

# Health & Aging Committee Meeting Minutes

## April 9, 2015

**COMMITTEE MEMBERS PRESENT:** Bob Mott, Alan VanRaalte, Tom Kelly, Jackie Cody, Bill Freudenberg, Dr. Amy Slette (Health), Joan Hauer (Aging)

**COMMITTEE MEMBERS ABSENT/EXCUSED:** Marge Saari, Ed Hammer (Aging), Nancy Brisse (Aging)

**COMMITTEE MEMBERS ABSENT/UNEXCUSED:** None

**STAFF PRESENT:** Linda Conlon, Carl Meyer, Dani Benzinger, Dianne Jacobson, Dawn Johnson

**OTHERS PRESENT:** None

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### Health:

Meeting called to order by Chairperson Bob Mott at 8:35 a.m. at the Health & Aging Building, 100 W Keenan St. Health Department Conference Room

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

Approval of agenda for today's regular meeting: Motion made by Jackie Cody, seconded by Alan VanRaalte to approve today's agenda with the discretion of the chairperson to move the order of items on the agenda as needed. All ayes; motion carried.

### Monthly Reports/ Updates:

- Environmental Health – Summary given Linda Conlon, Director.
  - Kitchen Grease Fire: A call was received regarding a grease fire at a Rhinelander restaurant. The restaurant staff had already begun clean up prior to the inspection. Additional suggestions were made for cleaning and disposal of non-food items and a few other non-fire related issues were addressed.
  - Body Art Facility Follow-up: spore test was received on time and the routine inspection was conducted on March 12<sup>th</sup> by both inspectors. Inspectors explained their objective is to only need to inspect establishments annually.
  - Outdoor Air Monitoring Complaint Follow-up: The owner called after receiving his letter ordering increasing the stack height of his outdoor woodburner. He is planning on removing the outdoor woodburner on May 1, 2015 and replacing it with a gas-fired furnace.
- Communicable Disease – Summary given Linda Conlon.
  - Reported: 1 campylobacteriosis, 11 chlamydia, 1 ehrlichiosis, 1 giardiasis, 1 hemorrhagic fever/ebola, 2 hep C, 3 lyme laboratory report, 1 mumps, 1 mycobacterial disease, 5 pertussis, 1 syphilis, 1 toxoplasmosis, 1 varicella.

- Confirmed: 1 campylobacteriosis, 8 chlamydia, 1 ehrlichiosis, 1 giardiasis, 2 hep C, 1 mycobacterial disease, 1 pertussis.
- Health Hazards – Summary given by Carl Meyer.
  - New cases: 1 garbage, 1 no running water/septic, 2 mold, 4 other, 1 unsubstantiated.
  - Existing cases: 1 garbage, 1 animal/insects
- Legislative Update – Summary given by Linda Conlon.
  - WPHA-WALHDAB is supporting the prohibition on powdered alcohol.
  - The current proposed legislation only addresses intoxicated co-sleeping and WPHA-WALHDAB would like some language changes before they would support it. The co-sleeping problem is about more than just intoxicated incidences. Preventative messaging should also be considered instead of criminal penalties. WPHA-WALHDAB joint PA committee is working with co-sponsors of bill.
  - The group is opposed to the e-cigarette bill proposal because the current draft has language in the bill that would devastate progress in the local clean air initiatives by pre-empting local ordinances that have included e-cigarettes in their smoke free laws. This would potentially expose children to nicotine and other harmful chemicals through second-hand smoke.
  - Bob Mott questioned how the governor's budget proposal to move tattooing and piercing oversight to the DHS will affect the Public Health Department. Linda noted that this change looks to be more about aligning the licensing portion of the businesses with other licensing entities and not really looking at the health aspects of licensing.

BOH: Linda presented a report showing the terms for County Board Members and Citizen Members. The report also outlines the statutory and local ordinance requirements related to BOH make up and terms. This report is for informational purposes and will assist in remaining compliant with statutes and preparing for appointment/reappointment deadlines.

COPHI report: Linda attended and was a presenter at the COPHI Conference in San Antonio. The topic during the preconference was strategic planning and reinforced the way we handled our recent strategic planning. Linda also brought back guidelines and workplans the department will incorporate into the implementation of the strategic plan. Linda also noted that there was a QI session that was beneficial and thought we could use some ideas. She also indicated the conference had many topics applicable to our department. National conferences offer new perspectives, are well designed and definitely worth allowing attendance.

Counties handle revenue: Oneida County gives departmental revenue to the general fund at the end of each year. Linda surveyed 13 surrounding counties to compare travel reimbursement policies, if departments have their own credit card and how revenue is carried forward. Only 8 of these counties require meal receipts. Portage County has a tiered reimbursement based on in state travel vs. out-of-state and Milwaukee travel. A draft proposal will be presented at the combined Board of Health and Department on Aging Meeting next month to request higher reimbursement rates and tiered for travel location.

A department credit card could be used for travel expenses, online purchases, hotel reservations and emergent vehicle repairs. Oneida County's current procedure of using the county credit card is labor and time intensive. Of the 13 counties polled, 10 have a credit card for their department. Alan VanRaalte pointed out that internally reconciling statements would be

faster and simpler. A draft proposal will be presented at the combined Board of Health and Department on Aging Meeting next month to request department credit cards.

Revenue in individual departments is turned over to the general fund at the end of each year. One county polled was allowed to keep 5% of their revenues and another county has a separate Public Health general fund. . A draft proposal will be presented at the Board of Health meeting next month to request a percent of the revenue be used for Health Department purchases the next year.

Vouchers, purchase orders and line item transfers: Motion made by Alan VanRaalte, seconded by Jackie Cody to approve the vouchers and purchase orders. All ayes; motion carried.

Agenda items for next meeting: Reimbursement rate proposal, Credit card proposal, Performance Management 2014 Results, Percentage of tax revenue, Draft Strategic Plan, Appointment/reappointment of citizen member, BOH renewal

### **Health & Aging:**

Minutes of March 12, 2015 meeting:

The meeting minutes for March 12, 2015 were tabled for approval at May's meeting.

Date/Time/location of next meeting: 1:00, May 26<sup>th</sup>, a.m. May 28<sup>th</sup>

Health and Aging Issues:

Back of building roof update: Dianne Jacobson confirmed with Buildings and Grounds Department that we are first in line with the contractor when the frost is out.

Automatic doors: A week ago Monday the entry doors automatic assist stopped working. The estimate is \$4,000 to repair. A notice was posted to call the front desk for assistance with opening the door when needed. The repair company is not responding promptly. The downstairs restroom doors do not have open assistance and adding it is estimated to cost \$4,140. Dianne Jacobson is checking if the department or the county is responsible for meeting this requirement. Buildings and Grounds would not have discretionary funds to correct this until next year. Dianne will bring draft proposal to the committee next month.

Recessed: 9:52 a.m. to move downstairs to the Aging Department Balsam Room to reconvene for the aging part of the meeting.

### **Aging:**

Reconvene meeting: 9:55a.m.

Public Comment/ Communication: None

Transit Commission: Jacobson presented the Transit Commission update. All three counties ( Vilas, Forest and Oneida) approved the Transit Commission Charter. Once created the Transit Commission will then review and approve the by-laws and move forward to hire a Transit Manager. Discussion only, no action taken.

2014 GWAAR Self-Assessment. Jacobson presented the 2014 GWAAR Self-Assessment.

Motion made by Cody, seconded by Hauer to approve the 2014 GVAR Self-Assessment as presented. Unanimously approved, motion carried.

Governor's Budget/Legislative Update: Jacobson presented the Governor's Budget update. Jacobson reported on a meeting on Monday April 6 with Senator Tom Tiffany, and State Assembly Representatives, Mary Czaja and Rob Swearingen along with Key Leaders from Human Service Center, ADRC of the Northwoods, Forest County, and Social Services. Discussion only, no action taken.

Room Use Policy: Jacobson requested this be tabled until the next meeting.

Donor Tree: Jacobson gave the Donor Program update. Jacobson handed out the draft of the brochure for the committee to review and asked for their inputs before bringing the final draft for their approval. Discussion only, no action taken.

LTE positions for 2016 Budget: Jacobson presented information regarding the Senior Nutrition Dining Site Manager positions and the difference in responsibilities from large to small sites. Jacobson was directed to meet with LRES Director to discuss equitable wages based on two different job descriptions. Questions also raised if these are truly LTE positions since the term of employment is not limited. Discussion only, no action taken.

Commission on Aging By-Laws: Jacobson presented the Commission on Aging By-Laws which have not been reviewed/revised in several years. County Aging Units are required to have a separate Nutrition Advisory Council OR have those responsibilities added to the Commission on Aging By-Laws. Revision of the By-Laws requires a subcommittee. Mott and VanRaalte agreed to serve with Jacobson on a By-Laws subcommittee to review needed changes before bringing back to the full Commission on Aging for approval. Discussion only, no action taken.

Monthly Reports: Staff and program reports: Jacobson presented the monthly reports. Discussion only, no action taken.

Vouchers, purchase orders: Jacobson presented the vouchers and purchase orders.

Motion made by Hauer, seconded by VanRaalte to approve the monthly vouchers and purchase orders as presented. Unanimously approved, motion carried.

Line Item Transfers: No Line Item Transfers .

Agenda Items for next meeting: Donor Program, Room Use Policy, Bathroom Doors, Legislative update/Governor's budget, Transit Commission, Commission By-Laws, LTE Positions for 2016 budget, Home Delivered Meal wait list and all routine agenda items.

Date/Time/location of next meeting: Regular meeting scheduled for May 28, 2015 at 9:00 a.m. in the Health & Aging Building, 100 W Keenan Street. Jacobson will meet with the Director of the Health Department to check scheduling on who will go first.

Public comment/communication: None.

Adjournment: Motion made by Cody, seconded by Hauer, to adjourn at 11:35 a.m. All ayes; motion carried.

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Committee Chairman

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Committee Secretary

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