

**HEALTH & AGING COMMITTEE MEETING  
MINUTES  
May 8, 2018**

**COMMITTEE MEMBERS PRESENT:** Chairperson Tom Kelly, Bob Metropulos, Steven Schreier, Jim Winkler, Jackie Cody, Ann Ovsak, Carol Pederson, Barbara Young, Marge Saari, Dr. Walter Gager and Ed Hammer.

**COMMITTEE MEMBERS ABSENT:** Dr. Amy Slette

**STAFF PRESENT:** Linda Conlon, Marta Koelling, Anne Cirilli, Todd Troskey and Kerri Ison. Dianne Jacobson, Joel Gottsacker and Dawn Johnson.

**OTHERS PRESENT:** None.

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**Call to order:** Chairperson Kelly 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.

**Approval of agenda:** Motion by Cody/Winkler to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

**Roundtable introductions:** Committee and staff introductions were held.

**Public comment/communications:** The Health Department nominated Ken Krall (WPXR Radio), for a WPHA Award (Excellence in Public Health Media) which he received. Conlon read the nomination. Information has been posted the OCHD's Facebook page.

**Staff Report: Reproductive Health:** Cirilli has been the Reproductive Health Clinic's Health Educator since first grant was written in 1982 (35 years ago). Family Planning acts as safety net for those who do not have insurance and cannot afford reproductive health exams/STD screenings or birth control. Provided handout highlighting services available through the Reproductive Health Clinic and the Health Department. Cirilli noted the client base has become smaller due to the ACA, which has affected funding. Discussed client base, staffing levels and funding. Currently, revenue does not meet expenses but because Family Planning is a fiscal agent for NEWCAP and the department receives leadership funds, the budget is being met (barely). Cirilli noted funding streams have changed and it will be required to apply for Title X reproductive health funding, which has not been done in the past.

**Monthly Reports/Updates:**

**Environmental Health Report:**

- Troskey provided handout and discussed in detail an overview of the Environmental Health program. Discussed the increase of tourist rooming houses and the MOU with Planning and Zoning to do initial follow up to allow the owner to provide a short-term rental. Discussion followed.

- Troskey discussed water sampling. The department has an in-house water lab for bacteria and is currently exploring the possibility of doing nitrate analyses in-house.
- UW-Oshkosh and NEPHIP interns will start on 5/21/18. Interns will mainly assist with lodging and water sampling. The NEPHIP will also shadow food inspections, pools, body art, temporary food inspections, etc.
- Currently have six (6) restaurant complaints for investigation. Details forthcoming.

Communicable Diseases (04/01-04/30/18): Conlon noted each disease reported by a health care provider must be investigated. Staff spends a significant amount of time doing this. Discussion followed regarding the reporting/tracking process for communicable/vector borne diseases.

<b>Disease Name</b>	<b>Reported</b>	<b>Confirmed</b>
Blastomycosis	1	1
Chlamydia Trachomatis Infection	5	5
Hepatitis C, Chronic	4	
Lyme Disease	3	1
Metal Poisoning (non-lead)	2	
Streptococcal Disease, Invasive, Group B	1	
Syphilis Reactor	1	
Varicella (Chicken Pox)	1	1

Vector Borne Diseases: Conlon provided handout from the CDC regarding mosquito, tick and flea bite diseases. OCHD assists the state with tracking of West Nile Virus and submits dead birds for testing. Discussion followed.

Health Hazards 4/10-5/7/18):

<b>Hazard Description</b>	<b>New</b>	<b>Existing</b>
Air Quality		
Animals		2
Housing	1	1
Meth		1
Mold		2
Noxious Smoke/Fumes	2	1
Other Environmental Hazard (fuel oil)		1
Sewage Disposal System		1
Solid Waste/Garbage		1
Water Quality		1
Subtotal	4	11
New Cases Closed	0	11
Total Open Cases	4	11
<b>Grand Total</b>	<b>15</b>	

Outreach/Communication Report (04/10-5/7/18):

Facebook	35
Press Release	1
Presentation	6
Board of Health	0
Interview	0
Health Fair	2
School	2
Lobby Slides	0
Mailings	0
Phone Outreach	0
Total:	46

Facebook reporting (04/10-5/7/18):

Posts	35
Total Reach	6840
Average Posts per Post	195
Total Engagements (likes, shares, comments)	625
Average engagement per post	18
Boosts during timeframe	No
Post with largest reach	Child Tax Rebate on 4/30/18, reach 1,294
Post with largest engagement (likes, shares, comments)	Child Tax Rebate on 4/30/19, engagement of 356
New Page Likes	5
Total Page Likes	446

**Board of Health Orientation:** Handout providing an overview of Board of Health/Public Health, board makeup, responsibilities of board members, duties of health officer/staff, Mission, Vision, guiding principles and major programs of OCHD was distributed. Discussion followed.

**2018 Budget Update:** Conlon provided 2018 budget summary for review, noting most positions are grant funded. WPHA argued for communicable disease funding which was signed into law last year. Consequently, OCHD recently received \$4,100 for this program. Conlon explained that the public health budget is made up of grants, revenue, and tax levy with a majority of funding coming from grants.

Ovsak excused at 10:05 a.m.

**2017 Annual Report:** Koelling provided 2017 annual report and highlighted a few changes. Annual report will be placed on June agenda for discussion and then

forwarded to County Board. In the future, the report will be posted on the OCHD website.

**Vouchers, purchase orders and line item transfers:** Motion by Cody/Schreier to accept the line item transfers, purchase orders and vouchers as discussed. All ayes; motion carried.

**Teen Bedroom Display:** Board members toured the Teen Bedroom display which showcased signs of drug/alcohol use by teens as well as places to look for hidden drugs/alcohol. Board members commented on the learning opportunity this room presents for parents.

**Agenda items for next meeting:** Restaurant complaints, 2017 annual report.

**Public comment/communications:** None.

## **HEALTH & AGING**

**Minutes of April 10, 2018:** Motion by Cody/Saari to approve the minutes of 4/10/18 as corrected. All ayes; motion carried.

**Date/time/location of next meeting:**

- June 12, 2018 at 9 a.m.

**Election of Vice-Chair:** Motion by Kelly/Hammer to nominate Metropulos for Vice Chair of the Health and Aging Committee. Kelly called for additional nominations. No further nominations were heard. All ayes; motion carried.

**Health and Aging issues:**

- Jacobson circulated committee roster for members to review and make necessary changes. Finalized roster will be sent to all committee members.
- Active shooter trainings scheduled for next two Saturdays – mandated four-hour class for all staff and supervisors.

## **AGING**

**Public Comment/communications:** Barb Newman, Northwoods Transit Office Manger introduced herself.

**Introduction of new Commission members:** Introductions of the new and current commission members and staff were made. Informational only, no action taken.

**Transit Commission:**

- **Bay Area Rural Transit (BART) agreement** – Jacobson explained the Oneida Vilas Transit Commission (OVTC) has approved a management agreement with BART. Final step is anticipated approval by the BART Commission by the end of

this month. Pat Daoust, BART's Transit Manager, has already offered a great deal of assistance to OVTC. One example is OVTC may apply for a refund of state fuel tax on all OVTC fuel expenditures. Gottsacker is working on completing the refund request for fuel purchased in 2017 and YTD 2018. Gottsacker reported he has completed the 2017 first quarter request and the refund would be just over \$2,000. Informational only, no action taken.

- **Capital Grant Update-** Barb Newman, OVTC Office Manager, reported all three new buses are now on the road (one each in Rhinelander, Lakeland Area and Eagle River). Wisconsin Department of Transportation (WisDOT) has informed OVTC the check for 80% reimbursement to pay off the short-term Peoples State Bank loan has been issued and should be received within the week. Informational only, no action taken.
- **Request for Trust Funds and 2018 allocation:** Jacobson reported that the Oneida County Administrative Committee has agreed to allow the Department on Aging (DOA) to release the entire remaining 2018 Specialized Transportation (s.85.21 grant from WisDOT for elderly and disabled transportation) grant funds to OVTC. The full 2018 OVTC allocation is \$131,154, and the amount remaining is \$65,577. Informational only, no action needed.

Jacobson informed the committee there is \$10,000 remaining in the DOA 85.21 Trust Fund account (carry forward 85.21 funding not used in 2017). Trust Funds can only be used for vehicle repairs and purchase of new vehicles. OVTC is requesting Trust Funds to cover vehicle repairs on their fleet of older vehicles inherited from other agencies like DOA.

Motion made by Hammer/Pederson to approve a payment to OVTC, not to exceed \$10,000, of 85.21 Trust Funds for allowable repairs to OVTC buses with proper invoice and supporting documentation of repairs.  
All ayes, motion carried.

- **Public Hearing:** Jacobson and Barb Newman gave an overview of the OVTC Public Hearing scheduled for Wednesday, May 23, 2018 at 9:00am at the Oneida County Health and Aging Building. This hearing was properly posted in Lakeland Times, River News and the Vilas County News Review, posters on each bus, and the O.W.L. newsletter. The public hearing will be held to solicit comments on services, potential fare increase and establishing routes in the OVTC service area. Informational only, no action taken.

#### **Aging & Disability Resource Center:**

- **Family Care/IRIS enrollment update-** Gottsacker reported Oneida County has completed the queue for persons seeking a Long Term Care Functional Screen

during the transition period to Family Care. The ADRC Specialists are now able to perform screens within 10 days of a caller requesting the Screen. New functionally eligible persons will be placed on the Oneida County wait list. The state mandates that only one person from the wait list can be brought onto Family Care per month along with one person if there is an attrition slot due to someone passing away, moving out of state, etc. Informational only, no action taken.

- **ADRC of Oneida County application:** Jacobson reported the state Office of Resource Center Development (ORCD) informed us they will begin review of our ADRC of Oneida County application. ORCD should contact us with next steps on or before June 15<sup>th</sup>. This is good news because previously the state was going to wait until August/September to start review of our application. This earlier review will allow us additional time to plan for our department's total transition from the *Department on Aging* to the *ADRC of Oneida County* starting January 1, 2019. Informational only, no action taken.

**Nutrition and Transportation Coordinator retirement:** Jacobson reported the Nutrition and Transportation Coordinator, Mary Boyer, retired on May 4, 2018. Since OVTC took over bus operation in January 2017, Boyer was reduced from full-time to part-time employee (10% volunteer escort driver program, 50% nutrition program). At this time, Jacobson is not proposing filling the position until a full staffing review is completed in anticipation of 2019 staffing requests next month. Boyer's responsibilities have been distributed to some current staff including Account Clerk, Maria Cox, Secretary, Dawn Johnson and Limited Term Employee (LTE), Nate Sackett. Informational only, no action taken.

**Vouchers, purchase orders and line item transfers:** Jacobson presented the purchase orders, vouchers, and line items for approval. Request was made to provide the committee with 4 copies of the documents to allow all members ample time to review the information before a vote for approval is taken. Jacobson will inform the Account Clerk to provide additional copies.

Motion made by Hammer/Winkler 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. Informational only, no action taken.

**Legislative Update:** Jacobson gave handouts for the Wisconsin Aging Advocacy Day scheduled for May 16, 2018. Jacobson is planning on attending. Informational only, no action taken.

**Agenda items for next meeting:** Transit Commission update, Family Care Update, 2019 staffing requests and all other usual agenda items.

**Public comment/communications:** None

**Adjournment:** Motion by Metropulos/Saari to adjourn meeting at 11:21 a.m. All ayes, motion carried.

  
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Committee Chairman

*Herri Tson & Dawn Johnson*  
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Committee Secretary