

Health & Aging Committee Meeting Minutes

January 16, 2014

COMMITTEE MEMBERS PRESENT: Romelle Vandervest, Jackie Cody, Marge Saari, Candy Sorenson, Nancy Brisse (Aging), Greg Berard, Maxine Meyer (Aging), Dr. Amy Slette, Bob Mott

COMMITTEE MEMBERS ABSENT/EXCUSED: Joan Hauer (Aging)

COMMITTEE MEMBERS ABSENT/UNEXCUSED: None

STAFF PRESENT: Linda Conlon, Dianne Jacobson, Dawn Johnson, Linda Pipgras, Maria Skubal

OTHERS PRESENT: Barbara Young

Aging:

Meeting called to order by Chairperson Romelle Vandervest at 8:30 AM at the Health & Aging Building, 100 W Keenan St.

The Chairperson noted that this meeting of the Health & Aging Committee had been properly posted in accordance with the Wisconsin Open Meeting Law.

Motion made by Cody, seconded by Mott to approve today's agenda as presented. Motion carried.

Public Comment/ Communication: Barbara Young from the Minocqua Library Outreach Program introduced herself. Bob Mott read a letter from a constituent addressing the closing of the Caring Connection at Headwaters at the end of January. Discussion only, no action taken.

Nutrition Program: Jacobson presented the nutrition program update. Discussion only, no action taken.

ADRC Update: Jacobson gave the ADRC update. The ADRC Specialists currently do the functional screening to determine eligibility for DSS waiver services. The ADRC of the Northwoods Specialists were just rated one of the best by the state at their assessments in the functional screening process. Discussion only, no action taken.

Donor Program Update: Jacobson gave the Donor Program Update. A Rhinelander family gave a \$1,000.00 donation to the Home Delivered meal program in memory of their parents who received the meals in the past. Another family made a donation for the purchase of another bus bench for the other side of the front door. Discussion only, no action taken.

Transportation Issues:

Transit Committee Update: Jacobson presented the Transit Committee Update. A RFP has been created to hire a professional to assist in the creation of the Tri-County Transit Commission for Forest, Oneida and Vilas Counties along with three of the local tribes. Jacobson is working with Wi-DOT staff to finalize the RFP to their standards.

Motion made by Cody seconded by Brisse to authorize Jacobson to issue the RFP to hire a professional to assist in the creation of the Tri-County Transit Commission and give authority to the three (Forest, Oneida, Vilas) Aging Unit Directors to review proposals and present their recommendation for award to the Health & Aging Committee . Motion carried.

b) Lac du Flambeau Transit Service Update: Carried over

c) Administrative cost for Lakeland Senior Center Transportation: No response from Lakeland at present time. Carried over.

Compensation Study: Jacobson presented the compensation study results. The county has received the results from the Carlson Dettmen wage study that was done this fall. The results will be presented to the county board members at their next scheduled meeting. Discussion only, no action taken.

Furniture Purchase: Jacobson presented the plan for the ADRC of the Northwoods to purchase classroom furniture.

Motion made by Cody, seconded by Saari to approve the ADRC to purchase furniture (tables, chairs, cabinet) for the Spruce classroom. Motion carried.

Senior Center Craft Sales Room: Jacobson gave an update on the Senior Center Craft Sales Room. The Senior Center Advisory Council had recommended having a dutch door (split) installed with the lower half locked and the upper half opened for security reasons. Discussion by this committee resulted in a suggestion to ask the Crafters selling in the room to take a role in helping to serve as monitor during certain hours. Discussion only, no action taken.

Legislative Update: Jacobson presented the legislative update. The federal government has been listening to its constituents' concerns on the funding cuts to the Older American Act programs. At present it is looking possible that the funding will revert back to the 2012 funding amount. Discussion only, no action taken.

Monthly Reports: Staff and program reports: Jacobson presented the monthly reports. Motion made by Mott, seconded by Saari to accept the monthly staff and program reports as presented. Motion carried.

Vouchers, purchase orders: Jacobson presented the vouchers and purchase orders. Motion made by Brisse, seconded by Berard to approve the 2014 blanket purchase orders as presented. Motion carried.

Motion made by Mott, seconded by Saari to approve the monthly vouchers as presented. Motion carried.

Line Item Transfers: Jacobson presented line item transfers. Motion made by Berard, seconded by Saari to approve the line item transfers as presented. Motion carried.

Out of County Travel: Jacobson presented the Out of County Travel request. Motion made by Cody, seconded by Berard to approve the out of county travel as presented. Motion carried.

Agenda Items for next meeting: Administrative Cost for Lakeland Senior Center transportation, Rhinelander Adult Daycare issue, Lac du Flambeau transit service update.

Health & Aging:

Minutes of December 19, 2013:

Motion made by Cody, seconded by Saari to approve minutes of December 19, 2013 Health & Aging Committee meeting. Motion carried.

Date/time/location of next meeting:

Regular meeting scheduled for February 20, 2014 @8:30 a.m. at the Health & Aging Building, 100 W Keenan St. Aging to go first with Health to follow at 9:30 a.m.

Health & Aging Issues: New parking lot working well. Heating issues on second floor being addressed by Building & Grounds Department.

Health:

Monthly Reports:

- Environmental Health – Summary given by Director.
 - Rhinelander restaurant – a complaint regarding sewage backup into the kitchen was investigated.
- Communicable Disease – Summary given by Director.
 - 2 campylobacteriosis, 5 chlamydia, 1 giardiasis, 2 hepatitis C, 1 influenza-associated hospitalization, 1 lyme disease, 1 streptococcal disease.
- Health Hazards – Summary given by Director.
 - No new health hazards. Open cases – 2 garbage, 3 mold and 1 pet.

Discussion only, no action taken.

Flu Statistics: There has been a leveling of influenza, although there are still new cases. The schools are back down to a 6% absentee rate. Discussion only, no action taken.

Accreditation Update/ Training: Nothing new to report.

Grant Update: Conlon is writing for a worksite wellness grant. Discussion only, no action taken.

Staffing Requests:

- Community Health Specialist – with funding from Wisconsin Partnership Program (WPP) grant dollars, this position will be mainly responsible for chronic disease prevention and tobacco control activities. This funding will also cover 15 hours of Kyla Waksmonski's position. This position was presented to the LRES Committee yesterday and they approved because it is fully grant funded. There is a resolution going to County Board for this position. Motion made by Saari, seconded by Cody to approve the request for a Community Health Specialist. Motion carried.
- There is a vacant position with the resignation of Jill Blake, public health nurse. This position was also approved by the LRES Committee yesterday. Conlon said she is looking at advertising for either a nurse or someone with a health related degree to get the best applicant. Many of the duties performed by public health nurses can be done by a health educator. Furthermore, an LTE position has already been approved for flu season and in the case of an outbreak where a nurse is needed. The department currently has two nurses that are trained and willing to come back if needed. Therefore,

the decision is to hire either a community health specialist or a public health nurse. The position will remain 4 days a week. Motion made by Cody, seconded by Saari to approve filling the vacant position right away. Motion carried.

Introductions: Conlon introduced Maria Skubal, an LTE with the Health Department. She was an intern for three months prior to becoming an LTE. If the resolution for a Community Health Specialist passes, Maria will be asked to take the position.

Long Range Plan/ Strategic Plan: Conlon discussed the long range plan/ strategic plan that is due annually for the county. The department will be working on a new strategic plan this summer. Motion made by Cody, seconded by Saari to accept the long range plan as written. Motion carried.

2013 Budget Update: Conlon gave 2013 budget update. Discussion only, no action taken.

Compensation Study: Conlon discussed the Carlson Dettman compensation study. Discussion only, no action taken.

Executive Session: Motion made by Mott, seconded by Cody to adjourn into closed session pursuant to section 19.85(1) (c) Wis Stats., to: consider employment, promotion, compensation or performance evaluation data of an Oneida County employee. (Topic: Public Health Director's 2014 Performance Goals). Roll call vote taken with all voting in the affirmative. Motion carried. Discussion held in closed session.

Motion made by Berard, seconded by Saari to return to open session. Roll call vote taken with all voting in the affirmative. Motion carried.

The following was announced in open session: Discussion regarding performance evaluation of the Health Director. No action was taken.

Legislative Update:

- E-cigarette legislation is probably going to be put through.
- Child death review legislation will require every county to have a child death review team. Oneida County already has a team.
- Wisconsin Counties Association Legislative Conference coming up in March. Sorenson stated she may attend and can give an update at the following Board of Health meeting.

Request for meetings and workshops: Motion made by Cody, seconded by Mott to approve request for meetings and workshops as presented. Motion carried.

Vouchers, purchase orders and line item transfers: Motion made by Cody, seconded by Saari to approve vouchers and purchase orders totaling \$ 9804.61 and line item transfers as presented. Motion carried.

Agenda items for next meeting: regular items, Wisconsin Counties Association Legislative Conference.

Public comment/ communications: None

Adjournment: Motion made by Cody, seconded by Saari to adjourn at 10:25 a.m. Motion carried.

Committee Chairman