

**HEALTH & AGING COMMITTEE MEETING  
MINUTES  
September 11, 2018**

**COMMITTEE MEMBERS PRESENT:** Chairperson Tom Kelly(9:30 am)., Vice Chair Bob Metropulos, Steven Schreier, Jim Winkler, Jackie Cody, Marge Saari, Ann Ovsak, Dr. Amy Slette and Carol Pederson

**COMMITTEE MEMBERS ABSENT:** Ed Hammer, Dr. Walter Gager, Barbara Young

**STAFF PRESENT:** Linda Conlon, Marta McMillion, Maria Otterholt Todd Troskey and Kerri Ison. Dianne Jacobson, Joel Gottsacker, Maria Cox and Dawn Johnson.

**OTHERS PRESENT:** Brian Desmond, Corporation Counsel, Roger Youngren, Northwoods Transit Manager

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**Call to order:** Vice Chairperson Bob Metropulos called the meeting to order at 9:00 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 Winkler/Schreier to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

**Public comment/communications:** None.

**Health Insurance Contract approval:** Desmond noted there are three (3) pending contracts with health insurance companies to allow OCHD to direct bill for client services (i.e. immunizations). Corporation Counsel has reviewed Blue Cross/Blue Shield contract and suggested changes. BC/BS thanked Oneida County for the comments/suggested changes but will not be changing the contract. Desmond expects the same to be true for the other contracts.

Conlon noted these contracts will allow OCHD to bill insurance for a client base not being served, eliminate the need for these clients to pay out of pocket for services and hopefully increase OCHD revenue.

Motion by Cody/Winkler to approve what was presented by Corporation Counsel in the contract. Discussion followed regarding committee review of contracts. All ayes; motion carried.

**2019 Budget and related documents:** Conlon provided supplemental information form, departmental efficiency study rankings and continuing appropriation funds as required by the Finance Department and reviewed in detail. Discussion followed regarding the self-funded sanitarian program. Lengthy discussion followed regarding revenue and tax levy. Motion by Cody/Schreier to approve the reports as presented.

All ayes; motion carried. Conlon encouraged committee members to read the annual report prior to next meeting for background information for the budget discussion.

**Public Health Employee Recognition:** Conlon presented 10-year service award for Jody McKinney, Sanitarian.

**Staff Report-WI WINS:**

- The Oneida County WI WINS program conducts the tobacco compliance checks for seven (7) counties. Otterholt reported there were six (6) illegal sales (13%) in Oneida County in 2018. Five (5) of those were re-checked and did not resell.
- A quality improvement project began in 2016 to decrease the illegal sales rate within the county by 1% annually. Otterholt discussed the objectives of the project along with trending data for the seven counties over the last four years. She expects new objectives to be developed to continue towards the goal set for the project. Discussion followed.
- At this time, compliance checks are not conducted for e-cigarette sales. Additional research and guidelines are necessary to implement those checks in the future.
- Education regarding illegal sales and how to correctly read an ID is available to store owners and their employees upon request.
- Last year double fines were implemented where both the business owner and the clerk who sold tobacco products to minors are both fined. This year a court case was filed for a citation issued to the business owner. The citation was upheld by the judge.
- Direct mailings are sent to retailers alerting them of the upcoming compliance checks. Media releases and PSAs are also used. A congratulatory letter is mailed to owners who did not have illegal sales in the fall.

**Monthly Reports/Updates:**

**Environmental Health Report:**

- A response was received from DATCP regarding ACTP 74 (discussed at previous meetings). DATCP intends to work with local health department agents via contract language to provide agent programs with staffing flexibility for TRH inspections. The contract mechanism would be used until the ATCP 74 rule is revised. Further details are forthcoming.
- Troskey presented proposed changes to the environmental health fee schedule and discussed in detail. Late fees adjusted to 20% of license fee per category to reflect State Statute requirements. Pre-inspection fees adjusted to reflect staff time and work required to open a business. Discussion followed. Motion by Cody/Ovsak to approve the proposed fee schedule as discussed. All ayes; motion carried.

**Communicable Diseases (08/01/18 – 8/31/18):**

<b><u>Disease Name</u></b>	<b><u>Reported</u></b>	<b><u>Confirmed</u></b>
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AFB Smear	1	1
Anaplasmosis	3	3
Arboviral Illness, West Nile Virus, Unspecified	1	0
Babesiosis	4	3
Campylocacteriosis	1	1
Chlamydia Trachomatis Infection	6	6
Coccidioidomycosis	1	0
Giardiasis	3	3
Hepatitis A	1	0
Non TB Mycobacterial Disease	1	1
Pertussis (Whooping Cough)	7	1
Salmonellosis	1	1
Streptococcal Disease, Invasive, Group B	1	1
Varicella	1	0

Health Hazards 08/14/18-9/10/18):

<b>Hazard Description</b>	<b>New</b>	<b>Existing</b>
Animals	1	2
Dilapidated Structure	1	
Housing		4
Mold	1	1
Other Environmental Hazard (fuel oil)		1
Sewage Disposal System		1
Solid Waste/Garbage		2
Subtotal	3	11
New Cases Closed	-1	
Total Open Cases	2	11
<b>Grand Total</b>		17

Outreach/Communication Report (8/14-9/10/18):

Facebook	34
Press Release	3
Presentation	4
Board of Health	1
Interview	4
Health Fair	1
School	5
Lobby Slides	0
Mailings	2
Phone Outreach	0
Newsletter	1
Total:	55

Facebook reporting (08/14-9/10/18):

Posts	34
Total Reach	6,711
Average Posts per Post	197
Total Engagements (likes, shares, comments)	393
Average engagement per post	12
Boosts during timeframe	Yes- Strengthening Families Promotion
Post with largest reach	Strengthening Families Promotion on 8/25/18, reach of 1,733
Post with largest engagement (likes, shares, comments)	Strengthening Families Promotion on 8/25/18, engagement of 81
New Page Likes	10
Total Page Likes	485

**Board of Health Orientation:** Tabled.

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

**Agenda items for next meeting:** Budget information discussion.

**Public comment/communications:** None.

## HEALTH & AGING

**Minutes of August 14, 2018:** Motion by Winkler/Metropulos to approve the August 14, 2018 Health and Aging Committee minutes as presented. All ayes; motion carried.

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

- October 9, 2018 at 9 a.m. Winkler and Schreier will be excused.
- The Health and Aging portion of the meeting will begin at 10:15 a.m.

**Health and Aging issues:**

- No update for building security at this time.
- Conlon and Jacobson discussed a resolution allowing department heads to sign state contracts. All contracts will still be reviewed by Corporation Counsel and be approved by the committee of jurisdiction but will no longer require committee chair or county board chair signatures. The resolution was presented to the Administration Committee today.

- **Draft resolution to allow department heads to sign contracts with the state:**  
Conlon reported that she met with Oneida County Corporation Council, Brian Desmond to work on an option that would give department heads permission to sign reoccurring state contracts once approved by Corporation Council. In the past, it had to be signed by the committee chair and the county board chair. Giving the department heads the ability to sign the standard contracts will expedite the process. Informational only, no action taken.
- **Resolution regarding approval process for reoccurring state contracts:**  
Covered above.

**Out-of County Employee Travel:** At the last Department Head meeting, Brian Desmond announced departments could have their committee of jurisdiction give blanket approval for all “out-of-county employee travel” as approved by the Department Head. Out-of-state travel would still require both committee approval and Administrative committee approval. Motion made by Winkler/Cody for blanket approval for all out-of-county employee travel approved by the Department Head until May 1, 2020. All ayes, motion carried.

## **AGING**

**Public Comment/communications:** None

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### **Transit Commission:**

- **Introduce New Transit Manager, Roger Youngren –** Jacobson introduced Roger Youngren, Northwoods Transit Manager
- **Transit operations update:** Roger Youngren has been the Northwoods Transit Manager approximately three weeks. He has been out riding out on the buses and meeting the drivers. This Thursday, September 13 he is holding a drivers meeting and their insurance company is coming to conduct a safety training with staff. Roger is still being mentored by Pat Daoust, Bay Area Rural Transit manager. Informational only, no action taken.

**2019 Budget and related documents:** Jacobson presented the 2019 budget pages with revisions as well as copies of the department’s page from the Efficiency Study and new Supplemental Informational form. Motion by Schreier/Saari to approve the budget

revisions, Efficiency Study ratings and Supplemental Information form as presented and forward on to the Administration Committee Budget hearings and then to the November County Board for approval. All ayes; motion carried.

**Aging & Disability Resource Center:**

- **ADRC of Oneida County Application:** Jacobson presented a copy of the letter of *Intent to Award* from Anne Olson, Director for the Office for Resource Center Development (ORCD), approving Oneida County's application to become the Aging & Disability Resource Center (ADRC) of Oneida County beginning January 1, 2019. Informational only, no action taken.
- **Revision of County Code and Bylaws:** Jacobson reported that the County Code and Bylaws will have to be revised with the rebranding of the Oneida County Department on Aging to the ADRC of Oneida County. She is working with Brian Desmond on the documents to present for approval at a future meeting. Informational only, no action taken.
- **Transition Issues:** Jacobson reported that ORCD has mentioned having funding available in 2019 to assist Aging Units fully integrating to ADRCs for rebranding and merger expenses. There are a great deal of marketing options at no cost the department could implement prior to the funding being available. Gottsacker also gave an update on the Family Care, currently there are 74 clients still on the wait list for services. There are still attrition slots opening up so as they do a client from the wait list can be screened to receive services. By 2020 there will be no one on the wait list, it will become an entitlement. Informational only, no action taken.

**Nutrition Advisory Council:** Jacobson gave the update of the formation of the Nutrition Advisory Council. Currently there have been four applicants from the Rhinelander dining site that have applied. Other applicants are needed from the other sites. Informational only, no action taken.

**Vouchers, purchase orders and line item transfers:** Jacobson presented the purchase orders, vouchers and line item transfers for approval. Motion made by Schreier/Pederson to approve the vouchers, purchase orders 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:** None

**Agenda items for next meeting:** Transit updates, ADRC of Oneida County update, 2019 Budget, Revision of County Code and Bylaws, candidates for the Nutrition Advisory Council and all other usual agenda items.

**Public comment/communications:** None

**Adjournment:** Motion by Winkler/ Metropulos, to adjourn meeting at 11:14 a.m. All ayes, motion carried.

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Committee Chairman

*Kerri Ison & Dawn Johnson*

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Committee Secretary