

Health & Aging Committee Meeting Minutes

January 17, 2013

COMMITTEE MEMBERS PRESENT:, Romelle Vandervest, Greg Berard, Bob Mott, Marge Saari, Nancy Brisse (Aging), M Joan Hauer (Aging), Maxine Meyer (Aging & Oneida Senior Center Advisory Council Vice-President)

COMMITTEE MEMBERS ABSENT/EXCUSED: Candy Sorenson, Jackie Cody

COMMITTEE MEMBERS ABSENT/UNEXCUSED: None

STAFF PRESENT: Linda Conlon, Dianne Jacobson, Jody McKinney, Stephanie Schroeder, Linda Pipgras

OTHERS PRESENT: Lu Ann Brunette (Building & Grounds Director), Rhae Ellen Schnoor (Oneida Senior Center Advisory Council President), Inge Van Kampen (Oneida Senior Center Advisory Council member)

Health:

Meeting called to order by Chairperson Romelle Vandervest at 8:30 AM at the Health & Aging Building, 100 W Keenan St.

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

Motion made by Mott, seconded by Berard to approve today's agenda as presented and move items around as needed. Motion carried.

Public comment/ communications: None.

Monthly Reports:

- Environmental Health: Summary given by Jody McKinney, Registered Sanitarian. There were two complaints investigated since the December Board of Health meeting.
 1. Toffee sales at a craft fair in Minocqua. If a non-potentially hazardous food, such as cookies or cakes, is sold at events such as craft fairs, church functions or youth group activities, no licensing or inspection is required. An example of a potentially hazardous baked good would be a crème-based pie or real pumpkin, pumpkin pie.
 2. Minocqua large retail food store was investigated for egg complaint. Customer was refunded money but store was unable to provide consumer with contact information for the egg company. The Health Department was able to get consumer contact information after discussing with Department of Agriculture (DATCP).
- Communicable Disease: 6 Chlamydia, 4 Hepatitis C, 4 Influenza Associated Hospitalization, 3 Lyme disease, 2 Parapertussis, 38 Pertussis, 1 Streptococcal Disease, 2 Varicella. It was noted that pertussis is higher than normal for this time of year. Mott

asked if Conlon was aware of a new tick disease that he had read about in Outdoor Life. He will forward article to her. She will research and discuss at next month's meeting.

- Health Hazards: No report this month.

Tobacco and DNR TN contracts: Conlon stated these contracts are similar to the Public Health Preparedness contract the Committee discussed a few months ago that Corporation Counsel reviewed. Corporation Counsel does not like the wording of these contracts but the State will not change it. The reviewable time was actually over before they even had time to review. Conlon requested the Committee's approval to have Ted Cushing sign the contracts so the department can get funding to continue with the tobacco and DNR TN programs. Conlon explained they have had these contracts for a number of years. Every other county signs them and we have always signed them in previous years. Motion made by Mott, seconded by Saari to authorize continuing of Tobacco contracts and DNR contracts. Motion carried.

Executive Session: Motion made by Mott, seconded by Saari to adjourn into closed session pursuant to section 19.85(1) (c) to: (1) consider the employment and performance evaluation of an Oneida County employee. (Topic: Public Health Director Goals) Roll call vote taken with all voting in the affirmative. Motion carried. Discussion held in closed session.

Motion made by Berard, seconded by Mott to return to open session. Roll call vote taken with all voting in the affirmative. Motion carried.

The following motion was made in the above closed session and announced in open session:

Motion made by Saari, seconded by Berard to approve Public Health Director's goals as presented. Roll call vote taken with all voting in the affirmative. Motion carried.

Legislative Update: Conlon told the Committee there have been federal cuts to the Supplemental Nutrition Assistance Program (SNAP) and Breastfeeding Peer Counselor (BFPC) program. This will affect the department's Fit Families program and the Breastfeeding Peer Counselor program. Funding for Fit Families is good for one year due to carry forward funds. The breastfeeding peer counselor is currently funded for only three months in 2013. Conlon is hopeful additional funding will come in to continue the program. Discussion only, no action taken.

Personnel Update: Four candidates were interviewed for the Assistant Director position. Conlon stated all four were very good. Labor Relations & Employee Services is currently in salary negotiations with the candidate that was selected. The projected start date, if all goes well, is March 4th. Conlon is also looking at getting a doctor from either Aspirus or Ministry to sit on the Health & Aging Committee. Because we've had a doctor from Marshfield Clinic and Ministry, she is leaning toward Aspirus. She will report back to the Committee next month on her progress. Discussion only, no action taken.

Request for meetings and workshops: Motion made by Saari, seconded by Berard to approve meetings and workshops as presented. Motion carried.

Vouchers, purchase orders and line item transfers: Motion made by Mott, seconded by Berard to approve voucher and purchase orders totaling \$1,509.61 and line item transfers as presented. Motion carried.

Agenda items for next meeting: New tick disease, physician update, personnel update.

Health & Aging:

Minutes of December 20, 2012 meeting: Motion made by Mott, seconded by Brissee to approve minutes of December 20, 2012 Health & Aging Committee meeting. Motion carried.

Date/time/location of next meeting: Regular Meeting scheduled for February 21, 2013 @ 8:30 a.m. at the Health & Aging Building, 100 W Keenan St. Aging will present their agenda first; Health to follow @ approximately 9:15. Meyer has an excused absence.

Health & Aging Building Issues: Insulation was recently installed in many of the walls of the Health Department. Conlon stated it seems to be working to reduce noise level and help with confidentiality. They will continue to monitor it. Conlon and Jacobson both discussed the new parking area next to the recently purchased River News building. There have been no complaints from staff with parking closer to the building but there are safety concerns with walking on it due to hills and inclines and ice buildup. There have also been issues with Kid's Korner's customers blocking one side of the building. The parking in front of the Health & Aging building has also posed some problems for customers. When the snow falls, parking becomes erratic because customers cannot see the lines. Discussion only, no action taken.

Aging:

Aging & Disability Resource Center Update: The phones are getting better but there are still some glitches. More people are now accessing the ADRC.

Bus Sale Update: Jacobson reported the bus was sold to the Town of Lynne fire department for \$3250. They will be using it as a mobile kitchen. When they are done refurbishing it, the media will be contacted to show what the fire department has done and how the DOA released one of their buses.

Senior Center Rummage Sale Storage: Jacobson introduced Lu Ann Brunette (Building & Grounds Director), Maxine Meyer (VP- Oneida Senior Center Advisory Council), Rhae Ellen Schnoor (Pres-Oneida Senior Center Advisory Council), Inge Van Kampen (Oneida Senior Center Advisory Council member) and Stephanie Schroeder (DOA Activities and Volunteer Coordinator). She also distributed the Oneida Senior Center Advisory Council by-laws and Rummage Sale Notes. In the past, the rummage sale was held every spring. It has been located at numerous sites, including the armory, the County's River Street storage, the WPS building and most recently the Thayer St building. The current issue they are facing is storage of rummage items in advance of the sale. It is not uncommon to receive calls throughout the year from individuals who want to donate items from their own household or from estate sales. Rummage sale items are currently being stored at the WPS building. In November 2012, Building & Grounds Director, Lu Ann Brunette, instructed the Department on Aging to remove the rummage sale items. Land Information is in charge of selling the building and they want to have it as attractive as possible. The Committee discussed

using the River News building for storage until this year's sale in April and then addressing the issue again at a later date. The problem with the River News building is that it is currently completely shut down, including water and power. This will be an agenda item for Building & Grounds at their next meeting on January 28th. Motion made by Mott, seconded by Hauer to recommend moving the rummage sale items currently in the WPS building to the River News building and looking into a permanent location, at no charge, for future storage and rummage sales. Motion carried. The current rummage sale items will remain in the WPS building until a new location is approved. Brunette will notify Vandervest of decision from upcoming Building & Grounds meeting.

Personnel Update: The Elder Benefits Specialist (EBS) is currently on family medical leave (FML) since mid-September. With the start of a new calendar year the employee is eligible for another 12 weeks of FML. She could be off until almost the end of March. Kris Schiek is a 60% LTE employee who has been serving in the EBS position. Kris worked as an Assistant to the EBS in past years during Medicare Part D Open Enrollment period and she has been doing an excellent job, but we are in desperate need of a full-time permanent EBS employee.

Legislative Update: No new alerts this month.

Monthly Reports: Staff and program reports: Jacobson reviewed the reports in the packet. Question was raised about the nutrition program chart showing only a slight increase compared to last year. Jacobson will have staff double check the figures and report back next month. Revenue Report was reviewed. Both Program Income Senior Center and Fund Raised revenues are lower than budgeted. This is a result of when the budget was created (summer 2011) we anticipated being in the new building for all 12 months of 2012. The Senior Center did not move until June, which reduced the anticipated increase in Program Income and reduced anticipated fund raisers. The Department does anticipate returning some County Tax Levy due to the absence of the Elder Benefits Specialist. 2012 Close 1 will be presented next month. Motion made by Brissee, seconded by Meyer to approve monthly reports as presented. Motion carried.

Vouchers, purchase orders and line item transfers: Motion made by Saari, second by Hauer to approve vouchers and purchase orders as presented. Motion carried. Motion made by Brissee, seconded by Saari to approve line item transfers as presented. Motion carried.

Out of County Travel: Jacobson will be traveling to Wausau on January 30th for a Director's meeting and to Madison on January 31st for the State Advisory meeting. No travel expense because there is no registration fee and no mileage expense because she will "hitch" a ride with someone from another county. Motion made by Saari, seconded by Hauer to approve out of county travel. Motion carried.

Agenda items for next meeting: Rummage sale storage update, personnel update, legislative update and Close 1.

Public comment/ communications: None.

Motion by Saari, seconded by Brissee to adjourn at 10:20 a.m. Motion carried.

Committee Chairman

Committee Secretary