

# Health & Aging Committee Meeting Minutes

## November 15, 2012

**COMMITTEE MEMBERS PRESENT:**, Bob Mott, Greg Berard, Candy Sorenson, Marge Saari, Jackie Cody, Nancy Brisse (Aging), Maxine Meyer (Aging), Joan Hauer (Aging)

**COMMITTEE MEMBERS ABSENT/EXCUSED:** Romelle Vandervest

**COMMITTEE MEMBERS ABSENT/UNEXCUSED:** None

**STAFF PRESENT:** Linda Conlon, Dianne Jacobson, Todd Troskey, Stephanie Schroeder, Linda Pipgras, Katie Leone (Intern)

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### Health:

Meeting called to order by Vice-Chairperson Jackie Cody at 8:30 AM at the Health & Aging Building, 100 W Keenan St.

The Vice-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 Saari, seconded by Berard to approve today's agenda as presented. Motion carried.

Public comment/ communications: None.

### Monthly Reports:

- Environmental Health: Summary given by Todd Troskey, Registered Sanitarian. There were two complaints investigated since the October Board of Health meeting. One of the two complaints is detailed below.
  1. A large grocery store voluntarily ceased remodeling when it was discovered the flooring being removed may contain asbestos. The floor tile did not contain asbestos. However, the mastic contained 3-5% asbestos. This led to the facility hiring asbestos abatement services to ensure all particles were captured during removal.
  2. The annual follow up letter related to the Beef-A-Rama event was completed. Troskey discussed the preparing of roasts prior to cooking. A food safety handout is provided to the Minocqua Chamber of Commerce to distribute to all participants.
- Communicable Disease: No report this month.
- Health Hazards: One residence in foreclosure with fuel oil spill was sold and is being followed up on for removal of fuel oil smell; two garbage accumulation issues with one involving Social Services; two mold issues. Discussion only, no action taken.

Health Department Open House Report: 75 people attended the Health Department Open House on November 13<sup>th</sup>. Tours were given and information was provided on the various services the department offers. Donations of food and prizes for the raffle drawing were generously provided by local merchants.

Legislative Update: Conlon recently received a guidance document, titled Anti-Lobbying Restrictions for CDC Grantees, which provides clarity for grantees on the anti-lobbying provisions Congress added to CDC's appropriations act this fiscal year. In the past when legislation was introduced, they could contact their legislators to educate them but were restricted from encouraging them to support or oppose a bill. Now, it is Conlon's understanding they are prohibited from contacting legislators at all. She is asking for more clarification. Discussion only, no action taken.

Personnel Update: Conlon is recruiting for the Assistant Director position. No internal nurses applied. The position was reposted and RN qualifications were removed and posted for anyone with a health background. Four individuals were interested. Two did not apply. The two candidates who did apply will be interviewed on November 20<sup>th</sup>. In other news, Todd Troskey was offered a position outside the county but has declined and will be staying with the Health Department. Discussion only, no action taken.

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

Vouchers, purchase orders and line item transfers: Motion made by Mott, seconded by Saari to approve voucher and purchase orders totaling \$5,948.20 and line item transfers as presented. Motion carried.

Agenda items for next meeting: regular items.

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## **Health & Aging:**

Minutes of October 18, 2012 meeting: Motion made by Saari, seconded by Sorenson to approve minutes of October 18, 2012 Health & Aging Committee meeting. Motion carried.

Date/time/location of next meeting: Regular Meeting scheduled for December 20, 2012 @ 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. Sorenson has an excused absence.

Health & Aging Building Issues: Jacobson discussed the new flooring that was installed in the two back rooms. They had a problem with the planks on the floor separating when one of the floor air ducts was shut and the air went under the flooring planks and lifted them up. Also, the

plastic tips on the chairs and tables are leaving scratches on the new floor. The company that installed the flooring provided felt pads but that will not work where there is carpeting. The chairs are thirty-five years old and Jacobson is considering looking for new chairs. Jacobson and Conlon also briefly discussed Buildings & Grounds decision to purchase the Daily News building for additional parking. Discussion only, no action taken.

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### Aging:

Approve Three-year Aging Plan & Public Hearing Report: The Public Hearing was held last Friday, November 8<sup>th</sup>. Twenty-one people were present. Jacobson discussed the plan, its purpose and their goals. Jacobson distributed Section 5 - Local Focus areas to the Board. These goals, which discussed volunteerism, are in addition to the previous goals. Jacobson also distributed the Older Adults survey. Overall, comments from the public were very good. The top three concerns of older adults are: declining health, loss of independence and running out of money. Jacobson also stated that she will hand in the budget along with the three-year aging plan. Motion made by Brisse, seconded by Hauer to approve submitting the three-year aging plan. Motion carried.

Aging & Disability Resource Center Update: The phones are getting better. The Department on Aging's phones are working correctly so they are taking most of the calls for the ADRC. There should be a solution with Frontier soon.

2013 Senior Nutrition Caterer Contract: Each year the DOA has a contract with a caterer. Every two years they bid out. Current provider, Lynn's Catering, had included in her 2012/2013 bid the option for increasing second year costs to no more than 7% with just cause. Jacobson recently received a letter from Lynn's Catering requesting a 2013 rate increase of only 3% due to food and fuel cost increases. The 2013 price per meal will be \$ 4.07. Jacobson stated we are extremely fortunate to have Lynn as a provider as her prices are some of the lowest in the entire state. Motion made by Mott, seconded by Hauer to approve 2013 the senior nutrition caterer contract. Motion carried.

Activities and Volunteer Coordinator: Jacobson introduced Stephanie Schroeder, the department's Activities and Volunteer Coordinator. Schroeder discussed her background and described the many activities and programs the department offers, including card clubs and games, book clubs, tai chi, zumba gold, yoga, Wii fitness, Parkinson and Alzheimer support groups. Schroeder also discussed recent activities held commemorating Veterans Day where children served and entertained the Vets along with making cards. The senior dining menu was distributed along with the Christmas party flyer.

Wisconsin Senior Center Accreditation: Schroeder distributed a handout explaining accreditation. The Department on Aging had been working towards accreditation but it was temporarily tabled with the move to the new building. Job descriptions for volunteers were just

completed. Maxine Meyer sits on the Senior Advisory Committee and this is an agenda item every month.

Retire Bus: All vehicles operated by the department are purchased through the state of Wisconsin at 20% of cost (the state pays the other 80%). Currently, the Department on Aging owns four buses. Two of the four vehicles are driven regularly and one is the backup vehicle. The fourth one the State is allowing them to retire with 84,000 miles. Motion made by Hauer, seconded by Saari to retire the fourth bus and put out for public bid. Motion carried. The money will go into a trust for transportation and will be used mostly for repairs.

Monthly Reports: Staff and program reports: Discussed above in Activities and Volunteer Coordinator section.

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

Out of County Travel: Jacobson will be traveling to Lac du Flambeau on November 29<sup>th</sup> to address the Wisconsin Tribal Aging Directors meeting. Motion made by Mott, seconded by Saari to approve out of county travel. Motion carried.

Agenda items for next meeting: Volunteer recognition update.

Public comment/ communications: None.

Motion by Hauer, seconded by Mott to adjourn at 10:15 a.m. Motion carried.

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Committee Chairman

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Committee Secretary