

ROCK COUNTY BOARD OF HEALTH
WEDNESDAY, SEPTEMBER 3, 2014 – 6:00 P.M.
HEALTH DEPARTMENT – 3328 N. U.S. HIGHWAY 51
JANESVILLE, WI 53545
(ACROSS FROM SPORTSMAN’S PARK)

AGENDA

1. Call to Order
2. Adopt Agenda
3. Approval of Minutes – August 6, 2014
4. Citizen Participation
5. Unfinished Business
6. New Business
 - A. Administrative Division
 - (1) Approval of Bills/Transfer of Funds/encumbrances
 - (2) Health Department Report
 - (3) *Resolution*-Accepting Additional Community Transformation Grant Funding and Amending the 2014 Rock County Health Department Budget.
 - (4) 2014-2015 flu season pricing
 - (5) Meeting date change for November 2014 Board of Health meeting
 - B. Public Health Nursing
 - (1) Upcoming flu season
 - C. Environmental Health
 - (1) Posting Restaurant Scores
7. Communications and Announcements
8. Adjournment

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

ROCK COUNTY HEALTH DEPARTMENT
LIST OF BILLS FOR 9/3/14 BOARD OF HEALTH MEETING

<u>Account No.</u>	<u>Vendor Name</u>	<u>Item(s) Description</u>	<u>\$ Amount</u>
<u>Rx Drug Collection Grant</u>			
31-3002-0000-64900	Grainger	10 of 30-gallon & 5 of 5-gallon fiberboard drums	456.65
<u>FIMR Grant</u>			
31-3031-0000-63110	Daniels Sentry	refreshments for 8/14/14 FIMR meeting	27.01
<u>Community Transformation Grant</u>			
31-3161-0000-63110	Beloit School District	active classroom supplies (5 mesh vests & 1 basketball)	49.48
	K & W Greenery	2 plum trees for Edgerton Schools garden program	71.98
62119	LB Med Waste Janesville Animal Medical Center	sharps & medwaste disposal rabies specimens preparation x 3	51.75 196.00
63100	Taylor Technologies	pool testing reagents	98.60
63500	School Health	calibration of Ero-Scan	194.78
64000	Shopko	6 boxes of tall kitchen bags for satellite clinics	38.34
	School Health	4 adult blood pressure kits with cuff	53.13
	McKesson	1 box of pregnancy test kits	64.29
	Shopko	5 foam mats for immunization clinics	112.45
	Medline	3 cases of medium nitrile gloves	234.00
	Dickson	charts & pens for vaccine storage temperature recorders	298.00
	Crucell Vaccines	10 packs of oral typhoid vaccine	340.00
	McKesson	cotton balls; safety glide needles; sharps disposal containers, etc.	409.60
	Pinnacle Pharmacy	10 vials (10 test each) of tuberculin	473.17
64010	Culligan	August 2014 deionizer rent	35.00
	North Central Labs	nitrate standards for laboratory	71.60
	IDEXX	colisure for laboratory	1,178.97
64904	Menards	Healthy Homes safety items (door knob covers, outlet plugs, etc.)	298.90

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
31-3000-0000-62119	OTHER SERVICES				
		P1400024	07/18/2014	JANESVILLE ANIMAL MEDICAL CENT	190.00
		P1400026	08/13/2014	LB MEDWASTE SERVICES	51.75
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,500.00	975.53	241.75	241.75	3,040.97
31-3000-0000-63100	OFC SUPP & EXP				
		P1402640	07/18/2014	TAYLOR TECHNOLOGIES INC	98.60
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	11,500.00	9,273.23	8,746.40	98.60	(6,618.23)
31-3000-0000-63500	R&M SUPPLIES				
		P1402768	07/28/2014	SCHOOL HEALTH CORPORATION	194.78
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	600.00	0.00	0.00	194.78	405.22
31-3000-0000-64000	MEDICAL SUPPLIES				
		P1400013	07/25/2014	CRUCCELL VACCINES INC	340.00
		P1400015	07/31/2014	MC KESSON MEDICAL SURGICAL COF	473.89
		P1400018	07/23/2014	SHOPKO INC #130	150.79
		P1400020	06/30/2014	PINNACLE PHARMACY	473.17
		P1402704	07/28/2014	SCHOOL HEALTH CORPORATION	53.13
		P1402769	08/01/2014	DICKSON CO,THE	298.00
		P1402790	08/05/2014	MEDLINE INDUSTRIES INC	234.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	105,000.00	29,564.25	48,157.47	2,022.98	25,255.30
31-3000-0000-64010	LAB SUPPLIES				
		P1400014	07/21/2014	NORTH CENTRAL LABORATORIES OF	71.60
		P1400021	07/25/2014	CULLIGAN WATER CONDITIONING IN	35.00
		P1402786	08/01/2014	IDEXX LABORATORIES INC	1,178.97
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	12,500.00	4,289.45	106.60	1,285.57	6,818.38
31-3000-0000-64904	SUNDRY EXPENSE				
		P1400022	07/30/2014	MENARDS	298.90
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	693.15	298.90	298.90	3,709.05
HEALTH DEPARTMENT PROG TOTAL				4,142.58	
31-3002-0000-64900	OTHER SUPPL/EXP				
		P1400010	08/01/2014	GRAINGER INDUSTRIAL SUPPLY INC	456.65
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,500.00	368.20	456.64	456.65	3,218.51

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
PRESCRIPTION DRUG COLLECTION PROG TOTAL					456.65
31-3031-0000-63110	ADMIN.EXPENSE				
		P1400017	08/13/2014	DANIELS SENTRY	27.01
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	150,000.00	36,138.78	3,557.01	27.01	110,277.20
FETAL INFANT MORTALITY GRANT PROG TOTAL					27.01
31-3161-0000-63110	ADMIN.EXPENSE				
ENC		R1403067	08/04/2014	AMAZON.COM	2,498.75
		P1402755	08/05/2014	K AND W GREENERY INC	71.98
		P1402804	07/30/2014	BELOIT SCHOOL DISTRICT	49.48
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	455,536.00	398,995.85	375.98	2,620.21	53,543.96
COMMUNITY TRANSFORMATION GRANT PROG TOTAL					2,620.21

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$7,246.45**
Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
B. Bills under \$10,000 to be paid.
C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **SEP 03 2014**

Dept Head _____

Committee Chair _____

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 8/25/14
Requested By Public Health Department
Department

Transfer No. 14-60
Karen Cain, Health Officer
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 31-3000-0000-61100 Description: Regular Wages Current Balance: \$907,826	\$8,500	Account #: 31-3000-0000-63100 Description: Office Supplies	\$8,500
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

The Health Department had 2 staff vacancies earlier in 2014, and there will be a public health nurse vacancy as of 9/5/14, so there are sufficient funds available for the transfer of funds to office supplies.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

New desk chairs were part of the 2015 Budget request; however, the county administrator stated the chairs should be purchased out of the Health Department's 2014 Budget. This transfer of funds will provide the necessary funds to purchase the 29 desk chairs.

FISCAL NOTE:

Sufficient funds are available for transfer. *45 8-25-14*

ADMINISTRATIVE NOTE:

Recommended. *[Signature] 8-25-14*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

PURCHASE ORDER NUMBER P1402033

PEID 052519

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

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

DATE 8/26/14

DEPARTMENT Public Health Department

COMMITTEE Board of Health

VENDOR NAME JP Morgan Chase Bank NA

ACCOUNT NUMBER 31-3000-0000-64200

FUNDS DESCRIPTION Training

AMOUNT OF INCREASE \$ 1,200

INCREASE FROM \$ 5,000 TO \$ 6,200

ACCOUNT BALANCE AVAILABLE \$ 1210.71 CM 08/26/14

REASON FOR AMENDMENT Several health department staff members will be attending an out-of-state conference later in 2014. Funds needed for air fare and hotels for this conference.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY _____



Geri Waugh, Account Clerk II
DRAFTED BY _____

Board of Health
SUBMITTED BY _____

August 12, 2014
DATE DRAFTED _____

Accepting Additional Community Transformation Grant Funding and Amending the 2014 Rock County Health Department Budget

- 1 WHEREAS, Rock County has been identified as a county with significant health concerns; and
 2
 3 WHEREAS, Rock County Health Department is a member of the Transform Rock County Coalition,
 4 an organization whose goal is to improve the health of Rock County citizens; and
 5
 6 WHEREAS, Rock County Health Department was awarded a Community Transformation Grant in the
 7 amount of \$450,000 in 2012 from the Transform Wisconsin Program to transform the health of Rock
 8 County citizens; and additional funding in 2013 in the amount of \$6,500; and
 9
 10 WHEREAS, Rock County Health Department has been awarded additional funds in the amount of
 11 \$10,500. These funds will be used as subcontracts for support staff to complete grant-related projects
 12 and required reporting.
 13
 14 NOW, THEREFORE BE IT RESOLVED, that the Rock County Board of Supervisors duly
 15 assembled on this _____ day of _____, 2014 does hereby authorize the Rock
 16 County Health Department to accept the additional Rock County Community Transformation Grant funds
 17 and amend the 2014 Rock County Health Department Budget as follows:
 18

<u>Account/Description</u>	<u>Budget</u>	<u>Increase</u>	<u>Amended</u>
<u>Source of Funds</u>	<u>8/12/14</u>	<u>(Decrease)</u>	<u>Budget</u>
22 31-3161-0000-42100			
23 Federal Aid	\$456,500	\$10,500	\$467,000
24 <u>Use of Funds</u>			
25 31-3161-0000-63110			
26 Administrative Expense	\$456,500	\$10,500	\$467,000

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft, Chair

Louis Peer, Vice Chair

Richard Bostwick

Greg Addie

Dr. Keith Konkol, M.D.

Dr. Dean Peterson, DVM

Dr. Connie Winter, DDS

Judith Wade, WHNP

Eric Gresens, R.PH

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

_____.

Mary Mawhinney, Chair

FISCAL NOTE:

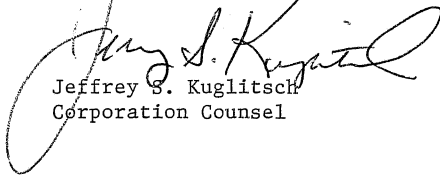
This resolution authorizes the acceptance and expenditure of \$10,500 in additional Federal Aid for the Community Transformation program. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

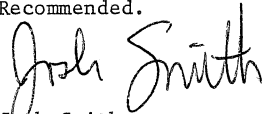
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

ROCK COUNTY HEALTH DEPARTMENT

North Office

P.O. Box 1088
Janesville, WI 53547-1088
608-757-5440
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South Office

61 Eclipse Center
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AUGUST "Healthful Hint" Monthly Health News Column

"Back to School Readiness"

As the final days of summer vacation approach, the return to school is on the minds of many. Before children head back to books, peers, and new teachers, here are some steps that will prepare them to be ready before the first bell rings.

Establish the school routine:

- **Set a school sleep routine.** A few weeks before school, establish a consistent "school" bedtime schedule. According to the National Sleep Foundation children ages 5-12 need between 10-12 hours of sleep. WebMd suggests children ages 12-18 need between 8-9 hours of sleep a night. It is important to teach children about healthy sleep habits and stick with the same bedtime routine. Keep the computer, television and video games out of the bedroom and have children avoid caffeine. The bedroom should be dark, cool, and quiet. Children who get their Z's will be less prone to illness, drowsiness and will be able to concentrate better at school.
- **Encourage reading.** Read aloud to a child or have them read books independently - for at least 20 minutes a day. Reading activates and "exercises" many areas of the brain and improves the brain's network of knowledge. Reading will help a child in all areas of school. Find a time to read when a child is not too tired and has limited distractions.
- **Eat healthy food.** Make sure your child eats well-balanced meals throughout the day. Children should eat a variety of fruits and vegetables, whole grains, lean protein, dairy, and small amounts of healthy oils. Go to www.choosemyplate.gov for more information on eating a balanced diet. Eating breakfast is important. Studies show that a child who eats breakfast has more energy, does better in school, and eats healthier throughout the day. Many schools in Rock County offer a free breakfast program called the *School Breakfast Program*. Children can eat breakfast, before the start of school, at no charge. Call your child's school to see if this service is offered.
- **Talk to your child about their emotions.** Each day spend quality time talking with your child. Find out if your child has any concerns with starting the new school year. Concerns can include going to a new school, meeting new teachers, and being around

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peers. Throughout the school year continue to talk to and listen to your child. Look for any signs of stress. Get help from school counselors. The time you spend with your children will never be wasted and it will help them get through many changes.

Other important reminders:

- Check with your doctor to make sure your child's vaccinations are up to date.
- Have a family plan for sick days.
- Get a complete eye exam before school starts.
- Fight germs by reminding your child to wash hands regularly at school and home.
- Plan healthy snacks for your child while at school.
- Be aware of back pain cause by backpacks.
- Make sure your child wears a helmet, if riding a bike to school.
- Remember car safety. Always wear seatbelts, avoid texting, and do not allow a child to talk on the cell phone while driving a car.

These simple steps can help your child start off the new school year with success!

Alison Chouinard is the Health Educator for the Rock County Health Department. If you would like to ask Alison a health-related question to be answered in a future column, e-mail her at chouinar@co.rock.wi.us. The Rock County Health Department reserves the right not to answer any questions deemed unsuitable.