

**HEALTH & AGING COMMITTEE MEETING  
MINUTES  
June 12, 2018**

**COMMITTEE MEMBERS PRESENT:** Chairperson Tom Kelly, Bob Metropulos, Steven Schreier, Jim Winkler, Jackie Cody, Carol Pederson, Marge Saari, Barb Young, and Ed Hammer.

**COMMITTEE MEMBERS ABSENT:** Ann Ovsak, Dr. Amy Slette,

**STAFF PRESENT:** Linda Conlon, Marta Koelling, Jennifer Bates, Ben Prom, Jillian Incha, Todd Troskey and Kerri Ison. Dianne Jacobson, Joel Gottsacker and Dawn Johnson.

**OTHERS PRESENT:** Brian Desmond (Corporation Counsel) and Lisa Charbarneau (LRES).

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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/Schreier to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

**Public comment/communications:**

**Security Health Plan ABC Grant Contract Review:** Desmond was present to discuss grant agreement with SHP to enhance mental health services in Oneida County by providing training to partners to help those in crisis utilize a community bed versus a transfer to a state facility. This has been identified as a need in the community. Discussion followed on the screening process, probable cause hearing, case management, etc. Training will be provided to law enforcement, health care providers and community partners to increase usage of community bed and to identify when a community bed vs transfer is the safest and best option. The grant would provide for an increase in hours for one staff member or the hiring of an LTE (for the duration of the grant). SHP will work with OCHD regarding changes in the programming if necessary. Desmond noted SHP is unwilling to make changes suggested by the County. He believes there is little liability to the County as it is OCHD that is implementing the grant deliverables. Motion by Cody/Winkler to approve the Security Health Plan ABC Grant contract. All ayes; motion carried.

**Staff Report: Immunizations:** Bates discussed the immunization Quality Improvement (QI) project to increase immunization rates for children under 36 months of age. Goal is 90% of children up-to-date on immunizations. Bates provided handout regarding immunization rates for Florence, Forest, Vilas and Oneida Counties. A postcard has been developed and will be sent to those children ages 18-19 months of age that are not up-to-date in an attempt to increase the up-to-date rates of children 24 months and

under. Postcards will be mailed later this month. Final report on the QI project will be given when complete.

**Monthly Reports/Updates:**

**Environmental Health Report:**

- Troskey reviewed ATCP 74 and the issues it poses for future hiring of Environmental Health staff. He also reviewed the letters sent by the BOH to DATCP and legislators regarding the issue. DATCP has contacted OCHD to set up a meeting to discuss the issue. It was the Committee's preference for staff to meet with DATCP representative(s) and report back to the BOH at a future meeting. Discussion followed. Staff noted their appreciation of BOH support on the issue. Schreier suggested contacting WCA to urge other counties in same situation to contact DATCP.

**Communicable Diseases (05/01/18 – 5/30/18):** Conlon reminded Committee members that reported cases require investigation by staff. Cody suggested a media release be issued regarding tick borne diseases.

<b><u>Disease Name</u></b>	<b><u>Reported</u></b>	<b><u>Confirmed</u></b>
Arboviral Illness, Powassan (unspecified)	1	
Campylobacteriosis	5	5
Chlamydia Trachomatis Infection	6	6
Cryptosporidiosis	1	1
Giardiasis	2	2
Hepatitis B, Chronic	1	
Hepatitis C, Chronic	6	1
Lyme Disease (B. Burgdorferi)	5	3
Lyme Laboratory report	1	
Metal Poisoning (non-lead)	1	
Streptococcal Disease, Invasive, Group B	2	1
Syphilis Reactor	1	
Varicella (Chicken Pox)	1	1

**Health Hazards 05/8/18-6/11/18):**

<b><u>Hazard Description</u></b>	<b><u>New</u></b>	<b><u>Existing</u></b>
Animals		2
Housing		2
Meth		1
Mold		2
Noxious Smoke/Fumes		3
Other Environmental Hazard (fuel oil)		1
Sewage Disposal System		1
Solid Waste/Garbage		1

Water Quality		1
Subtotal	0	14
New Cases Closed	0	
Total Open Cases	0	14
<b>Grand Total</b>		<b>14</b>

Conlon discussed OCHD's policy for receiving anonymous complaints for health hazards. OCHD does not (generally) accept anonymous complaints as many are landlord/tenant related issues. Conlon reviewed the reporting process indicating "notes" are not released with an open records request and personal information is redacted from emails. However, if an issue would go to court, contact information is required to be released. Discussion followed. Motion by Cody/Metropoulos that staff follow the practice in place for not accepting anonymous complaints. All ayes; motion carried.

Outreach/Communication Report (05/8/18-6/11/18):

Facebook	57
Press Release	2
Presentation	4
Board of Health	0
Interview	3
Health Fair	0
School	20
Lobby Slides	0
Mailings	1
Phone Outreach	1
Total:	88

Facebook reporting (05/8/18-6/11/18):

Posts	57
Total Reach	4790
Average Posts per Post	84
Total Engagements (likes, shares, comments)	380
Average engagement per post	7
Boosts during timeframe	Yes – Newsletter promotion
Post with largest reach	Newsletter Promotion on 5/17/18, reach of 2,184
Post with largest engagement (likes, shares, comments)	Newsletter Promotion on 5/17/18, engagement of 128
New Page Likes	18
Total Page Likes	464

Staff circulated the first edition of the OCHD email newsletter. The link to sign up for the newsletter is on OCHD website and people can unsubscribe at any time.

**Staffing Updates:** Conlon introduced the following staff:

- Prom is the newest Community Health Specialist. His programming will focus on mental health coalitions and the tobacco program. Prom is originally from Rhinelander and is a UW Madison graduate.
- Incha is an AHEC intern and will work on WI WINS checks with Otterholt as well as other projects. She is originally from Antigo, is a junior at UW Madison and will be entering the nursing program in the fall. Incha will complete her internship at the end of July.

**2019 Staffing Requests:** Conlon reviewed 2019 staffing requests. Motion by Cody/Schreier to accept the 2019 staffing requests as presented. Discussion followed. All positions are either grant funded or funded by revenue. All ayes; motion carried.

**2017 Annual Report - Board of Health Orientation:** The report was provided at last month's meeting for review. Motion by Cody/Winkler to approve the 2017 Annual Report as presented. All ayes; motion carried. The report will be presented to the County Board this month.

Winkler excused at 9:52 a.m.

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

**Agenda items for next meeting:** Follow-up with DATCP, BOH orientation.

**Public comment/communications:** None.

## HEALTH & AGING

**Minutes of May 8, 2018 and April 10, 2018 Health & Aging Committee Nominations**

**Subcommittee:** Motion by Schreier/Saari to approve the minutes of May 8, 2018 and the 4/10/18 Nominations Subcommittee minutes as presented. All ayes; motion carried.

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

- July 10, 2018 at 9 a.m.

**Health and Aging issues:**

- Jacobson noted the 2019 budget timeline has been revised. Staffing requests are due this month. Budgets will be on the August agenda for approval. Conlon noted it is imperative to receive information on billable rates from the Finance Director in a timely manner in order to develop the OCHD budget.

## **AGING**

**Public Comment/communications:** None

### **Transit Commission:**

- **Bay Area Rural Transit (BART) agreement :** Jacobson reported that the management agreement with BART was executed. Work will be primarily provided by the BART transit manager Pat Daoust. Mr. Daoust has a great deal of experience and knowledge about transit. The Department on Aging will continue to provide assistance as needed. Informational only, no action taken.
- **Public Hearing:** A public hearing regarding service and rates was held at the Oneida County Senior Center on May 24, 2018. Seven Oneida County residents and six Vilas County residents attended. Those in attendance were agreeable to a rate increase as long as it is not too drastic. A number of people mentioned that they would like to see greater certainty of service delivery. Informational only, no action taken.
- **Department on Aging Volunteer Driver program policy revisions:** Jacobson reviewed 85.21 grant funding and its distribution to Northwoods Transit Connections and money retained for the volunteer driver program. As part of the grant application process, Oneida County was able to leverage driver's time in the volunteer program as in-kind match. Obtaining the match, however, requires that the volunteer driver program be open to the general public as well as to elderly and persons with disabilities. (General public riders must pay the full cost of the transportation prior to securing transportation and cannot be subsidized with 85.21 money.) Barb Young noted that some churches in the area have volunteer programs as well. Carol Pederson asked about non-payment by elderly or persons with disabilities. Jacobson reported that the grant money covers those riders. Motion to make the policy change was made by Marge Saari and seconded by Stephen Schreier. All ayes, motion carried.

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

- **Family Care/IRIS enrollment update-** Gottsacker reported that there are 66 persons on the wait list and approximately 30 persons in process to be placed on the wait list. Oneida County has seen turnover in Family Care enrollments due to deaths and moves, and so has been able to enroll more than the minimum each month. Informational only, no action taken.
- **ADRC of Oneida County application:** Jacobson reported the state Office of Resource Center Development (ORCD) has scheduled a conference call on June 21 to discuss the Oneida County application. As noted in previous discussions, it is fully expected that changes and revisions will be required prior to approval. Informational only, no action taken.

### **Nutrition Program:**

- **Reassigned Duties:** Jacobson reviewed the reassignment of duties in the nutrition program. Most duties have been reassigned to the Account Technician and Administrative Assistant. LTE Nate Sackett will continue to conduct assessments through the summer. In the fall, ADRC specialists will begin to do the assessments.
- **Nutrition Assessment:** Jacobson reported on the GWAAR nutrition program assessment. The assessment found four areas that need to be strengthened: In-home assessment timeliness; nutrition education materials must be approved by a registered dietician; home delivered meal temperature tests; and the requirement for a nutrition advisory council needs to be fulfilled. Jacobson reported that a plan is in place to address each area.

**2019 Staffing Requests:** Jacobson reported that annual staffing requests are being submitted as part of the budgeting process. Because of the inception of the ADRC of Oneida County and because there have been significant changes to duties and responsibilities of some staff, the staffing requests reflect these changes, including grade and step changes. Charbarneau explained that when a department restructures in the county, it is not uncommon for the department to seek these types of changes. Specific changes being requested include a full time Clerical Support/Receptionist due to the need to have calls answered. This position is being requested at Grade E. The Account Technician position will increase from a 0.5 FTE to a 0.6 FTE to reflect additional reporting duties. The ADRC will need to hire a full time Disability Benefits Specialist which will be placed at the same grade as the Elder Benefits Specialist. The ADRC will seek to add a 0.6 FTE ADRC Specialist so that staffing in the Minocqua/Woodruff area can be improved. The request includes a reclassification of ADRC Specialists to Grade J, the assistant director to Grade M, and the director to Grade O. Jacobson shared memoranda prepared for the LRES committee to explain these changes. Charbarneau solicited questions from the committee. Carol Pederson asked if any of the changes are covered by grant money. Jacobson distributed fiscal impact documents and reported that almost all the changes are covered by grant money with no plan to ask for tax levy. The vast majority of the changes are covered by ADRC grant dollars. Bob Metropolous moved to accept the staffing requests, seconded by Carol Pederson. All ayes, motioned carried.

**Vouchers, purchase orders and line item transfers:** Jacobson presented the purchase orders, vouchers, and line items for approval. Motion to approve Line Item Transfers was made by Saari/Metropolous. All Ayes, motion carried. Motion made by Hammer/Saari to approve the 2018 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 reported on the Wisconsin Aging Advocacy Day on May 16, 2018. She met with Swearingen and a staff member of Tiffany. Since next year is a budget year, the department will consider chartering a bus with other Aging units to get a larger contingent to Madison. Informational only, no action taken.

**Agenda items for next meeting:** GWAAR bylaws, updated volunteer driver policy, ADRC application, and other regular items.

**Public comment/communications:** None

**Adjournment:** Motion by Scheier/Metropulos to adjourn meeting at 11:35 a.m. All ayes, motion carried.

  
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Committee Chairman

*Kerri Ison & Dawn Johnson*  
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Committee Secretary