

**HEALTH & AGING COMMITTEE MEETING
MINUTES
July 10, 2018**

COMMITTEE MEMBERS PRESENT: Chairperson Tom Kelly, Bob Metropulos, Steven Schreier, Jim Winkler, Jackie Cody, Barbara Young, Marge Saari, Dr. Walter Gager and Ed Hammer

COMMITTEE MEMBERS ABSENT: Ann Ovsak, Dr. Amy Slette, Carol Pederson.

STAFF PRESENT: Marta Koelling, Lindsey Brost, Terra Swanson, Todd Troskey and Kerri Ison. Dianne Jacobson, Joel Gottsacker and Dawn Johnson.

OTHERS PRESENT: None.

Call to order: Chairperson Kelly 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/Metropulos to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

Public comment/communications: None.

Public Health Employee Recognition: Kerri Ison, Administrative Support, was recognized for 20 years of service to Oneida County. Prior to coming to Public Health in 2017, Ison worked in the County Clerk's office and UW-Extension.

Staff Report-WIC:

- Brost (WIC Director/Dietician) introduced herself and new WIC Clerk, Terra Swanson. Brost formerly worked in WIC at Rusk County Public Health.
- WIC is a supplemental nutrition assistance program to help supplement food sources for pregnant and postpartum women and infants and children to age five. WIC is also a referral source to connect families with other resources and events on a case-by-case basis. The program also provides breastfeeding information/support, nutrition education and promotes physical activity to clients.
- The current caseload is 372. Staff is currently working on an appointment reminder system to reduce no show rates. A survey was sent to current WIC clients this spring regarding hours and clinic days. Based on those results, staff will implement some schedule changes later this year, including a clinic in Minocqua monthly.
- Winkler suggested Brost connect with the UW-Extension Nutrition Education program.
- The WIC program and staff funding is provided by grant dollars.

Monthly Reports/Updates:

Environmental Health Report:

- Troskey discussed a private citizen’s plan to conduct water sampling on the Crescent Spring. OCHD samples the spring annually for bacteria and nitrates. The private citizen is concerned about metals and pesticides, and also the possible effects of an old landfill that was located up-slope of the spring box. Troskey shared history of sampling and requirements. The Town of Crescent, as owner, has the responsibility of any action needed. Discussion followed.

Communicable Diseases (06/01/18 – 6/30/18):

<u>Disease Name</u>	<u>Reported</u>	<u>Confirmed</u>
Anaplasmosis	5	5
Chlamydia Trachomatis Infection	1	1
Hepatitis C, Chronic	1	1
Influenza – Associated Hospitalization	1	1
Lyme Disease (B. Burgdorferi)	10	4
Mycobacterial Disease	1	1
Streptococcal Disease, Invasive, Group B	2	2

Health Hazards 06/12/18-7/9/18):

<u>Hazard Description</u>	<u>New</u>	<u>Existing</u>
Animals		2
Housing	2	2
Meth		1
Mold		1
Noxious Smoke/Fumes		3
Other Environmental Hazard (fuel oil)		1
Sewage Disposal System		1
Solid Waste/Garbage	1	1
Water Quality		
Subtotal	3	14
New Cases Closed	0	0
Total Open Cases	3	14
Grand Total		17

Outreach/Communication Report (06/12/18-7/9/18):

Facebook	38
Press Release	2
Presentation	1
Board of Health	0

Interview	2
Health Fair	0
School	1
Lobby Slides	0
Mailings	0
Phone Outreach	0
Total:	44

Facebook reporting (06/12/18-7/9/18):

Posts	38
Total Reach	2732
Average Posts per Post	72
Total Engagements (likes, shares, comments)	163
Average engagement per post	4
Boosts during timeframe	No
Post with largest reach	Car Seat Event Thank You on 6/12/18, reach of 431
Post with largest engagement (likes, shares, comments)	Car Seat Event Thank You on 6/12/18, engagement of 94
New Page Likes	7
Total Page Likes	471

Out-of-State Travel Request: Koelling presented request for Brost, WIC Director, to attend the 2018 Nutrition Education and Breastfeeding Promotion Conference in New Orleans, Louisiana on 9/25-27/18. Brost wrote for and received a scholarship to cover all expenses (airfare, car rental, registration, meals, etc.) except for her time. Motion by Cody/Winkler to approve the out-of-state travel request for Brost to attend the National Nutrition Education and Breastfeeding Promotion Conference in New Orleans, LA on 9/25-27/18. All ayes; motion carried. The request will be forwarded to the Administration Committee for approval.

Board of Health Orientation: Koelling presented PowerPoint "United States Public Health 101". The presentation focused on roles and responsibilities of public health (federal, state, local, tribal and territorial levels), the three core functions and 10 essential services of public health. Discussion was held as questions arose.

Closed Session: It is anticipated the Committee will enter closed session pursuant to WI State Sec. 1985(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Topic: WIC Clerk Compensation.) Motion by Winkler/Cody to enter into closed session pursuant to WI State Sec. 1985(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Topic: WIC Clerk Compensation.) Roll call vote: Cody-aye; Schreier-aye; Metropulos-aye; Winkler-aye; Kelly-aye.

The Committee will return to open session and may ratify and matter(s) discussed in closed session: Motion by Winkler/Schreier to return to open session. Roll call vote: Cody-aye; Schreier-aye; Metropulos-aye; Winkler-aye; Kelly-aye.

Motion by Cody/Metropulos to approve the WIC Clerk compensation at Grade Level F Step 2. Roll call vote: Cody-aye; Schreier-aye; Metropulos-aye; Winkler-aye; Kelly-aye. The request will be forwarded to the Labor Relations Committee for action.

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

Agenda items for next meeting: 2019 budget.

Public comment/communications: None.

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Minutes of June 12, 2018: Motion by Hammer/Cody to approve the June 12, 2018 Health and Aging Committee minutes as presented. All ayes; motion carried.

Date/time/location of next meeting:

- August 14, 2018 at 9 a.m.

Health and Aging issues:

Jacobson reported the Buildings and Grounds Committee met on 6/11/18 to discuss the request to add outside cameras at the Health and Aging building similar to other County buildings. There have been several acts of vandalism outside this building in the past. The Committee will research cost, monitoring and video retention and will discuss at a future meeting. Discussion only; no action taken.

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Public Comment/communications: None

Transit Commission:

- **Bay Area Rural Transit (BART) Manager** – Jacobson gave the BART update. Things are going well with Pat Daoust, BART's Transit Manager coming down to the Transit office and staying for 2 days every other week. Daoust has already shared cost saving measures such as filing for a state rebate on the fuel tax and discovering errors in the Workman's Compensation ratings. Discussion only, no action taken.
- **Transit Manager Vacancy-** On June 28th the Oneida Vilas Transit Commission interviewed four local candidates for the Northwoods Transit Manager position. The Executive committee meets later this month and will decide which applicants will be called back for a second interview. Whomever is chosen Pat Daoust,

BART's Manager will train and continue to mentor. Discussion only, no action taken.

- **Department on Aging Volunteer Driver program policy revisions:** Jacobson presented the Department on Aging Volunteer Driver program policy revisions. Currently the volunteer escort program is limited to seniors 60 years and older, and persons with disabilities. Inclusion of the general public in this program allows the Transit Commission to maximize the federal/state match and to help Transit to build a much needed reserve fund. Written policy reviewed.

Motion made by Winkler/ Saari to approve the Department on Aging Volunteer driver program policy revisions as presented. All ayes, motion carried.

Aging & Disability Resource Center:

- **ADRC of Oneida County application:** Jacobson and Gottsacker had their first phone conference with the state to review the ADRC of Oneida County application submitted in October 2017. The meeting went well and the requested amendments have been submitted to the state. Discussion only, no action taken.
- **ADRC of Brown County visit:** Jacobson and Gottsacker had an opportunity to visit the ADRC of Brown County recently and gained valuable information related to a fully integrated Aging/ADRC including a multi-purpose senior center. Discussion only, no action taken.

2019 Personnel Requests: Jacobson and Gottsacker presented the 2019 staffing requests to the Labor Relations/Employee Services (LRES) Committee on June 25, 2018. Due to the complexity of the requested changes, LRES asked for organizational charts to review at their June 28, 2018 meeting. LRES did approve the personnel requests, but tabled the request for reclassification until the decision is made related to a possible county wage study. Discussion only, no action taken.

Nutrition Program:

- **Nutrition Advisory Council creation:** Jacobson reported the state Department of Health Services (DHS) is now requiring Aging Units have a Nutrition Advisory Council. We are proposing our council have seven (7) members with four (4) being dining site participants and the remaining three (3) be citizens/agency representatives interested in the senior nutrition program. Corporation Counsel is currently working on drafting the required by-laws for the council. Jacobson stated we will start recruitment for the Nutrition Advisory Council in the August O.W.L. newsletter and press releases for area newspapers. Discussion only, no action taken.
- **Suggested donation for meals:** Jacobson reviewed the cost of the Senior Nutrition Program (congregate and home-delivered). Gottsacker presented a graph demonstrating a gradual and very modest decline of participant donations towards the meals. However, the current donations are still bringing in approximately one-third of the program revenue, as recommended by the state. Discussion on ways to educate diners on the importance of their meal donations. This issue may be a good issue for the new Nutrition Advisory Council to take on.

After reviewing the costs to donation ratio Jacobson is not recommending an increase to the "suggested donation" at this time. Discussion only, no action taken.

Three Year Aging Plan Development: Jacobson updated the Commission on progress on the development of the required Three Year County Aging Plan for years 2019-2021. Handout was distributed outlining the required program areas as well as local priorities for the goal section of the plan. Jacobson mentioned some of the goals that staff have identified and opened the floor to a brainstorming session for more ideas. Discussion focused on potential opportunities related to Advocacy, Elder Nutrition program, Support of Caregivers, Services to People with Dementia and the local priority of rebranding the identity of the department to a fully integrated ADRC/Aging Unit. Discussion only, no action taken.

Vouchers, purchase orders and line item transfers: Jacobson presented the purchase orders, vouchers, along with the line items for \$3,397.00 for approval. Motion made by Winkler/ Hammer to approve the vouchers, purchase orders and line item transfers 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 at this time.

Agenda items for next meeting: Transit Commission update, Family Care Update, 2019 staffing requests, 3 year plan, 2019 Budget, by-laws and applicants for nutrition advisory council and all other usual agenda items.

Public comment/communications: None

Adjournment: Motion by Winkler/ Metropulos to adjourn meeting at 11:18 a.m. All ayes, motion carried.


Committee Chairman

Herri Ison & Dawn Johnson
Committee Secretary