

Health & Aging Committee Meeting Minutes

May 10, 2012

COMMITTEE MEMBERS PRESENT: Romelle Vandervest, Greg Berard, Bob Mott, Candy Sorenson, Marge Saari, Jackie Cody, Dr. Joanna Gudel (Health), Joan Hauer (Aging), Nancy Brisse (Aging)

COMMITTEE MEMBERS ABSENT/EXCUSED: Maxine Meyer (Aging)

STAFF PRESENT: Linda Conlon, Ann Ovsak, Todd Troskey, Jody McKinney, Linda Pipgras, Dianne Jacobson

Health:

Meeting called to order by Chairperson Romelle Vandervest at 12:30 PM at the Health & Aging Building, 100 W Keenan St.

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

Motion made by Saari, seconded by Gudel to approve today's agenda as presented. Motion carried.

Public comment/ communications: None.

Monthly Reports:

- Environmental Health Summary: Summary given by Todd Troskey and Jody McKinney, Registered Sanitarians.
 1. Rhinelander restaurant investigated for possible food borne illness involving one person. Inspection resulted in several violations not necessarily related to the complaint.
 2. Other topics: Board of Health Appeal Hearing from April - The owner was required to pay a reinspection fee if both spore tests for February and March were not completed. March spore test was not completed so a letter requesting payment was sent. Payment has not been received as of May 9, 2012. After discussion with Corporation Counsel, one last effort was made to enable operator to pay the reinspection fee. The new deadline is May 31, 2012. If the fee is not paid, a citation will be issued. Further, the April spore test was not completed, as required. A citation could be issued for lack of spore testing immediately.
- Communicable Disease Update: 3 Chlamydia, 1 Campylobacteriosis, 3 Ehrlichiosis/ Anaplasmosis, 1 Hepatitis C, 5 Lyme disease, 12 Pertussis, 1 Streptococcus Pneumonia.
- Health Hazard Update: Summary given by Assistant Director.
 1. Pelican residence investigated for mold; posted unfit May 9, 2012 by Asst. Director.
 2. Three Lakes residence investigated for garbage. No action was taken and case closed.
 3. Pelican residence investigated for mold was unfounded.

- Biking & Walking Trails: Summary given by Jackie Cody, Biking & Walking Trails Council President.
 1. Goodwill gave a donation which will be presented on Friday as part of a photo opp.
 2. A sidewalk will be going in by the cemetery.
 3. Two new members have joined the Council. There is still one more position to fill.

Reappointment of Dr. Gudel: Motion made by Cody, seconded by Saari to approve reappointment of Dr. Gudel. Motion carried.

Accreditation Update: Conlon distributed two fact sheets on Public Health and the Accreditation Process. She explained the accreditation process to new members and why the Health Department is pursuing. She emphasized that it shows the community that the Health Department is operating at a high level. Oneida County Health Department is only one of five health departments in the state applying for accreditation at this time. With accreditation, there is also the possibility of increased funding. Currently, the Health Department is uploading material to the Public Health Accreditation Board (PHAB) and hope to be done by June. Discussion only, no action taken.

Legislative Update: None to report.

Community Health Improvement Plan Update: Conlon gave update on coalitions.

- The Chronic Disease Coalition had their “kick off” meeting and had a great turnout. Their second meeting was held yesterday. They received a grant which is being used to provide leadership and coalition building.
- The Mental Health Interagency Coalition will have a Mental Health Summit at the Waters in Minocqua on Friday, May 11th.
- The AODA Coalition concentrates on alcohol and other drug abuse.

Discussion only, no action taken.

Requests for Meetings/Workshops: Motion made by Gudel, seconded by Cody to approve meetings and workshops as presented. Motion carried.

Vouchers, purchase orders and line item transfers: Motion made by Cody, seconded by Gudel to approve vouchers and purchase orders as presented totaling \$1,755.61. There were no line item transfers. Motion carried.

Agenda items for next meeting: Budget, Reproductive Health update, Annual Report, tour of new Health Department.

Health & Aging:

Minutes of April 12 and April 25, 2012 meetings: Motion made by Cody, seconded by Saari to approve minutes of April 12, 2012 Board of Health meeting. Motion carried. Motion made by Brisse, seconded by Hauer to approve minutes of April 25, 2012 Health & Aging Committee meeting. Motion carried.

Date/time/location of next meeting: Discussion among members as to best time to meet. It was decided the committee will meet the third Thursday of every month at 8:30 a.m. Next meeting will be June 21, 2012 @ 8:30 a.m. at the Health & Aging Building, 100 W Keenan St.

Election of Vice Chairperson and Secretary: Motion made by Brisse, seconded by Hauer/Mott to appoint Cody as Vice Chairperson. Motion carried. Motion made by Cody, seconded by Hauer to appoint Saari as Secretary. Motion carried.

Health & Aging Building Relocation: Jacobson stated the sprinkler system still needs to be connected and they have secured Beacons as the moving company for the Department on Aging. They will shut down May 31st and June 1st to move and will not have bus service at that time. They will re-open on Monday, June 4th. There will be a Grand Opening and ribbon cutting a few weeks later. Jacobson distributed a timeline on the Health & Aging building, listing dates and funding. The Health Department is still waiting on the installation of fiber optic wires before they can move in. A tour of the Health & Aging building will be on next month's agenda. Discussion only, no action taken.

Aging:

Aging and Disability Resource Center of the Northwoods: Jacobson reported that three new staff will be starting with the Aging and Disability Resource Center on June 18, 2012 with the opening soon thereafter. The Aging and Disability Resource Center (ARDC) of the Northwoods is already listed in the new Senior Directory. Discussion only, no action taken.

Department Vacancies: Summary given by Jacobson.

- The three ARDC specialist positions have been filled.
- A 50% Account Clerk position was posted yesterday. The clerical duties previously performed by the full-time Account Clerk went to the full-time Secretary. The point-of-entry public contacts (walk-in and phone) duties previously performed by the full-time Secretary will be moved to a new Receptionist position (Limited Term Employee LTE).
- Jacobson is working with Nicolet College to see if they have qualified student interns to fill a new LTE Receptionist position. By filling with a LTE, Jacobson will have more time to evaluate the job.
- The Secretary will be retiring June 1st. Jacobson requested the Committee approve filling the secretary position, waiving the six month waiting period and forwarding to LRES. Motion made by Brisse, seconded by Cody to approve Department on Aging Secretary position, waiving six month waiting period and forwarding to LRES. Motion carried.

Policies: Bus transport to new building and home delivered meal pet policy:

- Jacobson distributed the Home Delivered Meal Program Pet Policy. Due to two incidents of delivery people getting dog bites, a pet policy was developed. It was presented to and approved by Brian Desmond, Corporation Counsel. All new home delivered meal participants receive a home visit and an orientation on the program's policies. The pet policy will be included in that orientation. A notice will also be sent out to all current

participants. Motion made by Mott, seconded by Brissee to approve the home delivered meal program pet policy with minor changes. Motion carried.

- The Bus Transport Policy for Current Thayer Street Neighbors was distributed. Currently, several residents that live near the Senior Center Building on Thayer Street are able to walk to the Center. Several other residents that live in RhineHaus or Phoenix Villa Apartment Buildings receive free bus rides to the Senior Center because they are located one block away or less. When the Senior Center relocates to the 100 W. Keenan Street location these individuals would have to start paying bus fares. Jacobson proposed that these residents be “grandfathered” in by issuing them a permanent bus pass for free roundtrip bus transport when the Senior Center relocates to 100 W. Keenan Street. This policy would only apply to current residents and not include individuals that move into the Thayer Street neighborhood after the Senior Center move occurs. Motion made by Hauer, seconded by Cody to approve the bus transport policy for current Thayer Street neighbors. Motion carried.

Vilas County Commission on Aging Request for Steam Table and Dishwasher: The Vilas County Commission on Aging is moving their Eagle River dining site to the American Legion and is in need of a steam table and dishwasher. The Oneida County Department on Aging has a steam table and dishwasher, that due to their age and condition will not be moved to their new location and to dispose of will be costly. Motion made by Brissee, seconded by Cody to approve donating the current steam table and dishwasher to Vilas County Commission on Aging. Motion carried.

Tri-County Transit Commission Planning Grant: Vilas, Oneida and Forest County Aging offices have been working for more than five years on collaborating their transportation programs. Two grants are being used for a consultant to help draft what they want to do. Approval is needed by the State. The goal is to form a Tri-County Transit Commission. Funding would go to the Commission to be used for the greater good. They have an additional \$25,000 grant that will be used to hire someone to write the application and to help with the formation of the Commission. Request for proposals (RFPs) will go out to contract someone stating terms of what is expected. They need to meet an October deadline. Oneida County will be holding the contract with the State. Motion made by Saari, seconded by Hauer for the three County Aging Directors to interview and look over RFPs. Motion carried.

Legislative Updates: Jacobson distributed a handout from the Greater Wisconsin Agency on Aging Resources (GWAAR) entitled “The Power of One! Being an Effective Advocate.” Jacobson stated she felt it was important to review since the Department will be looking at advocacy for older adults and the Department gets their funding through GWAAR. Discussion only, no action taken.

Monthly Reports: Staff and program reports: Jacobson distributed and reviewed monthly reports. It was decided that the Bus Rider History and Escort Driver Roundtrip History reports could reviewed quarterly rather than monthly. All other reports will continue to be reviewed monthly. Motion made by Brissee, seconded Sorenson to approve monthly reports as presented. Motion carried.

Vouchers, bills and line item transfers: Motion made by Cody, seconded by Saari to approve vouchers and purchase orders as presented. There were no line item transfers to report. Motion carried.

Out-of-county travel: Motion made by Berard, seconded by Cody to approve out-of-county travel as presented. Motion carried.

Topics for future agendas: Tour of new building.

Public comment/ communications: None.

Motion by Brisse, seconded by Mott to adjourn at 2:30 p.m. Motion carried.

Committee Chairman

Committee Secretary