



**ROCK COUNTY BOARD OF HEALTH**  
**WEDNESDAY, JULY 06, 2016 – 6:00 P.M.**  
**HEALTH DEPARTMENT – 3328 N. U.S. HIGHWAY 51**  
**JANESVILLE, WI 53545**  
**(ACROSS FROM SPORTSMAN'S PARK)**

**AGENDA**

1. Call to Order
2. Adopt Agenda
3. Approval of Minutes – 6/1/16
4. Citizen Participation
5. New Business
  - A. Administrative Division
    - (1) Review of Payments/Transfer of Funds/Encumbrances
    - (2) Health Department Report
      - a. In the News
      - b. Surveillance
      - c. Strategic Planning
      - d. Budget
      - e. Personnel
    - (3) Resolution - Accepting Adult Immunization Grant Amendment to the Consolidated Contracts and Amending the 2016 Rock County Public Health Department Budget
    - (4) Resolution - To Create The Position Of Assistant Director, Create A Class Description, Establish A Pay Range
    - (5) Resolution - Accepting Asthma Capacity Program Grant Amendment to the Consolidated Contracts and Amending the 2016 Rock County Public Health Department Budget
    - (6) Resolution - Authorizing Overlap Of Environmental Protection Director Position For The Public Health Department
    - (7) Resolution - To Create The Position Of Environmental Health Supervisor, Create A Class Description, and Establish A Pay Range
    - (8) Resolution - Accepting South Central Healthcare Coalition (SCHCC) Micro-grant Award Fund Adjustment and Amending the 2016 Rock County Public Health Department Budget
    - (9) Resolution - To Create The Position Of 0.4 FTE Sanitarian I
  - B. Public Health Nursing
    - (1) Public Health Achievements
  - C. Environmental Health
    - (1) Childhood Environmental Risk
6. Communications and Announcements
8. Adjournment

If you are unable to attend the Board of Health meeting, **please** contact the Public Health Department (757-5440) or Ms. Kraft at (608) 751-6249. Thank you.

**ROCK COUNTY HEALTH DEPARTMENT**  
**LIST OF BILLS FOR 7/6/16 BOARD OF HEALTH MEETING**

<u>Account No.</u>	<u>Vendor Name</u>	<u>Item(s) Description</u>	<u>\$ Amount</u>
<u>Preparedness Grant</u>			
31-3026-0000-63110	Lands End	polo shirts & tee shirts with RCHD logo	1,048.80
	Lands End	polo shirts with RCHD logo	342.00
	Rhyme	Sharp multi-function copier	5,129.00
<u>FIMR Grant</u>			
31-3031-0000-63110	King Consulting Services	January-June 2016 consulting services	5,833.00
 <u>Main Budget</u>			
62119	Janesville Animal Med.Center	May rabies specimen preparation	50.00
	LB Med Waste	May sharps & medwaste disposal	54.90
	Control Company	calibration/recertification of vaccine storage thermometer	78.25
63104	Office Pro	2 cases copy paper for south office	59.80
	Office Pro	20 cases copy paper for north office	598.00
63200	Hometown News	52 week subscription to The Milton Courier	19.00
	Adam Elmer	reimburse for POWTS Inspector license fee	40.80
	Reporter Co., Inc	1 yr subscription to The Edgerton Reporter	48.00
64010	Grainger	disposable stir bars for laboratory	30.78
	Culligan	June 2016 deionizer rent	35.00
	North Central Labs	laboratory supplies	88.35
	WI DNR	2016 Laboratory Certification fees	1,206.00
64200	Adam Elmer	reimburse for OSHA safety course fee	20.00
64604	POC Network Tech	May 2016 claim transaction fees	1.50

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF MAY 2016

06/01/2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
19-1990-0000-64904	SUNDRY EXPENSE		02/24/2016	AMERICAN CONTINENTAL INSURANCE	282.00
<b>REFUND OF PRIOR YEARS REVENUES PROG TOTAL</b>					<b>282.00</b>

I have reviewed the preceding payments in the total amount of **\$282.00**

Date:

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

# **COMMITTEE REVIEW REPORT** FOR THE MONTH OF MAY 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
31-3000-0000-62119	OTHER SERVICES				
		P1600179	04/14/2016	JANESVILLE ANIMAL MEDICAL CENT	25.00
31-3000-0000-63100	OFC SUPP & EXP				
		P1600860	05/05/2016	JP MORGAN CHASE BANK NA	97.34
31-3000-0000-63101	POSTAGE				
		P1600760	04/16/2016	UNITED PARCEL SERVICE	105.80
31-3000-0000-63104	PRNT & DUPLICATI				
		P1601643	04/20/2016	JAX CUSTOM PRINTING INC	68.75
31-3000-0000-63200	PUBL/SUBCR/DUES				
		P1600860	05/05/2016	JP MORGAN CHASE BANK NA	220.00
		P1601813	05/12/2016	BELOIT DAILY NEWS	185.25
31-3000-0000-64010	LAB SUPPLIES				
		P1600176	04/26/2016	CULLIGAN WATER CONDITIONING IN	35.00
31-3000-0000-64200	TRAINING EXP				
		P1600860	05/05/2016	JP MORGAN CHASE BANK NA	664.00
31-3000-0000-64604	PROGRAM EXPENSE				
		P1600181	04/30/2016	POC NETWORK TECHNOLOGIES INC	6.00
<b>HEALTH DEPARTMENT PROG TOTAL</b>					<b>1,407.14</b>
31-3026-0000-67160	CA \$500-\$4,999				
		P1601691	04/26/2016	MCKESSON MEDICAL SURGICAL COR	1,791.35
<b>PREPAREDNESS GRANT PROG TOTAL</b>					<b>1,791.35</b>
31-3031-0000-63110	ADMIN.EXPENSE				
		P1601672	04/14/2016	DEPARTMENT OF HEALTH SERVICES	400.90
<b>FETAL INFANT MORTALITY GRANT PROG TOTAL</b>					<b>400.90</b>

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF MAY 2016

06/01/2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have reviewed the preceding payments in the total amount of: **\$3,599.39**

Date:

Dept Head

Committee Chair

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health  
INITIATED BY



Marie-Noel Sandoval  
DRAFTED BY

Board of Health  
SUBMITTED BY

June 27, 2016  
DATE DRAFTED

**Accepting Adult Immunization Grant Amendment to the Consolidated Contracts  
and Amending the 2016 Rock County Public Health Department Budget**

1 **WHEREAS**, Immunizations, also called vaccinations, are one of the greatest achievements in public  
2 health. Vaccines prevent disease in people who receive them. Additionally, if enough people in the  
3 community are vaccinated, the entire community can be protected because there is little opportunity for an  
4 outbreak to occur; and,

5  
6 **WHEREAS**, Rock County Health Department was awarded a consolidated contract grant amendment  
7 from the Wisconsin Department of Health Services for adult immunization; and,

8  
9 **WHEREAS**, this is a fourteen month consolidated grant amendment of \$11,547, beginning May 1, 2016  
10 and ending June 30, 2017; and,

11  
12 **WHEREAS**, this consolidated grant amendment will provide adult immunization promotion and  
13 coordination with local health care providers, universities, and other partners with the purpose of  
14 improving adult immunization rates in Rock County, thereby reducing vaccine preventable disease.

15  
16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
17 this \_\_\_\_\_ day of \_\_\_\_\_, 2016 does hereby authorize the Rock County Health  
18 Department to accept this Consolidated Contract amendment in the amount of \$11,547, and amend the  
19 2016 Rock County Public Health Department Budget as follows:

<u>Account/Description</u>	<u>Budget</u> <u>7/1/16</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
<u>Source of Funds</u>			
31-3034-2017-42100			
Federal Aid	-0-	\$11,547	\$11,547
<u>Use of Funds</u>			
31-3034-2017-63110			
Administrative Expense	-0-	\$11,547	\$11,547

Respectfully submitted,

BOARD OF HEALTH

\_\_\_\_\_  
Sandra Kraft, Chair

\_\_\_\_\_  
Louis Peer, Vice Chair

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Linda Garrett

\_\_\_\_\_  
Dr. Keith Konkol, MD

\_\_\_\_\_  
Dr. Dean Peterson, DVM

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Dr. Connie Winter, DDS

\_\_\_\_\_  
Judith Wade

\_\_\_\_\_  
Eric Gresens

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

\_\_\_\_\_.

\_\_\_\_\_  
Mary Mawhinney, Chair

FISCAL NOTE:

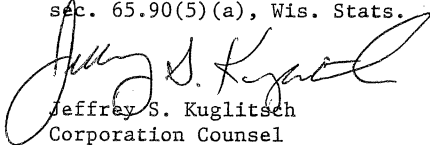
This resolution authorizes the acceptance and expenditure of \$11,547 in Federal Aid for the Adult Immunization Program. No County matching funds are required.



Sherry Oja  
Finance Director

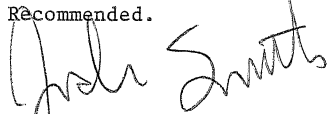
LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

### **Executive Summary**

Immunizations, also called vaccinations, are one of the greatest achievements in public health. Vaccines prevent disease in people who receive them. Additionally, if enough people in the community are vaccinated, the entire community can be protected because there is little opportunity for an outbreak to occur.

Before vaccines, many died from diseases like measles, pertussis (whooping cough), and *Haemophilus influenzae*. Through the introduction of routine vaccinations, these and other vaccine-preventable diseases occur much less often in the United States. However, the viruses and bacteria that cause these diseases still exist. Vaccinations are the best way to prevent these diseases and the serious effects they can cause.

Adults, as compared to children, are vastly under-immunized. Vaccination coverage rates among Wisconsin adults have remained consistently low for many years. The rate of influenza vaccination among persons aged  $\geq 18$  years during the 2012-2013 influenza season was 36.5%. Furthermore, only 40.5% of adults aged  $\geq 18$  years have received a tetanus, diphtheria, and acellular pertussis (Tdap) vaccine and 31.1% of persons aged 18-64 years with a high risk condition have received pneumococcal vaccination. This grant will serve to improve adult immunization rates in Rock County.



RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health  
INITIATED BY

County Board Staff Committee  
SUBMITTED BY



Marie-Noel Sandoval, Health  
Officer  
DRAFTED BY

June 27, 2016  
DATE DRAFTED

**TO CREATE THE POSITION OF ASSISTANT DIRECTOR, CREATE A CLASS  
DESCRIPTION AND ESTABLISH A PAY RANGE**

- 1 **WHEREAS**, the Rock County Public Health Department requests that a 1.0 FTE Public Health Nurse  
2 Director position be deleted and a 1.0 FTE Assistant Director position be created; and,  
3  
4 **WHEREAS**, this change will address the changing public health environment and scope of work as well  
5 as align with strategic planning goals and objectives and assure the successful achievement of the Rock  
6 County Public Health Department's vision, mission, and program objectives; and,  
7  
8 **WHEREAS**, by achieving our program goals and objectives, the Rock County Public Health Department  
9 can improve the level of health knowledge and health behaviors of the of the community, thereby  
10 improving the health status of Rock County residents, thereby making Rock County a healthier place in  
11 which to live, play, work, and learn.  
12  
13 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
14 this \_\_\_\_\_ day of \_\_\_\_\_, 2016 moves to delete 1.0 FTE Public Health Nurse Director  
15 position and create the position of a 1.0 FTE Assistant Director, create the class description, and establish  
16 Pay Range 27 (\$67,087.44-\$81,557.28).

Respectfully submitted,

BOARD OF HEALTH

\_\_\_\_\_  
Sandra Kraft, Chair

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Judith Wade, WHNP

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Louis Peer, Vice Chair

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Eric Gresens, R.Ph

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Richard Bostwick

\_\_\_\_\_  
Linda Garrett

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Dr. Dean Peterson, DVM

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Dr. Keith Konkol, M.D.

\_\_\_\_\_  
Dr. Connie Winter, DDS

**COUNTY BOARD STAFF COMMITTEE**

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J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

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Eva Arnold

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Henry Brill

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Betty Jo Bussie

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Mary Mawhinney

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Louis Peer

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Alan Sweeney

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Terry Thomas

FISCAL NOTE:

This resolution deletes a 1.0 FTE Public Health Nurse Director position and creates a 1.0 FTE Assistant Director position. The new position will be funded by the deletion of the Public Health Nurse Director position.



Sherry Oja  
Finance Director

LEGAL NOTE:

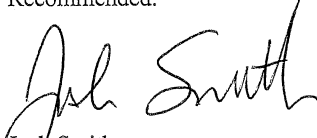
The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

## **Executive Summary**

For local public health practice, the scope and content of work to be performed as well as strategies for addressing public health issues are continuously evolving. Local Health Department focus has moved toward the reduction of providing personal health services and increased focus on emergency preparedness, epidemiology and surveillance, and primary prevention through education. Additionally, there is an increase in collaboration with other agencies and community partners. This new focus characterizes a new role for health departments as the "chief strategists" for a community. Health departments as chief strategists will lead communities' health promotion efforts by catalyzing, conducting, supporting, and sustaining health protection and promotion activities in partnership with health care clinicians and leaders in widely diverse sectors, including social services, education, transportation, public safety, and community development.

The Rock County Public Health Department has been undergoing a strategic planning process to inform and guide the department in organizing and structuring the programs and services offered in Rock County. Additionally, the strategic planning process will serve to identify staffing gaps and serve as a template for performance improvement and more effective workforce development. A vacant public health nurse director position has presented the opportunity to address the changing public health environment and scope of work as well as align with strategic planning by converting this position to an Assistant Director position. This proposed change will be cost neutral in the 2017 budget.

The purpose of this position is to assist in the management of the overall day-to-day operations and personnel of the Public Health Department to assure the successful achievement of the department's vision, mission, and program objectives. The Assistant Director promotes and supports population health in Rock County by providing senior management, leadership and public health expertise. This position promotes individual and population public health by providing the essential services of public health within a variety of settings, ensures compliance with a broad range of current local health and environmental codes, regulations and policies; participates in multi-faceted community health and environmental projects; and providing technical assistance and information to individuals, families and groups regarding public health and environmental issues. The Assistant Director provides mentoring, supervision and technical assistance to all staff. Work is performed under the general direction of the Public Health Director. Position assumes all duties of the Public Health Director in her/his absence and supervises in conjunction with Director, all employees within the department. There will be minimal budgetary impact as the creation of this new position will be coupled with the deletion of an existing one.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health  
INITIATED BY



Marie-Noel Sandoval  
DRAFTED BY

Board of Health  
SUBMITTED BY

June 27, 2016  
DATE DRAFTED

**Accepting Asthma Capacity Program Grant Amendment to the Consolidated  
Contracts and Amending the 2016 Rock County Public Health Department Budget**

- 1 **WHEREAS**, Asthma is a chronic lung condition that affects 15 percent of adults and 10 percent of  
2 children in Wisconsin; and,  
3  
4 **WHEREAS**, Rock County Health Department was awarded a consolidated contract grant amendment  
5 from the Wisconsin Department of Health Services for Asthma Capacity; and,  
6  
7 **WHEREAS**, this is a twelve month consolidated grant amendment of \$12,836, beginning September 1,  
8 2015 and ending August 31, 2016; and,  
9  
10 **WHEREAS**, this consolidated grant amendment will provide Asthma health promotion and coordination  
11 with local health care providers, and other partners with the purpose of improving asthma rates in Rock  
12 County.  
13  
14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
15 this \_\_\_\_\_ day of \_\_\_\_\_, 2016 does hereby authorize the Rock County Health  
16 Department to accept this Consolidated Contract amendment in the amount of \$12,836, and amend the  
17 2016 Rock County Public Health Department Budget as follows:

<u>Account/Description</u>	<u>Budget</u> <u>7/1/16</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
<u>Source of Funds</u>			
31-3033-2016-42100			
Federal Aid	-0-	\$12,836	\$12,836
<u>Use of Funds</u>			
31-3033-2016-63110			
Administrative Expense	-0-	\$12,836	\$12,836

Respectfully submitted,

BOARD OF HEALTH

\_\_\_\_\_  
Sandra Kraft, Chair

\_\_\_\_\_  
Louis Peer, Vice Chair

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Linda Garrett

\_\_\_\_\_  
Dr. Keith Konkol, MD

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Dr. Dean Peterson, DVM

\_\_\_\_\_  
Dr. Connie Winter, DDS

\_\_\_\_\_  
Judith Wade

\_\_\_\_\_  
Eric Gresens

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

\_\_\_\_\_.

\_\_\_\_\_  
Mary Mawhinney, Chair

FISCAL NOTE:

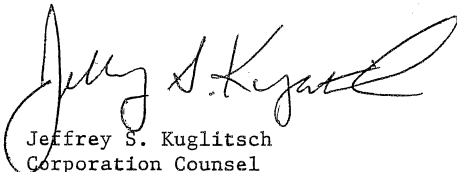
This resolution authorizes the acceptance and expenditure of \$12,836 in Federal Aid for the Asthma Capacity Program. No County matching funds are required.



Sherry Oja  
Finance Director

LEGAL NOTE:

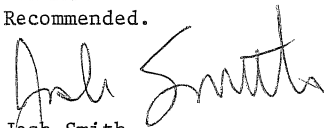
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

### **Executive Summary**

Asthma is a chronic lung condition that affects 15 percent of adults and 10 percent of children in Wisconsin. The burden of asthma in Wisconsin is not equally shared, with certain minority groups, age groups and geographic regions disproportionately affected. Rock County has had consistently high asthma emergency department visit and asthma hospitalization rates over the past decade. Too many people with asthma in Wisconsin struggle to thrive at work or school and are subject to reduced quality of life because their asthma remains poorly controlled. A variety of factors are known to trigger asthma episodes (attacks), including allergens (e.g., pollen, dust mites and mold), viral infections, irritants (e.g., chemicals, tobacco smoke and air pollution) and other factors, such as exercise, cold air and stress. This complex, multi-faceted condition requires a comprehensive approach to effective management at both the individual and population levels. Comprehensive asthma care includes a seamless alignment of the full array of services across the public health and health care continuum. The National Asthma Education and Prevention Program Expert Panel Report outlines four components of care including routine health care visits, pharmacological treatment to effectively manage and control symptoms, patient education, and an environment that minimizes exposure to asthma triggers. This grant will serve to improve asthma rates in Rock County.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health  
INITIATED BY

County Board Staff Committee  
SUBMITTED BY



Marie-Noel Sandoval, Health  
Officer  
DRAFTED BY

June 27, 2016  
DATE DRAFTED

**AUTHORIZING OVERLAP OF ENVIRONMENTAL PROTECTION DIRECTOR  
POSITION FOR THE PUBLIC HEALTH DEPARTMENT**

- 1   **WHEREAS**, the Public Health Department has been informed of the intended retirement of its  
2   Environmental Protection Director in 2016; and,  
3  
4   **WHEREAS**, the duties of the Environmental Protection Director are very specialized and can vary  
5   throughout the year, making the training of the job duties complex; and,  
6  
7   **WHEREAS**, temporarily overlapping a successor employee for orientation and training will help  
8   minimize disruption to our Public Health Department customers; and,  
9  
10   **WHEREAS**, the Department has sufficient funds available for the double filling of the position.  
11  
12   **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly  
13   assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2016 does hereby authorize temporarily  
14   overlapping the Environmental Protection Director position, not to exceed eight weeks.

Respectfully submitted,

BOARD OF HEALTH

\_\_\_\_\_  
Sandra Kraft, Chair

\_\_\_\_\_  
Dr. Connie Winter, DDS

\_\_\_\_\_  
Louis Peer, Vice Chair

\_\_\_\_\_  
Judith Wade, WHNP

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Eric Gresens, R.Ph

\_\_\_\_\_  
Linda Garrett

\_\_\_\_\_  
Dr. Dean Peterson, DVM

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Dr. Keith Konkol, M.D.

AUTHORIZING OVERLAP OF ENVIRONMENTAL PROTECTION DIRECTOR POSITION FOR THE  
PUBLIC HEALTH DEPARTMENT

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COUNTY BOARD STAFF COMMITTEE

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J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

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Eva Arnold

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Henry Brill

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Betty Jo Bussie

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Mary Mawhinney

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Louis Peer

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Alan Sweeney

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Terry Thomas

FISCAL NOTE:

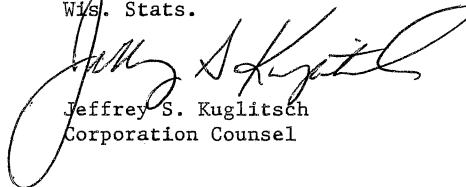
Sufficient funds are available from staff vacancies for the up to eight week overlap for the Environmental Protection Director position.



Sherry Oja  
Finance Director

LEGAL NOTE:

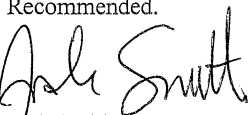
The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator



### **Executive Summary**

The Public Health Department's Environmental Protection Director has informally notified the department head of his intended retirement in December of 2016. This professional position requires extensive Environmental Health knowledge and experience. Additionally, because so many of the Department's environmental programs are dictated by the State of Wisconsin, there are many specialized permitting and reporting procedures required.

Because of these special job requirements, it is advantageous to bring in the successor employee before the incumbent leaves for the detailed training required to master the duties of the position. The department head has met with the administrator and human resources staff to plan a strategy and map a plan of recruitment for the position.

It was determined that an overlap of the two positions may be needed to successfully accomplish the transition. The anticipated time for recruitment has suggested that the process start in mid-July 2016.

This resolution authorizes up to 8 weeks of double fill of the position for orientation and training. The department is anticipating that the process may take less time, but wants to maintain flexibility should the timeframe not be met. The department has sufficient funds in the 2016 budget to cover this overlap due to salary savings from vacant positions. No additional funds are being requested at this time.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health  
INITIATED BY

County Board Staff Committee  
SUBMITTED BY



Marie-Noel Sandoval, Health  
Officer  
DRAFTED BY

June 27, 2016  
DATE DRAFTED

**TO CREATE THE POSITION OF ENVIRONMENTAL HEALTH SUPERVISOR,  
CREATE A CLASS DESCRIPTION AND ESTABLISH A PAY RANGE**

- 1 **WHEREAS**, the Rock County Public Health Department requests that a 1.0 FTE Public Health Nurse  
2 position be deleted and a 1.0 FTE Environmental Health Supervisor position be created; and,  
3  
4 **WHEREAS**, this change will address the increasing workload and changing Environmental Health  
5 Programs scope of work as well as align with strategic planning goals and objectives and assure adequate  
6 level of service to the public of Rock County; and,  
7  
8 **WHEREAS**, by assuring adequate level of service, the Rock County Public Health Department can  
9 adequately meet the needs of the of the community, thereby improving the health status of Rock County  
10 residents, thereby making Rock County a healthier place in which to live, play, work, and learn.  
11  
12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
13 this \_\_\_\_\_ day of \_\_\_\_\_, 2016 moves to delete 1.0 FTE Public Health Nurse position and  
14 create the position of a 1.0 FTE Environmental Health Supervisor, create the class description, and  
15 establish Pay Range 25 (\$62,744.40-\$76,170.24).

Respectfully submitted,

BOARD OF HEALTH

\_\_\_\_\_  
Sandra Kraft, Chair

\_\_\_\_\_  
Judith Wade, WHNP

\_\_\_\_\_  
Louis Peer, Vice Chair

\_\_\_\_\_  
Eric Gresens, R.Ph

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Linda Garrett

\_\_\_\_\_  
Dr. Dean Peterson, DVM

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Dr. Keith Konkol, M.D.

\_\_\_\_\_  
Dr. Connie Winter, DDS

TO CREATE THE POSITION OF ENVIRONMENTAL HEALTH SUPERVISOR, CREATE A CLASS DESCRIPTION, ESTABLISH A PAY RANGE, AND AMEND THE 2016 BUDGET

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COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

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Mary Mawhinney

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Louis Peer

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Alan Sweeney

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Terry Thomas

FISCAL NOTE:

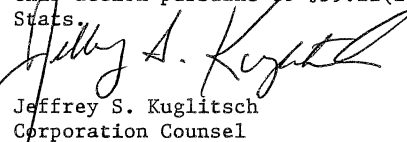
This resolution deletes a 1.0 FTE Public Health Nurse position and creates a 1.0 FTE Environmental Health Supervisor position. The new position will be funded by the deletion of the Public Health Nurse position as well as savings from vacancies.



Sherry Oja  
Finance Director

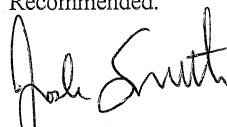
LEGAL NOTE:

The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

## Executive Summary

In the last fifteen years, duties and responsibilities of the environmental health division have increased and adding an environmental health supervisor to the staff is necessary to continue the current level of service to the public and to anticipate and adjust to future workload. The Environmental Health Director currently fulfills both the environmental Health Director and Environmental Health Supervisor roles and duties as outlined below. With the expanding responsibilities of the Environmental Health Division, it is imperative we add the Environmental Health Supervisor position to enable the Division to adequately meet the needs of Rock County.

The Environmental Health Division responsibilities have grown since 1999 in the size of services existing at that time and in the number added since then. As laws changed and new community issues surfaced, the original 20 services grew to the current 35. Licensed public facilities have increased in number from 584 in 1999 to 949 in 2013; 1,054 permits were issued in 2010. The division is more involved with outside agencies with projects that enhance the impact of public health in the community; 208 Water Quality Planning, Brownfield Development, Rabies immunization Clinics, Prescription Drug Collection to name a few.

To meet this increasing work load the environmental health staff has increased their expertise across the various programs. Three staff have GIS expertise. Internal software programs were developed to streamline collection of data and program operations. Collaboration with outside agencies has extended the impact of our services. Public service announcements and social media reach the public with information that they would otherwise need to personally contact the department.

The current environmental health division calls for a day to day attention of monitoring program outputs and problems that crop up. The quality and quantity of work completed must meet the requirements of the Charter and contracts. Staff work load and schedules need coordination to meet urgent demands and/or staff absences. Social media have made our department more accessible to the public for complaints and requests for service.

State and federal agencies that oversee our programs have increasingly asked for more work and documentation from our department. Directives are often unclear and constant communication with these agencies is necessary to prevent and resolve conflicts. To be more effective in the community, collaboration with outside agencies and the local private sector has become an important component of the division. These groups have the contacts and expertise that magnifies what our department can accomplish on its own; Friends of Noah and the Rabies Clinic, and Food Safety Advisory Committee with food worker training initiatives. Building a relationship with outside agencies and private sector requires time and energy.

An environmental health supervisor will meet the day to day work of supervising the licensed facility programs. This person will see that staff schedules are developed, work assigned and the program metrics are met. Daily rescheduling of work assignments to meet unplanned work load will be the supervisor's responsibility. Citizen public health complaints are screened and assigned to staff. Each month the required grant reports will be submitted. The public health education by the environmental health division will be the responsibility of the supervisor including newsletters, PSA's, webpage information and health fairs with assistance of other EH staff. The supervisor will be back up in the absence of the Environmental health Director.

The position of Environmental Health Supervisor is distinguished from the Environmental Health Director who develops department policy and standard operation procedures, and coordinate work with outside agencies. Other duties include developing the annual budget, representing the division at 208 Water Quality planning and on local and state committees, responding to department policy complaints, researching grant opportunities and making application, managing state contracts, writing county public health ordinances, and preparing appeals and variances to the public health ordinance. The Environmental Health Director will establish program goals, objectives and metrics.

The goal of creating the Environmental health Supervisor position is to provide supervision to environmental health division staff and program and meet the legal obligations of the department contracts and requirements of state statutes with the following objectives:

- Objective A: meet legal requirements of local ordinances and state statutes.
- Objective B: Meet the legal requirements of contracts
- Objective C: Schedule staff work assignments
- Objective D: Establish EH program outcome and output measures

Objective E: Plan staff development

Objective F: Address future public health challenges

We have explored alternatives to address the changing role of the Environmental Health Division as follows:

Option 1 – Hiring a supervisor would allow for supervision of staff, planning for staff development, and planning program services.

Option 2 – Hiring additional line staff will divide line staff workload, but not help managing the program.

Option 3 – Adding supervisory responsibility to line staff will add to EH director supervisory workload and would not necessarily result in better management. Each staff person would have added responsibility taking time from their current work and require more supervision.

Additional and evolving challenges for the Division are addressed below:

Food Safety Program – The FDA is increasing State oversight of local programs. Inspection reports are more detailed. Annual Program report documentation has increased. State review of local programs occurs more often and is more thorough. Staff training expectations have increase. School lunchroom program requires additional inspections.

Public Lodging – Documentation of smoke and carbon monoxide alarms added to inspection responsibility and coordination with fire safety inspections. Bed bug infestations are more common and will be more frequent in the future. Tourist rooming houses are becoming more popular in our area.

Pools – Pools include a variety of recreational features such as slides, splash pads and whirlpools. These add to the complexity of the inspections. Introduction of new mechanical and disinfecting technologies result in further staff training. The Centers for Disease Control has published a new Model Swimming Pool Code which will be implemented by the state in the next year or two.

Childhood Lead Poisoning Prevention – The CDC has lowered the lead poisoning level allowed in the blood of children, which increases the number of children with lead poisoning. The health department has taken on the lead inspections from the planning department for the community development block grant. HUD expanded assessment report documentation that increases the time for inspections and reporting. In addition, the lead poisoning event in Flint Michigan will bring about further changes in lead poisoning prevention strategies.

Water Lab – Public use of the lab for private well testing has grown over the years. Our lab ran more than 1,642 tests in 2015. The town sampling program has 15% or more of private wells testing in a town compared to the typical annual average of 1 -2%.

Unwanted Pharmaceuticals – The first collection year in 2008 received 288 pounds of unwanted pharmaceuticals. The pounds collected have increased every year to a total in 2015 of 4,200 pounds. The program collaborates with six local law enforcement agencies and numerous volunteer pharmacists.

LEPC – Additional emergency response plans were requested this year. The state is rolling out a new software program to submit plans that will need further training of our staff.

WDNR Contract – additional documentation and correspondence is required by the state for unsafe wells. Additional testing is requested for chronic unsafe wells (15 wells in 2014). Well inspections are entered in a new state software program that increases reporting time.

Campgrounds – The promulgation of new regulations in 2016 will involve working with operators over the next few years to come into compliance.

Tick and Mosquito borne disease – Lyme's disease along with other tick borne diseases are becoming more common in our state as well as the tick species that carry them. The Zika virus mosquito has the potential to reach southern Wisconsin.

In order to increase efficiency and expand program capabilities while ensuring evidence-driven program planning with measurable outcomes for the Environmental Health Division of the Public Health Department, we request the addition of an Environmental Health Supervisor to our staff. This addition will ensure program stability by allowing for outcome-based strategic planning as well as providing division depth and allowing for succession planning. It will allow us to expand programs by having the ability to research and seek outside funding, as well as leverage our capabilities by forming and fostering community partnerships. The department will be better positioned to develop and implement successful

public policy and ensure that public health ordinances are updated with consideration to appeals and variances. It will also afford us the ability to incorporate new initiatives such as customer regulatory and permit compliance training. The public will be better served through utilization of modern technology and communication methods for more timely response to needs and concerns.

The major responsibilities of the supervisor will be:

1. Performs first-line supervisory responsibilities of Environmental Health Staff
2. Under direction of the Environmental Health Director, is accountable for carrying out the work objectives of the Environmental Health Program
3. Develops and implements staff training and development plans
4. Develops the performance evaluation program within the unit
5. Analyzes data and compiles reports and documents
6. Responsible for performing field work and other duties as assigned including any of the functions described for subordinate positions as appropriate.
7. Designee for Environmental Health Director duties during Environmental Health Director absence.

There will be minimal budgetary impact as the creation of this new position will be coupled with the deletion of an existing one.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health  
INITIATED BY



Marie-Noel Sandoval  
DRAFTED BY

Board of Health  
SUBMITTED BY

June 28, 2016  
DATE DRAFTED

**Accepting South Central Healthcare Coalition (SCHCC) Micro-grant Award Fund  
Adjustment and Amending the 2016 Rock County Public Health Department  
Budget**

1 **WHEREAS**, emergency preparedness initiatives and activities play an important role in ensuring the  
2 health and well-being of our community; and,  
3

4 **WHEREAS**, Rock County Public Health Department was awarded a micro-grant award from the South  
5 Central Healthcare Coalition (SCHCC) for technology and capability enhancement; and,  
6

7 **WHEREAS**, this is an addition of \$750 to the micro-grant award of \$3000, beginning March 16, 2016  
8 and ending June 30, 2016; and,  
9

10 **WHEREAS**, this micro-grant award will enhance the Public Health Department's local public  
11 preparedness initiatives and activities by providing advanced mobile computer technology and capability  
12 to streamline preparedness processes, including sharing of information and resources with partners, media  
13 and the general public.  
14

15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
16 this \_\_\_\_\_ day of \_\_\_\_\_, 2016 does hereby authorize the Rock County Health  
17 Department to accept this micro-grant in the amount of \$750, and amend the 2016 Rock County Public  
18 Health Department Budget as follows:

<u>Account/Description</u>	<u>Budget</u> <u>7/1/16</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
<u>Source of Funds</u>			
31-3032-0000-46000			
Contributions	\$3,000	\$750	\$3,750
<u>Use of Funds</u>			
31-3032-0000-63110			
Administrative Expense	\$3,000	\$750	\$3,750

Respectfully submitted,

**BOARD OF HEALTH**

\_\_\_\_\_  
Sandra Kraft, Chair

\_\_\_\_\_  
Louis Peer, Vice Chair

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Linda Garrett

\_\_\_\_\_  
Dr. Keith Konkol, MD

\_\_\_\_\_  
Dr. Dean Peterson, DVM

\_\_\_\_\_  
Dr. Connie Winter, DDS

\_\_\_\_\_  
Judith Wade

\_\_\_\_\_  
Eric Gresens

Accepting South Central Healthcare Coalition (SCHCC) Micro-grant Award Fund  
Adjustment and Amending the 2016 Rock County Public Health Department Budget  
Page 2

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

\_\_\_\_\_

\_\_\_\_\_  
Mary Mawhinney, Chair

FISCAL NOTE:

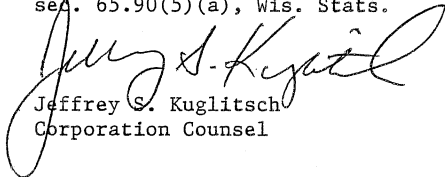
This resolution authorizes the acceptance and expenditure of an additional \$750 in Contributions from the South Central Healthcare Coalitions. No County matching funds are required.



Sherry Oja  
Finance Director

LEGAL NOTE:

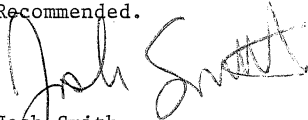
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator



### **Executive Summary**

The Rock County Public Health Department has received funds from the South Central Healthcare Coalition micro-grant program to obtain equipment and supplies to aid in emergency preparedness efforts.

We plan to utilize these funds to purchase a Microsoft Surface Pro 4 tablet with accessories, first aid kits, and emergency kits and supplies, vaccination promotional materials, and background checks for current Wisconsin Emergency Assistance Volunteer Registry (WEAVR) members in Rock County.

Our goal is to be more mobile by purchasing a technology device that will allow the emergency preparedness coordinator the ability to go out into the field and connect to Wi-Fi, share information and resources with partners, request volunteers through the on-line WEAVR system, and enhance our media capabilities at meetings, exercises, conferences and real events. This tablet will streamline our preparedness processes.

These funds will equip the Public Health Department with advancing technology for local public preparedness initiatives and activities and will promote sustainability as we will be able to use technology in a variety of platforms, provide educational emergency preparedness tools to clients, provide another layer of security to volunteer management and have our emergency preparedness supplies secured and readily available.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health  
INITIATED BY

County Board Staff Committee  
SUBMITTED BY



Marie-Noel Sandoval, Health  
Officer  
DRAFTED BY

June 27, 2016  
DATE DRAFTED

**TO CREATE THE POSITION OF 0.4 FTE SANITARIAN I**

- 1 **WHEREAS**, the Rock County Public Health Department requests that a 0.6 FTE Public Health Support  
2 Specialist position be deleted and a 0.4 FTE Sanitarian I position be created; and,  
3  
4 **WHEREAS**, this change will address the increasing workload and changing Environmental Health  
5 Programs scope of work as well as align with strategic planning goals and objectives and assure adequate  
6 level of service to the public of Rock County; and,  
7  
8 **WHEREAS**, by assuring adequate level of service, the Rock County Public Health Department can  
9 adequately meet the needs of the of the community, thereby improving the health status of Rock County  
10 residents, thereby making Rock County a healthier place in which to live, play, work, and learn.  
11  
12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
13 this \_\_\_\_\_ day of \_\_\_\_\_, 2016 moves to delete 0.6 FTE Public Health Support Specialist  
14 position and create the position of a 0.4 FTE Sanitarian I.

Respectfully submitted,

BOARD OF HEALTH

\_\_\_\_\_  
Judith Wade, WHNP

\_\_\_\_\_  
Sandra Kraft, Chair

\_\_\_\_\_  
Eric Gresens, R.Ph

\_\_\_\_\_  
Louis Peer, Vice Chair

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Linda Garrett

\_\_\_\_\_  
Dr. Dean Peterson, DVM

\_\_\_\_\_  
Dr. Keith Konkol, M.D.

\_\_\_\_\_  
Dr. Connie Winter, DDS

TO CREATE THE POSITION OF 0.4 FTE SANITARIAN I.

Page 2

COUNTY BOARD STAFF COMMITTEE

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J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

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Eva Arnold

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Henry Brill

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Betty Jo Bussie

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Mary Mawhinney

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Louis Peer

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Alan Sweeney

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Terry Thomas

FISCAL NOTE:

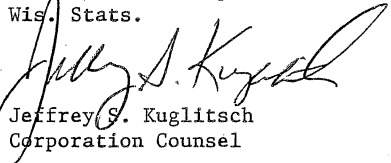
This resolution deletes a 0.6 FTE Public Health Support Specialist position and creates a 0.4 FTE Sanitarian I position. The new position will be funded by the deletion of the Public Health Support Specialist position.



Sherry Oja  
Finance Director

LEGAL NOTE:

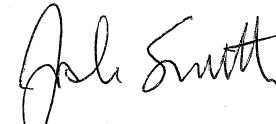
The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

### **Executive Summary**

The purpose of the 0.4 Sanitarian I position is to increase capabilities to meet rising demands for sanitarian inspections required at public facilities. The position would provide direct service to the public. The Sanitarian I will complete low and moderate priority facility inspections and assist Sanitarian II staff.

Changes in FDA food code regulations and mandated reporting requirements have significantly increased the time required by Sanitarians to complete inspections at licensed facilities such as restaurants, hotels and recreational facilities. In addition, the number of licensed facilities requiring surveys from Sanitarians has increased by 43% since 2000. Over the same time period, the number of Sanitarians on staff at the Health Department has decreased from eight (8) to seven (7). This increased demand in workload has resulted in Sanitarians being overburdened with facility inspections, potentially jeopardizing the quality and quantity of public health inspections that can be completed annually. The ability of the 0.4 Sanitarian I position to complete low and moderate priority facility inspections will relieve the workload of current Sanitarian II staff allowing them to concentrate on high priority facilities.

The Health Department contracts through the Wisconsin Department of Natural Resources to administer the federally required Transient Non-Community (TNC) well program. This public facility well program, involves well water sampling and conducting well sanitary surveys at approximately 150 public facilities that serve water to the public from private wells. New Federal regulations effective April 1, 2016, require that each water system now be evaluated annually. This annual water system inspection has increased staffing demands on the Sanitarians. The Health Department is reimbursed \$25 additional dollars per facility by the WDNR for these new mandated requirements. The 0.4 Sanitarian I would be able to assist with this increased workload demand.

Septic maintenance requires follow up on enforcement for noncompliant property owners. Increased property development and childhood lead poisoning prevention work are higher priority for current Sanitarian II staff. To be fair to compliant property owners and to protect the waters of Rock County, the follow-up and enforcement must be timely. By taking on these septic maintenance follow-up responsibilities, the Sanitarian I will allow the Sanitarian II staff to focus on other priority public health issues. These tasks involve property owner contacts, field visits and preparing correspondence.

There will be minimal budgetary impact as the creation of this new position will be coupled with the deletion of an existing one.