

LINCOLN COUNTY BOARD OF HEALTH MEETING
Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452
Wednesday, November 16, 2022 at 4:00 p.m.
Rooms 247/248
Via Teleconference and In-Person Attendance

Electronic Attendance Available: Persons wishing to attend the meeting electronically may enter the meeting beginning ten minutes prior to the start time indicated above using the following number or address:

Conference Call: (US) +1 260-782-6586
Access Code PIN: 895 590 116#
Meeting ID: meet.google.com/jzy-xiai-hru

The teleconference cannot start until the host (county clerk) dials in and enters the host password. In the event there is an unforeseen technical difficulty that prevents all or a part of the meeting from being available electronically, the meeting will continue in person and those wishing to attend can appear in person at the location indicated in this agenda.

All public participants' phones, microphones and chat dialog boxes will be muted or disabled during the meeting. If "public comment" appears on the agenda, before the meeting is called to order, the clerk will ask teleconference attendees whether any public comment is being offered. When called upon by the clerk or chair, any person offering public comment should state their name and comments.

AGENDA

1. Call to Order and Introductions
2. Public Comment
3. Approve Minutes of Previous Meeting
4. Q & A on Written Report and Financial Reports
5. Approval of Timesheets 9/5/22 – 10/30/22
6. Approval of October 2022 Expense Sheet
7. Community Needs Assessment Update
8. Environmental Health Program Update – Michael Mandli, Environmental Health Specialist
9. Retail Grant Application
10. Staff Recruitment and Retention
11. Agenda Items and Next Meeting
12. Adjourn

Distribution:

Mike Loka (chair), Julie Allen, Steve Osness, Laurie Thiel, Angela Cummings, Susan Weith, Dr. Michael Clark, and Brenda Mueller.

Administrative Coordinator

Other County Board Supervisors

Department Heads

Posted on: _____ **at:** _____ **a.m./p.m. by:** _____

While there may be a quorum of the following committees present, no committee business will be conducted at this meeting: Law Enforcement, EMS, Judicial and Emergency Management.

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please contact the County Clerk at 715-539-1019 or chris.marlowe@co.lincoln.wi.us as early as possible so that proper arrangements can be made. Requests are kept confidential.

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.

Board of Health Written Report for September 15 – November 8, 2022

Director Meeting Highlights

Meeting(s)	Date	Location/Notes
Meeting with UW Extension	9/27/22	Merrill
WHEN Conference	10/6/2022	Virtual
LWL Partnership Meeting	10/14/22	Merrill
WALHDAB Funding Special Project Meeting	10/27/2022	Virtual
WALHDAB Operations Conference Planning Committee	11/1/22	Virtual

Operations

- Vacant Public Health Nurse Position
- Hired 3 LTE public health nurses

Communicable Disease, Prevention and Control

- Number of flu shots given to date 378 adults 214 children

Public Health Preparedness

- LCHD completed school-based flu vaccine clinics for Lincoln County students (4K-12th grade). 191 students received the flu vaccine at no charge. Health departments are required to exercise mass vaccination plans while administering vaccines in the school setting. It is required that health departments submit an After Action Report/Improvement Plan to the state that assesses strengths, areas of improvement and corrective actions based on mass vaccination events.

Environmental Health

Follow-up/Re-inspections/Enforcements

- KFC/Taco Bell – 2nd Re-inspection
- Nut-Zee’s Operating a Campground without a License – Cease & Desist on 9/22/2022
- Staehle Property in Bradley Waste, Refuse, Garbage; Untreated Effluent; Stagnant Water; Noxious or Disagreeable, Odors; Non-permitted junkyard.
- Esselstrom Property in Town of King: Garbage piled up behind house attracting vermin. Abatement order issued.
- Complaint from tenant at Villa Apartments indicating poor response from landlord(s) on maintenance Issues – referral to ADRC
- DNR Transient Non-Community Water Level 2 Follow-Up Holly’s

New Licenses/Establishments:

- Shoosters Grill – Transient Retail – TCS (Fall Ride)
- Grandpa’s Farm – Transient Retail – TCS (Previously operated under Geiss Meat Service Transient License)
- James Friedlund – Transient Retail – TCS (Fall Ride)
- Jeffys Campground – Temporary Campground (Planning to become a permanent campground by next licensing year)
- Wisconsin River Retreat – TRH

A leader in public health by promoting optimal health and safety through prevention, protection, and intervention.

- Riverside Athletic Club – Retail Food License for smoothies
- Hildebrand Lakehouse – TRH
- Sideways Wine & Craft Beer, LLC – Tomahawk – Retail Food, Not Serving Meals
- Tate Lakehouse – Tourist Rooming House
- El Jovanaso in Tomahawk is now licensed as Nachos Mexican Grill – same ownership
- Cosmo Theatre – Retail Food, Not serving meals

Chronic Disease:

- Lincoln County Substance Use & Mental Health Resource Guide - 765 guides have been distributed since September 2022.

Family Health

- See Seal a Smile program for Kate Goodrich (below)

Lincoln County Monthly COVID-19 Report

We are currently at a Medium community activity level. Dominant variant is BA.5/Omicron.

- 232 TOTAL cases for the month of September.
- 147 TOTAL cases October to date with 3 hospitalized.

COVID Testing:

- 34 TOTAL COVID-19 PCR tests; 45 TOTAL COVID-19 Antigen Rapid tests for September
- 29 TOTAL COVID-19 PCR tests; 23 TOTAL COVID-19 Antigen Rapid Tests for October
- 93 TOTAL Antigen Rapid Home Test Kits were Distributed in October
- 142 TOTAL Antigen Rapid Home Test Kits were Distributed October

COVID-19 Vaccinations

- Requesting AMI COVID-19 vaccination clinics to continue for the rest of 2022
- 96 TOTAL vaccines for September
- 217 TOTAL vaccines for the October

Community Needs Assessment Update

- Reviewed data collection for the following sections – community profile, social and economic factors, health behaviors, clinical care, physical environment and health outcomes.
- Reviewed preliminary community survey results – 755 surveys completed
- Proposed key information interviews to gather additional health data on the population will be scheduled for H2N, Mennonite, Merrill Housing Authority, Manufacturing, and Merrill High School student group
- Community Forum scheduled on January 26, 2023 to begin the process of picking the health priorities for next 5 years

A school-based oral health program to help prevent cavities and keep kids healthy.

Kate Goodrich Elementary School

September 9, 16 October 7, 21, 2022

74

children were
seen by a
hygienist

73

fluoride
varnish
applications

192

total teeth
sealed

14

urgent decay
identified &
followed up
with

\$18,360 in preventative dental care provided

Fluoride varnish helps prevent around
25% of cavities

Dental sealants prevent 80% of cavities
in back teeth, where 9 in 10 occur

Environmental Health Quarterly Report

Agent Program (July 1, 2022 - July 31, 2023)					
	Q1 (July-September)	Q2 (October - December)	Q3 (January - March)	Q4 (April - June)	Total
Licensed Establishments					
Licensed Establishments	399				
Inspections Complete (%)	11.78%	-	-	-	11.78%
Routine	30	-	-	-	30
Pre-Inspections (New Licenses)	17	-	-	-	17
License Enforcement					
Re-Inspections	0	-	-	-	0
Follow-Up Inspections	3	-	-	-	3
Complaint(s)	9	-	-	-	9

Notes: The new Environmental Health Specialist started in May 2022. Due to the intensive training required to become independent as an inspector, the number of routine inspections completed in Q1 are low. Once the EHS is approved to perform inspections independently, the number of inspections performed is expected to surpass 25% each quarter with a goal of 100% completed by the end of Q4 - June 30, 2023.

Lincoln County continues to see growth in the number of licensed establishments. In Q1 of 2021 the total number of licensed establishments was 340. From Q1 of 2021 to Q1 of 2022 the number of licensed establishments increased by 59 (17.4 %) to 399. We continue to see growth, especially in the number of Tourist Rooming Houses. Airbnb and Vrbo have streamlined the online marketplace for tourist rooming houses and Hipcamp has done the same for outdoor stays and camping experiences on private land which do require a campground license in Wisconsin.

Human Health Hazards (January 1 - December 31, 2022)					
	Q1 (January - March)	Q2 (April - June)	Q3 (July-September)	Q4 (October - December)	Total
Human Health Hazard Complaints					
Complaint Investigations	0	3	4	-	7
Complaint(s) Requiring Enforcement	0	1	2	-	3
Childhood Lead Poisoning					
Children Tested	73	80	91	-	244
Children with Elevated Lead Levels	4	7	5	-	16
Animal Bites					
Animal Bites Reported	3	0	7	-	10
Bites W/ Enforcement (Rabies)	0	0	2	-	2

Water Quality (January 1 - December 31, 2022)					
	Total # Tested (YTD)	Qty. Positive/High	% Positive/High	Qty. Positive for E.coli	
Private Well Testing					
Private Water Nitrates	41	1	2.44%		
Private Water Bacteria	134	18	13.43%	0	
R Transient Non-Community Systems Program					
DNR/TNC Water Nitrates	58	0	0.00%		
DNR/TNC Water Bacteria	58	3	5.17%	0	

LINCOLN COUNTY
HEALTH DEPARTMENT
YEAR TO DATE BUDGET REPORT
FOR 2022 10

ACCOUNT	ORIGINAL BUDGET	REVISED BUDGET	YTD 2022 REVENUE	YTD 2022 EXPENDITURES	AVAILABLE BUDGET	PERCENT USED
23000054.461900	10,000.00	10,000.00	1,128.00		8,872.00	11.3%
23000054.465910	19,300.00	19,300.00	15,057.48		4,242.52	78.0%
23000054.473500	6,500.00	6,500.00	3,032.50		3,467.50	46.7%
23000054.473510	102,672.00	102,672.00	59,029.50		43,642.50	57.5%
23000054.474000	92,000.00	92,000.00	62,737.00		29,263.00	68.2%
23000054.485000	1,500.00	1,500.00	1,270.00		230.00	84.7%
23000054.511000	590,074.00	590,074.00		441,417.76	148,656.24	74.8%
23000054.520000	225,241.00	225,241.00		145,764.07	79,476.93	64.7%
23000054.531010	1,716.00	1,716.00		0.00	1,716.00	0.0%
23000054.531320	0.00	0.00		243.48	(243.48)	100.0%
23000054.551000	7,541.00	7,541.00		0.00	7,541.00	0.0%
23000054.552001	3,500.00	3,500.00		2,665.98	834.02	76.2%
23000054.554001	2,500.00	2,500.00		1,678.06	821.94	67.1%
23000054.555000	4,500.00	4,500.00		4,570.42	(70.42)	101.6%
23000054.561100	7,000.00	7,000.00		2,230.02	4,769.98	31.9%
23000054.561101	1,200.00	1,200.00		826.63	373.37	68.9%
23000054.561214	9,500.00	9,500.00		14,937.42	(5,437.42)	157.2%
23000054.570000	0.00	0.00		56.78	(56.78)	100.0%
23000054.571000	300.00	300.00		20.99	279.01	7.0%
23000060.411000	570,866.00	570,866.00	570,866.00		0.00	100.0%
23000054.435500.10119	5,500.00	5,500.00	1,068.23		4,431.77	19.4%
23000054.435500.10120	25,120.00	25,120.00	24,728.00		392.00	98.4%
PUBLIC HEALTH TOTALS			738,916.71	614,411.61		
23000054.435510.10120	6,115.00	6,115.00	6,165.00		(50.00)	100.8%
23000054.511000.10120	4,359.00	4,359.00		4,460.79	(101.79)	102.3%
23000054.520000.10120	1,756.00	1,756.00		1,689.92	66.08	96.2%
PREVENTION TOTALS			6,165.00	6,150.71		
23000054.435100.10209	25,000.00	25,000.00	0.00		25,000.00	0.0%
ROUTES TO RECOVERY TOTALS			0.00	0.00		
23005554.461900	6,500.00	6,500.00	4,629.00		1,871.00	71.2%
23005554.560000	800.00	800.00		462.56	337.44	57.8%
23005554.571000	430.00	430.00		1,118.95	(688.95)	260.2%
ENVIRONMENTAL HEALTH TOTALS			4,629.00	1,581.51		
23005554.435500.10221	0.00	0.00	8,803.00		8,803.00	100.0%
23005554.511000.10221	0.00	0.00		3,813.65	0.00	100.0%
23005554.520000.10221	0.00	0.00		348.39	0.00	100.0%
23005554.554001.10221	0.00	0.00		112.96	0.00	100.0%
23005554.561101.10221	0.00	0.00		384.05	0.00	100.0%
23005554.571000.10221	0.00	0.00		4,086.00	0.00	100.0%
ENVIRONMENTAL MINI GRANT TOTALS			8,803.00	8,745.05		
23005654.435500.20100	3,800.00	3,800.00	3,800.00		0.00	100.0%
23005654.511000.20100	2,700.00	2,700.00		2,494.82	205.18	92.4%
23005654.520000.20100	1,100.00	1,100.00		1,305.06	(205.06)	118.6%
23005654.560000	2,000.00	2,000.00		803.15	1,196.85	40.2%
COMMUNICABLE DISEASES TOTALS			3,800.00	4,603.03		
23005754.485000	2,400.00	2,400.00	3,029.36		(629.36)	126.2%
23005754.511000.10121	1,420.00	1,420.00		2,876.80	(1,456.80)	202.6%
23005754.520000.10121	780.00	780.00		1,908.91	(1,128.91)	244.7%
23005754.554001.10121	50.00	50.00		13.89	36.11	27.8%
23005754.570000.10121	150.00	150.00		24.54	125.46	16.4%
TOBACCO TOTALS			3,029.36	4,824.14		
23006954.435500.10128	40,953.00	40,953.00	23,471.00		17,482.00	57.3%
23006954.511000.10128	31,523.00	31,523.00		26,370.61	5,152.39	83.7%
23006954.520000.10128	7,647.00	7,647.00		5,365.71	2,281.29	70.2%
23006954.554001.10128	283.00	283.00		36.79	246.21	13.0%
23006954.555000.10128	300.00	300.00		430.00	(130.00)	143.3%
23006954.570000.10128	1,200.00	1,200.00		1,313.19	(113.19)	109.4%
PUBLIC HEALTH PREPAREDNESS TOTALS			23,471.00	33,516.30		
23006954.554001.10172	0.00	0.00		25.17	0.00	100.0%
PHEP COVID GENERAL TOTALS			0.00	25.17		
23027854.465900	11,000.00	11,000.00	21,395.89		(10,395.89)	194.5%
23027854.465916	2,500.00	2,500.00	2,851.09		(351.09)	114.0%
23027854.511000	4,550.00	4,550.00		4,607.50	(57.50)	101.3%
23027854.520000	552.00	552.00		352.53	199.47	63.9%
23027854.570000	2,500.00	2,500.00		2,871.85	(371.85)	114.9%
23027854.571000	200.00	200.00		409.08	(209.08)	204.5%
23027854.571001	0.00	0.00		495.32	(495.32)	100.0%
ORAL HEALTH TOTALS			24,246.98	8,736.28		
23008454.435500.10173	94,188.00	94,188.00	107,260.00		(13,072.00)	113.9%
23008454.511000.10173	52,841.00	52,841.00		86,960.14	(34,119.14)	164.6%
23008454.520000.10173	34,247.00	34,247.00		15,974.54	18,272.46	46.6%
23008454.554001.10173	1,000.00	1,000.00		1,177.14	(177.14)	117.7%
23008454.555000.10173	100.00	100.00		983.39	(883.39)	983.4%
23008454.561101.10173	1,000.00	1,000.00		350.27	649.73	35.0%
23008454.571000.10173	5,000.00	5,000.00		7,514.55	(2,514.55)	150.3%
COVID ENHANCE DETECTION TOTALS			107,260.00	112,960.03		
23008454.435500.10174	0.00	0.00	17,286.00		17,286.00	100.0%
23008454.511000.10174	0.00	0.00		7,586.42	0.00	100.0%
23008454.520000.10174	0.00	0.00		2,707.77	0.00	100.0%
23008454.554001.10174	0.00	0.00		108.70	0.00	100.0%
23008454.555000.10174	0.00	0.00		0.88	0.00	100.0%
23008454.571000.10174	0.00	0.00		7,363.45	0.00	100.0%
COVID VACCINE SUPPLEMENT TOTALS			17,286.00	17,767.22		
23008454.435500.10175	0.00	0.00	11,003.00			100.0%

ACCOUNT		ORIGINAL BUDGET	REVISED BUDGET	YTD 2022 REVENUE	YTD 2022 EXPENDITURES	AVAILABLE BUDGET	PERCENT USED
23008454.511000.10175	ARPA COVID RECOVERY SALARY	0.00	0.00		3,562.02	0.00	100.0%
23008454.520000.10175	ARPA COVID RECOVERY FRINGE	0.00	0.00		272.49	0.00	100.0%
23008454.554001.10175	ARPA COVID RECOVERY PRINTING	0.00	0.00		252.93	0.00	100.0%
23008454.555000.10175	ARPA COVID TRAVEL/TRAINING	0.00	0.00		9.38	0.00	100.0%
23008454.561101.10175	ARPA COVID RECOVERY POSTAGE	0.00	0.00		25.43	0.00	100.0%
23008454.571000.10175	ARPA COVID RECOVERY OPERATIONS	0.00	0.00		7,405.84	0.00	100.0%
ARPA COVID RECOVERY TOTALS				11,003.00	11,528.09		
23008454.435500.10176	PH WORKFORCE GRANT REVENUE	0.00	0.00	17,544.00			100.0%
23008454.511000.10176	PH WORKFORCE SALARY	0.00	0.00		18,544.51	0.00	100.0%
23008454.520000.10176	PH WORKFORCE FRINGE	0.00	0.00		1,427.52	0.00	100.0%
23008454.554001.10176	PH WORKFORCE PRINTING	0.00	0.00		14.10	0.00	100.0%
23008454.555000.10176	PH WORKFORCE TRAVEL/TRAINING	0.00	0.00		978.00	0.00	100.0%
23008454.571000.10176	PH WORKFORCE OPERATIONS	0.00	0.00		520.76	0.00	100.0%
PH WORKFORCE TOTALS				17,544.00	21,484.89		
23201054.465900	AGENT REVENUE	105,000.00	105,000.00	118,095.00		(13,095.00)	112.5%
23201054.465912	DNR	21,000.00	21,000.00	10,055.50		10,944.50	47.9%
23201054.511000	AGENT/DNR SALARIES	81,543.00	81,543.00		62,439.68	19,103.32	76.6%
23201054.520000	AGENT/DNR FRINGE	40,386.00	40,386.00		27,450.03	12,935.97	68.0%
23201054.554001	AGENT/DNR PRINT	325.00	325.00		219.70	105.30	67.6%
23201054.555000	AGENT/DNR TRAVEL-TRAIN	3,700.00	3,700.00		2,470.37	1,229.63	66.8%
23201054.571000	AGENT OPERATIONS	11,000.00	11,000.00		11,080.94	(80.94)	100.7%
23201054.571002	DNR OPERATIONS	3,400.00	3,400.00		3,678.20	(278.20)	108.2%
AGENT STATUS PROGRAM TOTALS				128,150.50	107,338.92		
23201154.571002	NUTRITION COALITION	0.00	0.00		1,240.56	0.00	100.0%
NUTRITION COALITION TOTALS					1,240.56		
TOTAL REVENUES		1,151,914.00	1,151,914.00	1,094,304.55			95.0%
TOTAL EXPENDITURES		1,151,914.00	1,151,914.00		954,913.51		82.9%
GRAND TOTAL						139,391.04	

Lincoln County Employee Timesheet

Name: Shelley Hersil														Department: Health Department			
Employee Number: 319																	
Representative Status: Nonrepresented																	
FLSA Status: Exempt														From: 9/5/2022		To: 9/18/2022	
9/5	9/6	9/7	9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/15	9/16	9/17	9/18	Hours	Pay Category	FMLA	hours
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun				
	8.00	9.00	6.25	8.50	2.00		9.00	9.00	9.50			2.00		63.25	Regular: Health Dept.		
														0	PHER Grant		23201554.511000.10137
														0	Preparedness		23006954.511000
														0	Tobacco Grant		23005754.511000.10121
									7.00	8.00				15	Vacation:		
8.00														8	Holiday:		
			1.75											1.75	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		
8	8	9	8	8.5	2	0	9	9	9.5	7	8	2	0	88	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: _____

Lincoln County Employee Timesheet

Name: Shelley Hersil														Department: Health Department			
Employee Number: 319																	
Representative Status: Nonrepresented																	
FLSA Status: Exempt																	
														From: 9/19/2022		To: 10/2/2022	
9/19	9/20	9/21	9/22	9/23	9/24	9/25	9/26	9/27	9/28	9/29	9/30	10/1	10/2		FMLA		
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours	
8.75	9.00	9.00	9.00	3.00	2.00		9.00	9.00	8.50	9.00	3.00	2.00		81.25	Regular: Health Dept.		
														0	PHER Grant	23201554.511000.10137	
														0	Preparedness	23006954.511000	
														0	Tobacco Grant	23005754.511000.10121	
				4.00							5.00			9	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		
8.75	9	9	9	7	2	0	9	9	8.5	9	8	2	0	90.25	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: _____

Lincoln County Employee Timesheet

Name: Shelley Hersil														Department: Health Department			
Employee Number: 319																	
Representative Status: Nonrepresented																	
FLSA Status: Exempt														From: 10/3/2022		To: 10/16/2022	
10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	Hours	Pay Category	FMLA	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun			hours	
7.25	9.50	8.25	8.75	7.25	2.00		8.50	8.50	8.75	9.00	8.25	2.00		88	Regular: Health Dept.		
														0	PHER Grant		23201554.511000.10137
														0	Preparedness		23006954.511000
														0	Tobacco Grant		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		
7.25	9.5	8.25	8.75	7.25	2	0	8.5	8.5	8.75	9	8.25	2	0	88	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: _____

Lincoln County Employee Timesheet

Name: Shelley Hersil		Department: Health Department														
Employee Number: 319																
Representative Status: Nonrepresented																
FLSA Status: Exempt																
From: 10/17/2022													To: 10/30/2022			
10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30			FMLA
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
6.75	9.75	6.50	9.00	8.75	2.00		8.75	7.50	9.25	8.75	9.00	2.00		88	Regular: Health Dept.	
														0	PHER Grant	23201554.511000.10137
														0	Preparedness	23006954.511000
														0	Tobacco Grant	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	
6.75	9.75	6.5	9	8.75	2	0	8.75	7.5	9.25	8.75	9	2	0	88	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: _____

**2022 TRAVEL EXPENSE REPORT
LINCOLN COUNTY
(For Use By County Employees)**

Name: Shelley Hersil

Department: Health

Period: _____

County Ordinances will be followed regarding reimbursement rates and allowable expenses.
 *****Any meal reimbursements for same day travel will be considered taxable income and included in your gross wages.*****

Date	Purpose	Departed From	Time Left	Destination	Time Returned	Odometer Rdnng Beginning	Odometer Rdnng. Ending	Miles Traveled	Meals			Total Meals	OTHER		
									Brkfst	Lunch	Dinner		Expense	Amount	
10/24/2022	COVID ELC - Testing Supplies							0.00				\$ -	17.49	17.49	
								0.00				\$ -			
								0.00				\$ -			
								0.00				\$ -			
								0.00				\$ -			
								0.00				\$ -			
								0.00				\$ -			
								0.00				\$ -			
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								0.00				\$ -			
								0.00				\$ -			
								0.00				\$ -			
								0.00				\$ -			
								0.00				\$ -			
Total Miles Traveled								0	\$ -	\$ -	\$ -				
Mileage Rate								0.585							
Reimbursement Due								\$ -							
									1						
								Total Meal Cost Due	\$ -						
											2				
												3			

Account Distribution	Taxable	Nontaxable
	\$ -	

Mileage Rates
 Incentive Rate = IRS Standard Rate (currently 0.585/mi)
 Regular Rate = .09 Less Than Incentive (currently 0.495/mi)

SUMMARY	
1 Mileage	\$ -
2 Meals	\$ -
3 Other	\$ -
Total Due	\$ -

	Max Meal Rates	Leave times
Breakfast	\$7.00	lve before 6:30 am
Lunch	\$9.00	lve bef 10:30 aft 2:30
Dinner	\$13.00	return after 6:00 pm

I certify that this request is true and correct, and that I hold a valid driver's license in the State of Wisconsin and insurance consistent with the reimbursement requested.

Shelley Hersil 11/8/22
 Employee Date

 Supervisor Date

GRANT ALLOWABLE EXPENDITURES
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

 APPROVED BY: _____

HOBBY LOBBY

Super Savings, Super Selection!

226727 Rib Mountain Drive

Wausau, WI 54401

Hobby Lobby Store #516 (715) 842-2110

		SALE
S-516 R-6 T-8828 JOZIE 1		
205000000	CRAFTS	6.99
105000000	Crafts	2.99
40 % Off (4.99-2.00)		
104000000	Christmas	2.98
Promo 50% Off (2.99-1.50)		
2 @ 1.49 ea		
104000000	Christmas	3.49
Promo 50% Off (6.99-3.50)		
106000000	Home Decor	17.49
50 % Off (34.99-17.50)		
101500000	Frames	59.96
50 % Off (29.99-15.00)		
4 @ 14.99 ea		
104000000	Christmas	3.99
Promo 50% Off (7.99-4.00)		
SUBTOTAL		97.89
TAX TOTAL		5.38
TOTAL		103.27

*Condo etc
Basket
Tch*

VISA
ACCOUNT #: *****5209
AUTH#: 09435D
ACCT: VISA
CAPITAL ONE VISA
CARD # *****5209
REF # 1803102-11042 AUTH # 0943501
AID: A000000000:1010
TSI: E500 ARC: CUR:0840
TVR: 0000008000
APP: VISA CREDIT
IAD: 06011203A0A002

INSERTED

EXP **/**

RESP 00

TSO 00

No Signature
CHANGE DUE 0.00

Number of Items Purchased: 11

Total savings: 90.00

Thank You. Please come again.
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Visit our website at www.hobbylobby.com



0516006088281024229

10/24/2 06:01 PM

2023 Track 1 Development Base GRANT APPLICATION

Organization: Lincoln County Health Department (WI)
Grant ID: R-BDEV1-202210-02803
Status: Draft

Amount Requested: \$19,551.00
Start Date: January 1, 2023
End Date: December 31, 2023

Organization Information

Organization: Lincoln County Health Department (WI)
Regulatory Jurisdiction: Local
Point of Contact (POC) Information
Name: Michael Mandli
Phone: (715) 539-1379
Email: michael.mandli@co.lincoln.wi.us

Authorizing Official Verification

The **Authorizing Official** is the person in your organization who provides supervisory oversight for this grant opportunity (often an organization's Financial or Grants Management Official). Below is the **Authorizing Official** contact information we have on record for your organization. Please verify below if this information is still current and correct.

Authorizing Official (AO):	Shelley Hersil
AO Title:	Health Officer/Director
AO Phone:	715-539-1360
AO Email Address:	shelley.hersil@co.lincoln.wi.us

I verify that the information displayed above for our organization's **Authorizing Official** is current and correct.

Yes / No: Yes

Respond to the question below to see if you are eligible to apply for the Track 1 Development Base Grant.

Eligibility Question

Have you completed both a current Self-Assessment of all Nine Standards (SA9) and a Comprehensive Strategic Improvement Plan (CSIP)? A current SA9 is one submitted to FDA in August 2017 or later.

Y / N: No

Congratulations! Based on your answer to the eligibility question, you are eligible to apply for a Track 1 Development Base Grant.

Required Outcome

Please select one of the two required Project Outcomes for a Track 1 Development Base Grant.

If you **do not** have a current Self-Assessment of All Nine Standards (completed in August 2017 or later), you **MUST** select "Completion of an SA9 AND a CSIP."

If you **already have a current SA9**, you **MUST** select "Completion of a CSIP."

You may request up to \$5,000 to complete either of the two required outcomes.

Required Project Outcome: Completion of an SA9 AND a CSIP

If you have completed an SA9 in the past, what was the date of your most recent SA9?

Date:

Optional Outcome 1

Mentorship / Mentee

Would you like to request funding (up to an additional \$14,000) to apply to be a Mentee for 2023? If approved, you will be matched with a Mentor jurisdiction who can help with all aspects of your Track 1 Development Base Grant project, and advise you on best practices for conforming with the Retail Program Standards.

Y / N: Yes

Mentee Application

Jurisdiction's Mentorship Need

Describe your jurisdiction's need for mentorship in the Retail Program Standards. Please describe:

1. The kind of technical assistance you will require to complete your proposed project;
2. Challenges or barriers for your agency in making progress with the Retail Program Standards (RPS);
3. How working with a mentor will help your agency make progress in the RPS;
4. Other resources in your jurisdiction/state available to support your proposed efforts.

I joined Lincoln County in May, 2022 so the Retail Program Standards are still very new to me. The greatest challenge and barrier my agency faces is that I am the only EHS in the department and I am responsible for all retail food inspections in our county. I have had to rely heavily on trainers from the State of Wisconsin DATCP and neighboring counties for joint inspection training. All other training has been computer based and very little has focused in on the Retail Program Standards directly. My agency and I will benefit greatly from this program as having a mentor to guide us through the self assessments process as well as the development a CSIP would provide valuable experience to an otherwise novice team.

Mentee Activities / Standards

*In addition to your work on your SA9 and/or CSIP, as indicated above in the Required Outcomes section, please provide information on any additional **Standards** you may consider working on during the project year, with support from your Mentor.*

*For any additional **Standards** goals that you have, designate the end goal for each **Standard** you will be working towards or plan to achieve, as follows:*

- 1) For Standards you will not work on during your 1-year project, leave the selection blank.
- 2) For Standards where you will achieve some, but not all elements, select **Partially Achieve**.
- 3) For Standards you will meet and audit by the end of the 1-year project period, select **Meet & Audit**.

Standards You Plan to Work On as a Mentee

Standard No. 1 - Regulatory Foundation:	Meet & Audit
Standard No. 2 - Trained Regulatory Staff:	Meet & Audit
Standard No. 3 - Inspection Program Based on HACCP Principles:	Meet & Audit
Standard No. 4 - Uniform Inspection Program:	Meet & Audit
Standard No. 5 - Foodborne Illness and Food Defense Preparedness and Response:	Meet & Audit
Standard No. 6 - Compliance and Enforcement:	Meet & Audit
Standard No. 7 - Industry and Community Relations:	Meet & Audit
Standard No. 8 - Program Support and Resources:	Meet & Audit
Standard No. 9 - Program Assessment:	Meet & Audit

Mentor General Preferences

Please list any information you would like considered when matching your agency with a mentor for the mentorship program (e.g., size of jurisdiction, location, expertise, type of agency [state, local, territorial, or tribal], etc.).

We are a local agency and our regulatory food program is the "Agent Program" which is through the State of Wisconsin DATCP. Working with another agency that is under the "Agent Program" would be ideal. We are a smaller county in terms of establishments. In total, we have 257 retail food licenses (including rec. ed. camps).

Request for a Specific Mentor

Is there a specific agency you would like to request as a mentor?

Y / N: No

Program Description

Please provide a brief description of your retail food regulatory program.

Our retail food regulatory program is an "Agent Program" through the State of Wisconsin DATCP. We have one EHS that performs all inspections for Lincoln County.

Number of staff in your retail food regulatory program:

Staff: 1

Number retail establishments regulated:

Regulated: 257

Types of retail establishments regulated (select all that apply):

Types Regulated: Restaurants, Grocery Stores, Convenience Stores, School Lunch Programs, Institutional Food Service Programs, Food Trucks, Temporary Food Establishments

From where does your agency derive regulatory authority?

Authority: County

Travel Restrictions

Please indicate if you have or anticipate (to the best of your knowledge at this time) travel restrictions during the mentorship program period (January 1 through December 31, 2023).

Out of state travel would have to be approved by our Board of Health - Grant would have to support travel expenses.

Optional Outcome 2**SA VA Workshop**

Would you like to request funding (up to an additional \$7,500) to send up to two of your staff members to one or more of the in-person or virtual FDA Self-Assessment and Verification Audit Workshops?

Y / N: Yes

Self-Assessment and Verification Audit Workshop (SA VA Workshop) Attendance**SA VA Workshop Locations and Dates**

Please enter the location(s) and date(s) for each SA VA Workshop, in-person or virtual, included in your SA VA Workshop funding request.

June 9 - June 11, 2023; Norfolk, VA

SA VA Workshop # of Personnel

Please enter the total number of staff members that are part of your funding request for SA VA Workshop attendance. Note that only two attendees to these workshops, in total including both in person and virtual, can be supported by this grant program.

1

SA VA Workshop Personnel Names and Titles

Please enter the name and job title for each person that will be covered by your funding request for SA VA Workshop attendance. If attendance at multiple workshops is requested, please specify which workshop (location and date, in-person or virtual) each person will attend.

Michael Mandli, Environmental Health Specialist

Project Information**Development Base Grant Project Title**

LC - NEHA-FDA RFFM Grant

Project Summary

Please provide a brief description of all selected outcomes of your project, which could include:

1. Required Outcome: EITHER Completion of an SA9 AND a CSIP OR Completion of a CSIP
2. Request to be a Mentee for 2023; and
3. Request for funds to attend Self-Assessment and Verification Audit Workshops

Completion of an SA9 and a CSIP
 Request to be a Mentee for 2023
 Request for funds to attend Self-Assessment and Verification Audit Workshops

Project Lead

*Please provide the Name and Title of your overall Project Lead for your proposed project. **DO NOT enter any additional information here - qualifications and roles will be entered below in the Project Team Qualifications field.***

Michael Mandli, Environmental Health Specialist

Project Support Team

*Please provide the Names and Titles of additional members of your proposed project team. **DO NOT enter any additional information here - qualifications and roles will be entered below in the Project Team - Roles and Qualifications field.***

Shelley Hersil, Health Officer/Director

Project Team - Roles and Qualifications

For each project team member, please enter their name, a brief description of their specific project role, and the qualifications they bring to their project role. Be sure to include information for the Project Lead, Project Support Team members, contractors, and any other project personnel. Please be clear regarding the employment status of all personnel paid with project funds (in full or in part) - specify whether each is an employee of your organization, an employee of a partner organization, or a contractor.

Michael Mandli; Project Lead; Employee of Lincoln County Health Department; Qualifications include REHS/RS, and inspector for all retail food establishments in Lincoln County.

Shelley Hersil; Authorizing Official & Project Support Team Member; Employee of Lincoln County Health Department; Qualifications include CHES & MPH

Project Start Date:

Must be a date between January 1, 2023 and December 31, 2023.

Start Date: 1/1/2023

Project End Date

Must be a date between January 1, 2023 and December 31, 2023.

End Date: 12/31/2023

In the last 5 years (August 2017 or later) how many of the Retail Program Standards have you met, audited, and achieved, with paperwork submitted to and approved by FDA? Enter a number between 0 and 9.

Standards Met: 0

Project Implementation Plan

Considering both the required and optional outcomes of your project, which could include:

1. Required Outcome: EITHER "Completion of an SA9 AND a CSIP" OR "Completion of a CSIP"
2. Optional Outcome: Request to be a Mentee for 2023
3. Optional Outcome: Request for funds to attend Self-Assessment and Verification Audit Workshops

Please complete all of the following Project Implementation Plan (PIP) fields.

Project Completion Plan for your Track 1 Development Base Grant

Please provide a detailed narrative of all activities required to meet all of your planned project outcomes during your 1-year project period.

Specific to this outcome:

- Describe how you will measure progress and define measurable improvement in the Retail Program Standards (RPS).
- Directly link your project plans with progress and improvement in RPS.

Please DO NOT include a step-by-step list of Action Steps / Tasks Required in this section; specific steps for this outcome will be entered in the next section.

We will measure progress by setting monthly goals for completing at least one Self Assessment per month - the goal is to have these completed by September 2023. During weekly check-in meetings, short term goals and progress will be discussed to ensure accountability to these goals. From January - September, 2023 effort to assemble the CSIP will be made in tandem with the completion of each self assessment. October - December, 2023 the CSIP will be finalized.

Action Steps / Tasks Required

Please use numbered Action Steps (Step 1, Step 2, Step 3, etc.) to summarize the milestones you will meet to complete all of the planned outcomes for your Track 1 Development Base Grant by the end of the project period.

- Step 1: Complete Self Assessment for Standard 1 - Regulatory Foundation - Due January, 2023
- Step 2: Complete Self Assessment for Standard 2 - Trained Regulatory Staff - Due February, 2023
- Step 3: Complete Self Assessment for Standard 3 - Inspection Program Based on HACCP Principles - Due March, 2023
- Step 4: Complete Self Assessment for Standard 4 - Uniform Inspection Program - Due April, 2023
- Step 5: Complete Self Assessment for Standard 5 - Foodborne Illness and Food Defense Preparedness and Response - Due May, 2023
- Step 6: Complete Self Assessment for Standard 6 - Compliance & Enforcement - Due June, 2023
- Step 7: Complete Self Assessment for Standard 7 - Industry & Community Relations - Due July, 2023
- Step 8: Complete Self Assessment for Standard 8 - Program Support and Resources - Due August, 2023
- Step 9: Complete Self Assessment for Standard 9 - Program Assessment - Due September, 2023
- Step 10: Complete CSIP - Due December, 2023

Individual Lead(s)

Please list the name (or names) of the individual lead(s) who will be responsible for completing each Action Step listed above, to ensure completion of your Track 1 Development Base Grant by the end of the project period.

Michael Mandli

Please select a target completion date within the required date range.

Target Completion Date

Must be a date between January 1, 2023 and December 31, 2023.

Date: 12/31/2022


Budget Worksheet(s) and Justification(s)

Track 1 Development Base Grant applicants should complete up to three Budget Worksheets, one for each of the specific outcomes of your project. Please add:



- At least one budget worksheet must be added that covers the needs of your project's Required Outcome, not to exceed \$5,000. Acceptable budget line items include personnel costs (for employees or contractors), equipment, supplies, and other needs that can be directly tied to achieving your Required Outcomes. Travel for training, conferences, workshops, etc. cannot be added to your Required Outcomes Budget Worksheet.
- If you are requesting to be a Mentee, you may request funds needed to complete your Mentee activities in a separate budget worksheet, not to exceed \$14,000. Acceptable budget line items include personnel costs (for employees or contractors), equipment, and supplies required to meet your selected outcomes. Additionally, your budget should include estimated travel funds for all necessary staff from your jurisdiction to make one site visit to your Mentoring jurisdiction, and estimated travel funds for at least one and up to two staff members to attend the year-end National Mentorship Meeting hosted by NACCHO (note that this is a change from last year). No other travel costs should be included in your Mentee Budget Worksheet.
- If you are requesting funds to attend one or more of the FDA Self-Assessment and Verification Audit Workshops, either virtually or in-person, you may request funds in a separate SA VA Budget Worksheet, not to exceed \$7,500. Travel and training funds for any other purpose are not permitted in your SA VA Budget Worksheet.

Budget Instructions

Follow the instructions below to complete your annual **Budget Worksheet(s)**.

1. Click the  symbol to the right of the **Budget Worksheet** header to create a Budget Worksheet.
2. Enter a name for each Budget Worksheet (Examples: Development Base Grant Budget, etc.).
3. Enter a Start Date and an End Date.
4. Complete all lines needed to build your budget.
5. Click the **Save** button at the bottom right of the Budget Worksheet.
6. Click **Save and Continue** at the bottom of the application.
7. Repeat for each additional Budget Worksheet needed (if applicable).

Once at least one Budget Worksheet has been added and saved:

- You can open and edit any of your Budget Worksheets by hitting the  icon.
- You can delete a Budget Worksheet by using the  sign.
- **DO NOT CLICK** the link under Budget Period--clicking this link will navigate away from the request. **If you are editing the form, your changes will be lost.**

Do Not Click Budget Period Link
Clicking the budget link will navigate away from the request form. If you are editing, your changes will be lost.

Budget Worksheet

Budget Period	Budget	Actual	Variance
Year 1 Budget: 9/22/2021 to 9/9/2022	1,200	0	1,200
Total	1,200	0	1,200

Create New Budget (with + icon)
Edit Existing Budget (with edit icon)
Delete Budget (with - icon)

Budget Worksheet

Budget Period	Budget	Actual
Request to be a Mentee: 1/1/2023 to 12/31/2023	10,110	0
Required Outcome: 1/1/2023 to 12/31/2023	5,000	0
Attend SA VA Workshop: 1/1/2023 to 12/31/2023	4,441	0
Total	19,551	0

Budget Justification - Required Outcome

Please add sufficient detail to fully explain all of the costs, and all cost assumptions, for your Required Outcomes Budget Worksheet.

Self Assessments 1-4 - Wages January 1 - May 8, 2023 @ \$41.76 / Hour x 12 Hours / Month = 501.12 x 4 Months = \$2004.48
 Self Assessments 5-9 - Wages May 9 - September, 2023 @ \$42.57 / Hour x 12 Hours / Month x 5 Months = \$2554.20
 CSIP - Wages October - December, 2023 @ \$42.57 / Hour X 10.3669 Hours = \$441.32
 Total Wages = \$5000

Budget Justification - Request to be a Mentee

Please add sufficient detail to fully explain all of the costs, and all cost assumptions, for your Mentee Budget Worksheet.

Attend National Mentorship Meeting (estimates based on 2022 meeting in Denver Colorado as 2023 venue has not been determined).

Flight CWA to Denver \$800 + Rental Vehicle & Fuel \$790 = \$1590

or

Drive 2400 Miles (round trip) x \$0.625 = \$1500

and

Lodging \$153 x 4 = \$612

Meals \$70/day x 5 days = \$350

Wages (3 Days Meeting + 2 Days Travel) \$42.57 x 40 Hours = 1702.80

Travel to meet with mentor (Estimate as Mentor & Location TBD)

Transportation: \$1500

Lodging: \$600

Meals: \$350

Wages: \$1702.80

Other Mentee/Mentor Wages: \$1702.80

Budget Justification - Request for Funds to attend SA VA Workshop(s)

Please add sufficient detail to fully explain all of the costs, and all cost assumptions, for your SA VA Workshop Budget Worksheet.

Registration Fee: \$150
Transportation: Flight @ \$700 + Rental Vehicle & Fuel @ \$400 = \$1100
or
Drive @ 2400 Miles x 0.625 = \$1500

Lodging: \$197 x 4 = \$788
Meals: \$60/day x 5 = \$300
Wages: \$42.57 x 40 hours = 1702.80

Requested Amount

*Please enter the total requested amount for your application, which should match the total for all Budget Worksheets added.
Maximum Requested Amount is \$26,500 for Track 1 Development Base Grant applicants.*

Requested Amount: \$19,551.00