

# Health & Aging Committee Meeting Minutes

## August 15, 2013

**COMMITTEE MEMBERS PRESENT:** Jackie Cody , Bob Mott, Marge Saari, Candy Sorenson, Nancy Brisse (Aging), Greg Berard, Dr. Amy Slette (Health)

**COMMITTEE MEMBERS ABSENT/EXCUSED:** Maxine Meyer (Aging), Romelle Vandervest, Joan Hauer (Aging)

**COMMITTEE MEMBERS ABSENT/UNEXCUSED:** None

**STAFF PRESENT:** Linda Conlon, Dianne Jacobson, Todd Troskey, Dawn Johnson, Linda Pipgras

**OTHERS PRESENT:** None

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### Aging:

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 Mott, seconded by Brisse to approve today's agenda as presented. Motion carried.

Public Comment/ Communication: None

### Nutrition Program:

Jacobson presented the nutrition update. The congregate meal participants are up from last year. The approved change of congregate meal time from noon to 11:30 am is going into effect September 1, 2013. There are currently three LTE Dining Site Manager positions open at our Cassian, Three Lakes, and Sugar Camp sites. LRES Department is managing the recruitment according to the new county LTE hiring process.

Discussion only, no action taken.

### 2014-2016 Nutrition Caterer Bid Process:

Jacobson presented the caterer bid process to the committee. The caterer bids will be posted in the River News along with the county web site. Each interested applicant must submit one original and 5 copies by 4:00 pm on September 18, 2013. This bid is for all eight dining sites currently serving meals in Oneida County. Proposals will be opened during the next regular Health & Aging committee meeting on September 19, 2013. At that time the committee will decide if there are multiple proposals to consider and whether to appoint a smaller sub-committee to thoroughly review each proposal. The sub-committee would then bring their recommendations to the October Health & Aging meeting. The full nutrition caterer bid process along with the criteria will be distributed to each committee member prior to this meeting.

Discussion only no action taken.

Dining Site Host Agreements:

Jacobson presented and discussed the amended dining site host agreement. The dining site host agreement was reviewed and then amended by Corporation Counsel clarifying the Department on Agings' responsibilities for repairs of equipment or facilities at the dining sites. Once approved, Jacobson will send copies of the agreement to each host agency for their signature.

Motion made by Mott, seconded by Sorenson to approve the amended dining site host agreement. Motion carried.

Tri-County Transit:

Jacobson gave an update on the Tri-County Transit, meeting which was held on August 7, 2013 in the Spruce room at the Department on Aging. The meeting had a good attendance from Vilas, Forest and Oneida County. The meeting was facilitated by the North Central Wisconsin Regional Planning Commission. The responses were very good and the majority agreed that the number one priority was to form a Tri-County Transit commission. All results from this meeting will be compiled in a report we hope to have in September.

Discussion only, no action taken.

Legislative Update:

Jacobson distributed the legislative update. Due to the sequestration the Older American Act programs funding has taken a major cut. The letter presented by Jacobson from the Congress was urging legislative representatives to end the sequestration cut to the Older Americans Act Programs and also Reauthorizes the Older Americans Act.

Discussion only, no action taken.

Monthly Reports:

Jacobson distributed the monthly program reports on nutrition, activity and volunteer coordinator's report for July, escort rides and bus riders' history.

Discussion only no action taken.

Vouchers, purchase orders and line item transfers:

Jacobson presented the vouchers, purchase orders.

Jacobson explained a request for payment from the Lakeland Senior Center to repair their van.

Motion made by Brisse, seconded by Mott to approve to pay fifty percent of the repair of the Lakeland Senior Center's van. Motion carried.

Motion made by Sorenson, seconded by Brisse to approve vouchers, purchase orders and line item transfers as presented. Motion carried.

Out-of-County Travel:

Jacobson presented the requests for out of county travel.

Motion made by Berard, seconded by Mott to approve the requests for out of county travel. Motion carried.

Agenda items for next meeting:

September 5<sup>th</sup> meeting: 2014 budget

September 19<sup>th</sup> meeting: Transit Commission, Nutrition Program & 2014/2015 Proposals,

## **Health & Aging**

### Minutes of July 18, 2013:

Motion made by Brisse, seconded by Sorenson to approve minutes of July 18, 2013 Health & Aging Committee meeting. Motion carried.

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

Health & Aging Budget meeting scheduled for September 5, 2013 at 8:30 and the next regular meeting scheduled for September 19, 2013 at 8:30 a.m., both at the Health & Aging building, 100 W. Keenan St, Rhinelander.

Employee parking lot: Decision regarding the issues related to increasing parking spaces on the old Daily News property still pending. Carried over to the September regular meeting.

## **Health:**

### Program Update: CHANGE Assessment Results:

Kyla Waksmonski and Teri Schwab discussed Northwoods LEAN (Linking, Education, Activity and Nutrition) Coalition and the CHANGE (Community Health Assessment and Group Evaluation) assessment results.

### Monthly Reports

- Environmental Health – Summary given by Troskey, Registered Sanitarian.
  - Minocqua large retail food – customer noted fruit flies on two occasions in the self serve donut case. The inspection confirmed the facility disposed of the food in the case and cleaned the cases. However, lower area of case had been overlooked. Inspector will keep the complaint open until a call is received indicating the issue is resolved.
  - Minocqua restaurant – mouse droppings noted by drive-through customer in a sandwich box. Inspection did not confirm any rodent issues, but recommendations were made regarding where the droppings may have come from, which was most likely during shipping or main storage. Facility staff will monitor suspect cause in the future.
  - Rhinelander restaurant – caller stated employees were smoking cigarettes and potentially other substances in the kitchen/food prep area. Although there was no direct evidence of smoking in the facility, it was discovered during the investigation that employees that smoked kept smoking items in their pants pockets during food prep. Recommendation was made to install a shelf in employee coat closet where all employees could place their personal belongings while working.
- Communicable Disease – Summary given by Director.
  - 1 West Nile Virus, 2 Campylobacteriosis, 2 Chlamydia, 1 E-Coli, 2 Ehrlichiosis (e.chaffeensis), 16 Ehrlichiosis/Anaplasmosis, 1 Giardiasis, 1 Hepatitis B, 11 Lyme disease, 1 Mycobacterial disease, 1 Pertussis, 1 Salmonellosis, 1 Streptococcal disease, 2 Syphilis reactor, 1 tuberculosis (non-active), 1 Varicella.
- Health Hazards – Summary given by Director. Discussed health hazards that are still open.
  - Residence with no running water – tenants moved out, water still needs to be fixed.

- Residence with hoarding issues and ammonia smell – cat has been removed. Final inspection scheduled when owners return.
- Residence with abundance of cats.
- Residence with hoarding issues and garbage – working with Social Services. Inspecting next week.
- Residence with cats and garbage – inspecting today.
- Residence with a junkyard - referred to Planning & Zoning. Planning & Zoning wrote them a letter requesting they clean the yard up. May have joint visit with Planning & Zoning.
- Residence with fruit flies and garbage inside –no evidence of garbage, fruit was packaged up and area sprayed.
- Foreclosed residence with pool acting as mosquito breeding ground.

2014 LTE requests:

Motion made by Berard, seconded by Saari to approve 2014 LTE requests as presented. Motion carried.

Accreditation Update:

Conlon gave an update on the accreditation process. The site visit will be in November. The third or fourth week in October, the department will perform a mock site visit with the help of the Northern Regional Office. Any Board member interested in joining domain discussion regarding the Board of Health, please contact Linda Conlon. If accredited, the Public Health Accreditation Board (PHAB) will make an announcement in March 2014.

Discussion only, no action taken.

Shared Services Grant:

Conlon gave an update on the shared services grant. Health departments were surveyed on shared services. Conlon gave a few examples of cross jurisdictional sharing: memorandum of understanding (MOU) with Marathon County to do elevated blood lead investigations and the Northwoods Dental Project with their Seal-A-Smile program serving Forest, Oneida and Vilas counties. There are required meetings Conlon will need to attend in the future. She also stated newsletters will be published so Board members can stay informed.

Discussion only, no action taken.

Legislative Update:

Conlon gave legislative update. We continue working through Affordable Care Act issues. Two health department staff will be attending a regional enrollment network training to see where the health department fits in. Conlon stated she sees the health department's role as getting the resources and helping our clients enroll. Otherwise, resources will be given to the general public directing them where to go for assistance.

Cody stated that insurance rates have not been published by the Insurance Commissioner. They have to be released by October 1<sup>st</sup>. Conlon will draft a letter to the Insurance Commissioner to release the insurance rates to the public. She will e-mail the letter to the Board of Health.

Discussion only, no action taken.

Department on Aging Line Item Transfers: Jacobson returned with line item transfers totaling \$792.00. Motion made by Mott, seconded by Berard to approve line item transfers as presented. Motion carried.

Request for meetings and workshops:

Motion made by Mott, 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 \$28,212.37 and line item transfers as presented. Motion carried.

Agenda items for next meeting:

Budget meeting on September 5<sup>th</sup>. Regular meeting on September 19<sup>th</sup>– standard agenda items.

Public comment/ communications: None.

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

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Committee Chairman

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Committee Secretary