

**HEALTH & AGING COMMITTEE MEETING
MINUTES
March 13, 2018**

COMMITTEE MEMBERS PRESENT: Chairperson Bob Mott, Jackie Cody, Bill Freudenberg, Tom Kelly, Carol Pederson, Dr. Amy Slette, Barbara Young, Nancy Brisse, Ann Ovsak, Marge Saari, and Ed Hammer.

COMMITTEE MEMBERS ABSENT/UNEXCUSED:

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STAFF PRESENT: Linda Conlon, Marta Koelling, Corie Zelazoski, Todd Troskey, Anne Cirilli, Liz Whalen, Tom Wiensch, Dianne Jacobson, Joel Gottsacker and Dawn Johnson.

OTHERS PRESENT:

Call to order: Chairperson Mott called the meeting to order at 9 a.m. on the second floor of the Health & Aging Building, 100 W. Keenan Street, Rhinelander, WI. The meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and the facility is handicap accessible.

1. Call to Order: Called to order at 9:01 am.
2. Approval of agenda for today's regular meeting: Jackie Cody made motion, Tom Kelly second, all ayes.
3. Public comment/communications: None
4. 2018 Consolidated Contract Review: 2018 Consolidated Contract is the grant contract that primarily funds the Oneida County Health Department. Corporation Counsel made recommendations for changes to this contract and the state rejected these changes. Corporation counsel suggested changes to the following areas:
 - a. Include language that prohibits the contract from being changed if the contract is not fulfilled
 - b. Specify financial penalties if the contract is not fulfilled.

Discussion about importance of contract, likelihood of issues, and likelihood of changes made ensured. Linda Conlon indicated that in order to expedite OCHD contract process, any contract with the state, due to changes likely being recommended, would be put on the committee agenda immediately. Corporation Counsel will continue to provide recommendations for change and OCHD will continue to pass them along to contracting entity. Corporation Counsel will also work with statewide Corporation Counsel committee to make more uniform changes to standard/common contracts and is going to the Administrative Committee and County Board to make changes to the code in

order to allow Linda Conlon and Mary Rideout, Director of Social Services to sign their department contracts.

Jackie Cody made motion to approve contract, Bill Freudenberg seconded, all ayes, motion carried.

5. DNR Transient Non-Community Water System Testing Contract: Tom Wiensch presented on contract. Corporation Counsel made recommendations for changes and DNR did not accept them. Now the committee needs to make a decision whether or not to proceed with the contract or not. Again, Corporation Counsel is exploring creating a committee that will come together and review the contracts then bring those recommendations to the state in hopes that they will be more flexible with amending contract to fit the Health Department's needs. List of concerns regarding contracts are sent via email to whomever the Health Department is contracting with.

Linda suggested change to contract process to move contract along faster and more efficiently. Carol Pederson made motion to approve contract, Bill Freudenberg seconded, all ayes, and motion carried.

6. Employee Service Awards: Anne Cirilli, Health Educator in the Reproductive Health Clinic, awarded for 25 years of service. Liz Whalen, Public Health Nurse in the Reproductive Health Clinic, awarded for 10 years of service.
7. Staff Report: Quality Improvement: Summary report of 2017 Quality Improvement (QI) projects prepared by Kyla Waksmonski, Accreditation Coordinator.
 - a. 7 QI projects were started in 2017 – 2 were large and 5 were smaller. 4 large projects from 2016 were continued in 2017. 357.25 hours were logged for QI projects for OCHD Staff.
 - b. Highlight: completed three-year long environmental health food inspection QI project which reduced overdue restaurant inspections from a high of 23% to a low of 3%. Strategies included identifying criteria for prioritizing inspections, reorganizing based on seasonality, and redistributing inspections among EH staff.
8. Monthly Reports/Updates:
 - a. Environmental Health Report: NEHA intern has been approved in addition to the UW-Oshkosh intern. These interns will be assisting environmental health program with lodging inspections and water sampling. The difference between the two interns is the NEHA intern has to complete an additional project and have a varied experience that includes more than just lodging and water inspections.

Have seen an increase in rental inspections due to change in ordinance for short term rentals. Interns cannot do pre-inspection to get rentals licensed, but they can do follow up inspection as needed.

Bob requested that Todd bring materials needed for requirements for weekly rentals to next meeting.

b. Communicable Diseases:

<u>Disease Name</u>	<u>Reported</u>	<u>Confirmed</u>
Babesiosis	2	2
Campylobacteriosis (food poisoning)		
Chlamydia	7	7
Cryptosporidiosis (intestinal parasites)	4	4
E-Coli, Shiga Toxin-Producing (STEC)		
Ehrlichiosis/Anaplasmosis Invasive Disease (Tickborne Disease)		
Giardiasis (waterborne parasitic disease)		
Haemophilus Influenzae, Invasive Disease	1	1
Hepatitis B, Unspecified		
Hepatitis C, Chronic	2	
Lyme Disease	3	3
Lyme Laboratory Report		
Malaria		
Metal Poisoning (Non-Lead)	2	
Measles	1	1
Mycobacterial Disease (Non-Tuberculosis)	1	1
Pertussis (Whooping Cough)	4	
Salmonellosis		
Varicella (Chickenpox)		

c. Health Hazards:

<u>Hazard Description</u>	<u>New</u>	<u>Existing</u>
Air Quality		1
Animals		2
Asbestos		
Dilapidated Structure		
Hazardous Material		
Housing	1	
Lead Hazards		
Meth	1	
Mold		3

Noxious Smoke/Fumes	1	
Occupational Hazard		
Other Environmental Hazard		1
Radiation Hazard		
Radon		
Sewage Disposal System		1
Sewage		
Solid Waste/Garbage		2
Water Quality		1
Subtotal		
New Cases Closed		
Total Open Cases		
Grand Total		14

d. Legislative Update:

- i. AB 906: creating a law enforcement agency drug trafficking response grant. Motion made to support grant by WALHDAB-WPHA Joint Public Affairs Committee.
- ii. AB 907: relating to continuing education in prescribing controlled substances for certain health care practitioners, maintenance and detoxification treatment provided by physician assistants and advanced nurse practitioners. Joint PA will monitor this bill.
- iii. AB 971: relating to intensive care coordination program in the MA program. Requires DHS to create a program that reimburses health care systems/other MA recipients. Joint PA made motion to support AB871 with amended motion.
- iv. LRB 0572: relating to updating child lead poisoning investigation standards. Joint PA made motion to monitor.
- v. LRB 1891: relating to testing for lead in facilities serving children under 6. Joint PA made motion to monitor.
- vi. LRB 4749: relating to providing funding creating an individual income tax credit, and providing a levy limit exception for lead service line replacement and making appropriation. Joint PA made motion to support.
- vii. LRB 5169: relating to grants to the Center for Suicide Awareness. Joint PA made motion to support.
- viii. LRB 5126: relating to repealing the prohibition against certain local government from enacting or enforcing an eviction moratorium on landlord. Joint PA made motion to support.
- ix. LRB 4895: relating to discrimination based on prior evictions and providing penalty. Joint PA made motion to support.
- x. LRB 4939: relating to gun purchase notification. Joint PA made motion to monitor.
- xi. AB 680: relating to pharmacists and pharmacy students administering vaccines. Joint PA made motion to oppose due to pharmacies not

- documenting vaccines in Wisconsin Immunization Registry.
- xii. Legislator of the year: Communicable disease funding was Joint PA's biggest victory. Representative Paul Tittl and Senator Luther Olson were authors on this bill.

e. Media and Outreach:

Month	January	February	March
Reporting Dates	12/11/17-1/8/18	1/9/18-2/12/18	2/13/18-3/12/18
Facebook	29	48	24
Press Release	1	1	2
Presentation	0	1	2
Board of Health	1	0	0
Interview	4	3	0
Health Fair	0	1	0
School	0	2	1
Lobby Slides	0	0	0
Mailings	0	1	1
Phone Outreach	1	0	1
Total:	36	59	28

f. Facebook Reporting:

Month	January	February	March
Reporting Dates	12/11/17-1/8/18	1/9/18-2/12/18	2/13/18-3/12/18
Posts	29	48	24
Total Reach	1993	5681	7416
Average Reach per Post	69	118	309
Total Engagements (likes, shares, comments)	63	332	249
Average engagement per post	2	7	10
Boosts during timeframe	No	Yes – Strengthening Families	Yes – Well Women Program
Post with largest reach	Shared article about canned bread and botulism on	Strengthening Families Promotion	Well Women Promotion on

1	0	0	1	3	2	12	7	13	1	40
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11. Vacancy review appeal – Community Health Specialist (80%): Tobacco coordinator positions will be vacant as of 3/16/18, this grant-funded position will be advertised 4-5 days per week. Jackie Cody made motion to advertise position, Tom Kelly seconded, all ayes, motion carried.

12. Staffing Update: Lindsay, RD in WIC program started 3/12/18. Pam, WIC clerk starts tomorrow 3/14/18.

13. Tobacco License Ordinance: Corie Zelazoski gave update on tobacco retailer licensing fees throughout Oneida County and provided model language on how to proceed with ordinance. If the Board of Health were to bring a resolution to county board that would not require township, city or villages to adopt that resolution. However, the state advocacy partners said it would be a great starting point and the Tobacco Coordinator could use that to work with other townships, cities and villages across Oneida County. Also noted that this may be a multiple year process.

14. Shirt Order: Tracey Hartman sent out shirt order form (county wide). This created a discussion within the Health Department about OCHD shirts. Todd would like to bring this up as a discussion to pursue purchasing shirts again to be worn in the field. While out in the field community members have commented that it is nice to be able to identify health department staff easily.

Discussion: Can the health department do this separately, or does there need to a countywide policy? Bob Mott, will bring this up at administration committee for further discussion.

Jackie Cody made motion to purchase shirts, Carol Pederson seconded, all ayes, motion carried.

15. Vouchers, purchase orders and line item transfers – A motion to approve vouchers, purchase orders, and line item transfers was made by Bill Freudenberg, seconded by Jackie Cody. All ayes, motion approved.

16. Agenda items for next meeting: Mining impact with legislation change and its's relation to public health, mental Health and gun violence, Tobacco License ordinance update, and final Flu Update.

Minutes of February 13, 2018: Motion by Freudenberg/Brissee to approve the minutes of 02/13/2018 as presented. All ayes; motion carried.

Date/time/location of next meeting:

The next regular meeting is scheduled for **April 10, 2018** at 9:00 a.m. in the Health & Aging Building, 100 W Keenan Street. The Board of Health will begin at 9:00 a.m. on the second floor with joint meeting of Health & Aging no earlier than 10:10 a.m. The Commission on Aging agenda items will commence at approximately 10:20 a.m. and run until 11:30 a.m. Commission on Aging citizen members should plan on arriving by 10:00 a.m. in case the joint portion of the meeting starts earlier.

Health and Aging issues: None

AGING

Public Comment/communications: None

Transit Commission:

- **Director vacancy recruitment-** Transit Manager, Jim Altenburg, resigned on February 15, 2018. Vacancy will be posted locally, regionally and state-wide. An Interim Management Team will be led by Dianne Jacobson and include Joel Gottsacker and Sue Richmond. Barb Newman, Office Manager, is primary contact in the Transit office. The hiring process could result in an early June start date.
- **Capital Grant Update-** Transit Commission is in the process of securing a short-term (less than 90 days) bank loan to cover the 80% of the three (3) new buses prior to repayment from Wis-DOT. Vilas County Board of Supervisors has approved permission for the Transit Commission to take out a short-term bank loan. The same request was approved by the Oneida County Administration Committee approved a resolution this is expected to be approved at the County Board meeting on March 20, 2018.
- **Technical Assistance Update-** Joel Gottsacker and Maria Cox are continuing to work under a Technical Assistance contract with the Transit Commission on improving policies/procedures and financial management. Gottsacker reported Wis-DOT has reopened the 2018 application to provide more detail. He is working on completing the 2018 application which includes budget and management plan. Gottsacker also met with some private providers on March 9th and reported it was a good productive meeting.
- **Public Hearing-** Part of revising the 2018 budget is considering raising fares after two years of operation. A Public Hearing is required (with 30 days public notice) if rates, hours or services change. Discussion only, no action taken.

Aging & Disability Resource Center:

- **Family Care/IRIS enrollment update-** Joel Gottsacker gave the Family Care/IRIS update: All of the queue list by the end of March will be completed with functional screens. The state approached the ADRC of the Northwoods to give assistance to the Oneida County ADRC of the Northwoods employees seeing Oneida County is the largest county and had

the most clients to screen. Jacobson also pointed out that an ADRC Specialist is desperately needed in the Minocqua/ Woodruff area of Oneida County. Chairperson Mott asked Jacobson to draw up a request to the ADRC of the Northwoods for an additional ADRC Specialist for Oneida County to serve the Minocqua/ Woodruff area. This position can be funded with a portion of the underspent funds ADRC of the Northwoods has and will have to give back to the state.

- **ADRC of Oneida County application:** Jacobson, Gottsacker, Hammer, and Freudenberg attended the ADRC of the Northwoods Board meeting of March 2, 2018. A motion was made to release Oneida County from the ADRC of the Northwoods effective July 1, 2018. This motion was denied with a vote of two ayes, one abstention, and five votes against. There was another motion made to wait to release Oneida County until December 31, 2018 which passed six ayes and two against. The Oneida County Committee members voiced their opinion that the ADRC of the Northwoods vote to deny release in July was petty and vindictive. Discussion only, no action taken.

2018 Specialized Transportation Assistance Grant Agreement- Corporation Counsel reviewed the routine 2018 Specialized Transportation Grant. Counsel shared several suggested changes to the contract but were declined by Wis-DOT. The Commission on Aging has the authority to still approve signing the grant. Motion by Hammer/Freudenberg to approve Chairperson Mott to sign the 2018 Specialized Transportation Assistance Grant agreement and forward to County Board Chair Hintz for final signature. All ayes, motion carried.

Greater Wisconsin Agency on Aging Older Americans Act (GWAAR) Grant and Aging Plan Self-Assessment-

Corporation Counsel reviewed the routine 2018 GWAAR Older Americans Act Grant. Counsel's shared several suggested changes to the contract but were declined by GWAAR. The Commission on Aging has the authority to override Corporation Counsel and approve signing the grant. Mott voiced concern that this is a common problem with state-wide grants on this and other committees he sits on. He recommended Jacobson ask her colleagues in other counties if their Corporation Counsel have concerns that are not addressed by the Grantors. Jacobson suggested that the state Corporation Counsel Association may be the best way to address this and she will check with Brian Desmond. Motion by Brisse/Freudenberg to approve Chairperson Mott to sign the 2018 GWAAR Grant agreement and forward to County Board Chair Hintz for final signature. All ayes, motion carried.

Aging Plan Self-Assessment- Jacobson presented the 2017 Aging Plan Self-Assessment. Motion made by Saari/Hammer to approve the 2017 Aging Plan Self-Assessment with minor corrections. All ayes, motion carried.

Personnel

- **Employee Service Awards-** Maria Cox, Laura Javenkoski and Dawn Johnson were scheduled to receive their 5 year service awards. Maria Cox, Laura Javenkoski were unavailable to attend the meeting and will be presented their service award at a later date. Chair Person Mott presented Dawn Johnson her 5 year service award.

- **Disability Benefit Specialist Position-** Last month the Commission on Aging approved creating the position of ADRC Disability Benefit Specialist (DBS) in anticipation of the July 1, 2017 start date for ADRC of Oneida County. Currently, the ADRC DBS is directly employed by ADRC-NW and could continue in this status until January 1, 2019 when the ADRC of Oneida County starts. Motion made by Hammer/Brissee to wait to create the ADRC Disability Benefit Specialist position with an Oneida County employment start date of January 1, 2019. All ayes, motion carried.
- **Retirement-Nutrition/Transportation Coordinator-** Mary Boyer, Nutrition/Transportation Coordinator will be retiring on May 4, 2018. This position is responsible for managing the nutrition program and volunteer escort driver program. Jacobson and Gottsacker are still discussing the options for dealing with this vacancy. At this time there is no request to rehire this 60% position.
- **LTE Project Leader-Nutrition-** Jacobson informed the committee that Nate Sacket (former ADRC-NW temporary employee during Family Care enrollment) has been brought on as an LTE PROJECT LEADER to help the department catch up with required initial home visits and annual reevaluation for the Meals on Wheels program. Funding for the position will come from the vacancy left by Boyer's retirement. Sacket will also be assisting in the transition when Boyer retires to help cover her position until the position can be reevaluated. Discussion only, no action taken.

Proposal for sound system and installation: Jacobson presented a quote from Sounds in Motion for a sound system and installation for the Balsam/Spruce rooms and the Dining Room. The Oneida County Senior Center Advisory Council is in full support of this purchase and proposes using Prior-Year Fundraised revenue for the expense. Motion by Brissee/Hammer to approve the purchase and installation of the sound system not to exceed \$ 6,000. All ayes voice vote, motion carried.

Update on filling citizen vacancies in April- Jacobson presented the update on filling citizen vacancies left by Cody and Brissee reaching their term limit. Recruitment for citizen candidates have been submitted to four area newspapers. Deadline for completed applications are 4:30pm on Wednesday April 4, 2018. These applications will be copied and mailed to the three members of the nominations subcommittee (Kelly, Hammer and Freudenberg). The subcommittee meet and bring their recommendations to the Oneida County Commission on Aging at their meeting on Tuesday April 10, 2018. Two of the candidates will be selected at this meeting and then be forwarded on to the County Board Chairperson for final approval and appointment at the April 17, 2018 County Board meeting. In anticipation of the integration of the Commission on Aging and the ADRC board in January 2019, candidates are being sought to represent physically disabled adults and adults with intellectual or developmental disabilities. Discussion only, no action taken.

Vouchers, purchase orders and line item transfers: Jacobson presented the purchase orders, vouchers, and line items for approval.

Motion made by Freudenberg/Cody to approve the vouchers, purchase orders and line items as presented. All ayes, motion carried.

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

Legislative Update: Jacobson gave handouts for the Legislative Alert put out by GWAAR encouraging members to contact Wisconsin's US Senators to know the ADA Education and Reform Act passed on Wisconsin State Legislation on February 15, 2018 is not something they should support. Also included was a registration form for the Wisconsin Aging Advocacy Day scheduled for May 16, 2018. Jacobson is planning on attending and urged other committee members to go. Discussion only, no action taken.

Agenda items for next meeting: ADRC proposal, Transit Commission update, Family Care Update, citizen member application review and all other usual agenda items.

Public comment/communications: None

Closed Session: Motion by Freudenberg/Hammer to enter into closed session pursuant to WI Stats. Sec. 19.85 (1) (c) for purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Topic: (a) Director annual evaluation (b) Director and Assistant Director Compensation) Roll call vote – all ayes.

Return to Open Session: Returned to open session at 11:45 a.m. Chair Mott announced that no decisions were made in closed session. Motion by Hammer/Kelly to recommend forwarding a request to the LRES committee to award Gottsacker step increases in recognition of his meritorious performance. All ayes, motion carried.

Adjournment: Motion by Kelly/Freudenberg to adjourn meeting at 12 noon. All ayes, motion carried.



Committee Chairman

Corie Zelazoski & Dawn Johnson

Committee Secretary

