

**LINCOLN COUNTY
BOARD OF HEALTH**
Lincoln County Health & Human Services Building
607 N. Sales Street, Suite 202, 3rd Floor Conference Room 1
Thursday, February 27, 2020
NOTE NEW TIME: 5:00 P.M.

AGENDA

1. Call to Order and Introductions
2. Approve Minutes of Previous Meeting
3. Environmental Health Services – Jeremy Blankenship, Environmental Health Specialist
4. Q & A on Written & Financial Reports
 - a. Approved of Timesheet and Expense Reimbursement
 - b. Recognition of Judy Sargent – 15 years of service
 - c. Recognition of Mary Klade – 15 years of service
5. Update on Strategic Plan Objectives
 - a. Maintain a skilled and competent workforce
6. Letter of Support for Northwoods Tobacco-Free Coalition Grant Application
7. Discussion & Action [Assembly Bill 422](#) –Tobacco 21
8. Approval of Wisconsin Health Education Center Application
9. Approval for Public Health Improvement Training Scholarship
10. Agenda Items and Next Meeting
11. Public Comment
12. Adjournment

Distribution:

Mike Loka, Dora Gorski, Patricia Voermans, Chuck Bolder, Derek Woellner, Susan Weith, Brenda Mueller, and Dr. Jeffrey Moore
Robert Lee - County Board Chairman
Division of Health – Rhinelander
Jason Hake- Administrative Coordinator
County Board Supervisors
Department Heads
News Media
Bulletin Boards

News Media-Notified on _____ at _____ m. by _____
Service Center-Posted on _____ at _____ m. by _____

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

While there may be a quorum of the Law Enforcement / EMS / Judicial Committee present, no Law Enforcement / EMS / Judicial business will be conducted at this meeting.

GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

LINCOLN COUNTY BOARD OF HEALTH
THURSDAY, JANUARY 30, 2020 – 5:00 P.M.
Health & Human Services Building

MEMBERS PRESENT: Mike Loka, Dora Gorski, Patricia Voermans, Dr. J. Moore, Brenda Mueller, Sue Weith

DEPARTMENT HEAD: Shelley Hersil, Jason Hake

MEMBERS ABSENT: Derek Woellner (excused)

VISITORS PRESENT: Draco Fink, Sue Kuber

1. Call to Order and Introductions: Call to order by Mike.
2. Approve minutes of previous meeting:
Motion by Mike, second by Pat to approve the previous meeting minutes. All ayes, motion carried.
3. Family Health Services Program Review-Sue Kuber, Public Health Nurse: Sue provided an overview on birth numbers for Lincoln County. There were 265 births in 2019, in which 4.1% were not full term and 12% were admitted to the NICU. In Lincoln County, 32.8% of the mothers were obese, 13.6% smoked (compared to 8.3% statewide), and 37% received dental care. Public health provided nurse visits or phone calls for 16.7% of the mothers. Sue stated that the program objective is to increase PNCC participation. For prenatal and post-partum, more emphasis is be putting on ACE assessments. Programs are being developed for health equity for adolescents. Focus groups will be conducted. Public health continues to do lead testing for PRSYL students. The majority of the testing is done during the annual health fair.
4. Immunization Requirements: Dr. Moore gave an overview of immunization requirements in schools.
5. Q & A on Written and Financial Reports:
Discussion on budget and financials. Motion by Mike, seconded by Pat to place the written and financial reports on file. All ayes, motion carried.
6. Update on Strategic Plan Objectives: Shelley provided an overview on plan objectives to maintain skilled and competence workforce. She will be evaluating and reassigning public health staff roles and responsibilities as public health faces employee recruitment issues.
7. Review and Approval of Donation, Fees, and Grants:
 - a. Resolution to Accept Good Samaritan Donation for Live Well Lincoln: Shelley explained that the donation will be used for dental supplies. Motion by Dora, seconded by Dr. Moore to accept the donation. All ayes, motion carried.
 - b. Approval of Immunization and TB fees for 2020: Due to increased costs of vaccine and Tubersol, Shelley recommended raising the fees for Hepatitis A, Hepatitis B, and TB skin tests. Motion by Pat, seconded by Chuck to raise the fees. All ayes, motion carried.
 - c. Approval of Public Health Preparedness Mini-grant: Motion by Pat, seconded by Dr. Moore to accept the grant. All ayes, motion carried.
 - d. Review of 2020 Grants: Shelley reviewed grants for 2020. There are less grants than in past years.
8. CLOSED SESSION: Motion by Mike, seconded by Pat to enter into closed session allowing Hersil and Hake to participate in closed session. Roll call vote. All ayes. Motion carried.
Convene into Closed Session Pursuant to Sec. 1985(1)(f) Wisc. Stat. for considering employment, promotion or performance evaluation of any public employee.

- a. Health Office/Director – Evaluation
 9. OPEN SESSION: Motion by Mike, seconded by Brenda to go into open session. Roll call vote. All ayes. Motion carried.
 - a. Take any necessary action on items discussed in closed session. Motion by Mike, seconded by Sue for favorable evaluation for Shelley. Shelley given accolades for her years of dedicated service. All ayes. Motion carried.
 10. Support of Homelessness State Bills: Shelley passed out upcoming Homelessness bills as well as a template letter for WALHDAB to be sent to legislators.
 11. Agenda Items and Next Meeting: None at this time. Next meeting is February 27, 2020 at 5:00 p.m.
 12. Public Comment: None.
 13. Adjournment: Motion by Brenda, seconded by Chuck to adjourn. All ayes, motioned carried.
- Minutes submitted by S. Weith

Lincoln County Health Department (LCHD)
Board of Health Update from January 24, 2020 – February 20, 2020

Special Scheduled Meeting Attended by Director

Date	Meetings	Location
1/28/2020	Access and Functional Needs Emergency Planning Workshop	Onsite
2/4/2020	Operations Conference	WI Dells
2/5/2020	Lincoln County Administration Committee	Merrill
2/10/2020	Weekly Coronavirus Webinars	Onsite
2/18./2020	Northwoods Tobacco Free Coalition Meeting	Onsite

General Public Health

- We will be interviewing for fiscal clerk position early March.
- Northwoods Tobacco-free Coalition will focus on behavioral health and disabilities as a priority for future grant objectives.

Environmental Health

- Changes in 97 Stats. Related to Micro markets. Licensing and inspection license information is being determined. Micro Market is defined generally in the Act as an indoor, unstaffed, self-checkout kiosk that sells food and beverages to a limited group of people, such as employees, and not the general public.

Communicable Disease and Prevention

- Coronavirus (COVID-19) – staff team met on February 14 to develop a planned approach for responding to COVID-19. Additional PPE has been ordered and inventoried. Staff have been assigned to ICS roles and assignments have been made for continuing education, disease monitoring, testing and follow up, as well as, partner and public communication. An initial incident action plan has been developed and will be updated on an ongoing basis.
- Shortage of Priftin® (Rifapentine) for Treatment of Latent TB Infection (LTBI) Several states including Wisconsin are reporting difficulties obtaining Priftin® (Rifapentine), a product of Sanofi Pharmaceuticals. Pritin® is a prescription medicine used with other anti-tuberculosis medicines.

Public Health Preparedness

- Access and Functional Needs Planning Workshop – hosted a regional virtual workshop on January 28, 1-4 pm at the Health Department. 7 participants were from the Health Department, Emergency Management, North Central Health Care, Social Services, Sheriff's Office and Aging Disability Resource Center. LCHD will be working on an agency assessment for those that serve those with functional needs.

Live Well Lincoln

- Written Off Screening Event – February 3, 5:45 – 8 pm at T.B. Scott Free Library. 41 participants.
- Survivors of Suicide Loss Support Group – first meeting held on January 28, 6-7 pm at T.B. Scott Free Library. 5 survivors attended.
- Lincoln County Grief Recovery and Support Guide - printed and being distributed.

Legislative Update

Update from WALHDAB

Earlier this session, Republican legislators introduced [Assembly Bill 422](#). The bill was an attempt for the state to raise the nicotine and vaping purchasing age to 21. However, it missed many essential best practice components, which caused WPHA to remain undisclosed. On Tuesday this week, Rep. John Spiros, the bill author, proposed a [substitute amendment](#) to Assembly Bill 422. This bill doesn't include vaping products. In other words, if a vapor product does not include nicotine, it can still be sold to individuals under age 21. This is of course problematic from a public health standpoint because vapor products still contain a variety of other harmful chemicals even if they don't always include nicotine. It's important to note that an identical substitute amendment to the Senate version, Senate Bill 364, has not been introduced. WPHA and WALHDAB remain "Undisclosed" on the Senate bill. The decision to register "Undisclosed" initially was because we did not oppose the legislation in its entirety. Our opposition was based on what the bill lacked rather than what it included.

Now is the time to reach out to your legislator to oppose AB422 with the substitute amendment. Enter your address here to find their contact information: <https://legis.wisconsin.gov/>. More information regarding rationale and background information is included below that you can use as you reach out to your legislators.

LINCOLN COUNTY



EXPENSES-JANUARY 2020

FOR 2020 01

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	HEALTH DEPARTMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
23000054 HEALTH DEPARTMENT FUND								
23000054	511000 PUBLIC HEALTH SALA	554,476	554,476	35,869.82	35,869.82	.00	518,606.18	6.5%
2020/01/000003	01/02/2020 BUC	554,476.00	REF					
2020/01/000005	01/03/2020 PRJ	20,575.07	REF PAYROL					
2020/01/000050	01/17/2020 PRJ	20,603.66	REF PAYROL					
2020/01/000064	01/03/2020 GEN	-20,575.07	REF SF					
2020/01/000073	01/17/2020 GEN	-4,128.22	REF SF					
2020/01/000097	01/31/2020 PRJ	19,394.38	REF PAYROL					
								ORIGINAL BUDGET 2020 WARRANT=200103 RUN=2 GENERAL WARRANT=200117 RUN=2 GENERAL PRPD 01/03/2020 ACCRUED WAGES PRPD 1/17/20 WARRANT=200131 RUN=2 GENERAL
23000054	520000 PUBLIC HEALTH FRIN	229,022	229,022	17,499.13	17,499.13	.00	211,522.87	7.6%
2020/01/000003	01/02/2020 BUC	229,022.00	REF					
2020/01/000005	01/03/2020 PRJ	9,183.90	REF PAYROL					
2020/01/000050	01/17/2020 PRJ	9,135.30	REF PAYROL					
2020/01/000064	01/03/2020 GEN	-2,958.86	REF SF					
2020/01/000073	01/17/2020 GEN	-594.46	REF SF					
2020/01/000097	01/31/2020 PRJ	2,733.25	REF PAYROL					
								ORIGINAL BUDGET 2020 WARRANT=200103 RUN=2 GENERAL WARRANT=200117 RUN=2 GENERAL PRPD 01/03/2020 ACCRUED WAGES PRPD 1/17/20 WARRANT=200131 RUN=2 GENERAL
23000054	531010 AUDITING SERVICES	1,530	1,530	.00	.00	.00	1,530.00	.0%
2020/01/000003	01/02/2020 BUC	1,530.00	REF					
								ORIGINAL BUDGET 2020
23000054	551000 LIABILITY INSURANC	5,800	5,800	.00	.00	.00	5,800.00	.0%
2020/01/000003	01/02/2020 BUC	5,800.00	REF					
								ORIGINAL BUDGET 2020
23000054	552001 PUBLIC HEALTH TELE	2,310	2,310	219.04	219.04	.00	2,090.96	9.5%
2020/01/000003	01/02/2020 BUC	2,310.00	REF					
2020/01/000026	01/09/2020 API	28.88	VND 007771 PO					
2020/01/000026	01/09/2020 API	14.67	VND 007771 PO					
2020/01/000026	01/09/2020 API	14.23	VND 007771 PO					
2020/01/000078	01/23/2020 API	.07	VND 005069 PO					
2020/01/000125	01/31/2020 GEN	161.19	REF LK					
								ORIGINAL BUDGET 2020 GRANITE TELECOMMUNIC TELEPHONE 326015 GRANITE TELECOMMUNIC TELEPHONE 326015 GRANITE TELECOMMUNIC TELEPHONE 326015 VERIZON WIRELESS CELL PHONES 326385 JANUARY PHONE CHARGES
23000054	554001 PRINTING ALLOCATIO	3,300	3,300	101.41	101.41	.00	3,198.59	3.1%
2020/01/000003	01/02/2020 BUC	3,300.00	REF					
2020/01/000124	01/31/2020 GEN	101.41	REF LK					
								ORIGINAL BUDGET 2020 JANUARY COPY CHARGES

LINCOLN COUNTY



EXPENSES-JANUARY 2020

FOR 2020 01

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	HEALTH DEPARTMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
23000054 555000	PUBLIC HEALTH TRAV	6,500	6,500	.00	.00	.00	6,500.00	.0%
2020/01/000003	01/02/2020 BUC	6,500.00	REF			ORIGINAL BUDGET 2020		
23000054 561100	PUBLIC HEALTH OFFI	7,600	7,600	197.86	197.86	.00	7,402.14	2.6%
2020/01/000003	01/02/2020 BUC	7,600.00	REF			ORIGINAL BUDGET 2020		
2020/01/000057	01/16/2020 API	130.00	VND 000832 PO			VALLEY SCALE SERVICE INSPECTION		326294
2020/01/000078	01/23/2020 API	37.99	VND 005069 PO			VERIZON WIRELESS CELL PHONES		326385
2020/01/000099	01/29/2020 API	29.87	VND 002825 PO			AMAZON.COM SUPPLIES		9668
23000054 561101	PUBLIC HEALTH POST	1,200	1,200	.00	.00	.00	1,200.00	.0%
2020/01/000003	01/02/2020 BUC	1,200.00	REF			ORIGINAL BUDGET 2020		
23000054 561214	PUBLIC HEALTH VACC	11,300	11,300	76.78	76.78	.00	11,223.22	.7%
2020/01/000003	01/02/2020 BUC	11,300.00	REF			ORIGINAL BUDGET 2020		
2020/01/000110	01/30/2020 API	76.78	VND 003209 PO			SANOFI PASTEUR, INC VACCINE SUPPLIES		326454
23000054 570000	STATE GRANT OPERAT	500	500	.00	.00	.00	500.00	.0%
2020/01/000003	01/02/2020 BUC	500.00	REF			ORIGINAL BUDGET 2020		
23000054 571000	FOOT CARE OPERATIO	450	450	39.22	39.22	.00	410.78	8.7%
2020/01/000003	01/02/2020 BUC	450.00	REF			ORIGINAL BUDGET 2020		
2020/01/000099	01/29/2020 API	39.22	VND 002825 PO			AMAZON.COM SUPPLIES		9668
23000054 571002 10120	PREVENTION OP	100	100	.00	.00	.00	100.00	.0%
2020/01/000003	01/02/2020 BUC	100.00	REF			ORIGINAL BUDGET 2020		
TOTAL HEALTH DEPARTMENT FUND		824,088	824,088	54,003.26	54,003.26	.00	770,084.74	6.6%
23005554 ENVIRONMENTAL HEALTH								
23005554 560000	ENVIRONMENTAL HEAL	800	800	128.72	128.72	.00	671.28	16.1%
2020/01/000003	01/02/2020 BUC	800.00	REF			ORIGINAL BUDGET 2020		
2020/01/000099	01/29/2020 API	40.00	VND 400495 PO			WEHA MEMBERSHIP DUES		9698
2020/01/000110	01/30/2020 API	88.72	VND 300012 PO			VIP OFFICE PRODUCTS UPS CHARGES		326472

LINCOLN COUNTY



EXPENSES-JANUARY 2020

FOR 2020 01

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR: 0023	HEALTH DEPARTMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
23005554	571000 PRIVATE WELL OPERA	700	700	.00	.00	.00	700.00	.0%
	2020/01/000003 01/02/2020 BUC	700.00	REF			ORIGINAL BUDGET 2020		
	TOTAL ENVIRONMENTAL HEALTH	1,500	1,500	128.72	128.72	.00	1,371.28	8.6%
<u>23005654 COMMUNICABLE DISEASE</u>								
23005654	554001 GYT-PRINTING ALLOC	0	0	.04	.04	.00	-.04	100.0%*
	2020/01/000124 01/31/2020 GEN	.04	REF LK			JANUARY COPY CHARGES		
23005654	560000 CLINIC SUPPLIES	2,000	2,000	.00	.00	.00	2,000.00	.0%
	2020/01/000003 01/02/2020 BUC	2,000.00	REF			ORIGINAL BUDGET 2020		
	TOTAL COMMUNICABLE DISEASE	2,000	2,000	.04	.04	.00	1,999.96	.0%
<u>23005754 TOBACCO GRANT</u>								
23005754	511000 10121 TOBACCO SALAR	3,800	3,800	.00	.00	.00	3,800.00	.0%
	2020/01/000003 01/02/2020 BUC	3,800.00	REF			ORIGINAL BUDGET 2020		
23005754	520000 10121 TOBACCO FRING	2,000	2,000	.00	.00	.00	2,000.00	.0%
	2020/01/000003 01/02/2020 BUC	2,000.00	REF			ORIGINAL BUDGET 2020		
23005754	554001 10121 TOBACCO PRINT	60	60	1.83	1.83	.00	58.17	3.1%
	2020/01/000003 01/02/2020 BUC	60.00	REF			ORIGINAL BUDGET 2020		
	2020/01/000124 01/31/2020 GEN	1.83	REF LK			JANUARY COPY CHARGES		
23005754	570000 10121 TOBACCO OPERA	200	200	.00	.00	.00	200.00	.0%
	2020/01/000003 01/02/2020 BUC	200.00	REF			ORIGINAL BUDGET 2020		
	TOTAL TOBACCO GRANT	6,060	6,060	1.83	1.83	.00	6,058.17	.0%

LINCOLN COUNTY



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FOR 2020 01

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	HEALTH DEPARTMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
23006954 PUB HEALTH PREPAREDNESS GRANT								
23006954	511000 10128 PREPAREDNESS	28,210	28,210	1,946.76	1,946.76	.00	26,263.24	6.9%
	2020/01/000003 01/02/2020 BUC	28,210.00	REF				ORIGINAL BUDGET 2020	
	2020/01/000005 01/03/2020 PRJ	626.54	REF PAYROL				WARRANT=200103 RUN=2 GENERAL	
	2020/01/000050 01/17/2020 PRJ	826.52	REF PAYROL				WARRANT=200117 RUN=2 GENERAL	
	2020/01/000064 01/03/2020 GEN	-626.54	REF SF				PRPD 01/03/2020	
	2020/01/000073 01/17/2020 GEN	-90.41	REF SF				ACCRUED WAGES PRPD 1/17/20	
	2020/01/000097 01/31/2020 PRJ	1,210.65	REF PAYROL				WARRANT=200131 RUN=2 GENERAL	
23006954	520000 10128 PREPAREDNESS	8,407	8,407	269.00	269.00	.00	8,138.00	3.2%
	2020/01/000003 01/02/2020 BUC	8,407.00	REF				ORIGINAL BUDGET 2020	
	2020/01/000005 01/03/2020 PRJ	86.03	REF PAYROL				WARRANT=200103 RUN=2 GENERAL	
	2020/01/000050 01/17/2020 PRJ	113.35	REF PAYROL				WARRANT=200117 RUN=2 GENERAL	
	2020/01/000064 01/03/2020 GEN	-86.03	REF SF				PRPD 01/03/2020	
	2020/01/000073 01/17/2020 GEN	-13.02	REF SF				ACCRUED WAGES PRPD 1/17/20	
	2020/01/000097 01/31/2020 PRJ	168.67	REF PAYROL				WARRANT=200131 RUN=2 GENERAL	
23006954	554001 10128 PREPAREDNESS	3,000	3,000	1.36	1.36	.00	2,998.64	.0%
	2020/01/000003 01/02/2020 BUC	3,000.00	REF				ORIGINAL BUDGET 2020	
	2020/01/000124 01/31/2020 GEN	1.36	REF LK				JANUARY COPY CHARGES	
23006954	570000 10128 PREPAREDNESS	700	700	238.06	238.06	.00	461.94	34.0%
	2020/01/000003 01/02/2020 BUC	700.00	REF				ORIGINAL BUDGET 2020	
	2020/01/000078 01/23/2020 API	.07	VND 005069 PO				VERIZON WIRELESS CELL PHONES	326385
	2020/01/000078 01/23/2020 API	37.99	VND 005069 PO				VERIZON WIRELESS CELL PHONES	326385
	2020/01/000099 01/29/2020 API	200.00	VND 400219 PO				WI ASSOC OF LOCAL HE REGISTRATION	9699
	TOTAL PUB HEALTH PREPAREDNESS GRA	40,317	40,317	2,455.18	2,455.18	.00	37,861.82	6.1%
23027854 ORAL HEALTH								
23027854	511000 ORAL HEALTH WAGE	6,200	6,200	392.50	392.50	.00	5,807.50	6.3%
	2020/01/000003 01/02/2020 BUC	6,200.00	REF				ORIGINAL BUDGET 2020	
	2020/01/000005 01/03/2020 PRJ	317.50	REF PAYROL				WARRANT=200103 RUN=2 GENERAL	
	2020/01/000050 01/17/2020 PRJ	232.50	REF PAYROL				WARRANT=200117 RUN=2 GENERAL	
	2020/01/000064 01/03/2020 GEN	-317.50	REF SF				PRPD 01/03/2020	
	2020/01/000097 01/31/2020 PRJ	160.00	REF PAYROL				WARRANT=200131 RUN=2 GENERAL	

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EXPENSES-JANUARY 2020

FOR 2020 01

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR: 0023	HEALTH	DEPARTMENT	FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
23027854	520000	ORAL HEALTH	FRINGE	750	750	30.03	30.03	.00	719.97	4.0%
2020/01/000003	01/02/2020	BUC		750.00	REF				ORIGINAL BUDGET 2020	
2020/01/000005	01/03/2020	PRJ		24.29	REF PAYROL				WARRANT=200103 RUN=2 GENERAL	
2020/01/000050	01/17/2020	PRJ		17.79	REF PAYROL				WARRANT=200117 RUN=2 GENERAL	
2020/01/000064	01/03/2020	GEN		-24.29	REF SF				PRPD 01/03/2020	
2020/01/000097	01/31/2020	PRJ		12.24	REF PAYROL				WARRANT=200131 RUN=2 GENERAL	
23027854	570000	SEAL A SMILE	OPERA	1,200	1,200	.00	.00	.00	1,200.00	.0%
2020/01/000003	01/02/2020	BUC		1,200.00	REF				ORIGINAL BUDGET 2020	
23027854	571000	DENTAL HEALTH	OPER	200	200	.00	.00	.00	200.00	.0%
2020/01/000003	01/02/2020	BUC		200.00	REF				ORIGINAL BUDGET 2020	
TOTAL ORAL HEALTH				8,350	8,350	422.53	422.53	.00	7,927.47	5.1%
23201054 AGENT STATUS PROGRAM										
23201054	511000	AGENT/DNR	SALARIES	74,810	74,810	4,294.12	4,294.12	.00	70,515.88	5.7%
2020/01/000003	01/02/2020	BUC		74,810.00	REF				ORIGINAL BUDGET 2020	
2020/01/000005	01/03/2020	PRJ		2,012.32	REF PAYROL				WARRANT=200103 RUN=2 GENERAL	
2020/01/000050	01/17/2020	PRJ		1,859.82	REF PAYROL				WARRANT=200117 RUN=2 GENERAL	
2020/01/000064	01/03/2020	GEN		-2,012.32	REF SF				PRPD 01/03/2020	
2020/01/000073	01/17/2020	GEN		-324.66	REF SF				ACCRUED WAGES PRPD 1/17/20	
2020/01/000097	01/31/2020	PRJ		2,758.96	REF PAYROL				WARRANT=200131 RUN=2 GENERAL	
23201054	520000	AGENT/DNR	FRINGE	36,554	36,554	579.79	579.79	.00	35,974.21	1.6%
2020/01/000003	01/02/2020	BUC		36,554.00	REF				ORIGINAL BUDGET 2020	
2020/01/000005	01/03/2020	PRJ		293.23	REF PAYROL				WARRANT=200103 RUN=2 GENERAL	
2020/01/000050	01/17/2020	PRJ		267.81	REF PAYROL				WARRANT=200117 RUN=2 GENERAL	
2020/01/000064	01/03/2020	GEN		-289.77	REF SF				PRPD 01/03/2020	
2020/01/000073	01/17/2020	GEN		-46.75	REF SF				ACCRUED WAGES PRPD 1/17/20	
2020/01/000097	01/31/2020	PRJ		355.27	REF PAYROL				WARRANT=200131 RUN=2 GENERAL	
23201054	554001	AGENT/DNR	PRINT	300	300	17.49	17.49	.00	282.51	5.8%
2020/01/000003	01/02/2020	BUC		300.00	REF				ORIGINAL BUDGET 2020	
2020/01/000124	01/31/2020	GEN		17.49	REF LK				JANUARY COPY CHARGES	

LINCOLN COUNTY



EXPENSES-JANUARY 2020

FOR 2020 01

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0023 HEALTH DEPARTMENT FUND	APPROP	BUDGET				BUDGET	USED
23201054 555000 AGENT/DNR TRAVEL-T	3,775	3,775	.00	.00	.00	3,775.00	.0%
2020/01/000003 01/02/2020 BUC	3,775.00 REF				ORIGINAL BUDGET 2020		
23201054 571000 AGENT OPERATIONS	9,800	9,800	320.92	320.92	.00	9,479.08	3.3%
2020/01/000003 01/02/2020 BUC	9,800.00 REF				ORIGINAL BUDGET 2020		
2020/01/000078 01/23/2020 API	41.54 VND 005069 PO				VERIZON WIRELESS CELL PHONES		326385
2020/01/000078 01/23/2020 API	.75 VND 005069 PO				VERIZON WIRELESS CELL PHONES		326385
2020/01/000099 01/29/2020 API	81.13 VND 002825 PO				AMAZON.COM SUPPLIES		9668
2020/01/000110 01/30/2020 API	197.50 VND 003346 PO				BAILEY'S TEST STRIPS SUPPLIES		326404
23201054 571002 DNR OPERATIONS	2,450	2,450	601.21	601.21	.00	1,848.79	24.5%
2020/01/000003 01/02/2020 BUC	2,450.00 REF				ORIGINAL BUDGET 2020		
2020/01/000057 01/16/2020 API	566.00 VND 001809 PO				UW OSHKOSH-CONTINUIN DNR WELL TESTING		326293
2020/01/000110 01/30/2020 API	19.27 VND 300012 PO				VIP OFFICE PRODUCTS UPS CHARGES		326472
2020/01/000110 01/30/2020 API	15.94 VND 300012 PO				VIP OFFICE PRODUCTS UPS CHARGES		326472
TOTAL AGENT STATUS PROGRAM	127,689	127,689	5,813.53	5,813.53	.00	121,875.47	4.6%
23201154 HEALTH DEPT MINIGRANTS							
23201154 570000 CRIBS FOR KIDS OPE	50	50	.00	.00	.00	50.00	.0%
2020/01/000003 01/02/2020 BUC	50.00 REF				ORIGINAL BUDGET 2020		
TOTAL HEALTH DEPT MINIGRANTS	50	50	.00	.00	.00	50.00	.0%
23201354 PRENATAL CARE MA							
23201354 554001 20130 PNCC PRINT	150	150	.54	.54	.00	149.46	.4%
2020/01/000003 01/02/2020 BUC	150.00 REF				ORIGINAL BUDGET 2020		
2020/01/000124 01/31/2020 GEN	.54 REF LK				JANUARY COPY CHARGES		
23201354 570000 20130 PNCC OPERATIO	700	700	.00	.00	.00	700.00	.0%
2020/01/000003 01/02/2020 BUC	700.00 REF				ORIGINAL BUDGET 2020		
TOTAL PRENATAL CARE MA	850	850	.54	.54	.00	849.46	.1%

EXPENSES-JANUARY 2020

FOR 2020 01

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR: 0023	HEALTH DEPARTMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL HEALTH DEPARTMENT FUND	1,010,904	1,010,904	62,825.63	62,825.63	.00	948,078.37	6.2%
	TOTAL EXPENSES	1,010,904	1,010,904	62,825.63	62,825.63	.00	948,078.37	

EXPENSES-JANUARY 2020

FOR 2020 01

JOURNAL DETAIL 2020 1 TO 2020 1

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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GRAND TOTAL	1,010,904	1,010,904	62,825.63	62,825.63	.00	948,078.37	6.2%
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** END OF REPORT - Generated by Becky Dallman **

LINCOLN COUNTY



REVENUE-JANUARY 2020

FOR 2020 01

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0023 HEALTH DEPARTMENT FUND	APPROP	BUDGET				BUDGET	USED
23000054 HEALTH DEPARTMENT FUND							
23000054 435500 10119 HEALTH CHECK	5,000	5,000	.00	.00	.00	5,000.00	.0%*
2020/01/000003 01/02/2020 BUC	-5,000.00 REF					ORIGINAL BUDGET 2020	
2020/01/000013 01/03/2020 CRP	-20.35 REF 65361		HEALTH			NON-DEPARTMENTAL	/RG
2020/01/000053 01/03/2020 GEN	20.35 REF SF					RECLASS RCPT65361	
23000054 435500 10120 STATE HEALTH	34,642	34,642	.00	.00	.00	34,642.00	.0%*
2020/01/000003 01/02/2020 BUC	-34,642.00 REF					ORIGINAL BUDGET 2020	
23000054 435510 10120 PREVENTION GR	7,177	7,177	.00	.00	.00	7,177.00	.0%*
2020/01/000003 01/02/2020 BUC	-7,177.00 REF					ORIGINAL BUDGET 2020	
23000054 461900 FOOT CARE REVENUES	11,000	11,000	951.00	951.00	.00	10,049.00	8.6%*
2020/01/000003 01/02/2020 BUC	-11,000.00 REF					ORIGINAL BUDGET 2020	
2020/01/000013 01/03/2020 CRP	-72.00 REF 65361		HEALTH			NON-DEPARTMENTAL	/RG
2020/01/000013 01/03/2020 CRP	-414.00 REF 65361		HEALTH			NON-DEPARTMENTAL	/RG
2020/01/000033 01/10/2020 CRP	-90.00 REF 65453		HEALTH			NON-DEPARTMENTAL	/RG
2020/01/000033 01/10/2020 CRP	-171.00 REF 65453		HEALTH			NON-DEPARTMENTAL	/RG
2020/01/000067 01/17/2020 CRP	-60.00 REF 65552		HEALTH			NON-DEPARTMENTAL	/RG
2020/01/000090 01/24/2020 CRP	-54.00 REF 65637		HEALTH DEPT			FOOT REV	/DP
2020/01/000090 01/24/2020 CRP	-36.00 REF 65637		HEALTH DEPT			FOOT REV	/DP
2020/01/000095 01/28/2020 CRP	-18.00 REF 65667		HEALTH			NON-DEPARTMENTAL	/RG
2020/01/000095 01/28/2020 CRP	-36.00 REF 65667		HEALTH			NON-DEPARTMENTAL	/RG
23000054 465910 HEALTH DEPT PUBLIC	23,000	23,000	68.00	68.00	.00	22,932.00	.3%*
2020/01/000003 01/02/2020 BUC	-23,000.00 REF					ORIGINAL BUDGET 2020	
2020/01/000067 01/17/2020 CRP	-17.00 REF 65542		HEALTH			NON-DEPARTMENTAL	/RG
2020/01/000067 01/17/2020 CRP	-34.00 REF 65552		HEALTH			NON-DEPARTMENTAL	/RG
2020/01/000090 01/24/2020 CRP	-17.00 REF 65631		HEALTH			NON-DEPARTMENTAL	/RG
23000054 473500 PRSYL SERVICES	6,000	6,000	.00	.00	.00	6,000.00	.0%*
2020/01/000003 01/02/2020 BUC	-6,000.00 REF					ORIGINAL BUDGET 2020	
23000054 473510 MAPS SCHOOL SERVIC	100,400	100,400	.00	.00	.00	100,400.00	.0%*
2020/01/000003 01/02/2020 BUC	-100,400.00 REF					ORIGINAL BUDGET 2020	

REVENUE-JANUARY 2020

FOR 2020 01

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	HEALTH DEPARTMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
23000054 474000	INTER DEPARTMENT S	92,000	92,000	90.00	90.00	.00	91,910.00	.1%*	
2020/01/000003	01/02/2020 BUC	-92,000.00 REF							
2020/01/000091	01/27/2020 GEN	-90.00 REF HM							
							ORIGINAL BUDGET 2020 DRUG SCREENINGS		
23000054 485000	IMMUNIZATION DONAT	1,200	1,200	40.00	40.00	.00	1,160.00	3.3%*	
2020/01/000003	01/02/2020 BUC	-1,200.00 REF							
2020/01/000067	01/17/2020 CRP	-40.00 REF 65552	HEALTH						
							ORIGINAL BUDGET 2020 NON-DEPARTMENTAL /RG		
	TOTAL HEALTH DEPARTMENT FUND	280,419	280,419	1,149.00	1,149.00	.00	279,270.00	.4%	
23000060 HEALTH DEPARTMENT PROPERTY TAX									
23000060 411100	HEALTH DEPARTMENT	539,318	539,318	539,318.00	539,318.00	.00	.00	100.0%*	
2020/01/000003	01/02/2020 BUC	-539,318.00 REF							
2020/01/000029	01/01/2020 GEN	-539,318.00 REF DL							
							ORIGINAL BUDGET 2020 2020 TAX LEVY		
	TOTAL HEALTH DEPARTMENT PROPERTY	539,318	539,318	539,318.00	539,318.00	.00	.00	100.0%	
23005554 ENVIRONMENTAL HEALTH									
23005554 461900	PRIVATE WELL TESTI	3,000	3,000	140.00	140.00	.00	2,860.00	4.7%*	
2020/01/000003	01/02/2020 BUC	-3,000.00 REF							
2020/01/000033	01/10/2020 CRP	-60.00 REF 65453	HEALTH						
2020/01/000067	01/17/2020 CRP	-20.00 REF 65552	HEALTH						
2020/01/000074	01/21/2020 CRP	-20.00 REF 65580	HEALTH						
2020/01/000129	01/31/2020 CRP	-40.00 REF 65720	HEALTH						
							ORIGINAL BUDGET 2020 NON-DEPARTMENTAL /RG NON-DEPARTMENTAL /RG NON-DEPARTMENTAL /RG NON-DEPARTMENTAL /RG		
	TOTAL ENVIRONMENTAL HEALTH	3,000	3,000	140.00	140.00	.00	2,860.00	4.7%	
23005654 COMMUNICABLE DISEASE									
23005654 435500	20100 COMMUNICABLE	3,800	3,800	.00	.00	.00	3,800.00	.0%*	
2020/01/000003	01/02/2020 BUC	-3,800.00 REF							
							ORIGINAL BUDGET 2020		

LINCOLN COUNTY



REVENUE-JANUARY 2020

FOR 2020 01

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	HEALTH DEPARTMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL COMMUNICABLE DISEASE		3,800	3,800	.00	.00	.00	3,800.00	.0%
23005754 TOBACCO GRANT								
23005754	485000 TOBACCO GRANT	2,200	2,200	.00	.00	.00	2,200.00	.0%*
	2020/01/000003 01/02/2020 BUC	-2,200.00	REF				ORIGINAL BUDGET 2020	
TOTAL TOBACCO GRANT		2,200	2,200	.00	.00	.00	2,200.00	.0%
23006954 PUB HEALTH PREPAREDNESS GRANT								
23006954	435500 10128 PUBLIC HEALTH	40,317	40,317	.00	.00	.00	40,317.00	.0%*
	2020/01/000003 01/02/2020 BUC	-40,317.00	REF				ORIGINAL BUDGET 2020	
TOTAL PUB HEALTH PREPAREDNESS GRA		40,317	40,317	.00	.00	.00	40,317.00	.0%
23027854 ORAL HEALTH								
23027854	465900 SEAL A SMILE	8,500	8,500	.00	.00	.00	8,500.00	.0%*
	2020/01/000003 01/02/2020 BUC	-8,500.00	REF				ORIGINAL BUDGET 2020	
	2020/01/000013 01/03/2020 CRP	-142.32	REF 65361				NON-DEPARTMENTAL /RG	
	2020/01/000013 01/03/2020 CRP	-498.00	REF 65361				NON-DEPARTMENTAL /RG	
	2020/01/000053 01/03/2020 GEN	142.32	REF SF				RECLASS RCPT65361	
	2020/01/000053 01/03/2020 GEN	498.00	REF SF				RECLASS RCPT65361	
23027854	465916 DENTAL HEALTH (MA)	3,800	3,800	.00	.00	.00	3,800.00	.0%*
	2020/01/000003 01/02/2020 BUC	-3,800.00	REF				ORIGINAL BUDGET 2020	
TOTAL ORAL HEALTH		12,300	12,300	.00	.00	.00	12,300.00	.0%
23201054 AGENT STATUS PROGRAM								
23201054	465900 AGENT	109,200	109,200	110.00	110.00	.00	109,090.00	.1%*

LINCOLN COUNTY



REVENUE-JANUARY 2020

FOR 2020 01

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0023 HEALTH DEPARTMENT FUND	APPROP	BUDGET				BUDGET	USED
2020/01/000003 01/02/2020 BUC	-109,200.00 REF					ORIGINAL BUDGET 2020	
2020/01/000067 01/17/2020 CRP	-110.00 REF 65552	HEALTH				NON-DEPARTMENTAL	/RG
23201054 465912 DNR	17,000	17,000	.00	.00	.00	17,000.00	.00*
2020/01/000003 01/02/2020 BUC	-17,000.00 REF					ORIGINAL BUDGET 2020	
TOTAL AGENT STATUS PROGRAM	126,200	126,200	110.00	110.00	.00	126,090.00	.1%
23201154 HEALTH DEPT MINIGRANTS							
23201154 485000 CRIBS FOR KIDS	50	50	.00	.00	.00	50.00	.00*
2020/01/000003 01/02/2020 BUC	-50.00 REF					ORIGINAL BUDGET 2020	
TOTAL HEALTH DEPT MINIGRANTS	50	50	.00	.00	.00	50.00	.0%
23201354 PRENATAL CARE MA							
23201354 435500 20130 PNCC (MA)	3,300	3,300	.00	.00	.00	3,300.00	.00*
2020/01/000003 01/02/2020 BUC	-3,300.00 REF					ORIGINAL BUDGET 2020	
TOTAL PRENATAL CARE MA	3,300	3,300	.00	.00	.00	3,300.00	.0%
TOTAL HEALTH DEPARTMENT FUND	1,010,904	1,010,904	540,717.00	540,717.00	.00	470,187.00	53.5%
TOTAL REVENUES	1,010,904	1,010,904	540,717.00	540,717.00	.00	470,187.00	

REVENUE-JANUARY 2020

FOR 2020 01

JOURNAL DETAIL 2020 1 TO 2020 1

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,010,904	1,010,904	540,717.00	540,717.00	.00	470,187.00	53.5%

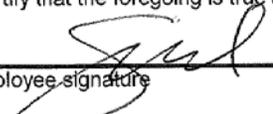
** END OF REPORT - Generated by Becky Dallman **

Lincoln County Employee Timesheet

Name: Shelley Hersil Department: HEALTH DEPARTMENT Pay Period: 1/13/20 1/26/20
 Employee Number: 319
 Representative Status: Nonrepresented
 FLSA Status: Exempt From: 12/13/2020 To: 12/26/2020

12/13 12/14 12/15 12/16 12/17 12/18 12/19 12/20 12/21 12/22 12/23 12/24 12/25 12/26														FMLA		
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	FMLA hours
8.5	10	8	8		2		8.5	10.25	8.5	8.75	8	2		82.5	Regular: Health Dept	
														0	PHER Grant	23201554.511000.10137
														0	Preparedness	23006954.511000
														0	Tobacco	23005754.511000.10121
				4										4	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
8.5	10	8	8	4	2	0	8.5	10.25	8.5	8.75	8	2	0	86.5	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.



 Employee signature

 Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: Shelley Hersil

Department: HEALTH DEPARTMENT Pay Period:

Employee Number: 319

Representative Status: Nonrepresented

FLSA Status: Exempt

From: 1/27/2020 To: 2/9/2020

1/27	1/28	1/29	1/30	1/31	2/1	2/2	2/3	2/4	2/5	2/6	2/7	2/8	2/9	Hours	Pay Category	FMLA hours
Mon 9	Tue 8	Wed 8	Thur 10.25	Fri 3.5	Sat 2	Sun	Mon 8	Tue 12.25	Wed 8.5	Thur 9	Fri 8.75	Sat 2	Sun	89.25	Regular: Health Dept	
														0	PHER Grant	23201554.511000.10137
														0	Preparedness	23006954.511000
														0	Tobacco	23005754.511000.10121
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
9	8	8	10.25	3.5	2	0	8	12.25	8.5	9	8.75	2	0	89.25	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.

Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____



To protect, nurture and advance
the health of our community

ONEIDA COUNTY HEALTH DEPARTMENT

Linda Conlon, MPH, BSN, RN
Director/ Health Officer

Marta Koelling, MPH, MS, CHES
Assistant Director



February 14, 2020

Tobacco Prevention and Control Program:

In response to the Wisconsin Department of Health Services (DHS), request for applications from the Tobacco Prevention and Control Program (TCP) for Community-Based Intervention Funding, seven Northwoods health departments commit to engage in tobacco prevention and control advocacy efforts to decrease tobacco-related disparities. Together, Florence County Health Department, Forest County Health Department, Lincoln County Health Department, Marinette County Health and Human Services, Oneida County Health Department, Price County Health and Human Services, and Vilas County Health Department will pursue health equity by authentically engaging and collaborating with populations most impacted by tobacco-related disparities and organizations that provide services for them.

Serving as chief health strategists, public health departments play an essential role by strengthening partnerships across multiple sectors and leveraging resources to address the social, environmental, and economic conditions that affect health and health equity. The goal of this funding directly aligns with public health's mission to address the social determinants of health, ensuring conditions in which everyone can be healthy.

Since 2010 the Northwoods Tobacco Free Coalition (NWTFC) has proven itself as a trusted community organization that drives change and advances local policy. The coalition has developed relationships and grown organizational capacity to successfully implement tobacco prevention and control strategies. These activities have contributed to the lowest tobacco use rate Wisconsin has ever seen. Despite this success, NWTFC recognizes that large differences in smoking and tobacco use prevalence persist for populations in the Northwoods based on their disability, substance use and behavioral health disorder and socioeconomic status.

As general evidence of our commitment, we agree to participate in the following:

- Regularly attend coalition meetings
- Attend relevant coalition sponsored trainings and community events
- Ensure clear and timely communication between the sector representative and the coalition
- Contribute to the strategic action planning process
- Actively participate in building and sustaining the coalition's capacity
- Disseminate relevant information to organizational members

Phone: (715) 369-6111
Fax: (715) 369-6112
ochd@co.oneida.wi.us
www.OneidaCountyPublicHealth.org

100 W. Keenan Street
Rhineland, WI 54501
Monday– Friday 8:00AM-4:30PM

*Embracing change, partnerships, and best practices to lead
Oneida County to a healthy future.*

Specifically, each department will commit the following resources to the coalition:

- Implementation of community level strategies as identified by the TPCP work plan
- Provide connections to key grasstop leaders and community stakeholders in each community and communication assistance to distribute information both internally and externally
- In-kind contributions of staff time, material resources, and meeting space, etc. as deemed necessary by the coalition and approved by administration

As the lead agency, OCHD will be responsible for fulfilling the terms of the contract and providing guidance to NWTFC members and partner agencies. Upon successful award of grant funds, the coalition will consider developing formal contracts and memorandums of understanding (MOUs) to further detail the roles and responsibilities of those involved in this collective impact project.

By signing this letter, each health department commits to activity participate in NWTFC to achieve health equity by preventing initiation, eliminating exposure to secondhand smoke and aerosol, and improving accesses to treatment for nicotine dependence among populations experiencing greater tobacco-related health burdens. Together, we can provide tools for individuals to enact positive change in their own lives and our community as a whole.

Sincerely,

Linda Conlon, OCHD Health Officer Date

Michelle Edwards, PCHD Health Officer Date

Annette Seibold, FLCHD Health Officer Date

Laurel Dreger, VCHD Health Officer Date

Jacee Shepard, FCHD Health Officer Date

Shelley Hersil, LCHD Health Officer Date

Molly Bonjean, MCHD Health Officer Date

Phone: (715) 369-6111
Fax: (715) 369-6112
ochd@co.oneida.wi.us
www.OneidaCountyPublicHealth.org

100 W. Keenan Street
Rhineland, WI 54501
Monday– Friday 8:00AM-4:30PM

*Embracing change, partnerships, and best practices to lead
Oneida County to a healthy future.*

Wisconsin AHEC

Community Health Internship Program (CHIP)

2020 Host Site Proposal

8-week summer internship

Monday, June 1 - Friday, July 24, 2020

Mentor Orientation for Statewide host sites - May 2020 (Exact date and location TBD)

Mentor Orientation for Milwaukee host sites - Thursday May 14, 2020 in Milwaukee

What is CHIP?

The Wisconsin AHEC Community Health Intern Program (CHIP) enables advanced undergraduate and graduate students who have an interest in community health, public health and population health to work full time (40 hours per week) with local health departments, tribal health centers, community health centers and community service agencies throughout Wisconsin for an eight-week summer internship. This is the 2020 CHIP Host Site Proposal. Detailed information regarding AHEC's 2020 CHIP can be found on the program's Request for Proposal (RFP) and Partnership Agreement listed below. Please review these documents prior to filling out the Host Site Proposal. **RFP:** https://ahec.wisc.edu/wp-content/uploads/sites/99/2019/10/2020-CHIP-RFP_working-URL.pdf

Partnership Agreement: <https://ahec.wisc.edu/wp->

Title of proposed internship: Environmental Health Intern

1. Brief summary of proposed internship, which may have one or more main projects. (200 words or less)

Our mission is to provide services to residents promoting optimal health and safety through prevention, protection, and intervention. The AHEC intern will help us reach our mission by assisting with conducting environmental health inspections and water testing throughout Lincoln County. This work includes onsite education and technical assistance to individuals concerning compliance to local public health and environmental codes and regulations. This process includes collecting and analyzing data, and interpreting and reporting results.

In addition to working with the environmental health program areas, the intern will have an opportunity to work with our community health improvement plan by address health equity issues. This will be accomplished by researching processes to address health equity among our health priority areas for our rural communities. This may include conducting health assessments, interpreting results, and develop program strategies to address priority issues through community engagement.

Lastly, other opportunities include developing various publications (newsletters, press releases, flyers, etc.) and developing and implementing prevention campaigns.

2: Project Work

The intern is expected to work 40 hours per week. 60% Environmental Health, 40% Community Planning, 5% Shadowing

3. What particular skills or experience (if any) should potential interns possess in order to be considered for this internship?

Preferred: A person who has skills in data collection, designing and evaluating community outreach programs, creating publications and marketing materials, speaking to groups of individuals and utilizing social media and websites for marketing purposes. Required: Computer experience – Microsoft Office Programs.

4. What important factors (if any) should potential applicants take into account for your host site?

Access to a vehicle for work-related travel (mileage reimbursable).

5. Please describe a secondary project/work you would have your intern work on should something happen to your proposed idea?

There will also be opportunities to build skills in program/campaign design and meeting facilitation. The intern will attend various events and meetings and engage with partner organizations and community members. There will also be opportunities to work in a variety of public health programs, which will help identify areas of greatest interest and possible career paths.



**Wisconsin Area Health Education Centers (AHEC)
Statewide and Milwaukee
Community Health Internship Program (CHIP)**

Partnership Agreement

Wisconsin AHEC creates a 3-way partnership among local public health agencies, community health centers, and community agencies, student interns, and the Wisconsin Area Health Education Center System. Two programs run simultaneously: Milwaukee CHIP (in Milwaukee, Racine, Kenosha and Waukesha counties) and Statewide CHIP (in all other counties in Wisconsin). The success of the program depends on partners having both an appreciation for the roles they play in the partnership and a commitment to collaborative learning.

Local public health departments, community health centers, community agencies...

- Designate a project or projects to which the intern will be assigned;
- Designate a primary mentor for the intern;
- Develop a work plan with goals and objectives to guide the intern in his/her activities;
- Provide opportunities for shadowing and other experiences to allow interns to gain a broad understanding of the roles and responsibilities of local agencies;
- Provide regular opportunities for the intern to receive guidance and feedback;
- Participate in the mentor orientation;
- Communicate regularly with the program coordinator to address, in a timely manner, any issues that arise;
- Provide an adequate work environment (including computer, space, supplies, etc.) for the intern to effectively carry out his/her duties;
- Approve intern timesheets;
- Provide mileage reimbursement to intern for work-related travel;
- Provide host site specific required items (for example; background checks, immunizations, TB skin tests) at no charge to the intern;
- Evaluate the internship program in collaboration with WI AHEC and interns.
- Contribute financially by providing all or part of the internship stipend (\$2,600). The Milwaukee program asks partners to contribute half (\$1,300) their second year with the program and the full amount in subsequent years.

Student interns...

- Commit to working full time (40 hours per week) for the 8-week duration of the internship;
- Actively participate in the student orientation and the internship curriculum, either distance education (Statewide program) or weekly in-person seminars in Milwaukee on Friday afternoons (Milwaukee program).
- Perform all duties related to their assigned projects in a professional manner;
- Respect and abide by the policies, procedures, and expectations of the local agencies hosting the experience;
- Seek out guidance and feedback from their mentors;
- Communicate regularly with the program coordinator to address, in a timely manner, any issues that arise;
- Complete and submit paperwork required by either AHEC or local agencies in a timely manner;
- Complete timesheets;



- Arrange for their own housing and daily transportation to and from the worksite;
- Evaluate the internship program in collaboration with WI AHEC and local agencies.

Wisconsin AHEC...

- Facilitates matching of interns with local public health departments, community health centers or community organizations;
- Coordinates orientation and training to provide interns with basic information and resources needed for their CHIP experience;
- Reviews time-sheets and provides payroll services;
- Serves as liaison between interns and host sites to ensure effective working relationships;
- Develops and coordinates regular opportunities for program partners to learn and dialogue;
- Evaluates the internship program in collaboration with interns and local agencies.

I, _____, agree to the conditions outlined above
(Print name)

(Signature) Date: _____

Agency: _____

Email: _____

Phone Number: _____

Wisconsin Area Health Education Centers Program
Elizabeth Bush, Director
750 Highland Avenue
Health Sciences Learning Center
Madison, WI 53705

Elizabeth Bush, Director Date: _____

Interested in Attending PHIT 2020? Scholarships to Attend Are Now Available!

NNPHI is pleased to announce the availability of a limited number of scholarships to attend the [Public Health Improvement Training](#) (PHIT), June 2-4, 2020 in San Antonio, Texas. Scholarships include:

- PHIT registration fee waived
- Transportation to PHIT (up to \$600 reimbursed)
- Three hotel room nights and tax at designated hotel covered
- Meals reimbursed during PHIT days and associated travel days
- Other associated travel costs according to the NNPHI travel policy

Scholarships are only available to State/Tribal/Local/Territorial health department employees. Past years' scholarship awardees are not eligible for a scholarship this year. Submit a scholarship application by **March 6, 2020 at 11:59 pm PT**.

At PHIT, health department leaders and professionals participate in a series of skill-building workshops and networking opportunities designed to elevate practice to the next level. This year's theme for PHIT is: *Optimizing Your Resources Through Performance Improvement*. Topics Include:

- Resource Management (featured Strategic Skill)
- PHAB Accreditation or Reaccreditation
- Community Health Assessment or Health Improvement Planning
- Performance Management and Quality Improvement
- Strategic Planning
- Other Strategic Skills such as systems thinking, change management, persuasive communication, data analytics, problem solving, diversity and inclusion, and policy engagement

In addition, PHIT will include a Leadership track designed for health department leadership and a session for those who are new to performance improvement.

PHIT attendees have the opportunity to select from a variety of interactive learning and skill-building sessions designed for all experience levels.. **Who plans PHIT?** PHIT is planned and convened by the Centers for Disease Control and Prevention (CDC), Center for State, Tribal, Local and Territorial Support (CSTLTS) and the National Network of Public Health Institutes (NNPHI).