



ROCK COUNTY BOARD OF HEALTH
WEDNESDAY, MARCH 7, 2018

6:00 p.m.

PUBLIC 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 – (2/7/2018)
4. Citizen Participation
5. New Business
 - A. Administrative Division
 - (1) Review of Payments
 - (2) Transfer of Funds over \$5,000
 - (3) Health Department Report
 - a. In the News
 - b. Surveillance
 - c. Community Events/Outreach
 - d. Budget
 - e. Personnel
 - B. Resolution- Carryover of 2017 Budget Appropriations to 2018
 - C. Influenza
 - D. Surface Water Sampling
6. Communications and Announcements
8. Adjournment

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

Rock County Health Department
List of Bills for 2/7/18 Board of Health Meeting

<u>Account Number</u>	<u>Vendor Name</u>	<u>Item(s) Description</u>	<u>\$ Amount</u>
Preparedness Grant			
31-3026-0000-63110	MercyHealth	Respirator Fit Testing - Janalyn Eisele	137.00
	Grainger	Preparedness Supplies - Fit Testing Kit, Hard Hats, Ear Plugs	207.79
		Total	344.79
Main Budget			
62119	LB Medwaste	Biowaste Pickup 2/7/18	82.35
	OfficePro	Shredding Service 1/12/18	6.81
63101	UPS	Shipping Charges 2/19 - 2/24	11.34
	UPS	Shipping Charges 2/13 - 2/17	3.96
	UPS	Shipping Charges 2/5 - 2/10	7.51
	UPS	Shipping Charges 1/15 - 1/17	28.19
	UPS	Shipping Charges 1/22 - 1/27	7.65
	UPS	Shipping Charges 1/29 - 2/3	11.34
64000	Zoll	1 Set of Pediatric AED Pads	202.01
	PaxVax	15 Oral Typhoid	705.00
	Sanofi Pasteur Inc.	5 Doses Menactra	542.66
	Sanofi Pasteur Inc.	7 Doses Injectable Typhoid	648.85
	Sanofi Pasteur Inc.	Prompt Pay Discount from Previous Invoices (Applied to \$648.85 Invoice)	(572.73)
	GlaxoSmithKline	10 Doses Energix & 20 Doses Havrix	1,150.70
	Janesville Hometown Pharmacy	Tuberculin	194.68
64010	Enviro Sciences/Alpha Energy Inc.	200 Short Term and 4 Long Term Radon Kits	1,303.80
	Culligan	D.I. Regeneration 2/7/18	140.00
	Culligan	D.I. Rental February 2018	35.00
	North Central Laboratories	1 Quart Nitrate Buffer	79.91
	Moraine Park Technical College		245.00
64200		2/5 Concepts for Certified Soil Testers Training - Adam Elmer	
	Transact Rx	Medical Claim Transaction Processing Fee - December 2017	34.50
64604		(Received invoice to late to apply to 2017 Budget)	
	Transact Rx	Medical Claim Transaction Processing Fee - January 2018	4.50
		Total	4,873.03
Environmental Health Tracking - Lead Grant			
31-3035-0000-63110	Wisconsin State Lab of Hygiene	School Lead Water Sampling	1,740.00
		Total	1,740.00
		Total	<u>6,957.82</u>

COMMITTEE REVIEW REPORT
FOR THE MONTH OF FEBRUARY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
31-3000-0000-61108	SEASONAL-REG WAG				
		P1800938	02/01/2018	WISCONSIN ASSOCIATE OF FREE	900.00
31-3000-0000-62119	OTHER SERVICES				
		P1800101	02/15/2018	OFFICE PRO INC	6.81
31-3000-0000-63100	OFC SUPP & EXP				
		P1800095	02/15/2018	JP MORGAN CHASE BANK NA	592.69
31-3000-0000-63101	POSTAGE				
		P1800109	02/08/2018	UNITED PARCEL SERVICE	47.18
31-3000-0000-63200	PUBL/SUBCR/DUES				
		P1800095	02/15/2018	JP MORGAN CHASE BANK NA	1,000.76
31-3000-0000-64000	MEDICAL SUPPLIES				
		P1800091	02/15/2018	GLAXOSMITHKLINE	1,150.70
		P1800093	02/15/2018	HOMETOWN PHARMACY	194.68
		P1800102	02/08/2018	PAXVAX INC	705.00
		P1800106	02/15/2018	SANOFI PASTEUR INC	618.78
31-3000-0000-64010	LAB SUPPLIES				
		P1800089	02/08/2018	CULLIGAN WATER CONDITIONING IN	35.00
		P1800100	02/15/2018	NORTH CENTRAL LABORATORIES OF	79.91
31-3000-0000-64200	TRAINING EXP				
		P1801031	02/15/2018	MORAIN PARK TECHNICAL	245.00
				HEALTH DEPARTMENT PROG TOTAL	5,576.51
31-3023-0000-63110	ADMIN.EXPENSE				
		P1800095	02/15/2018	JP MORGAN CHASE BANK NA	191.68
				MATERNAL/CHILD HEALTH PROG TOTAL	191.68
31-3026-0000-63110	ADMIN.EXPENSE				
		P1800813	02/08/2018	GRAINGER	207.79
				PREPAREDNESS GRANT PROG TOTAL	207.79
31-3035-0000-63110	ADMIN.EXPENSE				
		P1800855	02/15/2018	WISCONSIN STATE LABORATORY OF	1,740.00
				ENVIRON HEALTH TRACKING-LEAD PROG TOTAL	1,740.00

COMMITTEE REVIEW REPORT
FOR THE MONTH OF FEBRUARY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
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I have reviewed the preceding payments in the total **\$7,715.98**

Date: _____ Dept _____

Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF DECEMBER 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
31-3000-0000-63101	POSTAGE	P1700214	02/08/2018	UNITED PARCEL SERVICE	34.76
HEALTH DEPARTMENT PROG TOTAL					34.76

I have reviewed the preceding payments in the total \$34.76

Date: _____ Dept _____
Committee _____

Rock County Transfer Request - Over \$5,000

TO: FINANCE DIRECTOR Date 2/26/2018 Transfer No. 17-228
 Requested By Public Health Department Marie-Noel Sandoval Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 31-30000000-46205 Description: Compensation Loss Current Balance: 16,443.00	6,182.00	Account #: 31-30000000-67161 Description: Capital Assets \$5000/more	6,182.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Funds are available as a result of insurance claim proceeds.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Vaccine storage refrigerator failure required replacement. Insurance claim submitted.

FISCAL NOTE:

Sufficient funds are available for transfer.
S. Balog 2/27/18

ADMINISTRATIVE NOTE:

Rev. John Smith 2/27/18

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$5,000

TO: FINANCE DIRECTOR Date 2/26/2018 Transfer No. 17-227
 Requested By Public Health Department Marie-Noel Sandoval Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 31-30000000-61100 Description: Regular Wages Current Balance: 114,833.00	11,127.00	Account #: 31-30000000-65321 Description: Building/Office lease	11,127.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Funds are available due to salary savings from vacant positions.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

2017 Budget amount for Building/Office lease was incorrect.

FISCAL NOTE:

Sufficient funds are available for transfer. *2-27-18*

ADMINISTRATIVE NOTE:

OK [Signature] 2-27-18

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

- Governing Committee _____
- Finance Committee _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY _____

Marie-Noel Sandoval
DRAFTED BY _____



Board of Health
SUBMITTED BY _____

February 27, 2018
DATE DRAFTED

CARRYOVER OF 2017 BUDGET APPROPRIATIONS TO 2018

- 1 **WHEREAS**, the Department received insurance proceeds due to equipment failure; and,
- 2
- 3 **WHEREAS**, the Department delayed printing of outreach materials to accommodate new color printing
- 4 services available through County Printing; and,
- 5
- 6 **WHEREAS**, the Department is in need of specific goods or services whose purchase is necessary for
- 7 continued efficient and safe operation of the Department: and,
- 8
- 9 **WHEREAS**, purchase of all specific goods or services will not be completed until 2018; and,
- 10
- 11 **WHEREAS**, under generally accepted accounting principles, it is necessary to carry over funds from
- 12 2017 budget appropriations to 2018 to provide funding for completion of these purchases; and
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly assembled
- 15 this _____ day of _____, 2018 that the Board of Health budget be amended as follows:

<u>Account</u>	<u>BUDGET AT</u> <u>1/1/18</u>	<u>AMOUNT OF</u> <u>INCREASE</u>	<u>AMENDED</u> <u>BUDGET</u>
19 31-3000-0000-67160	\$ 0	\$4,861	\$ 4,861
20 Capital Assets \$500-\$4999			
21 31-3000-0000-62210	16,000	4,080	20,080
22 Telephone			
23 31-3000-0000-62491	4,238	1,320	5,558
24 Software Maintenance			
25 31-3000-0000-63104	6,000	4,590	10,590
26 Printing and Duplication			

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft, Chair

Eric Gresens, R. Ph

Louis Peer, Vice Chair

Judith Wade, WHNP

Linda Garrett

Dr. Connie Winter, DDS

Richard Bostwick

Dr. Kaitlyn Meyers, DVM, MPH

Vijaya Somaraju, MD, MPH

FINANCE COMMITTEE ENDORSEMENT

Reviewed and adopted on a vote of _____.

Mary Mawhinney, Chair Date

FISCAL NOTE:

Sufficient funds remain in the 2017 Public Health budget to carryover to 2018.



Sherry Oja
Finance Director

LEGAL NOTE:

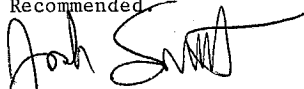
As an amendment to the adopted 2018 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended



Josh Smith
County Administrator

Executive Summary

Carryover of 2017 Budget Appropriations to 2018

This resolution amends the 2018 Board of Health budget to utilize 2017 funds to complete goods and/or service purchases in 2018.

Capital Assets

Funds will be used for replacement of office chairs which are no longer functional and/or safe. Funds are available from insurance claim proceeds.

Telephone

Funds will be used for purchase of smart phones and texting plans for field staff. Many staff cell phones are due for upgrade. Communication with customers is becoming more common via text. It is more cost effective to purchase smart phones and texting plans than to pay on a per text basis. Funds are available from insurance claim proceeds.

Software

Funds will be used to purchase statistical analysis computer software. The software will enhance capabilities for utilizing data and thereby making data-informed decisions for interventions which will improve the health of Rock County residents. Funds are available from insurance claim proceeds.

Printing

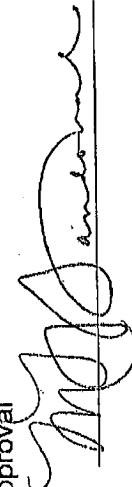
Funds will be used for printing of revised Public Health Information booklets and other outreach materials. The Department delayed printing of outreach materials in anticipation of new color printing services available through County Printing. Funds are available from the 2017 Budget for this purpose.

Rock County Request To Carryover Funds

From 2017 To 2018

Page 1 of 2

Department	Department Head	THESE SECTIONS TO BE COMPLETED BY REQUESTING DEPARTMENT	SEND ORIGINAL TO FINANCIAL SERVICES
Public Health	Marie-Noel Sandoval		PLEASE DO NOT WRITE IN THESE SECTIONS
Account Numbers	Reason for Carryover Request (Be Specific)	Administrator's Recommendation	
Account Number 31-3000-0000-67160 Description Capital Assets \$500-\$4999 Requested Carryover Amount 4,861	Funds will be used for replacement of office chairs which are no longer functional and/or safe. Funds are available from insurance claim proceeds.	Account Balance	
		Recommended Carryover	
Account Number 31-3000-0000-62210 Description Telephone Requested Carryover Amount 4,080	Funds will be used for purchase of smart phones and texting plans for field staff. Many staff cell phones are due for upgrade. Communication with customers is becoming more common via text. It is more cost effective to purchase smart phones and texting plans than to pay on a per text basis. Funds are available from insurance claim proceeds.	Account Balance	
		Recommended Carryover	
Account Number 31-3000-0000-62491 Description Software Maintenance Requested Carryover Amount 1,320	Funds will be used to purchase statistical analysis computer software. The software will enhance capabilities for utilizing data and thereby making data-informed decisions for interventions which will improve the health of Rock County residents. Funds are available from insurance claim proceeds.	Account Balance	
		Recommended Carryover	

Department Approval 

Approved By _____ Date 2/27/2018

Rock County Request To Carryover Funds

From 2017 To 2018

Page 2 of 2

Department Public Health	Department Head Marie-Noel Sandoval	SEND ORIGINAL TO FINANCIAL SERVICES	
THESE SECTIONS TO BE COMPLETED BY REQUESTING DEPARTMENT		PLEASE DO NOT WRITE IN THESE SECTIONS	
Account Numbers	Reason for Carryover Request (Be Specific)	Administrator's Recommendation	
Account Number 31-3000-0000-63104	Funds will be used for printing of revised Public Health Information booklets and other outreach materials. The Department delayed printing of outreach materials in anticipation of new color printing services available through County Printing. Funds are available from the 2017 Budget for this purpose.	Account Balance	
Description Printing and Duplication Requested Carryover Amount 4,590		Recommended Carryover	
Account Number		Account Balance	
Description		Recommended Carryover	
Requested Carryover Amount		Account Balance	
Account Number		Recommended Carryover	
Description		Account Balance	
Requested Carryover Amount		Recommended Carryover	

Department Approval *M. Sandoval* Date 2/27/18

Approved By _____