

ROCK COUNTY BOARD OF HEALTH
WEDNESDAY, AUGUST 7, 2013 – 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 – July1, 2013
4. Citizen Participation
5. Unfinished Business
6. New Business
 - A. Administrative Division
 - (1) Approval of Bills/Transfer of Funds/encumbrances
 - (2) Health Department Report
 - (3) Resolution - Accepting Fetal Infant Mortality Review Team Grant and Amending the 2013 Rock County Health Department Budget
 - (4) Resolution-Requesting authorization to enter into a contract with King Consulting
 - B. Public Health Nursing
 - (1)The incidence of low birth weight in families visited by a public health nurse
 - C. Environmental Health
 - (1) Food Code
7. Communications and Announcements
8. Adjournment

If you are unable to attend the Board of Health meeting, **please** contact the Public Health Department (757-5442) or Ms. Kraft at (608) 751-6249. Thank you.

ROCK COUNTY HEALTH DEPARTMENT
LIST OF BILLS FOR 8/7/13 BOARD OF HEALTH MEETING

<u>Account No.</u>	<u>Vendor Name</u>	<u>Item(s) Description</u>	<u>\$ Amount</u>
<u>Consolidated Contracts</u>			
31-3001-0000-			
63110	MMPR	8 magnetic car signs & 665 magnetic memo clips	997.40
	Proforma Printworks	500 suspicious letter/package cards	189.67
<u>Community Transformation Grant</u>			
31-3161-0000-			
63110	Katie Schroeder	reimburse for National Prev. Strategy continuing ed. Course	25.00
	Katie Schroeder	reimburse for Farm2School conference registration fee	45.00
	Angela Flickinger	reimburse Farm2School conference meals & lodging	563.24
62119	Janesville Animal Medical Center	fees for 2 rabies specimen preparations	60.00
63100	Storage Systems	2 rolling ladders with rails	395.22
63104	Proforma Printworks	500 Health Department brochures	231.91
63200	WALHDAB	membership renewal	330.00
64000	GlaxoSmithKline	10 doses pediatric hepatitis-A vaccine	209.00
	McKesson	cotton balls, facial tissue, safety glide needles	237.44
	Merck	10 doses MMR vaccine	550.08
	Storage Systems	supplies for client charts (folders, numeric labels, etc.)	879.53
	Merck	10 doses varicella vaccine	921.82
	GlaxoSmithKline	40 doses adult hepatitis-A vaccine	1,095.20
	Crucell Vaccines	40 doses oral typhoid vaccine	1,360.00
	Merck	50 doses zostavax (shingles) vaccine	8,110.72
64010	Culligan	July 2013 deionizer rent	35.00
	Grainger	2 packs stir bars for lab	63.40
64200	WPHA	conference registration for Janet Zoellner	45.00
	LaLeche League	conference registrations for 3 public health nurses	476.29

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
31-3000-0000-62119	OTHER SERVICES	P1301732	06/30/2013	JANESVILLE ANIMAL MEDICAL CENT	60.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,500.00	1,511.60	60.00	60.00	1,868.40
31-3000-0000-63100	OFC SUPP & EXP	P1302314	07/22/2013	STORAGE SYSTEMS MIDWEST INC	395.22
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,500.00	4,796.48	117.33	395.22	3,190.97
31-3000-0000-63104	PRNT & DUPLICATI	P1302250	07/03/2013	PROFORMA PRINTWORKS	231.91
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,000.00	2,218.70	0.00	231.91	3,549.39
31-3000-0000-63200	PUBL/SUBCR/DUES	P1302536	07/01/2013	WISCONSIN ASSOCIATION OF LOCAL	330.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,100.00	2,809.26	66.00	330.00	1,894.74
31-3000-0000-64000	MEDICAL SUPPLIES	P1300307	07/08/2013	MERCK AND CO INC	9,582.62
		P1300308	07/03/2013	MC KESSON MEDICAL SURGICAL COF	237.44
		P1300310	06/17/2013	CRUCCELL VACCINES INC	1,360.00
		P1300313	06/13/2013	GLAXOSMITHKLINE PHARMACEUTICA	1,304.20
		P1301287	03/15/2013	STORAGE SYSTEMS MIDWEST INC	879.53
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	100,000.00	26,342.91	53,079.94	13,363.79	7,213.36
31-3000-0000-64010	LAB SUPPLIES	P1300302	06/25/2013	CULLIGAN WATER CONDITIONING IN	35.00
		P1300314	07/03/2013	GRAINGER INDUSTRIAL SUPPLY INC	63.40
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	7,500.00	5,857.40	2,370.39	98.40	(826.19)
31-3000-0000-64200	TRAINING EXP	P1302252	06/24/2013	WISCONSIN PUBLIC HEALTH ASSOCI	45.00
		P1302512	07/18/2013	LA LECHE LEAGUE OF WISCONSIN	476.29
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	2,142.60	1,231.94	521.29	6,104.17
HEALTH DEPARTMENT PROG TOTAL					15,000.61
31-3001-0000-63110	ADMIN.EXPENSE	P1302231	07/03/2013	PROFORMA PRINTWORKS	189.67
		P1302342	07/17/2013	MMPR	997.40

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	223,570.00		155,146.00	0.00	1,187.07	67,236.93
CONSOLIDATED BD HEALTH GRANTS PROG TOTAL					1,187.07	
31-3161-0000-63110	ADMIN.EXPENSE		06/28/2013	SCHROEDER,KATIE		70.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	450,000.00		246,019.74	0.00	70.00	203,910.26
COMMUNITY TRANSFORMATION GRANT PROG TOTAL					70.00	

I have examined the preceding bills and encumbrances in the total amount of **\$16,257.68**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **AUG 07 2013**

Dept Head _____

Committee Chair _____

PURCHASE ORDER NUMBER P1300824 PEID 042550

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 6/26/13

DEPARTMENT Public Health

COMMITTEE Board of Health

VENDOR NAME Sanofi Pasteur

ACCOUNT NUMBER 31-3000-0000-64000

FUNDS DESCRIPTION Medical Supplies

AMOUNT OF INCREASE \$ 9,995

INCREASE FROM \$ 9,995 TO \$ 19,990

ACCOUNT BALANCE AVAILABLE \$ 32,781.85 CM 6/26/13

REASON FOR AMENDMENT The Health Dept orders many of the travel vaccines from Sanofi Pasteur. Demand for these vaccines has been quite high in 2013, so we need to increase the amount of this Pre-Approved Encumbrance.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
(If over \$10,000) Chair _____ Date _____

COUNTY BOARD _____
(If over \$10,000) Resolution # _____ Adoption Date _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health _____
INITIATED BY



Gerri Waugh, Account Clerk _____
DRAFTED BY

Board of Health _____
SUBMITTED BY

July 22, 2013 _____
DATE DRAFTED

**Accepting Fetal Infant Mortality Review Team Grant and
Amending the 2013 Rock County Health Department Budget**

- 1 **WHEREAS**, there are an estimated 20-25 infant or neonatal deaths in Rock County each year; and,
- 2
- 3 **WHEREAS**, Rock County Health Department applied for and was awarded a grant from the Wisconsin
- 4 Partnership Program for the development of a Fetal Infant Mortality Review Team (FIMR); and,
- 5
- 6 **WHEREAS**, this is a 3-year grant at \$50,000 per year, beginning May 1, 2013 and ending April 30,
- 7 2016; and,
- 8
- 9 **WHEREAS**, this grant will plan and implement the development of both a FIMR and an African
- 10 American Services Advisory Team (AASAT) designed to learn the cause of infant and neonatal deaths
- 11 in Rock County.
- 12
- 13 **NOW, THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled
- 14 on this _____ day of _____, 2013 does hereby authorize the Rock County Health
- 15 Department to accept this Fetal Infant Mortality Review Team Grant in the amount of \$150,000, and
- 16 amend the 2013 Rock County Health Department Budget as follows:

<u>Account/Description</u>	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
<u>Source of Funds</u>	<u>1/1/13</u>	<u>(Decrease)</u>	<u>Budget</u>
31-3031-0000-46000			
Contributions	-0-	\$150,000	\$150,000
<u>Use of Funds</u>			
31-3031-0000-63110			
Administrative Expense	-0-	\$150,000	\$150,000

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft, Chair

Louis Peer, Vice Chair

Richard Bostwick

Mike Rundle

Dr. Aaron Best, M.D.

Dr. Dean Peterson, DVM

Dr. Connie Winter, DDS

Judith Wade

Eric Gresens

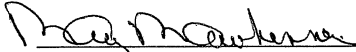
**Accepting Fetal Infant Mortality Review Team Grant and Amending the 2013 Rock
County Health Department Budget**

Page 2

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

8-1-13



Mary Mawhinney, Chair

FISCAL NOTE:

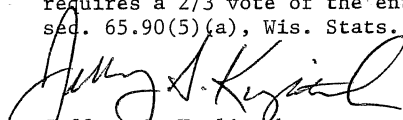
This resolution authorizes the acceptance and expenditure of \$150,000 in grant funding from the Wisconsin Partnership Program for the development of a Fetal Infant Mortality Review Team. No County matching funds are required.



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 2013 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.


Craig Knutson
County Administrator

ACCEPTING FETAL INFANT MORTALITY REVIEW TEAM GRANT AND
AMENDING THE 2013 ROCK COUNTY HEALTH DEPARTMENT BUDGET

EXECUTIVE SUMMARY

This is a 3-year implementation grant awarded to the Rock County Health Department from the Wisconsin Partnership Program, in collaboration with the Beloit Lifecourse Initiative for Healthy Families (LIHF), for the development of a fetal infant mortality review team (FIMR). A FIMR is a group of service providers and community representatives that meet to systematically review reports of fetal and infant loss in Rock County. The meetings are held quarterly. The goal of this team is to move the community to policies, programs, and services that reduce infant mortality and racial disparities in birth outcomes.

This grant will begin in the summer of 2013. The first year is devoted to assembling the team. The second and third years, the FIMR team will review all reported infant loss after the 20th week of pregnancy and before the first birthday occurring in Rock County. This is about 20-25 deaths each year by the State of Wisconsin's estimate.

The grant will plan and implement the development of both a FIMR and an African American Services Advisory Team (AASAT) designed to learn the cause of infant and neonatal death in Rock County. The AASAT is being developed to elicit findings that may be especially pertinent in the African American community. The teams will be sustainable moving forward and the findings will be used to promote policy and program development designed to prevent future infant deaths, reduce infant mortality overall, and in particular reduce disparity in birth outcomes in Rock County.

The total amount of the grant is \$150,000, at \$50,000 per year, beginning May 1, 2013 and ending on April 30, 2016.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health _____
INITIATED BY



Karen Cain Health Officer _____
DRAFTED BY

Board of Health _____
SUBMITTED BY

July 29, 2013 _____
DATE DRAFTED

REQUESTING AUTHORIZATION TO ENTER INTO A CONTRACT WITH KING CONSULTING

- 1 **WHEREAS**, Rock County Health Department applied for and was awarded a grant from the Wisconsin
- 2 Partnership Program for the development of a Fetal Infant Mortality Review Team (FIMR); and,
- 3
- 4 **WHEREAS**, this is a 3-year grant at \$50,000 per year, beginning May 1, 2013 and ending April 30,
- 5 2016; and,
- 6
- 7 **WHEREAS**, King Consulting will work with the project manager to inform & educate community
- 8 members regarding the project and to recruit for the Fetal Infant Mortality Review (FIMR) team and
- 9 African American Services Advisory Team (AASAT). (Year 1); and,
- 10
- 11 **WHEREAS**, King Consulting will assist with evaluation of the work plan; and,
- 12
- 13 **WHEREAS**, King Consulting will attend the FIMR and ASSAT in years 2 and 3; and,
- 14
- 15 **WHEREAS**, King Consulting will consult with the nursing staff involved in parent interviews in years 2
- 16 and 3; and,
- 17
- 18 **WHEREAS**, King Consulting will assist in developing necessary policy and procedure to fulfill the goals
- 19 and objectives of the grant; and,
- 20
- 21 **WHEREAS**, the total amount to be paid to Provider by Purchaser for services provided in accordance
- 22 with this Contract shall not exceed \$10,000 per year for the contract period for consulting fees; and
- 23 whereas reimbursement is limited to the actual allowable expenditures or the contracted amount,
- 24 whichever is less.
- 25
- 26 **NOW, THEREFORE BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled
- 27 on this _____ day of _____, 2013 does hereby authorize the Rock County Health
- 28 Department to enter into a contract with King Consulting for 3 years up to a maximum of \$10,000 per year
- 29 and a maximum total of \$30,000.

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft, Chair

Louis Peer, Vice Chair

Richard Bostwick

Mike Rundle

Dr. Aaron Best, M.D.

Dr. Dean Peterson, DVM

Dr. Connie Winter, DDS

Judith Wade

Eric Gresens, RPH

PURCHASING PROCEDURAL ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair

FISCAL NOTE:

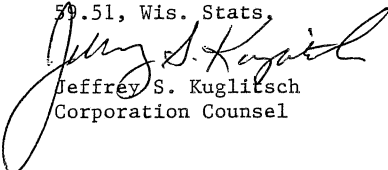
Sufficient funding is available from the Wisconsin Partnership Program grant for the cost of this contract. No County funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

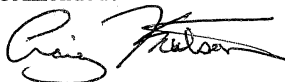
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

REQUESTING AUTHORIZATION FOR THE ROCK COUNTY HEALTH DEPARTMENT
TO ENTER INTO A CONTRACT WITH KING CONSULTING

EXECUTIVE SUMMARY

The Rock County Health Department applied for and was awarded a grant from the Wisconsin Partnership Program (WPP) for the development of a Fetal Infant Mortality Review Team (FIMR). This is a 3-year grant at \$50,000 per year, beginning May 1, 2013 and ending April 30, 2016.

As part of the grant, Health Department staff is soliciting the assistance of King Consulting to work with the project manager to inform & educate community members regarding the project and to recruit for the Fetal Infant Mortality Review (FIMR) team and African American Services Advisory Team (AASAT) in the first year of the grant.

During year 2 and 3 of the grant, King Consulting will assist with evaluation of the work plan, attend the FIMR and ASSAT, consult with the nursing staff involved in parent interviews, and assist in developing necessary policy and procedure to fulfill the goals and objectives of the grant.

The total amount to be paid to King Consulting for services provided in accordance with the contract will not exceed \$10,000 annually, and reimbursement is limited to the actual allowable expenditures, or the contracted amount, whichever is less. For prompt submission and reimbursement from WPP, billing for services will occur no less than quarterly.