



Jefferson County Board of Health Agenda
Health Department Conference Room
1541 Annex Road, Jefferson, WI 53549
920-674-7275
January 15, 2020
1 p.m.



Board Members

Don Williams, MD, Chair; Conor Nelan, Vice-Chair; Dick Schultz, Secretary; Maria Dabel; Samantha LaMuro, R.T.

- 1. Call to order**
- 2. Roll Call (establish a quorum)**
- 3. Certification of Compliance with the Open Meetings Law**
- 4. Approval of the Agenda**
- 5. Approval of Board of Health Minutes for October 16, 2019 Meeting**
- 6. Communications**
- 7. Public Comment** (Members of the Public who wish to address the Board on specific agenda items must register their request at this time)
- 8. Review of Health Department Financial Report**
 - a. Review and Discussion of Income Statement
 - b. Discussion and Possible Action on Drug Free Communities Support Grant Funding
 - c. Discussion and Possible Action on WIC Infrastructure Grant
 - d. Discussion and Possible Action on Consolidated Contracts
 - e. Update and Possible Action on 2020 Budget
- 9. Operational Update of the Environmental Health Program**
 - a. Discussion and Possible Action on Updated Jefferson County Environmental Sanitation Ordinance
 - b. Discussion and Possible Action on Jefferson County Environmental Health and Agent Consortium Memorandum of Understanding
 - c. Discussion and Possible Action on Updated 2020 Fees
- 10. Discussion of Public Health Preparedness Program**
 - a. Recent Exercises and Meetings
- 11. Discussion of Public Health Program**
 - a. Review of Statistics
 - b. Review of Communicable Disease Cases Reported
 - c. Update on Drug Free Communities Grant
 - d. Update on Creation of Rock River Community Clinic through Combining Rock River Free Clinic, Watertown Area Cares Clinic, Community Dental Clinic and Rainbow Hospice Palliative Care Program
 - e. Staffing Update Health Department and Jail
- 12. Discussion of Health Department Monthly Report**
- 13. Future Agenda Items**
- 14. Adjourn**

Next Scheduled Meetings: Wednesday – April 15, July 15, October 21, 2020

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 24 hours prior to the meeting so appropriate arrangements can be made.



Jefferson County Health Department

1541 Annex Road ♦ Jefferson, WI 53549
920-674-7275 (Phone) ♦ 920-674-7477 (FAX)
www.jeffersoncountywi.gov



Jefferson County – Board of Health Meeting Minutes – October 16, 2019

Board Members

Don Williams, MD, Chair, Conor Nelan, Vice-Chair, Dick Schultz, Secretary, Maria Dabel, Samantha LaMuro, R.T.

Call to Order: Don Williams, MD, Chair, called the meeting to order at 1:06 p.m.

Roll Call/Establishment of a Quorum: Quorum established by Gail Scott, Director.

Certification of Compliance with the Open Meeting Law: Gail Scott, Director, certified compliance.

Board Members Present: Don Williams, MD, Chair, Dick Schultz, Secretary, Maria Dabel, Samantha LaMuro,

Board Member Absent: Conor Nelan, Vice-Chair

Staff Present: Gail Scott, Director, Sandee Schunk, Accountant II, Recorder, Benjamin Wehmeier, County Administrator

Staff Absent: Elizabeth Chilsen, Public Health Program Manager, excused for conference attendance.

Approval of the Agenda: No changes requested.

Approval of Board of Health Minutes for July 17, 2019 Meeting: *A motion was made by Schultz/Dabel to approve the July 17, 2019 meeting minutes. The motion passed 4-0.*

Communications: None

Public Comment: None

Review of Health Department Financial Report

- a. **Review and Discussion of the Income Statement:** Sandee Schunk, Accountant II, reviewed the August 31, 2019 Statement of Revenue & Expenses included in the meeting packet. The report shows an estimated deficit of (\$42,153.41). The 2019 budgeted reserve funding available in the amount of \$158,723 will be used to offset a year-end deficit.
- b. **Review of the 2020 Budget:** Gail Scott, Director, reviewed the Health Department Financial Summary and the Health Department Program Summary included in the meeting packet. Discussion followed regarding \$124,809 of the Health Department Fund Balance being budgeted along with \$857,526 of Tax Levy in 2020 to cover department operations. The fund balance available at the end of 2019 will determine what is left to apply to future budgeting for 2021.
- c. **Bureau of Transportation Safety Grant:** Gail Scott, Director, reported that the grant in the amount of \$2,625 has been approved for the grant period of 10/01/2019 – 09/30/2020. This funding covers car seat purchases.

A motion was made by Dabel/LaMuro to approve the financial reports listed above. The motion passed 4 – 0.

Operational Update of the Environmental Health Program: Sanitarians not present. Gail Scott reviewed recent issues with housing and the Human Health Hazard Ordinance. A meeting is scheduled on October 22, 2019 with Blair Ward, Corporation Counsel, and the Sanitarians to set guidelines for who is responsible for following up on certain types of complaints – Health Department Environmental Health staff or appropriate municipality.

Discussion of Public Health Preparedness Program

- a. **Recent Exercises and Meetings:** Gail Scott, Director, gave an update on recent activity.
- b. **Discussion of Plans for Closed Points of Dispensing Toolkit:** Gail Scott, Director, reviewed the objective to develop plans for closed Points of Dispensing (POD) for facilities/businesses during a Public Health emergency that requires medication administration for protection. There was an exercise and training for interested businesses, long term care facilities, hospitals, etc. to be able to support their staff, families, patients/residents with medication administration that would be supplied by the State Department of Health Services. Elizabeth Chilsen, Public Health Program Manager, attended a meeting on a free computerized system IMATS (Inventory Management and Tracking System) that will track inventory of medications, medical supplies, etc.

Discussion of Public Health Program

- a. **Review of Statistics:** Gail Scott, Director, reviewed the handout included in the meeting packet and reported that the Health Department is working on a new Quality Improvement (QI) project to improve data collection as the current system is not always accurate. Summary: County jail census has increased nursing client visits and immunizations. (Hepatitis A vaccine is

offered to all inmates.) TalkReadPlay (TRP) program is steadily increasing and 67 home visits have been made as of 9/30/19. Maternal Child Health (MCH) program is focusing on promoting developmental screenings via ASQ (Ages & Stages Questionnaire) forms sent out with new birth letters and given to WIC parents. Dr. Williams explained that this is a scoring system of fine motor skills, problem solving, etc. at various ages to find developmental delays and Autism earlier. Dr. Williams would like customized information of Health Department services made available for the hospital to give to new moms. Human Services has requested an increase in hours for mental health nursing services by Nancy Schneider, Public Health Nurse. The Health Department is reimbursed by Human Services for expenses. There is a possibility of a Nurse Prescriber being hired by Human Services or the Health Department. Public Health Preparedness Mass School Clinics are scheduled through November 21st – school age children may receive an Influenza vaccination at no charge with vaccine supplied by the State Department of Health Services. WIC caseload has increased.

- b. **Review of Communicable Disease Cases Reported:** Gail Scott, Director, reviewed the July – September 2019 report included in the meeting packet and handed out 2 reports: 2018 & January – September 2019 for comparison. Cases of vaping illness have been followed up on.
- c. **Update on Dual Protection Services:** It has been decided that the Health Department and the Rock River Free Clinic cannot take on this program at this time due to staffing availability. The program would provide birth control, pregnancy testing and Sexually Transmitted Infection (STI) testing along with home visits.
- d. **Update on Drug Free Communities Grant:** The Federal grant award in the amount of \$125,000, with possible annual renewal, has not been announced to date. Notification is expected by the end of October.
- e. **Review and Possible Action on Resolution on Medicaid Expansion:** Gail Scott, Director, distributed an updated handout “Resolution to Ask the Wisconsin State Legislature and Governor to Accept Federal Medicaid Expansion”. Discussion followed regarding the benefit to an estimated 864 Jefferson County residents being eligible to receive healthcare and the investment in health programs that would build a healthier Wisconsin should the Federal Medicaid Expansion be accepted. *A motion was made by Schultz/Dabel to forward the resolution signed by Don Williams, MD, Chair, supporting expanded Medicaid for people on behalf of the Jefferson County Board of Health to the Jefferson County Board of Supervisors for consideration.*
- f. **Community Dental Clinic and Rock River Free Clinic Updates including Federally Qualified Healthcare Center Model:** Gail Scott, Director, reported that Fort HealthCare is writing a grant with the Greater Watertown Foundation and the assistance of WIPFLI. They are applying to develop a Federally Qualified Healthcare Center (FQHC) to obtain better Medicaid funding, loan forgiveness for providers, provide one-stop services for residents which could include mental health services, Community Dental Clinic and Rock River Free Clinic services. The headquarters would need to be located in the southern part of Jefferson County to qualify. They are looking for a model with sustainability. Dr. Rutledge has retired from the Rock River Free Clinic and Mary Beck-Metzger has taken his place at the clinic.
- g. **Staffing Update Health Department:** Gail Scott, Director, reported the clinic/jail weekend LPN position not being filled. Elizabeth Chilsen, Public Health Program Manager and Elizabeth (Beth) Alleman, Public Health RN are doing great learning their new roles at the Health Department.

Discussion of Health Department Monthly Report: Gail Scott, Director, reviewed the information included in the meeting packet. Dr. Williams commented on the “Darth Vader” vaping bulletin board located on the stairway of the Health Department and wondered if it could be shared with local high schools for their common areas. Vicki Gallardo, WIC staff, is the creator of the educational bulletin board. Elizabeth Chilsen, Public Health Program Manager, has become certified in vision screening for the Optix-Plus Vision Screener. Elizabeth Alleman, Public Health RN, has become certified as a car seat technician. Edgewood College nursing students are currently doing their Public Health clinical at the Health Department but have their own instructor.

Future Agenda Items: Please email Gail Scott any requested agenda items for the next meeting.

Adjourn: *A motion was made by Schultz/Dabel to adjourn the meeting at 2:26 p.m. The motion passed 4 – 0.*

Next Scheduled Meetings: Wednesday – January 15, April 15, July 15, October 21, 2020 at 1:00 p.m.

Minutes recorded and prepared by: Sandee Schunk, Accountant II, Jefferson County Health Department

Jefferson County Health Department - Statement of Revenues & Expenditures:

01/01/2019 - 11/30/2019	YTD Actual	Prorated Budget	Annual Budget	YTD Budget Variance
REVENUE:				
Total WIC	\$ 318,611.52	\$ 307,034.00	\$ 337,400.00	\$ 11,577.52
Public Health Fee for Service	\$ 112,443.37	\$ 129,040.73	\$ 141,803.00	\$ (16,597.36)
Public Health Grant Income	\$ 145,379.82	\$ 114,764.65	\$ 126,115.00	\$ 30,615.17
Total Public Health	\$ 257,823.19	\$ 243,805.38	\$ 267,918.00	\$ 14,017.81
Total Income	\$ 576,434.71	\$ 550,839.38	\$ 605,318.00	\$ 25,595.33
EXPENSE:				
WIC 4201 - 420109	\$ 292,778.92	\$ 279,902.35	\$ 307,585.00	\$ 12,876.57
WIC Fit Family 4202	\$ 15,120.54	\$ 16,020.55	\$ 17,605.00	\$ (900.01)
WIC Peer Counselor 4203-420309	\$ 10,712.06	\$ 11,111.10	\$ 12,210.00	\$ (399.04)
Total WIC	\$ 318,611.52	\$ 307,034.00	\$ 337,400.00	\$ 11,577.52
Public Health = Tax Levy Supported Expenses	\$ 857,170.21	\$ 967,404.62	\$ 1,063,082.00	\$ (110,234.41)
Public Health Grants	\$ 184,287.26	\$ 130,150.93	\$ 143,023.00	\$ 54,136.33
Public Health Fee-for-Service	\$ 68,836.83	\$ 76,391.77	\$ 83,947.00	\$ (7,554.94)
Total Public Health	\$ 1,110,294.30	\$ 1,173,947.32	\$ 1,290,052.00	\$ (63,653.02)
Total Expense	\$ 1,428,905.82	\$ 1,480,981.32	\$ 1,627,452.00	\$ (52,075.50)
2019 SUMMARY				
Total 2019 Income YTD:	\$ 576,434.71	\$ 550,839.38	\$ 605,318.00	\$ 25,595.33
2019 County Tax Levy Applied - ORG 4115:	\$ 791,460.08	\$ 791,460.08	\$ 863,411.00	\$ -
Total 2019 Revenue:	\$ 1,367,894.79	\$ 1,342,299.46	\$ 1,468,729.00	\$ 25,595.33
Total 2019 Expense:	\$ 1,428,905.82	\$ 1,480,981.32	\$ 1,627,452.00	\$ (52,075.50)
Deficit = 2019 Annual Activity (Revenue vs. Expenses):	\$ (61,011.03)		\$ (158,723.00)	
2019 Budgeted Reserve Funds Applied to Deficit:		\$ 144,437.93	\$ 158,723.00	\$ 144,437.93
2019 "estimated" balance* as of 11/30/2019:	\$ (61,011.03)			

Fund Balance Summary:		
Unadjusted fund balance, 12/31/2018:	\$ 507,331.00	Matches Finance
2019 Prepaid Expenditures:	\$ (14,620.00)	
Fund Balance applied against 2019 tax levy/budget:	\$ (158,723.00)	
Unassigned Fund Balance 12/31/2018:	\$ 333,988.00	Matches Finance
Remaining 3 Month Working Capital Available:	\$ (68,559.00)	Matches Finance
Use of Fund Balance for 2020 Budget Deficit:	\$ (124,809.00)	Matches Finance
"Estimated" Unassigned Fund Balance as of 12/31/2019:	\$ 140,620.00	Note: This is \$124,809 below 2 month minimum

RESOLUTION NO. 2020-__

Accepting the Drug Free Communities Support Program Grant and Amending the 2020 Budget

Executive Summary

On October 30, 2019, the White House Office of National Drug Control Policy announced the availability of 150 new grants for its Drug-Free Communities Support Program. This Grant is funded through the Federal Substance Abuse and Mental Health Services Administration. and was awarded to the Jefferson County Drug Free Coalition with Jefferson County as the fiscal agent. The Drug-Free Communities Support Program provides grants to community coalitions to strengthen the infrastructure among local partners to create and sustain a reduction in local youth substance use. Recognizing that local problems need local solutions, Drug-Free Communities - funded coalitions engage multiple sectors of the community and employ a variety of environmental strategies to address local substance use problems.

The Drug-Free Communities Support Program is a proven prevention program aimed at the prevention of drug, alcohol and tobacco use among youth which is essential to the success of a healthy future for youth.

The total Federal grant award is \$125,000 with an additional \$125,000 matching requirement paid by Jefferson County. The Health Department is requesting that these grant funds be accepted by Jefferson County to support the Drug-Free Communities Support Program commencing January 1, 2020. The Finance Committee considered this resolution at its meeting on January 9, 2020 and recommended forwarding to the County Board for approval.

WHEREAS, substance use, abuse, and dependence can negatively impact every aspect of an individual's life, and

WHEREAS, child-serving systems need to intervene early in the lives of youth to prevent or treat abuse, support young people, and provide them with the tools to choose the right path, and

WHEREAS, grant funding is available from the Drug-Free Communities Support Program Grant to establish and strengthen collaboration to support the efforts of community coalitions, and

WHEREAS, to meet the need for Jefferson County youth who are at risk for substance use, the Finance Committee recommends, acceptance of these funds.

NOW, THEREFORE, BE IT RESOLVED that the 2020 County Budget is hereby amended to accept the grant funding from the Drug-Free Communities Support Program Grant in the amount of \$125,000.

The Jefferson County Board of Supervisors hereby authorizes the Jefferson County Health Department to be fiscal agent for the Jefferson County Drug Free Coalition for the administration of these grant funds.

Fiscal Note: Because this grant supplants currently funded salaries and benefits in the Health Department's budget, acceptance of the Drug-Free Communities grant will result in net savings of \$85,227 in levy funding. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 members of the 30-member County Board must vote in favor of the budget amendment).

Ayes:_____ Noes:_____ Abstain:_____ Absent:_____ Vacant:_____

Referred By
Finance Committee

01-14-20

REVIEWED: County Administrator:_____; Corporation Counsel:_____; Finance Director:_____

RESOLUTION NO. 2020-__

Approving the Acceptance of the WIC Infrastructure Grant and Amending the 2020 Budget

An on-site State Department of Health Services, Division of Public Health, Women, Infants, and Children (WIC) Program Management Evaluation conducted in May of 2018 resulted in a finding regarding WIC participant confidentiality. The downstairs Health Department clinic reception area is behind glass with 3 windows to serve the public for WIC, Public Health and Rock River Free Clinic. The staff are not separated except for a cloth wall between WIC and the other two programs.

The most recent Management Evaluation resulted in a finding that non-WIC staff could still hear confidential information being discussed between WIC staff and WIC participants despite having the cloth wall divider. While this had been allowed in the past, the federal and state WIC guidelines now require very strict protection of participants' information.

A second visit by the State WIC program confirmed that more was needed to protect participant confidentiality. The Human Services Maintenance Director was consulted and an acceptable reception area was designed to assure participant confidentiality is maintained. The Maintenance Director received estimates for the work. A WIC Infrastructure grant was submitted and the State WIC Program accepted the design. The Jefferson County Health Department WIC program was awarded funding for the full cost of the reception area remodel.

Below is an estimate of remodeling costs from Human Services Maintenance Director Ryan Mundt:

Carpentry	\$24,000.00
Glass	\$7,680.00
Electric	\$5,500.00
HVAC	\$2,000.00
Ceiling	\$940.00
Furniture	\$5,000.00
Flooring	\$3,000.00
Total	\$48,120.00

The Finance Committee considered this resolution at its meeting on January 9, 2020 and recommended forwarding to the County Board for approval.

WHEREAS, the Jefferson County Health Department WIC program was audited by the State Department of Health Services WIC program, and

WHEREAS, strict participant confidentiality is a required component of this USDA funded program, and

WHEREAS, the current WIC reception area was found to be deficient in maintaining required WIC participant confidentiality and there is the potential for others working in the area to hear private information being exchanged, and

WHEREAS, a solution to assuring participant confidentiality was developed by Jefferson County WIC staff and the Human Services Maintenance Director, and

WHEREAS, a State WIC Infrastructure grant was written and awarded by the State WIC program to the Jefferson County Health Department WIC program for full funding of the amount needed for the WIC reception area remodel,

NOW, THEREFORE, BE IT RESOLVED that the 2020 County Budget be amended to accept the WIC Infrastructure grant funding in the amount of \$48,120.00

Fiscal Note: This is a budget amendment that will increase revenues and expenditures by \$48,120. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 members of the 30-member County Board must vote in favor of the budget amendment).

Ayes:_____ Noes:_____ Abstain:_____ Absent:_____ Vacant:_____

Referred By
Finance Committee

01-14-20

REVIEWED: County Administrator:_____; Corporation Counsel:_____; Finance Director:_____



GRANT AGREEMENT
between the
State of Wisconsin Department of Health Services
and
JEFFERSON CO HD
for
2020 DPH Consolidated Contract

DPH Contract No.: 43580
Agreement Amount: \$337,067
Agreement Term Period: October 1, 2019 to September 30, 2021
CARS Pre-Packet No: 14357

DHS Division: Division of Public Health
DHS Grant Administrator: Chuck Warzecha
DHS Telephone: 608-266-9780
DHS Email: Charles.Warzecha@dhs.wisconsin.gov

Grantee Grant Administrator: Ms Gail Scott
Grantee Email: gails@jeffersoncountywi.gov
Grantee DUNS Name: Jefferson County Health Department
Grantee DUNS Number: 073830879
Grantee FEIN: 396005705

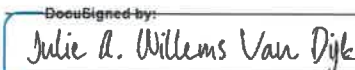
DHS and the Grantee acknowledge that they have read the Agreement and the attached documents, understand them and agree to be bound by their terms and conditions. Further, DHS and the Grantee agree that the Agreement and the exhibits and documents incorporated herein by reference are the complete and exclusive statement of agreement between the parties relating to the subject matter of the Agreement and supersede all proposals, letters of intent or prior agreements, oral or written and all other communications and representations between the parties relating to the subject matter of the Agreement. DHS reserves the rights to reject or cancel Agreements based on documents that have been altered. This Agreement becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by DHS.

State of Wisconsin
Department of Health Services

Authorized Representative

Name: Julie A. Willems Van Dijk

Title: Deputy Secretary

Signature: 

Date: 1/8/2020

Grantee

Entity Name: Jefferson County Health Department

Authorized Representative

Name: Gail Scott

Title: Director/Health Officer

Signature: 

Date: 12/31/2019

37. FEDERAL AWARD INFORMATION

DHS Profile Number	155020	159320	154710
FAIN	NH23IP922611	B0432580	192WI006W1003
Federal Award Date	6/24/2019	7/23/2019	10/4/2016
Subaward period of Performance Start Date	1/1/2020	1/1/2020	1/1/2020
Subaward period of Performance End Date	12/31/2020	12/31/2020	12/31/2020
Amount of Federal Funds obligated (committed) by this action	\$12,862	\$19,288	\$298,551
Total Amount of Federal Funds obligated (committed)	\$12,862	\$19,288	\$298,551
Federal Award Project Description	Immunization and Vaccines for Children	Maternal and Child Health Services	Women Infants & Children
Federal Awarding Agency Name (Department)	Department of Health and Human Services	Department of Health and Human Services	USDA
DHS Awarding Official Name	Julie A. Willems Van Dijk	Julie A. Willems Van Dijk	Julie A. Willems Van Dijk
DHS Awarding Official Contact Information	608-266-9622	608-266-9622	608-266-9622
CFDA Number	93.268	93.994	10.557
CFDA Name	Immunization Cooperative Agreements	Maternal and Child Health Services Block Grant to the States	Special Supplemental Nutrition Program for Women, Infants, and Children
Total made available under each Federal award at the time of disbursement	\$5,679,921	\$10,803,817	\$28,840,111
R&D?	No	No	No
Indirect Cost Rate	0.0721	0.0721	0.0721

38. CARS PAYMENT INFORMATION

DHS CARS STAFF INTERNAL USE ONLY
CARS PAYMENT INFORMATION

The information below is used by DHS Bureau of Fiscal Services, CARS Unit, to facilitate the processing and recording of payments made under this Agreement.

Agency #:	Agency Name:	Agency Type:	CARS Contract Start Date:	CARS Contract End Date:	Program Total Contract:

28	JEFFERSON CO HD	030	1/1/2020	12/31/2020	\$337,067
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Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls¹
155020	CONS CONTRACTS IMM		-	\$12,862	\$12,862	N/A
159320	CONS CONTRACTS MCH		-	\$19,288	\$19,288	N/A
157720	CONS CONTRACTS CHHD LD		-	\$6,366	\$6,366	6-month
154710	WIC TOTAL GRANTS		-	\$298,551	\$298,551	N/A
-	-		-	-	-	
-	-		-	-	-	
-	-		-	-	-	
					\$337,067	

¹ See “Funding Controls.”

ENVIRONMENTAL SANITATION ORDINANCE

A. GENERAL PROVISIONS.

- (1) ADMINISTRATION. This ordinance shall be administered by the County Health Department and shall be in effect in all parts of the County except the City of Watertown.
- (2) ENFORCEMENT.
 - (a) The Health Officer or the Health Officer's duly authorized representative shall enforce the regulations of this chapter and may issue orders to effect correction of violations and may issue citations pursuant to Ordinance No. 84-10. All enforcement actions shall minimally be analogous to Wisconsin Statutes Sections 254.85, 254.86, 254.87 and 254.88.
 - (b) The Corporation Counsel may in his discretion, commence legal action and may proceed pursuant to the provisions outlined in Wisconsin Statutes Section 66.0119 and Section 66.0114, or pursuant to the issuance of a summons and complaint. [am. 12/09/08, Ord. 2008-29]
 - (c) The County of Jefferson ~~is~~ as an agent ~~follows~~ for the Department of Health Services under the provisions as set forth in Wisconsin Statutes Chapter 254, Subchapter VII, 254.69 and 254.47 with the powers as described in Wisconsin Statutes 254.74. [06-09-15, Ord. 2015-07]
 - (d) The County of Jefferson adopts by reference the following Chapters of the Wisconsin Administrative Codes: ~~DHS-192-ATCP 74, DHS-195-ATCP 72, DHS-196 (Now part of ATCP 75), DHS-197-ATCP 73, DHS-198 (Now part of ATCP 75),~~ COMM 90, ~~DHS-172-ATCP 76, DHS, 173-SPS 221, DHS-175-ATCP 78, and DHS-178-ATCP 79,~~ and DATCP 75, and DATCP 97 and all other state and federally referenced rules and Memorandums of Understanding. [am. 12/09/08, Ord. 2008-29; 10/12/10, Ord. 2010-16]
 - (e) The County of Jefferson recognizes and adopts the same exemptions for inspections and licensure as contained in the aforementioned state statutes, administrative codes and the State of Wisconsin Department of Safety and Professional Services (DSPS) ~~Department of Health Services (DHS)~~ and Department of Agriculture, Trade and Consumer Protection (DATCP) policies. [am. 12/09/08, Ord. 2008-29; 06-09-15, Ord. No. 2015-07]
 - (f) The County of Jefferson is an agent ~~of for the Wisconsin~~ for the Wisconsin Department of Agriculture, Trade and Consumer Protection, under the provisions as set forth in Wisconsin State Statute Chapter 97.41. [cr. 12/09/08, Ord. 2008-29; 06-09-15, Ord. No. 2015-07]
- (3) SEVERABILITY. Each section, paragraph, sentence, clause, word and provision of this ordinance is severable, and if any provisions shall be held unconstitutional or invalid for any reason, such decision shall not affect the remainder of the ordinance nor any part thereof other than that affected by such a decision.
- (4) DEFINITIONS.
 - (a) "Department" means the Jefferson County Health Department.
 - (b) "Health Officer" means the Health Department Director or his/her authorized agent.
 - (c) "Person" means an individual, partnership, association, firm, company, corporation, organization, municipality, county, town, or state agency,

whether tenant, owner, lessee or licensee, or the agent, heir, or assignee of any of these.

- (d) "License" means the granting of permission in a written/certificate form from the appropriate authority to carry on an activity. In this chapter, it is synonymous with *permit*.

(5) LICENSE APPLICATION.

License application shall be made to the Health Department on forms approved by DSPS or DHS ~~or~~ DATCP, and supplied by the Department, accompanied by the appropriate license fee and pre-inspection fee. Licenses hereunder shall not be granted or issued by the Department unless and until the Health Officer/Director, or designee, determines and certifies compliance, of the premises to be licensed, with all the applicable terms and conditions of all Wisconsin Administrative Codes under contract. [am. 12/09/08, Ord. 2008-29; 06-09-15, Ord. No. 2015-07]]

Applications for licenses required in this chapter shall be made in writing to the Health Department on forms provided by the Health Department and shall contain, but not be limited to, the following information:

- (a) The name, home address and date of birth of the entity requesting the privilege of operating the said business/conducting the activity.
- (b) The trade name and address of the establishment.
- (c) Whether the applicant is a person, corporation, or partnership.
1. If the applicant is a corporation, the application shall contain the registered agent's name, home address and date of birth.
 2. If the applicant is a partnership, the applicant shall include the names, home addresses and dates of ~~births~~ of the partners.
 3. The mailing address of the legal licensee.
- (d) The signature of all applicants and their agents to confirm that all information on the application is correct and to acknowledge that any change in the information on the application shall be reported ~~to the~~ to the Health Officer within 14 days of the change.

(6) LICENSE ISSUANCE.

The Health Officer shall issue a license to the applicant only after compliance with the requirements of this chapter and upon payment to the Health Department of all required fees. The Department's decision to grant or withhold a license shall not exceed 30 calendar days. The decision to withhold shall accompany written inspection or documentation of justification or cause. [06-09-15, Ord. No. 2015-07]

(a) No license may be issued until all applicable fees have been paid.

~~(a)~~

(7) LICENSE PERIOD.

The license period for licenses issued per the DSPS and ~~DHS and~~ DATCP contract shall be from July 1 through the following June 30th. Those licenses initially issued during the period beginning on April 1 and ending on June 30 expire on June 30 of the following year, except temporary and mobile food licenses. Licenses are not transferable between persons, entities, or any combination thereof (see DHS Change Assessment Worksheet). [am. 12/09/08, Ord. 2008-29; 10/12/10, Ord. 2010-16]

(8) FEES.

In addition to the license fees, the licensee shall pay any applicable DSPS ~~or DHS~~ or DATCP administrative fee, the amount of which is on file with the ~~d~~Department, as well as, the fee schedule. See current fee schedule for fees pursuant to this section. [06-09-15, Ord. No. 2015-07]

(a) NON-PRORATION OF FEES. Permit fees and other applicable fees are not prorated for the fiscal year and must be paid in full at any time.

(b) PRE-INSPECTIONS AND THEIR ASSOCIATED FEES. Pre-inspections are required to be conducted for establishments within the scope of Wisconsin Statutes 254 Subchapter VII and DATCP 74. [am. 12/09/08, Ord. 2008-29; 06-09-15, Ord. No. 2015-07]

(c) LATE FEES. Assessed to all Wisconsin Statutes 254.69 establishment licensees for payment after July 1.

(d) RE-INSPECTION FEES. In the event that the County Health Department observes violations during the course of its inspections the Department shall charge the party in violation a fee as set forth for each re-inspection necessary to confirm that the original violations have been remedied. [Amended 07/13/04, Ordinance No. 2004-14; am. 12/09/08, Ord. 2008-29; 06-09-15, Ord. No. 2015-07]

(e) NO CERTIFIED OPERATOR FEE. If facility owners do not obtain certificate issued by State of Wisconsin within 90 days, facility owners will be assessed a \$150.00 fee. [cr. 12/09/08, Ord. 2008-29]

(9) DISPLAY OF LICENSE.

All licensees shall post their license in plain public view on the premise for which the permit is issued. It shall be posted for the duration that the permit is in force.

(10) INSPECTION BY HEALTH DEPARTMENT.

Authorized employees of the Health Department, upon presenting proper identification, shall have the authority and duty to enter any licensed premises during regular business hours to inspect the same, with respect to a business open at least forty (40) hours per week. In the absence of regular business hours, inspections shall be made at any reasonable hour. In the event of an emergency, an inspection may be made at any time.

(11) DENIAL, SUSPENSION OR REVOCATION OF LICENSE.

The Health Officer, or designee, may deny any license application or suspend or revoke any license issued under this chapter for non-compliance with this code or any other state or county law. The following procedure shall be followed in the denial, suspension or revocation of any license issued under this chapter:

(a) A decision by the Health Officer to deny, suspend or revoke a license shall be in writing and shall state, with specificity, the reasons for the Health Officer's decision and shall state any and all applicable statutes, ordinances, rules, regulation or orders which may have been violated. The Health Officer shall send to the licensee copy of the written decision by ~~mail~~ ~~or mail or~~ by personal service. ~~Said notice~~ Said notice shall inform the licensee or

applicant of the right to have this decision reviewed and the procedure for such review.

- (b) A licensee or applicant aggrieved by a decision of the Health Officer to deny, suspend or revoke a license must send a written Request and Reconsideration to the Health Officer within 10 working days of receipt of the notice of the Health Officer's decision. The Request for Review and Reconsideration shall state the grounds upon which the person aggrieved contends that the decision should be reversed or modified.
- (c) Within 10 working days of receipt of the Request for Review and Reconsideration, the Health Officer shall review its initial determination. The Health Officer may affirm, reverse or modify the initial determination. The Health Officer shall mail or deliver to the licensee or applicant a copy of the Officer's decision on review, and shall state the reasons for such decision. The decision shall advise the licensee or applicant of the right to appeal the decision, the time within which appeal shall be taken and the office or person with whom Notice of Appeal shall be filed.
- (d) A licensee or applicant who wishes to appeal a decision made by the Health Officer on review must file a notice of appeal within 10 days of receipt of the Health Officer's Decision on review. The Notice of Appeal shall be filed or mailed to the Health Officer. The Health Officer shall immediately file said Notice with the Jefferson County Board of Health.
- (e) A licensee or applicant shall be provided a hearing on appeal within 30 days of receipt of the Notice of Appeal. The Health Officer shall serve the licensee or applicant with notice of hearing by mail or personal service at least 5 days before the hearing.
- (f) The hearing shall be conducted before the Jefferson County Board of Health and shall be conducted in accordance with the procedures outlined in Section ss. Chapter 68.11 (2) and (3).
- (g) Within 15 days of the hearing, the Jefferson County Board of Health shall mail or deliver to the applicant its written determination stating the reasons therefor.
- (h) **OPERATING WITHOUT A LICENSE.** Any person who shall operate without a license as required above shall be subject to a forfeiture in the amount of \$500.00. Ongoing violations of operating without a license may be subject to forfeitures in the amount of \$500.00 for each day in which the person continues to operate without a license. [am. 12/09/08, Ord. 2008-29]
- (i) **VOIDED PERMIT FOR FAILURE TO PAY FEES.** If an applicant or owner fails to pay all applicable fees, late fees and processing charges within 15 days after the applicant or owner receives notice of an insufficiency or within 45 days after the expiration of the permit, whichever occurs first, the permit is void. An owner whose permit is voided under this subsection may appeal the decision. [cr. 12/09/08, Ord. 2008-29]

(12) TEMPORARY ORDERS.

Whenever, as a result of an inspection conducted pursuant to this chapter, the Health Officer or his/her designated agent has reasonable cause to believe that any examined food constitutes, or that any construction, sanitary condition, operation or method of operation of the premises or equipment used on the premises creates an immediate danger to the health of the ~~P~~public, the Health Officer may proceed as stated in Section 66.0417, or 254.85 of the Wisconsin Statutes to issue a temporary order to prohibit the sale or movement of food for any purpose, prohibit the continued operation or method of operation of equipment, require the premises to cease any other operation or method of operation which creates an immediate danger to public health. Section 66.0417 of the Wisconsin Statute s is incorporated herein by reference and made a part of this ordinance as if fully set forth herein.

~~Temporary pool closures pursuant to DHS 172.30 due to chlorine/bromine and/or pH levels that are outside of prescribed water quality standards shall be in effect for the shorter of 24 hours or that time period necessary to complete three (3) turnovers of the pool water to be measured from the time of closure, in order to allow added chemicals to equalize in the pool. [am. 10/12/10, Ord. 2010-16]~~

(13) CONSTRUCTION OR ALTERATION OF LICENSABLE FOOD SERVICE ESTABLISHMENTS.

- (a) Except as provided in (b), no person shall erect, construct, enlarge or alter a food establishment without first submitting to the Health Officer plans (drawings) which clearly show and describe the amount and character of the work proposed and without first receiving Health Department approval of submitted plans. Such plans shall include expected menu, floor plan, equipment plan and specifications, plumbing layout, wall, floor and ceiling finishes and plans and specifications for food service kitchen ventilation. Submitted plans shall give all information necessary to show compliance with applicable health codes. Submitted plans shall be retained by the Health Department. Plan submittal to the Health Officer is in addition to any plan submittal requirement of the County Zoning Department, or required building inspection. [am. 10/12/10, Ord. 2010-16; 06-09-15, Ord. No. 2015-07]
- (b) At the option of the Health Officer, plans need not be submitted to execute minor alterations. Minor alterations include, but are not limited to, the replacement of existing equipment, the replacement of existing floor, wall or ceiling coverings or other cosmetic or decorating activity.
- (c) Any plans approved by the Health Department shall not be changed or modified unless the Health Officer has reviewed and approved the modifications or changes. Final approved plans will be kept in perpetuity as part of the legal file for the establishment.
- (d) A pre-inspection fee shall be charged for any remodeling projects that exceed the definition of "minor alterations" set forth in subsection (b), examples of which shall include, but shall not be limited to, circumstances in which the entire facility is closed for remodeling, circumstances in

which a section of the facility is closed for significant remodeling, and circumstances in which new additions are added to the facility even though the original facility remains open for business. [cr. 10/12/10, Ord. 2010-16; 06-09-15, Ord. No. 2015-07]

(14) "CLASS B" OR "CLASS C" PREMISES.

No applicant may operate under a "Class B" license or permit or a "Class C" license or permit under s.s. Chapter 125.68(5) Wisconsin Statutes, unless the premise complies with the rules promulgated by the Department of Health and Family Services governing sanitation in restaurants.

B. RESTAURANTS/MEAL FOOD SERVICE.

(1) REQUIREMENTS.

(a) Except as provided in (b), no person, party, firm or corporation shall operate a Restaurant, Temporary Restaurant or Mobile Restaurant, as defined in Wisconsin Administrative Code ~~Ch. DHS 196-ATCP 75~~, without first obtaining a license therefore from the Jefferson County Health Department; nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this ordinance or Wisconsin Administrative Code ~~Ch. DHS 196-ATCP 75~~, which is incorporated herein by reference and made part of this ordinance as if fully set forth herein. [am. 12/09/08, Ord. 2008-29; 10/12/10, Ord. 2010-16]

(b) No license is required for the following:

1. Churches, religious, fraternal, youth or patriotic organizations such as VFW, American Legion, or other like organizations, service clubs or civic organizations which occasionally prepare, serve, or sell meals to the general public. The term occasional means not more than 3 days during any 12-month period. [06-09-15, Ord. No. 2015-07]
2. Taverns that serve free lunches of popcorn, cheese, crackers, pretzels, cold sausage, cured fish or bread and butter.
3. Any public or private school lunchroom for which food service is directly provided by the school. The department shall charge a fee for inspection services to school lunchrooms required to be inspected under federal or state law. [Amended 01/09/07, Ordinance 2006-26; am. 12/09/08, Ord. 2008-29]
4. A private individual selling food from a moveable or temporary stand at a public farm sale.
5. A concession stand at a locally sponsored sporting event, such as a little league game.

(c) Temporary Restaurants: A restaurant that operates at a fixed location in conjunction with a single event such as a fair, carnival, circus, public exhibition, anniversary sale for a period of no more than 14 consecutive days or in conjunction with an occasional sales promotion. Occasional means not more than 3 days during any 12-month period. Licenses are issued at the site of the event. A temporary restaurant may be moved from location to location within the county, but may not operate from the new location until it has been inspected and found to be in compliance. A

temporary restaurant license may not be used to operate more than one restaurant at a time.

[1.B.(2)(a) through (e) were amended and/or created 12/09/08, Ord. 2008-29; am. 10/12/10, Ord. 2010-16; 06-09-15, Ord. No. 2015-07]

(2) ADMINISTRATION AND ENFORCEMENT.

In addition to the statutory and administrative code references and powers as indicated in Section A, the Health Officer/designee may issue temporary orders when the Department has reasonable cause to believe that any examined food constitutes, or that any construction, sanitary condition, operation or method of operation of the premises or equipment used on the premises creates an immediate danger to public health or safety.

C. BED AND BREAKFAST ESTABLISHMENTS.

(1) REQUIREMENT. No person, party, firm, or corporation shall operate a Bed and Breakfast Establishment as defined in Wisconsin Administrative Code ~~DHS-197~~ ATCP 73 for more than 10 nights in a year, without first obtaining an annual license from the Health Department; nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this ordinance or ~~DHS-197-ATCP 73~~ of the Wisconsin Administrative Code, which is incorporated herein by reference and made a part of this ordinance as if fully set forth herein. [Amended 03/11/03, Ordinance No. 2002-32; am. 12/09/08, Ord. No. 2008-29]

(2) ZONING AND CONSTRUCTION STANDARDS. Prior to Health Department approvals, the applicant must submit written verification from the Jefferson County Zoning Department of approval of this commercial business in the building and property considered for licensure as a bed and breakfast establishment. In addition, the applicant must provide the Health Department with written verifications that this property meets all applicable local and state fire and building codes from inspections of state and local building inspectors. [am. 10/12/10, Ord. 2010-16]
[Amended 12/09/08, Ordinance No. 2008-29; 06-09-15, Ord. No. 2015-07]

D. HOTELS, MOTELS AND TOURIST ROOMING HOUSES.

(1) REQUIREMENT. No person, party, firm, or corporation shall operate a Hotel, Motel or Tourist Rooming House, as defined in Wisconsin Administrative Code ~~DHS-195~~ ATCP 72, without first obtaining an annual license therefore from the Health Department; nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this ordinance or ~~DHS-195-ATCP 72~~ of the Wisconsin Administrative Code, and Chapter 254, Subchapter VII provisions which are incorporated herein by reference and made a part of this ordinance as if fully set forth herein. [03-11-03, Ord. No. 2002-32; Amended 12/09/08, Ordinance No. 2008-29; 10/12/10, Ord. 2010-16; 06-09-15, Ord. No. 2015-07]

E. CAMPGROUNDS, RECREATIONAL AND EDUCATION CAMPS.

(1) REQUIREMENTS.

No person, party, firm or corporation shall operate a campground, recreational camp or educational camp, as defined in Wisconsin Administrative Code ~~DHS 175-or-178-ATCP 78 or 79~~, without first obtaining an annual license therefore from the Health Department; nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this ordinance or ~~DHS-175-or-178-ATCP 78 or 79~~ of the Wisconsin

Administrative Code, and Chapter 254, Subchapter VII provisions which are incorporated herein by reference and made a part of this ordinance as fully set forth herein. [03-11-03, Ord. No. 2002-32; Amended 12/09/08, Ordinance No. 2008-29; 06-09-15, Ord. No. 2015-07]

F. PUBLIC SWIMMING POOL.

(1) REQUIREMENTS.

No person, party, firm or corporation shall operate a public swimming pool, as defined in Wisconsin Administrative Code ~~DHS-172-ATCP 76~~ or Comm. 90, without first obtaining an annual license therefore from the Health Department nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this ordinance or ~~DHS-172-ATCP 76~~ or Comm. 90 of the Wisconsin Administrative Code, and Chapter 254, Subchapter VII provisions which are incorporated herein by reference and made a part of this ordinance as fully set forth herein. [Amended 12/09/08, Ordinance No. 2008-29; 06-09-15, Ord. No. 2015-07]

G. SCHOOL INSPECTIONS. [Created 01/09/07, Ordinance 2006-26]

(1) REQUIREMENTS. All schools participating in the National School Lunch (NSLP) or school Breakfast Programs (SBP) shall, at least twice during each school year, obtain a food safety inspection conducted by a state or local governmental agency responsible for food safety inspections.

[Created 01/09/07, Ordinance 2006-26; amended 12/09/08, Ord. No. 2008-29; am. 10/12/10, Ord. 2010-16; 06-09-15, Ord. No. 2015-07]

H. RETAIL FOOD ESTABLISHMENTS. [created 12/09/08, Ord. 2008-29]

(1) REQUIREMENTS. No person, party, firm or corporation shall operate a Retail Food Establishment, as defined in WI Admin. Code ~~ATCP 75~~ and Section 97.30 of the Wisconsin Statutes, without first obtaining an annual license therefore from the County of Jefferson Health Department; nor shall any person, party, firm or corporation operate contrary to the terms and conditions of this ordinance or ~~ATCP 75~~ or Section 97.30 of the Wisconsin Statutes, which are incorporated herein by reference and made a part of this ordinance as if fully set forth herein. [10/12/10, Ord. 2010-16; 06-09-15, Ord. No. 2015-07]

I. TATTOO AND BODY-PIERCING LICENSES.

(1) Adoption of Code. The tattooing and body-piercing code as promulgated by the Wisconsin Department of Health Services and codified in the Wisconsin Administrative Code, Chapter ~~DHS-173-SPS 221~~ is adopted by reference and made a part of this Code as far as it is applicable. A violation of Chapter ~~DHS 173~~ SPS 221 shall be a violation of this Code.

(2) Local License Required. No person, firm or entity shall engage in or work at tattooing or body-piercing, as defined as Chapter ~~DHS-173 ATCP 221~~, without being licensed as required in this Chapter or Chapter DHS 173.

[cr. 12/09/08, Ordinance No. 2008-29; repealed, created, renumbered and amended 10/12/10, Ord. 2010-16; 06-09-15, Ord. No. 2015-07]

J. PENALTIES.

Any person or business entity authorized by Wisconsin law that fails to comply with the provisions of this ordinance shall upon conviction thereof forfeit not less than \$25 nor more than \$500, together with costs and statutory assessments. Each day a violation exists shall constitute a separate violation. Such forfeiture action may be in addition to

any other remedy lawfully available to the County such as an injunction against operating contrary to this ordinance. [Renumbered 12/09/08, Ordinance No. 2008-29]

Adopted 06-09-15 (Ord. No. 2015-07); published 06-12-2015

JEFFERSON COUNTY ENVIRONMENTAL HEALTH AND AGENT CONSORTIUM MEMORANDUM OF UNDERSTANDING

A. PURPOSE

This Memorandum Understanding is made between the City of Watertown and Jefferson County ("Jefferson") to designate and authorize Watertown Department of Public Health ("Watertown") to provide comprehensive environmental health services in the jurisdiction of Jefferson County to include Department of Agriculture, Trade and Consumer Protection (DATCP) Agent programming and Department of Safety and Professional Services (DPS) Agent Programming and the Department of Natural Resources (DNR) Transient Non-Community Water System County Contract program as well as services in the following areas: human health hazards, lead poisoning, radon, water testing, and school kitchen inspections.

B. WATERTOWN DEPARTMENT OF PUBLIC HEALTH RESPONSIBILITIES

1. Watertown will be responsible for billing of annual permit renewals and collect fees related to the agent program as part of its role as fiscal agent,
2. Issue permits to, inspect, and regulate permitted facilities and collect and retain all associated fees from permitted facilities.
3. Take necessary and reasonable action to enforce all relevant statutes, administrative rules, and associated policies related to the services identified in paragraph 1, above, including, but not necessarily limited to Wisconsin Statutes 254.59, 97.615, 463.16 and Wisconsin Administrative Rules ATCP 72, 73, 74, 75, 76, 78, and 79 and SPS 221 and 326.
4. Conduct at least one routine inspection each year between July 1 and June 30 of each permitted facility within Jefferson County to assure compliance with Statutes and Administrative rules.
5. Give priority over routine inspections to pre-inspections, inspections involving emergency complaints, food and waterborne illness investigations, and re-inspections.
6. Assure investigation of food and waterborne outbreaks within one working day.
7. Conduct inspections regarding complaints against permitted facilities according to Watertown Department of Public Health policy.
8. Response for food or waterborne outbreaks within that Jefferson County will be conducted under the direction of the Jefferson County Health Officer or designee in accordance with the Foodborne and Waterborne Disease Outbreak Investigation Manual and Wisconsin State Statute 252.
9. Any enforcement action involving abatement orders, suspension or revocation of a permit or court action in Jefferson County will be under the direction of the Jefferson County Health Officer or designee.
10. Watertown will be available in a timely manner to provide lead risk assessment and environmental investigation (according to WI Childhood Lead Poisoning Prevention and Control Handbook, WI Department of Health Services most current version) on all referrals made by the Jefferson County Health Department residents < 6 years of age with one venous blood lead level result of 20ug/dl or two venous blood lead level results of 15-19 ug/dl

drawn at least 90 days apart

11. Radon education services will be provided to Jefferson County as part of the Watertown Radon Information Center.
12. Follow-up and/or enforcement of public nuisances or human health hazards will be done in accordance with Jefferson County Ordinance Chapter 16. Transient Non-community water systems in Jefferson County will be monitored and inspected according to the DNR contract
13. Watertown and Jefferson County Health Officers will meet as scheduled by consortium members as needed.

C. JEFFERSON COUNTY RESPONSIBILITIES

- a. Assist in enforcement activities and outbreak investigations upon request of Watertown Department of Public Health.
- b. When requested, participate in any quality improvement or performance management activities regarding environmental health services in their jurisdiction.
- c.

D. DURATION

The duration of this Agreement shall be indefinite. Any of the parties may terminate the agreement as provided in sub. (k) below.

E. COMPENSATION

1. Watertown will act as the fiscal agent for the consortium. Billing for non-agent expenses will be done at least quarterly, based on actual expenses incurred for the month. The amount billed is directly related to the percentage each department contributes to the consortium.
2. Any additional funding for the consortium from grants, special programming or foundations will be used according to established grant/program criteria and to meet the needs of the consortium members environmental health needs. Excess revenue received by the consortium will be placed in a reserve account to be used by the consortium.
3. The agent related fees collected from establishments by the City of Watertown will only cover the costs of the agent program and cannot exceed the cost of the agent program.
4. Agent contract fee increases shall have to be approved by the Jefferson County Board of Health and the Jefferson County Board, City of Watertown Board of Health and the Watertown City Council.

F. CONFIDENTIALITY & NONDISCLOSURE

The parties agree that any information or data obtained, documents produced or any other material which is required by law to maintain, will be kept confidential and shall not be disclosed without prior written approval. Both Watertown and Jefferson are bound by the Open Records Law as laid out in Chapter 19 Wisconsin Statutes and shall each be responsible for responding to Open Records requests for those records of which they are custodians. Neither party shall charge the other any fees for either Watertown or Jefferson to request records.

G. PERSONNEL

1. The Environmental Health personnel will be employees of Watertown and will follow the city's pay schedule and personnel policies.
2. Travel time for the Environmental Health personnel will begin when he/she leaves an agency on business or leaves his/her home directly for environmental health business.
3. Scheduling of Environmental personnel shall be flexible as needed. The time will be appropriated according to emergency and priority health risks to the public in Watertown and Jefferson County.
4. The Environmental Health personnel will keep daily time sheets accounting for work activities and shall be made available to either Watertown or Jefferson upon request.

H. INSURANCE

1. Watertown shall maintain workers' compensation insurance coverage for its employees providing services outlined in this Agreement.
2. Watertown shall maintain automobile insurance as required by law for any Watertown owned vehicle that any Watertown personnel uses.

I. STANDARD OF CARE

The same degree of care, skill and diligence shall be exercised in the performance of the services of the agreement as any member of the same profession, currently practicing, under similar circumstances in the State of Wisconsin.

J. INABILITY TO PERFORM

Watertown shall notify Jefferson immediately whenever it is unable to provide the required services or materials described herein. Upon such notification, the parties

shall determine whether such inability will require a revision or termination of this Memorandum of Understanding.

K. TERMINATION

1. This Memorandum of Understanding shall be reviewed as needed and shall require a six (6) month notice of intent to terminate this agreement. Said notice shall be given in writing and via certified mail.
2. Either party may terminate for any reason.
3. Any notice regarding this Memorandum of Understanding shall be sent to the following:

FOR WATERTOWN:

FOR JEFFERSON:

L. INDEMNIFICATION

The parties agree to hold each other harmless, save and indemnify each for any and all claims, liability, damages, demands, third party claims, counterclaims, cross-claims and/or judgments sought by any other person, party, entity and/or business arising out of or relating to any wrongful act and/or omission of Watertown, its employees, agents, contractors and or sub-contractors.

M. SEVERABILITY

The invalidity, illegality or unenforceability of any provision or this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed and the balance of the Agreement shall be construed and enforced as if it did not contain the particular portion or provision held to be void.

N. ASSIGNMENT

Neither party shall assign any rights or duties under this Agreement without prior written consent of the other party, which consent shall not be unreasonably withheld.

Authorized Signature Date:
City of Watertown

Authorized Signature Date:
Jefferson County

2020 Fees:

License increase 2.5%, adjustment of reinspection fees to have stepped enforcement, adjustment of pools fees to match up with state licensing requirements, adjustment of preinspection fees to come in line with state, and a tiered preinspection fees for changes of owners vs. new buildings/change of use

10% fee accounts for the DATCP administrative fee, which is reimbursed to DATCP annually

Upon approval, fees would take effect April 1, 2020 to align with annual license renewal and 15 month licenses.

Type	<u>Current</u>		<u>2020</u>	
	<u>Current</u>	<u>+ 10%</u>	<u>2020</u>	<u>+ 10%</u>
1. Restaurants/Meals Food Service				
(a) Limited Food Service Restaurant:				
1. License Fee	\$107.00	\$118.00	\$110.00	\$121.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$178.00		\$134.00	
Pre-inspection Fee for Change of Owner			\$100.00	
3. Re-inspection Fee	\$132.00		\$175.00	
4. Re-inspection 2 Fee			\$175.00	
(b) Simple Complexity Restaurant:				
1. License Fee	\$234.00	\$258.00	\$240.00	\$264.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$438.00		\$332.00	
Pre-inspection Fee for Change of Owner			\$249.00	
3. Re-inspection Fee	\$326.00		\$175.00	
4. Re-inspection 2 Fee			\$326.00	
(c) Moderate Complexity Restaurant:				
1. License Fee	\$336.00	\$370.00	\$345.00	\$379.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$719.00		\$488.00	
Pre-inspection Fee for Change of Owner			\$366.00	
3. Re-inspection Fee	\$479.00		\$175.00	
4. Re-inspection 2 Fee			\$479.00	
(d) High Complexity Restaurant:				
1. License Fee	\$550.00	\$605.00	\$564.00	\$620.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,040.00		\$798.00	
Pre-inspection Fee for Change of Owner			\$598.00	
3. Re-inspection Fee	\$785.00		\$175.00	
4. Re-inspection 2 Fee			\$785.00	
(e) Temporary Restaurants:				
1. License Fee	\$173.00	\$191.00	\$178.00	\$195.00

<u>Type</u>	<u>Current</u>		<u>2020</u>	
	<u>Current</u>	<u>+ 10%</u>	<u>2020</u>	<u>+ 10%</u>

2. Bed and Breakfast

1. License Fee	\$112.00	\$124.00	\$115.00	\$126.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00		\$306.00	
Pre-inspection Fee for Change of Owner			\$229.00	
3. Re-inspection Fee	\$173.00		\$200.00	
4. Re-inspection 2 Fee			\$200.00	

3. Hotel/Motel

(a) 05-30 Sleeping Rooms

1. License Fee	\$209.00	\$230.00	\$215.00	\$236.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$489.00		\$489.00	
Pre-inspection Fee for Change of Owner			\$366.00	
3. Re-inspection Fee	\$295.00		\$200.00	
4. Re-inspection 2 Fee			\$295.00	

(b) 31-99 Sleeping Rooms

1. License Fee	\$285.00	\$314.00	\$293.00	\$322.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$678.00		\$678.00	
Pre-inspection Fee for Change of Owner			\$508.00	
3. Re-inspection Fee	\$408.00		\$200.00	
4. Re-inspection 2 Fee			\$408.00	

(c) 100 – 199 Sleeping Rooms

1. License Fee	\$362.00	\$399.00	\$372.00	\$409.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$810.00		\$810.00	
Pre-inspection Fee for Change of Owner			\$607.00	
3. Re-inspection Fee	\$515.00		\$200.00	
4. Re-inspection 2 Fee			\$515.00	

(d) 200 or more Sleeping Rooms

1. License Fee	\$499.00	\$549.00	\$512.00	\$563.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,208.00		\$1,208.00	
Pre-inspection Fee for Change of Owner			\$906.00	
3. Re-inspection Fee	\$714.00		\$200.00	
4. Re-inspection 2 Fee			\$714.00	

4. Tourist Rooming House (1-4 rooms)

1. License Fee	\$112.00	\$124.00	\$115.00	\$126.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00		\$306.00	
Pre-inspection Fee for Change of Owner			\$229.00	
3. Re-inspection Fee	\$173.00		\$200.00	
4. Re-inspection 2 Fee			\$200.00	

<u>Type</u>	<u>Current</u>		<u>2020</u>	
	<u>Current</u>	<u>+ 10%</u>	<u>2020</u>	<u>+ 10%</u>

5. Campground

(a) Campgrounds (1-25 sites)

1. License Fee	\$178.00	\$196.00	\$183.00	\$201.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$387.00		\$387.00	
Pre-inspection Fee for Change of Owner			\$290.00	
3. Re-inspection Fee	\$244.00		\$200.00	
4. Re-inspection 2 Fee			\$244.00	

(b) Campground (26-50 sites)

1. License Fee	\$255.00	\$281.00	\$262.00	\$288.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$576.00		\$576.00	
Pre-inspection Fee for Change of Owner			\$432.00	
3. Re-inspection Fee	\$357.00		\$200.00	
4. Re-inspection 2 Fee			\$357.00	

(c) Campground (51-99 sites)

1. License Fee	\$311.00	\$343.00	\$319.00	\$350.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$714.00		\$714.00	
Pre-inspection Fee for Change of Owner			\$535.00	
3. Re-inspection Fee	\$433.00		\$200.00	
4. Re-inspection 2 Fee			\$433.00	

(d) Campground (100 - 199 sites)

1. License Fee	\$362.00	\$399.00	\$372.00	\$409.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$846.00		\$846.00	
Pre-inspection Fee for Change of Owner			\$634.00	
3. Re-inspection Fee	\$510.00		\$200.00	
4. Re-inspection 2 Fee			\$510.00	

(e) Campground (200 or more sites)

1. License Fee	\$418.00	\$460.00	\$429.00	\$471.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$984.00		\$984.00	
Pre-inspection Fee for Change of Owner			\$738.00	
3. Re-inspection Fee	\$591.00		\$200.00	
4. Re-inspection 2 Fee			\$591.00	

(f) Recreational/Educational Camps

1. License Fee	\$515.00	\$567.00	\$528.00	\$580.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,224.00		\$1,224.00	
Pre-inspection Fee for Change of Owner			\$918.00	
3. Re-inspection Fee	\$734.00		\$200.00	
4. Re-inspection 2 Fee			\$734.00	

<u>Type</u>	<u>Current</u>		<u>2020</u>	
	<u>Current</u>	<u>+ 10%</u>	<u>2020</u>	<u>+ 10%</u>

7. School Inspections (no state reimbursement, not a license)

(a) Full Service Kitchen	\$448.00		\$460.00	
(b) Full Service Pre-Inspection Fee	\$448.00			
(c) Satellite Kitchen	\$153.00		\$157.00	
(d) Satellite Kitchen pre-Inspection	\$153.00			

8. Retail Food Establishments

(a) Food sales of at least \$1,000,000.00 and retail food establishment processes potentially hazardous food.

1. License Fee.	\$978.00	\$1,076.00	\$1,003.00	\$1,103.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,020.00		\$1,020.00	
Pre-inspection Fee for Change of Owner			\$765.00	
3. Re-inspection Fee	\$459.00		\$175.00	
4. Re-inspection 2 Fee			\$459.00	

(b) Food sales of at least 25,000.00, but less than \$1,000,000.00 and retail food establishment processes potentially hazardous food.

1. License Fee.	\$378.00	\$416.00	\$388.00	\$426.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$408.00		\$408.00	
Pre-inspection Fee for Change of Owner			\$306.00	
3. Re-inspection Fee	\$193.00		\$175.00	
4. Re-inspection 2 Fee			\$193.00	

(c) Food sales of at least \$25,000.00 and retail food establishment is engaged in food processing, but does not process potentially hazardous food.

1. License Fee.	\$271.00	\$299.00	\$278.00	\$305.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00		\$306.00	
Pre-inspection Fee for Change of Owner			\$229.00	
3. Re-inspection Fee	\$193.00		\$175.00	
4. Re-inspection 2 Fee			\$193.00	

<u>Type</u>	<u>Current</u>	<u>Current + 10%</u>	<u>2020</u>	<u>2020 + 10%</u>
(d) Food sales of less than \$25,000.00 and retail food establishment is engaged in food processing, but does not process potentially hazardous food.				

1. License Fee.	\$85.00	\$94.00	\$88.00	\$96.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$91.00		\$91.00	
Pre-inspection Fee for Change of Owner			\$68.00	
3. Re-inspection Fee	\$91.00		\$175.00	
4. Re-inspection 2 Fee			\$175.00	

(e) Retail food establishment does not engage in food processing.

1. License Fee.	\$45.00	\$50.00	\$47.00	\$51.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$0.00		\$0.00	
Pre-inspection Fee for Change of Owner			\$0.00	
3. Re-inspection Fee	\$91.00		\$175.00	
4. Re-inspection 2 Fee			\$175.00	

(f) Inspection fee for mobile retail food stands (no state reimbursement, not a license)	\$41.00		\$50.00	\$50.00
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9. Tattoo and Body-Piercing

(a) For a tattoo or body-piercing establishment.

1. License Fee.	\$137.00	\$151.00	\$141.00	\$155.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$260.00		\$260.00	
Pre-inspection Fee for Change of Owner			\$195.00	
3. Re-inspection Fee	\$183.00		\$100.00	
4. Re-inspection 2 Fee			\$100.00	

(b) For a combined tattoo and body-piercing establishment.

1. License Fee.	\$224.00	\$247.00	\$230.00	\$253.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$408.00		\$408.00	
Pre-inspection Fee for Change of Owner			\$306.00	
3. Re-inspection Fee	\$300.00		\$100.00	
4. Re-inspection 2 Fee			\$100.00	

(c) Temporary License	\$102.00	\$113.00	\$105.00	\$115.00
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<u>Type</u>	<u>Current</u>		<u>2020</u>	
	<u>Current</u>	<u>+ 10%</u>	<u>2020</u>	<u>+ 10%</u>

10. Recreational Water

(a) Public Swimming Pools

1. License Fee	\$449.00	\$300.00	\$308.00	\$338.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$408.00		\$156.00	
Pre-inspection Fee for Change of Owner			\$117.00	
3. Re-inspection fee	\$75.00		\$100.00	
4. Re-inspection 2 Fee			\$100.00	

(b) Swimming pools w Water Attraction

1. License Fee	\$522.00	\$300.00	\$308.00	\$338.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$474.00		\$182.00	
Pre-inspection Fee for Change of Owner			\$136.00	
3. Re-inspection fee	\$75.00		\$100.00	
4. Re-inspection 2 Fee			\$100.00	

(c) Swimming pools with Water Attraction with up to 2 slides

1. License Fee	\$748.00	\$175.00	\$180.00	\$198.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$680.00		\$260.00	
Pre-inspection Fee for Change of Owner			\$195.00	
3. Re-inspection fee	\$125.00		\$100.00	
4. Re-inspection 2 Fee			\$100.00	

(d) Swimming Pools with Additional Poolslides

1. License Fee	\$165.00	\$165.00	\$170.00	\$187.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$150.00		\$150.00	
Pre-inspection Fee for Change of Owner			\$112.00	
3. Re-inspection fee	\$75.00		\$100.00	
4. Re-inspection 2 Fee			\$100.00	

(e) Swimming Pools with Additional Waterslides

1. License Fee	\$165.00	\$165.00	\$170.00	\$187.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$150.00		\$150.00	
Pre-inspection Fee for Change of Owner			\$112.00	
3. Re-inspection fee	\$75.00		\$100.00	
4. Re-inspection 2 Fee			\$100.00	

Public Health Statistics	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2019	2018
Blood Lead Level Screenings	31	33	34	40	33	26	51	30	40	32	35	30	415	468
Blood Lead Level (> 10ug/dL)	0	0	0	1	0	2	0	2	1	1	2	0	9	6
Blood Lead Levels (5-9 mcg/dL)	2	3	4	3	3	2	2	2	2	0	6	2	31	24
PHN Well Water Samples	6	5	0	1	1	0	3	3	0	3	1	0	23	21
Car Safety Seat Inspections	11	3	19	3	13	4	14	11	9	11	7	6	111	101
Cribs for Kids/ Safe Sleep	2	1	1	2	0	0	1	1	0	0	0	0	8	12
County Jail Client Visits	295	311	328	328	372	353	384	359	374	371	270	307	4052	4095
Jail immunizations	7	13	7	0	20	0	14	13	18	6	12	6	116	47
Comm Disease Confirmed	35	54	46	38	32	33	37	39	28	28	19	28	417	490
Specimen submission for rabies	1	1	1	1	0	1	1	3	3	1	6	2	21	24
Healthy Smiles Referrals	2	2	5	3	2	5	3	1	8	5	1	0	39	43
Fluoride Varnish Contacts	9	6	7	0	4	4	13	8	2	4	1	2	60	97
Mental Health CSP Visits	64	58	57	68	55	52	85	74	73	79	68	78	811	678
Prenatal Care Coordination visits	3	6	3	5	6	2	4	6	1	1	1	1	39	63
First Breath Enrollees	0	0	2	0	0	0	2	0	0	0	0	0	4	5
Talk Read Play/ parenting home visits	4	7	8	6	14	5	6	8	10	19	11	13	111	26
ASQ developmental screenings	4	4	4	2	2	1	1	6	3	6	1	6	40	43
Public Health Contacts	216	207	164	130	172	102	147	70	61	96	84	80	1529	2908
Immunizations Given	34	48	18	58	54	27	48	76	52	561	259	67	1302	1278
Immunization Clients	13	18	9	15	26	14	21	34	27	422	219	31	849	854
Office Clients Blood Pressures	3	1	1	1	-	-	-	-	-	-	-	-	6	27
Office Clients Mental Health Meds	22	20	15	19	17	17	17	16	15	15	11	12	196	223
Office Clients TB Skin Tests	11	9	19	17	12	9	12	58	12	14	7	10	190	205
Office Pregnancy Tests	3	2	4	2	1	4	1	0	1	6	4	2	30	46
WIC Monthly Caseload Average	1106	1100	1078	1060	1069	1027	1073	1090	1083	1089	1055	1043	1072.75	1251
WIC Breastfeeding Peer Support Visits	40	28	38	39	52	44	60	61	49	46	47	39	543	500



Jefferson County Health Department

October 2019 Monthly Report

Budget Summary

2019 Revenue & Expenses as of 09/30/2019:

Revenue collected & billed/to-be-collected: \$465,681.35

Prorated Budgeted Tax levy Applied: \$647,558.25

Total Revenue: \$1,113,239.60

Total Expenses: (\$1,161,476.44)

Net "estimated" balance as of 09/30/2019: (\$48,236.84)

Note: 2019 Budgeted Fund Balance available to cover any deficit at year-end:
\$158,723.00

Jail Vaccines Given in October 2019

Total inmates seen	6	Doses Given:	
Total number of inmates immunized	6	Hep A	5
Total number of vaccines given	13	Pneumo23	2
Inmates returning for series	1	Tdap	1
		Td	2
		MMR	3

Director's Report by Gail Scott, BSN, RN

Public Health Preparedness Activities:

WFAW Radio interview for flu shots and mass school-based clinics

Planning Family Assistance Center training/exercise

Other Activities:

WFAW Radio interview on the lung disease outbreak (chemical pneumonitis)

related to vaping; webinar for lung disease protocol changes

Meeting with Ben Wehmeier and Elizabeth Chilsen regarding staffing.

Environmental Health meeting with Sanitarians and Blair Ward regarding responding to Human Health Hazard and housing complaints.

Network Development meetings for FQHC grant and development

Public Health Highlights by Elizabeth Chilsen, MSN, RN

- Our Department welcomes Keeley and Wittney, Nursing Students from UW-Madison.
- The Jail successfully completed their inspection and received great feedback.
- Elizabeth attended Inventory Management and Tracking System Training (IMATS) and we are looking into ways to implement it into our Department.
- Elizabeth became a member of the Every Child Thrives Transformation Council.
- The Health Department facilitated an informative Lunch and Learn about Human Trafficking.
- Elizabeth attended Diversity and Inclusion Training and Supervisory Training on Effective hiring practices.
- We had a successful jail vaccine program this month! We gave 13 vaccines and saw six inmates.
- Nancy met with the Sanitarians to ensure our Department's Lead Policies are consistent with those of the Watertown and Dodge County Health Departments.
- All of the staff has been working with the schools in our County to ensure they have the assistance and resources necessary to submit their School Immunization Reports by the deadline. This is part of our State Immunization Objective.
- The staff have been providing flu vaccine at area businesses and at the Employee Benefits Fair.
- Amy provided ASQ training for Fort Healthcare Lake Mills. There were 11 clinic staff and a Provider that received the training.
- Beth became a certified car seat technician! This month our car seat techs completed nine car seat checks.
- As a team, we updated our Emergency Protocol for our Department to ensure we are continuing to follow best practices.
- Our team finished up our Vision and Hearing Screenings with the Parochial Schools.
- We started our Mass Flu-Clinics at Waterloo, Lake Mills, and Palmyra.
- We received a thank you from Head Start for our participation in their Family Engagement Night. Beth Alleman, BA, BSN, RN and Mary Bender, BSN, RN attended the event.

Health Department -
Just wanted to
thank you
for being so nice.
Thank you for joining
Head Start for our Family
Engagement Night. We are
so grateful you were able
to attend and for our family
to interact with you.
Thank you! JCHD

Car Safety Seat NHTSA Certified Technicians



Vicki Gallardo, DTR, Beth Alleman, BA, BSN, RN
Nancy Schneider, BSN, RN, Mary Bender, BSN, RN

10 car seat inspections were completed in October. Out of the 10, 3 BOTS grant seats were provided.

Our technicians had a meeting on October 16th to welcome Beth to the group and go over our goals for 2020. We are planning to hold another seat event at the Jefferson Fire Station this spring.

Nancy and Mary completed their requirements for recertification in October.

First Breath Regional Training

Emi Reiner, MPH, BSN, RN and Nancy Schneider, BSN, RN attended the First Breath Regional Training and learned more about motivational interviewing to assist pregnant/post-partum women and family members to quit smoking.



WIC Update by Mary Wollet, RD

October is Fit Families month! Our 2020 fiscal year began on October 1. We submitted our tracking sheets (records on families' progress) to our state evaluators. 2019 families are now graduating from the program, and receive a certificate of participation, as well as nutrition education reinforcement items.



We have started enrolling new families for the coming year. Our caseload is 50 participants.

Participant families chose a goal to work on in the coming year. There are 3 categories of goals to choose from:

- ✓ Make Every Bite Count...More Fruits and Veggies
- ✓ Move More...Watch Less
- ✓ Make Every Sip Count...More Healthy Beverages



The Fit Families program also reaches out to community partners. We started our new year with an activity with 2 of our partners: the Great Apple Crunch with Jefferson County Health Department and Jefferson County Head Start. The Great Apple Crunch is a farm-to-school initiative to promote Wisconsin farmers and healthy eating. People take a bite of an apple and have their pictures taken.

Mary completed the Fit Families Annual Narrative Report for Fit Families 2019. This report details activities completed during the year and administrative expenses.

Mary, Vicki, and Jennifer attended the Wisconsin WIC Association/Fit Families *Inspiring Families & Empowering Change* Conference on October 30 in Wisconsin Dells. Speakers covered motivational interviewing, self-care, and family eating dynamics.

Goals for November 2019

- ✓ Continue to develop the Health Department Strategic Action Plan.
- ✓ Update the Public Health Emergency Preparedness Plan.
- ✓ Continue working on Community Health Assessment Implementation Plan.
- ✓ Continue to orientate the Public Health Program Manager and explore new opportunities for program development, Quality Improvement projects, and grant opportunities.
- ✓ Work with American Data to simplify and make the Electronic Charting System (ECS) more user friendly and useful in generating needed reports. Explore costs and alternatives.
- ✓ Implementation of the Drug Free Communities Grant and solidify the Jefferson County Drug Free Coalition structure.

Health Department is a Safety Net for Clients by Beth Alleman, RN, BSN, BA

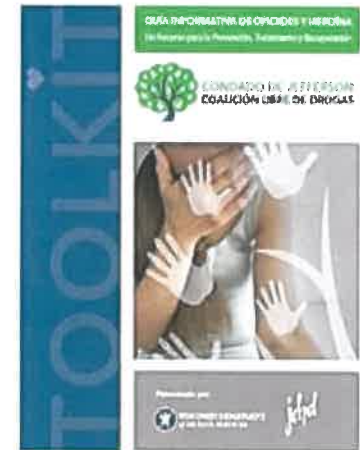
Tuesday, I got a call from a community member needing help navigating where to get Hepatitis C testing done. He had recently been released from prison, where he knew he had received a positive test but not anything further and no treatment. He also had no health insurance. He explained he had been calling everywhere he could think of in the county, even free clinics, to find out where he could get Hepatitis C testing done without being insured. Not only could no one do it, but no one could tell him where he could go. I was able to give him the information for AIDS Resource Center of Wisconsin (ARCW) in Madison so he could get free testing, and then information on the southern consortium, so he could apply for Badgercare and potentially get treatment more easily. He was very appreciative. He told me I was the first person he talked to who had been able to actually help him, or who had actually tried to find him answers. It was a rewarding feeling to know we are the safety net that stops people from falling through the cracks.

Jefferson County Drug Free Coalition Activities by Emi Reiner, MPH, BSN, RN

The Opiate and Drug Awareness Toolkit is now available in Spanish! So many people were involved in making this happen, but really thankful to the State, United Way, ProHealth, Michael Albeiro, VISAT, and our very own Sandee, for pulling it together before the end of the year. Both the English and Spanish versions are on the County web page: www.jeffersoncountywi.gov/drugfree.

I've been working with Brett Scherer to organize a "Vape Take Back Day." We are still working out the details of this plan, but we are hoping to collect vaping devices from the area schools and weigh them, in order to get a sense of how prevalent is in the schools. Clean Sweep will then dispose of them.

Jefferson County was awarded a \$125,000 federal SAMHSA grant for the Drug Free Communities Support Program. This will require the coalition to do some reorganizing and we are looking forward to the challenge. Please see grant announcement below.



SP081781-01	WI	Jefferson	County of Jefferson	Jefferson County Drug Free Coalition
SP082018-01	WI	Richland Center	School District of Richland, The	Richland County Partners for Prevention
SP081761-01	WI	Chippewa Falls	County of Chippewa	Chippewa Health Improvement Partnership

Health Department Staff Participate in the 5K Pyramid City Run Benefitting the Jefferson County Drug Free Coalition by Emi Reiner



Participants:
Bob (dad), Valerie (baby) and
Katrina Wichlacz, RN, BSN,
(mom)
Beth Alleman, RN, BSN, BA,
Emi Reiner, RN, BSN, MPH



The day of the Pyramid Run/Walk was cold and blustery, but we were out there and showed our support for opioid misuse prevention. Coalition members volunteered and participated in the race. Our public health nurses (Elizabeth and Kat, yeah!), were there as well. Before the race, Lyssa, inspired everyone with her recovery story. She will be sharing her story at our December coalition meeting and she has agreed to let us record it, so that we can share her story with others.



Drug Free Communities Grant Announce



Today, October 30, 2019, the White House Office of National Drug Control Policy (ONDCP) announced an initial round of 150 new grants for its Drug-Free Communities (DFC) Support Program.

The DFC Program provides grants to community coalitions to strengthen the infrastructure among local partners to create and sustain a reduction in local youth substance use. Recognizing that local problems need local solutions, DFC-funded coalitions engage multiple sectors of the community and employ a variety of environmental strategies to address local substance use problems.

"In order to create safe and healthy places for the next generation, we must break through to our children now and educate them about the dangers of substance use. The Drug-Free Communities, administered by our office across the United States, are proven prevention programs tailored to do just that by meeting the specific needs in each community. The Trump Administration will continue expanding the number of community-based coalitions dedicated to the critical mission of stopping substance use among our youth before it starts," ONDCP Director Jim Carroll said.

The 150 grants announced today represent a total Federal investment of \$18,749,801 to community coalitions.



Jefferson County
Drug Free Coalition



Jefferson County Health Department

November 2019 Monthly Report

Budget Summary

2019 Revenue & Expenses as of 10/31/2019:

Revenue collected & billed/to-be-collected: \$527,638.80

Prorated Budgeted Tax Levy Applied: \$719,509.17

Total Revenue: \$1,247,147.97 Total Expenses: (\$1,305,660.67)

Net "estimated" balance as of 10/31/2019: (\$58,512.70)

Note: 2019 Budgeted Fund Balance available: \$158,723.00

Grant funding that has been depleted – Expenses 11/01/2019 through 12/31/2019 will fall back on Public Health Tax Levy - Budgeted Fund Balance.

*Prevention PHHS, *Consolidated Contract Immunizations

*Consolidated Contract Lead, *Communicable Disease Prevention

Donation not used in 2019 to be carried over into 2020:

Aurora HealthCare for cribs/sheet sets = \$2,500.00

Hello Everyone,

I have ANOTHER piece of wonderful news to share with you!!! ☺ It has been a great two weeks!

We have received amazing remarks from our Wisconsin Immunization Program Vaccines for Children (VFC) Compliance Audit. Not only were we "one of the best Health Departments" she had been to, we also were highly complimented on the amount of vaccines we administered and our immunization statuses.

I want to **thank each of you again for the hard work you have put in to our Department.** Please congratulate yourselves, and give a special thanks to Katrina, Beth, Michele, and Sandee for all the hard work they do with the VFC Program!

Elizabeth Chilsen, RN, MSN



Public Health Highlights by Elizabeth Chilsen, MSN, RN

- We had a successful Vaccine for Children Site visit! Congrats to our team for the hard work they put in to make this successful!
- Elizabeth met with Fort HealthCare about their recent Diabetes Grant Award and discussed possible opportunities for future collaborations.
- Nancy began her training to work with CCS at Human Services.
- Elizabeth, Katrina, and Gail participated in a table top exercise for a Family Resource Center. It was a great opportunity for us to review the plan and have questions answered. As part of our emergency preparedness response, the staff completed their annual fit testing.
- We had another successful jail vaccine program. 37 vaccines were provided to 12 inmates.
- We received permission from the State to provide Flumist to the inmates to increase those who are protected from the flu.
- Elizabeth, Amy, and Mary started to create an acuity framework and other screening tools that will be used within our home visiting program.
- Mary, as a member of the Action Team for Talk Read Play, helped in the creation and the finalization of a TalkReadPlay Brand Book.
- Elizabeth, Amy, and Mary have started working towards the requirements to become an Activation Partner and a Model Site for TalkReadPlay.
- The Department had mass clinics in Fort Atkinson, Cambridge, Jefferson, and Johnson Creek this month where we vaccinated school aged children.
- Elizabeth attended the Every Child Thrives - Building Community Resilience Event and pledged on behalf of the department to continue to strive towards being Trauma Informed.
- Several staff conducted hearing re-screens at our area schools.
- Beth completed her Rabies Control Training.
- An MOU was finalized and signed between Jefferson County Health Department and the Birth to 3 program outlining a referral process.
- QI Projects and best practices were researched on Height and Weight Charts and the usage of Ammonia Inhalants.
- Mary and Amy completed 19 home visits and have 14 enrolled families in TalkReadPlay, the most we have had since the conception of the program.

Director's Report by Gail Scott, BSN, RN

Public Health Preparedness Activities:

Pet Sheltering Training and Tabletop Exercise
Family Assistance Center Exercise
Local Emergency Planning Committee (LEPC) Meeting
Michele Schmidt and I met with Alden Estates management team to assist them in setting up a Closed Points of Dispensing (POD)

Other Activities:

Meetings with Fort HealthCare, Rock River Free Clinic, Community Dental Clinic, Rainbow Hospice and Watertown Area Cares Clinic to form a new Rock River Community Care Clinic network that will lead to a Federally Qualified Health Center (FQHC)
Met with the CHIPP and Drug Free Coalition Leadership Teams
Attended the County Board Meeting for passage of a Resolution Supporting Medicaid Expansion
Attended a Jail/Administration meeting looking at future options for Jail nursing coverage

WIC Update by Mary Wollet, RD

Nov 7—MW participated in a PRAMS project phone call. PRAMS stands for Pregnancy Risk Assessment Monitoring System. This project involves making post-partum women aware of the PRAMS survey, which is randomly distributed to women who have recently delivered an infant. We educate them about the survey, and give them a PRAMS magnet.

Nov 13—JG participated in a Cofective/Breastfeeding meeting at the Watertown Health Department.

MW attended a JUMP meeting on Nov 13. We discussed our 2 main projects: open swim on weekends at Jefferson High School, and the garden club at West Elementary. We reviewed our budget and decided to watch our expenditures more closely. Mary, Vicki and Jennifer continue to enroll families in our Fit Families program.

Car Safety Seat Report by Vicki Gallardo, RDT

We completed a total of 6 car seat checks for the month of November (5 grant seats provided).

Goals for December 2019

- ✓ Continue to develop the Health Department Strategic Action Plan.
- ✓ Update the Public Health Emergency Preparedness Plan.
- ✓ Continue working on Community Health Assessment Implementation Plan.
- ✓ Work with American Data to simplify and make the Electronic Charting System (ECS) more user friendly and useful in generating needed reports. Explore costs and alternatives.
- ✓ Implementation of the Drug Free Communities Grant and solidify the Jefferson County Drug Free Coalition structure.
- ✓ Engage staff in a "clean-up day" to clean office space.

Jail Immunizations for November 2019

Total inmates seen	12
Total number of inmates immunized	12
Total number of vaccines given	37
Inmates returning for series	3
Hepatitis A	4
Pneumo23	8
Twinrix (Hepatitis A&B)	4
Tdap	2
Td	4
Hepatitis B	2
MMR	4
Flu	9