Commission on Aging. Leaving the electric steamer and kettle behind will require the purchase of a new piece of equipment at a cost of

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	<p>about \$16,000. Debbie stated that, according to the Kitchen Designer, the Department could save up to \$5,000/year by switching from an electric steamer to a gas steamer. Additionally, the \$1,500 electric breaker box would not need to be purchased. Fred Kaiser made a motion to grant Debbie Paavola the authority to negotiate the sale of kitchen equipment to the Hancock Community Building as well as purchase a new gas steamer (at a minimum cost of \$10,000). Robert Maloney seconded the motion and the motion carried. Fred Kaiser also recommended putting the agreed upon terms of the sale of equipment in writing.</p>
<p><i>C. Discussion/Action on Policy for Nutrition Program Leftovers, Taking Food Home, and Carryout Meals</i></p>	<p>Commissioners received a copy of the draft policy for nutrition program leftovers, taking food home, and carryout meals. Debbie noted that the Nutrition Council reviewed in detail and approved this policy. Donna Kalata motioned to approve the policy as written by Valerie Ladwig, RD; Fred Kaiser seconded. The motion carried.</p>

Suggestions for Future Agenda Items

Item	
<i>Future Agenda Items</i>	<ol style="list-style-type: none"> 1. Concealed carry policy 2. Ribbon cutting ceremony

Adjournment: Motion by Fred Kaiser, seconded by Robert Maloney to adjourn at 11:15 a.m. Motion carried.

Recorded By: Fran Geier, Administrative Assistant

Respectfully submitted,