

Health & Aging Committee Meeting Minutes

April 22, 2014

COMMITTEE MEMBERS PRESENT: Bob Mott, Jackie Cody, Alan VanRaalte, Tom Kelly, Marge Saari, Nancy Brisse (Aging)

COMMITTEE MEMBERS ABSENT/EXCUSED: Bill Freudenberg, Joan Hauer (Aging)

COMMITTEE MEMBERS ABSENT/UNEXCUSED: None

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

OTHERS PRESENT: Barbara Young

Aging:

Meeting called to order by Chairperson Bob Mott 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 Brisse, seconded by Saari to approve today's agenda as presented. Motion carried.

Public Comment/ Communication: Barbara Young Rhinelander resident and works at the Minocqua Library.

Nutrition Program Funding: Jacobson presented the nutrition program funding update. Jacobson presented information regarding the 11:30 meal time at the Rhinelander Dining Site is not producing the cost savings as projected. Jacobson requested authorization to move the Rhinelander congregate dining serving time back to noon from 11:30.

Motion made by Kelly, seconded by Cody to approve moving the Rhinelander congregate dining serving time back to noon from 11:30. Motion carried.

Donor Program Update: Jacobson gave the Donor Program Update. Jacobson presented a request to move forward with the purchase of 100 various leaf sizes correlating with various size donations for the giving tree.

Motion made by Cody, seconded by VanRaalte to approve the purchase of 100 blank leaves for the giving tree in various sizes from the donation account. Motion carried.

Transit Committee Update: Jacobson presented the Transit Committee Update. Discussion only, no action taken.

Headwaters Transit Request: Headwaters sent a request for a repair for their bus totaling approximately \$3,880.24 for transmission repairs for their 2010 Ford bus with a little over 65,000 miles on it. Headwaters are asking for part of their repairs to be paid for by the Department on Aging's DOT Trust account.

Motion made by VanRaalte, seconded by Cody for Headwaters to go back to the vehicle dealer of the vehicle for warranty coverage on this repair before going forward with this request. Motion carried.

Rhineland Adult Daycare update: Jacobson gave the adult daycare update. Discussion only, no action taken.

Commission on Aging citizens vacancies: The sub-committee met on April 16 to select the top three candidates. The members in attendance were Brisse, Saari, VanRaalte and Kelly. Jacobson requested approval of retro activating Kelly and VanRaalte to this sub-committee seeing that they were just sworn in on April 15 to the county board and Health and Aging Committee.

Motion made by Cody, seconded by Saari to approve the retroaction of VanRaalte and Kelly to the sub-committee.

After reviewing the top three candidates the committee approved the candidates as follows: Ed Hammer as first choice, Laura Arvold second, and Barbara Young as third choice.

Motion made by Cody, seconded by Saari to approve Ed Hammer for the Commission on Aging citizen vacancy. Motion carried.

Legislative Update: Jacobson presented the legislative update. Mott requested that when a legislative alert is pending for Jacobson to bring a letter for the committee members to sign advocating their support for the bill and then forward to their state representatives. Discussion only, no action taken.

Monthly Reports: Staff and program reports: Jacobson presented the monthly reports. Discussion only, no action taken.

Vouchers, purchase orders, Line Item Transfers Jacobson presented the vouchers and purchase orders. There were no line item transfers.

Motion made by Cody, seconded by Saari to approve the monthly vouchers and purchase orders as presented. Motion Carried.

Out of County Travel: None

Discussion regarding the eliminating the agenda item and the committee approving each and every out-of-county travel request. Department Heads are always responsible for staying within approved budget, having the committee approve is unnecessary. Linda Conlon shared a form she has employees complete when they submit a request for a conference/training/workshop. Mott encouraged Jacobson to review this form and consider adopting it for the Department of Aging.

Motion made by VanRaalte, seconded by Cody to approve removing out of county travel from the agenda and not requiring committee approval for staff travel outside the county (unless it is out of state and then county policy of requiring approval from this committee and the Administration Committee will be followed). Motion carried.

Agenda Items for next meeting: Rhineland Adult Daycare, Transit committee update

Health & Aging:

Minutes of March 20, 2014:

Motion made by Saari, seconded by Cody to approve minutes of March 20, 2014 Health & Aging Committee meeting. Kelly and VanRaalte abstained. Motion carried.

Date/time/location of next meeting:

Regular meeting scheduled for May 15, 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.

Election of Vice-Chairperson: Chairperson Mott opened the floor for nominations for the Vice-Chairperson position. Cody was nominated for the Vice-Chairperson position.

Motion made by VanRaalte, seconded by Brisse to close the nominations and approve a unanimous ballot for Jackie Cody as Vice-Chairperson. Motion carried.

Health & Aging Issues: Parking black topping and painting still pending, rain gutters needed over the back employee entrance and also in the front entrance due to ice build up.

Health:

Orientation of new Board of Health Members: Introduction of Board of Health members and Health Department staff. Conlon distributed Board of Health orientation binders to new board members. She will review a section of the binder at each meeting. Discussion only, no action taken.

Monthly Reports:

- Environmental Health – Summary given by Todd Troskey, registered sanitarian. Troskey gave a brief overview of the sanitarian program.
 - Rhinelander restaurant – possible sewage discharge in the kitchen area.
 - Other news:
 - Besides re-inspection fees and citations, another enforcement tool that has been used recently for difficult facilities is a discussion on on-line inspection reports. The State is getting closer to enabling on-line inspection reports. This allows the general public to have easy access to reports, instead of having to go through the public records request process.
- Communicable Disease – Summary given by Director.
 - 1 campylobacteriosis, 6 chlamydia, 2 giardiasis, 11 lyme disease, 1 microbacterial non-TB.
- Health Hazards – Summary given by Director.
 - 2 garbage, 5 mold, 1 hoarding. Two of these were closed immediately.
- Legislative Update – None.
- Community Outreach/ Media – Conlon presented an outreach/ media spreadsheet from Lincoln County Health Department listing blogs, media release and presentations done by staff for the year. She will use this as a template for Oneida County Health

Department. This will be presented at Board of Health meetings and will be a good tool for accreditation.

Discussion only, no action taken.

Staff Vacancy: Niki Kostrova, Tobacco Coordinator, resigned. Conlon spoke with Labor Relations and Employee Services (LRES) about filling the position. Discussion only, no action taken.

Accreditation Celebration: Conlon presented a plaque from the Public Health Accreditation Board given to the Oneida County Health Department for achieving national accreditation. It will be displayed in the lobby. A celebration is being planned for probably early June. Conlon asked the Committee to contact her with any ideas they might have for the celebration. Discussion only, no action taken.

Review 2013 BOH Actions & Major Health Issues: Conlon reviewed the Board of Health actions and major health issues discussed in 2013. Discussion only, no action taken.

2013 Annual Report: Conlon presented the 2013 annual report. Discussion only, no action taken.

2013 Close 3: Conlon presented the 2013 Close 3. Discussion only, no action taken.

2014 Budget: Conlon presented the 2014 budget. Discussion only, no action taken.

Request for meetings and workshops: Conlon presented the meetings and workshops requests.

Motion made by Saari, seconded by Kelly to approve meetings and workshops as presented. Motion carried.

Vouchers, purchase orders and line item transfers: Conlon presented the vouchers, purchase orders and line item transfers.

Motion made by VanRaalte, seconded by Cody to approve vouchers, purchase orders totaling \$19,212.57 and line item transfers as presented. Motion carried.

Agenda items for next meeting: 2014 OCHD fees, resolution for Affordable Care Act (ACA) money, discuss changing meeting dates and time for Health & Aging Committee.

Public comment/ communications: Cody requested information on the Mental Health Drop-In Center be brought to a future meeting.

Adjournment: Motion made by Kelly, seconded by Saari to adjourn at 10:48 a.m. Motion carried.

Committee Chairman

Committee Secretary