

Health & Aging Committee Meeting Minutes

Amended May 28, 2015

COMMITTEE MEMBERS PRESENT: Bob Mott, Alan VanRaalte, Tom Kelly, Jackie Cody, Bill Freudenberg, Dr. Amy Slette (Health), Marge Saari, Joan Hauer (Aging), Ed Hammer (Aging), Nancy Brisse (Aging)

COMMITTEE MEMBERS ABSENT/EXCUSED: None

COMMITTEE MEMBERS ABSENT/UNEXCUSED: None

STAFF PRESENT: Linda Conlon, Carl Meyer, Dani Benzinger, Dianne Jacobson, Dawn Johnson

OTHERS PRESENT: Brian Nerdahl, President of Lakeland Retirement Foundation Board

Health:

Meeting called to order by Chairperson Bob Mott at 9:01 a.m. at the Health & Aging Building, 100 W Keenan St. Health Department Conference Room

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

Approval of agenda for today's regular meeting: Motion made by Bill Freudenberg, seconded by Marge Saari to approve today's agenda with the discretion of the chairperson to move the order of items on the agenda as needed. All ayes; motion carried.

Monthly Reports/ Updates:

- Environmental Health – Summary given by Linda Conlon
 - The Joint Committee on Finance made a motion to freeze fees for 2 years while the Department of Health Services (DHS) and the Department of Agriculture, Trade, and Consumer Protection (DATCP) merge. The freeze only prevents fees from increasing over the next 2 years, they could be reduced. When the Oneida County Board approved the Oneida County Health Department (OCHD) to be agents for the DHS, DATCP, Department of Safety and Professional Services' (DSP), and Department of Natural Resources' (DNR) for inspections and water sampling, it was to be a self-funded program. The OCHD has 2.5 employees in the Environmental Health Program and currently has the highest facility-to-staff ratio in the entire state. The fee freeze could inhibit the department's ability to stay within the contract agreement to be a self-funded program.
 - New rules will become effective January 1, 2016 as a result of the February 2013 EPA changes in the Safe Drinking Water Act. The specific indicators of coliform contaminants will be revised and the existing maximum contaminant level will be

eliminated. New “Seasonal System Start Up” procedures will be in place for seasonal occupancy places like campgrounds and youth camps. OCHD will not know the entire fiscal impact until these rule changes are finalized, however, based on the proposal, it will likely cause an increase in the workload for the first few years.

- Communicable Disease – Summary given by Linda Conlon.
 - Reported: 1 blastomycosis, 2 campylobacteriosis, 7 chlamydia, 1 giardiasis, 1 hep C, 1 influenza, 1 parapertussis, 5 pertussis, 1 poliomyelitis, 1 salmonellosis, 1 streptococcus pneumonia, 2 varicella.
 - Confirmed: 1 campylobacteriosis, 7 chlamydia, 1 giardiasis, 1 hep C, 1 salmonellosis, 1 varicella.
- Health Hazards – Summary given by Carl Meyer.
 - New cases: 2 garbage, 2 mold, 3 unsubstantiated, 2 meth.
 - Existing cases: 1 mold, 1 animal/insects, 1 other, 1 meth.
- Legislative Update – Summary given by Linda Conlon.
 - Review of Environmental Health’s report on the merger of DHS and DATCP. The freeze on fees applies to restaurants, grocery stores, C-stores, food processing plants, etc but does not apply to lodging establishments, recreational establishments or vending machines.
 - No budget cuts were made to public health related programs under DHS, such as tobacco and well woman.
 - The Finance Committee agreed to provide a one-time \$100,000 funding increase to the WWWP.
 - The Finance Committee also approved \$300,000 in additional HIV/AIDS funding.
 - Reassurance has been given that with the body art and piercing being moved under DSPPS, the inspection regulations will remain intact.
 - The State Lab of Hygiene may be transferred from under the UW-Madison to DATCP with a sizable portion of the funding being distributed to other state agencies. The lab has provided stable and efficient service since 1903 and the transfer will not insure continued reliability for the services we use. Linda C has contacted Senator Tiffany and is on record as opposing this transfer and funding decrease. Motion made by Jackie Cody, seconded by Bob Mott to oppose the transfer and budget cut to the State Lab of Hygiene. All ayes; motion carried.

Renewal of Dr. Slette 3 year term: Dr. Slette is interested in serving another term for the Board of Health. Motion made by Bill Freudenberg, seconded by Alan VanRaalte to renew Dr. Slette’s term as a citizen member on the Board of Health. All ayes; motion carried.

Travel Request: Two out of state travel requests were made. Kyla requests travel to the PHIT in New Orleans to get advanced training on the improvement process and planning. Kyla is the OCHD accreditation coordinator and is now leading our QI team. All fees for the conference will be covered by the scholarship and grant funding. Linda Conlon requests travel to NACCHO in North Dakota to present on leading improvement. All travel expenses are covered. Motion made by Jackie Cody, seconded by Marge Saari to approve both Kyla and Linda’s out of state travel requests. All ayes; motion carried.

2014 Performance Management Report: Linda Conlon presented the report. Performance Management’s intent is to improve performance. The department sets goals for improvement, and tracks them for improvement potential. Linda reviewed the strategic plan goals, Public Health preparedness, Reproductive Health, Pregnant Women Referrals, Radon Completes and

Chronic Diseases. Tracking immunizations is challenged by families moving into or out of our county. We are within 10% of the state average for childhood immunizations. For information only, no motion needed.

WIC Director Vacancy Review: Brenda Husing submitted notice that she will be leaving us at the end of July. Brenda is willing to come back as an LTE to help train her replacement. This position is fully covered by grant funds for the WIC program. Motion made by Alan VanRaalte, seconded by Jackie Cody to fill the WIC Director vacancy. All ayes; motion carried.

QI plan: Linda Conlon and Carl Meyer presented the Quality Improvement Plan draft. The Leadership Team reviewed other department models to assess and review our plan to provide the highest services possible. This new plan defines roles of members and the oversight committee. Bob Mott requests a summary of the major changes from the old plan to the new plan. The updated plan prepares the health department for PHAB 1.5 accreditation standards. For information only, no motion needed.

WPHA\WALHDAB annual conference report: Bob Mott reported on the impressive Ebola outbreak presentation he attended, expressing concerns on how the infection occurred with precautions already in place, and he learned that the CDC assists local departments during an outbreak, they do not take control of the incident. Bob also congratulated Marta and Carl on presenting great information. Carl felt their marketing plan and social media presentation went well and is a current hot topic. Some of the sessions that Linda, Carl and Marta attended included health equity and diverse populations, prescription drug abuse, building 21st century health departments, and e-cigarette policies. Bob Mott would like to have the BOH choose a project to work on such as childhood obesity, community gardens or dental programs For information only, no motion needed.

Credit Card request: Linda Conlon presented a handout with a proposal to obtain a department credit card to improve efficiency and ease of the health department's needs. The proposal offers a streamlined process that will reduce errors. Motion made by Tom Kelly, seconded by Jackie Cody to approve the proposal as presented and forward to the Administration Committee. All ayes; motion carried.

Revenue carry forward request: Linda Conlon presented a draft of the proposal to request revenue be carried forward. A final proposal will be brought to the July meeting.

Vouchers, purchase orders and line item transfers: Motion made by Alan VanRaalte, seconded by Jackie Cody to approve the 2015 line item transfers. All ayes; motion carried. Motion made by Alan VanRaalte, seconded by Jackie Cody to approve the vouchers and purchase orders. All ayes; motion carried.

Public Comment/communications: None

1) Agenda items for next meeting: Annual Report, Program Generated Revenue Request Proposal

Health & Aging:

Minutes of March 12, 2015, April 9, 2015 and April 22, 2015 meetings:

The meeting minutes for March 12, 2015, April 9, 2015 and April 22, 2015 were reviewed. The April 22, 2015 meeting adjournment time should state 10:00 a.m. Motion made by Jackie Cody, seconded by Tom Kelly to approve the meeting minutes with the stated amendment. All ayes; motion carried.

Date/Time/location of next meeting: Regular meeting scheduled for June 18, 2015 at 9:00 a.m. in the Health & Aging Building, 100 W Keenan Street. Commission on Aging will begin at 9:00 a.m. on the first floor with joint meeting of Health & Aging to follow. Board of Health will meet at approximately 10:00 a.m. on the second floor.

Health and Aging Issues:

Back of building roof update: Dianne Jacobsen reported on the work in progress and the home delivered meals are being picked up at the front door.

Public Comment/Communications: None

Agenda item: Evaluate meeting date, time and which department starts

Recessed: 10:17 a.m. to move downstairs to the Aging Department Balsam Room to reconvene for the aging part of the meeting.

Aging:

Reconvene meeting: 10:25 a.m.

Public Comment/ Communication: Jacobson read a request from the Lakeland Senior Center for a request to repair their bus. The total repair cost is \$1,231.68 to be split between Vilas and Oneida County. The cost for Oneida County would be \$615.84 to be drawn from the DOT Trust. The Lakeland Senior Center still has money in their bus repair account that is allocated each year. This issue was tabled until a current balance of their repair account is updated. The Lakeland Senior Center is to use these funds before requesting funds from Vilas and Oneida Counties DOT Trust Fund. This issue will also be discussed under item 22) Lakeland Senior Center Relocation and funding.
Discussion only no action taken.

Lakeland Senior Center Relocation and funding: Brian Nerdahl, President of Lakeland Retirement Foundation (LRF) Board gave an overview of the lapse in insurance that was discovered after the fire at the Lakeland Senior Center. Brian explained the past practice of how bills were received and processed. The board is already making improvements to the bill paying process. The LRF is considering an audit or possibly an internal audit in the near future. A strategic plan will be implemented in the near future to assure the best way to move forward and whether they will rebuild. By Friday May 29 a fire fund will be set up at a local bank to accept donations to recover from the fire losses. Many community members have expressed a desire to help in any way they can.

Regarding the Lakeland Van repairs and the increasing expense of operating the van, Jacobson reviewed 2 documents that outlined the ongoing drain on the LRF budget to continue to operate the van. Discussion followed regarding other options for those passengers who currently use the van. The new 3-County Transit Commission could offer some options, but that is not for some time. Jacobson suggested investigating using the remaining 85.21 allocation to the LRF

and applying it to voucher (subsidy) program with Disc Cab Company in Lakeland area. Jacobson will report back next month. The 2015 funding to the Lakeland Senior Center was distributed and will be reviewed next month. Brian Nerdahl said he would like to try and attend next months meeting. Discussion only, no action taken.

Woodruff Dining Site Relocation and Insurance Claim: Jacobson presented the Woodruff Dining Site relocation and Insurance Claim process. The same day after the fire on May 6 to the Lakeland Senior Center several Woodruff facilities and organizations reached out to offer their buildings to relocate the Senior Dining Site. Holy Family Church in Woodruff was toured by Jacobson and the Nutrition Coordinator Mary Boyer, and they found it would be a perfect temporary site for this program. The fire was on Wednesday and with the wonderful help from Lynn's Catering and the Lakeland Home Delivered Meal drivers it was back up and running on Friday May 8. Mary Boyer put together a Lakeland inventory for the Oneida County Senior Nutrition Program that was lost in the fire with the replacement value was \$ 13,701.16. This will be turned into County's Insurance Company. We are unsure of the deductible at this time. Discussion only, no action taken.

Home Delivered Meal Wait List Policy: Jacobson handed out the wait list policy. This matter was tabled until the next meeting to give Commission time to review. Jacobson also reported the department will be doing a big media push for more Home Delivered Meal drivers at the Holy Family Church. Currently there are only two drivers each day delivering 50+ meals in the Lakeland area. We are having to put people on a waiting list up there until we get more drivers. Rhinelander has added an 8 route to meet the demand. Discussion only, no action taken.

Transit Commission Updates: Mott presented the Transit Commission update. There have been two official meetings. Dave Lowe is back as an advisor to the Transit Commission until a Transit Manager can be hired. Discussion only, no action taken.

Commission on Aging By-Laws: Jacobson presented the Commission on Aging By-Laws that have been revised by Corp Council and the subcommittee (Jacobson, Bob Mott and Alan VanRaalte) The By-Laws were handed out to the Commission to review. This will be tabled until next months meeting to give the Commission time to review the By-Laws. Discussion only, no action taken.

LTE Positions for 2016 Budget: Jacobson presented the history of wages for the Dining Site Manager positions. The Labor Relations/Employee Services (LRES) Committee will be reviewing ALL Oneida County LTE positions this year. Jacobson is working with Lisa Charbarneau to compare other counties and bring the COA something in June. Discussion only, no action taken.

Governor's Budget/Legislative Update: Jacobson reported that last night the Governor's Budget was amended by Joint Finance. Wheeler Report with details of the amendments was distributed. There are still a lot of questions related to how ADRCs, Family Care and IRIS will end up in the final approved version. Discussion only, no action taken.

Donor Tree: Due to time constraints, this item was tabled until next meeting.

Automatic Doors: The new automatic doors were installed and are working wonderfully. Getting automatic doors for both restroom doors is still on Buildings and Grounds future projects list. Discussion only, no action taken.

ADRC of the Northwoods Interim update: Jacobson reported that after 5 weeks in their new LTE positions, Piazza and Jacobson have been able to work their ADRC hours (4 and 8 hours respectively) in addition to their 37.5 hours for Oneida County and complete the work necessary. We will continue to keep an eye on this arrangement and report back every month with any concerns or revisions.

Closed session: (Topic: Employee Evaluation-Director) This matter was tabled until next months' meeting after the review of the new performance evaluation process. Discussion only, no action taken.

Open Session: Not needed, because no closed session.

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

Vouchers, purchase orders: Jacobson presented the vouchers and purchase orders.

Motion made by Cody, seconded by Kelly to approve the monthly vouchers and purchase orders as presented. Unanimously approved, motion carried.

Line Item Transfers: No Line Item Transfers.

Agenda Items for next meeting: Donor Program, Review Process, Legislative update/Governor's budget, Transit Commission, Commission By-Laws, LTE Positions for 2016 budget, Home Delivered Meal wait list Lakeland Senior Center Relocation and funding, Lakeland request for bus repairs and all routine agenda items.

Public comment/communication: None.

Adjournment: Motion made by Kelly, seconded by Cody, to adjourn at 11:55 a.m. All ayes; motion carried.

Committee Chairman

Committee Secretary