

**HEALTH & AGING COMMITTEE MEETING  
MINUTES  
January 9, 2018**

**COMMITTEE MEMBERS PRESENT:** Chairperson Bob Mott, Jackie Cody, Bill Freudenberg, Tom Kelly, Carol Pederson, Marge Saari, Barbara Young

**COMMITTEE MEMBERS ABSENT:** Ann Ovsak, Dr. Amy Slette, Nancy Brisse, Ed Hammer

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

**OTHERS PRESENT:** Audrey Kesy, University of MN Intern, Terese Poe, ADRC of the Northwoods Regional Manager

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**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.

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

**Public comment/communications:** Conlon introduced Audrey Kesy, intern from University of Minnesota. She is working towards her MPH with a focus in environmental health.

**Monthly Reports/Updates:**

**Environmental Health Report:**

- Troskey presented a draft letter to DATCP regarding the changes to ATCP 74 that will affect future hiring of staff/interns for smaller Health Departments, as discussed at prior meetings. Committee reviewed the letter as presented. The current technician position workload is three days per week. This is sufficient for now, however it is dependent upon being able to hire at least one intern during the summer months. Discussion held regarding criteria to take the Registered Sanitarian (RS) exam. Concern is budget and whether or not inspections get completed. SAN is self-funded based on fees set by the state. Lengthy discussion followed regarding FDA voluntary standards and revisiting funding with the county when/if a vacancy occurs. Staff was asked to redraft the letter with bulleted items: what is the concern, what do you want to see, who else

does this affect, cost, educating interns, counties with similar concerns and business concerns. Include some options available to smaller counties and an increase in funding to support smaller counties. Mott will review letter prior to mailing.

Communicable Diseases (12/1-31/17):

<b>Disease Name</b>	<b>Reported</b>	<b>Confirmed</b>
Campylobacteriosis	2	2
Chlamydia Trachomatis Infection	4	4
Giardiasis	2	2
Hepatitis A	1	0
Lyme Disease	11	7
Metal Poisoning (non-lead)	3	0
Mycobacterial Disease	1	1
Pertussis	18	1
Salmonellosis	1	1
Streptococcal Disease, Group B	1	1
Streptococcal Pneumoniae	2	0

Health Hazards 12/1/17-1/8/18):

<b>Hazard Description</b>	<b>New</b>	<b>Existing</b>
Animals	2	1
Housing		1
Mold	3	3
Other Environmental Hazard		1
Sewage Disposal System	1	1
Solid Waste/Garbage		2
Water Quality		
Subtotal	6	9
New Cases Closed	-1	
Total Open Cases	5	+9
<b>Grand Total</b>		14

Legislative Update:

- 211 phone line funding
- Imposing tax on firearm manufacturers used to fund aid to gun victim violence
- Changing car seat law – under 2 years rear facing

**2018 Fee Schedule:** Conlon looked at comparable county's fees and budget as discussed at last meeting. After weighing the balance of charges and client affordability, the following rate increases were recommended:

<b>Service</b>	<b>2017 Fee</b>	<b>2018 Fee</b>
Hepatitis A – Adult (series of 2)	\$ 40.00 each	\$ 45.00 each
Hepatitis B – Adult (series of 3)	\$ 45.00 each	\$ 50.00 each
Pneumovac – Adult PPSV-23	\$110.00 each	\$114.00 each
Prennar (Adult) PCV-13	\$200.00 each	\$205.00 each
TB Skin Tests (Adults/children)	\$ 15.00 each	\$ 17.00 each

Discussion followed. Motion by Cody/Freudenberg to approve the fee schedule as presented. All ayes; motion carried.

**Department Strategic Plan 2018 Goals:** Conlon reviewed the 2018 Strategic Plan goals, objectives and strategies. Discussion followed. Motion by Freudenberg/Kelly to approve the 2018 Strategic Plan goals. All ayes; motion carried.

**Closed Session:** Motion by Kelly/Cody to enter into closed session pursuant to WI Stats. Sec. 19.85(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Topic: OCHD Director 2018 Annual Goals). All ayes on roll call vote. Motion carried. Closed session nullified due to agenda error. No discussion held or action taken. Item tabled to next meeting.

**Staffing update:** Applications for front desk position have closed. Applications for the WIC Clerk position close on 2/16/18. Applications for the WIC RD position tentatively close on 2/16/18; however, the posting states “until filled”. During the vacancy, the RD position will be filled with a combination of RD who worked in Rusk County WIC and may be relocating to the area; Dawn Klink, RN will fill in as CPA. Koelling and Deede (former PHN) will also fill in when necessary. Ison has been training in WIC and will fill in as WIC Clerk.

**Approve 2018 blanket purchase orders:** Motion by Pederson/Cody to approve the 2018 blanket purchase orders as presented. All ayes; motion carried.

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

**Agenda items for next meeting:** Closed Session (Director’s goals), drinking age, flu update.

**Public comment/communications:** None.

## HEALTH & AGING

**Minutes of December 12, 2017:** Young stated she did not attend the 12/12/17 meeting and should be listed as absent. Motion by Kelly/Cody to approve the minutes of 12/12/17 as corrected. All ayes; motion carried.

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

February 13, 2018 at 9 a.m.

March 13, 2018 at 9 a.m.

**Health and Aging issues:** None.

**AGING**

**Public Comment/communications:** None

**Transit Commission Update:**

**Updates on services:** Chairperson Mott gave the updates on services. In the Transit Commission Executive sessions year-end review there were goals set for 2018 for the Transit Manager and the Office Manager. The 2017 year-end numbers are not tallied yet, but Transit has more than doubled the number of rides given than when the buses were run by Oneida County alone. Dispatchers are trying to schedule clients more efficiently. Originally Vilas and Oneida counties advanced Oneida Vilas Transit \$50,000 each to cover the delay in receiving the Federal and State monies. The fourth quarter of 2017 Federal monies will not be received until April 2018 and 10% of the state funds are held back until after the DOT audit (April). This, along with the rising costs of workmen's comp and insurance on the buses, results in the need for additional cash on hand so the Transit Commission is asking for an additional \$75,000 advance from each counties to cover operation costs until the state and federal dollars come in. The only county tax levy dollars going in to the operation costs is the normal 20% match (\$ 24,052.17) to receive the Wis-DOT 85.21 Specialized Transportation dollars. Regarding the three new buses; the Transit Commission is still working on raising the funding required for the 20% match. The bigger problem is finding a funding source to pay the full cost of the buses prior to 80% repayment from the DOT. Discussion only, no action taken.

**Proposed contract for Technical Assistance:** Jacobson presented a contract drafted by Corporation Counsel that would reimburse the Department on Aging for staff time to provide technical assistance to the Transit Commission. The cost would be based on billable hourly rate for our assistant director Joel Gottsacker and account technician Maria Cox. The contract states an average of 7.5 hours combined per week. It is anticipated that more time will be spent in the early months, and then time spent will decline. This assistance would include implementation of improvements to how Transit currently manages their finances.

Motion made by Saari/Freudenberg to approve the contract for Technical Assistance to the Transit Commission and direct Chairperson Mott to sign on behalf of the committee and forward to County Board Chairman for his signature. All Ayes motion carried.

**Aging & Disability Resource Center:**

- **Family Care/IRIS enrollment update:** Gottsacker gave the Family care/IRIS enrollment update. The ADRC Specialists are still enrolling when a spot opens. A spot opens when someone on Family Care passes or moves away. There are currently two (2) spots held open for emergency cases. Currently they are averaging two enrollments per month. There is currently about 80 people on the wait list to do functional screens. There are three (3) ADRC Specialists from other regional offices currently scheduled to help with the Oneida County wait list. Discussion only, no action taken.
- **ADRC of Oneida County (ADRC-OC) application status and transition timeline:** The application to form a standalone ADRC-OC was submitted to the state on October 17, 2017. The state is unable to review the application until they receive assurance in writing of the date the ADRC of the Northwoods (ADRC-NW) will release Oneida County as a partner. ADRC-NW Regional Manager, Terese Poe, stated Oneida County cannot be released the ADRC-NW completes their restructuring. The ADRC-NW is still uncertain if Vilas County is withdrawing and if any of the tribal partners are withdrawing. When the ADRC-NW confirms the remaining partners they have to dissolve their Long-Term Care District and reorganize under Inter-Governmental Agreements. Until this happens they will do not have a definite date. The other concern is the Disability Benefit Specialist (DBS) position which is currently a position under the ADRC-NW. Poe stated her board is requesting Oneida County take over employment of the DBS position to ensure no interruption in DBS services to the public when the ADRC-OC begins. Jacobson assured the committee that the DBS position is part of a transition plan to assure no lapse in any ADRC services when Oneida County leaves the ADRC-NW. A timeline was distributed with datelines for adding the DBS position to Oneida County. The timeline included; creation of job description and resolution for the new position, approval by Health & Aging Committee, Labor Relations/Employee Services Committee and then County Board, posting of the position, reviewing applications, interviews, checking references, offering the position and the possibility the new hire may have to give their current employer 30 days' notice.

Motion made by Freudenberg/Kelly to approve the creation of a Disability Benefit Specialist job description and resolution to have ready for review and approval at the February 13, 2018 Health & Aging committee meeting. All ayes, motion carried.

**Caregiver programs and rate ceilings approved:** Gottsacker gave the caregiver programs and rate ceiling overview. Currently there are two Caregiver Programs the Alzheimer's Family Care Giver Support Program (AFCSP) which is state funded and the

Nation Family Care Givers Support Program (NFCSP) which is federally funded. Gottsacker was able to get Oneida County an addition \$3,500 from the state in 2017 to help cover addition clients for the AFCSP. Currently the maximum per client on the AFCSP is \$4,000 per year. Supportive Home Care through Family Care has cut their budget by 30% which caused more clients in need of the AFCSP dollars. Jacobson and Gottsacker requested a motion to reduce the limit to \$2,000 per year instead of \$4,000 to be able to help more clients get some support.

Motion made by Pederson/Freudenberg to approve reducing the ceiling rate for AFCSP from \$4,000 to \$2,000 per client effective immediately. All ayes, motion carried.

**Year-End giving update:** Jacobson noted the front page article in the December O.W.L. newsletter encouraging year-end giving. The department received \$4,550 in donations in December and there will be new engraved leaves on the Donor Recognition Tree. Discussion only, no action taken.

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

Motion made by Cody/Pederson to approve the Blanket Purchase Orders as presented. All ayes, motion carried.

Motion made by Cody/Kelly to approve the vouchers 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:** None

**Agenda items for next meeting:** Aging & ADRC integration, Transit Commission update, Family Care Update, Commission on Aging term report and all other usual agenda items.

**Public comment/communications:** None

**Adjournment:** Motion by Kelly/Pederson to adjourn meeting at 11:09 am. All ayes, motion carried.

  
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Committee Chairman

  
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Committee Secretary