

Call to Order: Meeting was called to order by Chair Peer at 6:01 p.m.

Board of Health Members Present: Chair Peer, Dr. Meyers, Dr. Winter, Supervisor Williams, Dr. Somaraju, Eric Gresens, Supervisor Clasen, Debra Kolste.

Board of Health Members Absent: Supervisor Rynes.

Staff Members Present: Katrina Harwood – Health Officer/Director; Rick Wietersen – Environmental Health Director; Jill Camber-Davidson – Public Health Supervisor; Seth Loncar – Administrative Services Supervisor; Michelle Bailey – Assistant Director; Jessica Turner – Communications Specialist; Kelsey Cordova – Public Health Supervisor; Nick Zupan – Epidemiologist; Christine Gunn – Public Health Strategist; Ashley Franke – Public Health Planner; Zach Palmore – Public Health Data Scientist; Vy Nguyen – Public Health Policy Specialist; and Melissa DeWitt – Public Health Support Specialist.

Others Present: None.

Roll Call

Chair Peer asked for the roll call. At roll call Chair Peer, Dr. Winter, Dr. Meyers, Dr. Somaraju, Supervisor Williams, Eric Gresens, Debra Kolste and Supervisor Clasen were present. Supervisor Rynes was not present. 8 PRESENT. 1 ABSENT.

Adopt Agenda

Dr. Winter made a motion to adopt the agenda. Dr. Meyers seconded the motion. MOTION APPROVED.

Approval of Minutes – 3/2/2022

Dr. Meyers made a motion to approve the minutes of the 3/2/2022 Board of Health meetings. Eric Gresens seconded the motion. MOTION APPROVED.

Citizen Participation

New Business

Administrative Division

Review of Payments

The Board reviewed the Health Department's March payments in the amount of \$11,042.61. Dr. Winter asked about the charge for Shipping charge for Enviro Sciences Alpha Energy in the amount of \$309.25. Katrina and Rick were unsure of the exact charge and will need to look into it and report back during the May meeting. The Review of Payments for March will be put onto the next month's agenda.

Transfer of Funds Over \$5,000

No transfer of funds over \$5,000.

Public Health Department Report

COVID-19 Update

Katrina Harwood shared a slideshow of the representation of the work that the Health Department is involved in for the county-wide COVID-19 response. Beginning next month, this section of the meeting will transition to a more broader look at what's happening within the Rock County Public Health Department, and will look to incorporate status updates for other communicable diseases as well. Many of the Surge Staff team members, who were in project funded roles to support the COVID-19 response, have started the off-boarding process. Due to the decline in contact tracing, case investigation, outbreak management, and vaccine efforts, the Rock County Public Health Department is scaling back the Surge Staff team to about three to four members. Their primary focus will now be on COVID-19 vaccinations and outbreak management. Although COVID-19 is not over yet, the Rock County Public Health Department is partnering with an external consultant, Pre-Emergency Planning, LLC, to develop an After Action Report (AAR). This will allow the department to identify opportunities for improvement with our Emergency Preparedness Plans along with opportunities to strengthen our response should the pandemic continue throughout the next few years.

Surveillance: Nick Zupan provided the Board members with the current COVID-19 data.

Program Spotlight – Organizational Support Unit Overview

Team Members

- Jessica Turner – Communications Specialist
- Nick Zupan – Epidemiologist
- Vy Nguyen – PH Policy Specialist
- Ashley Franke – PH Planner
- Zach Palmore – Data Scientist
- Michelle Bailey – Assistant Director

Goal

- Ensure that department policies, plans, and communications are informed by community needs, data-driven, and promote equity
- Support staff and their work in all these areas
- Support our Health Officer in the creation of a high functioning health department and to support in leading the agency to achieve our strategic plan and public health's overall goal of protecting health, preventing disease and injury, and improving health outcomes for the population of Rock County

Foundational Public Health Services

- Foundational Areas
 - Communicable Disease Control
 - Chronic Disease & Injury Prevention
 - Environmental Public Health
 - Maternal, Child & Family Health
 - Access to & Linkage with Clinical Care
- Foundational Capabilities
 - Assessment & Surveillance
 - Community Partnership Development
 - Equity
 - Organizational Competencies

- Policy Development & Support
- Accountability & Performance Management
- Emergency Preparedness & Response
- Communications

Communications Specialist – Jessica Turner

- What do I do?
 - Communicator: Person who sends out the communications (provide information on public health issues and public health functions through multiple methods to a variety of audiences)
 - PR, marketing & hype person: Create awareness, increase visibility, generate excitement and interest – “sell” public health (create, maintain, and execute comprehensive communications & marketing strategies that advance the Rock County Public Health Department’s community visibility)
 - Brand strategist: Keeping everyone on the same page by developing communication policies, creating templates and procedures, sending internal communications, making sure everything looks and feels consistent (all of that helps promote credibility and trust, ensure that Rock County Public Health Department communications are uniform, coordinated, consistent, and clear, and formulate, review and revise policies and procedures relating to communications and send internal communications to keep everyone on the same page so staff can work together effectively and deliver a unified message)
 - Public Information Officer/Spokesperson for RCPHD as needed (following the Incident Command Structure during emergencies or critical situations)
- What does that mean for you and your programs?
 - It is my job to do all of the things I mentioned, but I also help plan, create, send and promote public health communications related to the foundational areas of public health and our programmatic priorities to enhance the efforts of health promotion and disease prevention
 - That doesn’t mean that I do all of the work from start to finish
 - I help develop the overall roadmap for the communications, but I need to rely on the content matter experts – you – the people doing the work – to inform the communication planning process and provide content for the communications
 - When, where (where do we need to place our communications to be heard by the right people at the right time?) and how (how do we need to communicate to reach our target audience? How do we have the most impact?) All of this is driven by the why (why are we doing this? Why is it important?), the what (What do we want them to know?), and the who (Who are we serving? Who are we trying to reach?) These are determined primarily by the staff working within the program. In other words, I provide support and insight in areas such as communication strategies, functional layout and design, and health literacy to ensure that we are effective in our communications.
- Where does the process start?
 - How to start thinking about communications
 - Involve communication planning from the very beginning
 - Reach out to me via email, shoot me a Teams message, invite me to your meetings, schedule a one-on-one meeting
- Project Highlight: This is Public Health

- Our This is Public Health campaign is an awareness campaign to help educate people about public health. We knew that public health was the shy one in the corner at the party, but soon became very clear that most people don't even understand what we mean when we say public health, much less know what we do
- For so long, we were working in the shadows and behind the scenes, but the pandemic really thrust us into the spotlight. This has proven to have some upsides and downsides, but one of the upsides is that we can use that spotlight and momentum to teach people about public health. We focus on several topic areas such as general concepts, examples, history, activities, partnerships, and public health infrastructure within a community. New content is being created on a continuous basis and this campaign will continue long term.
- The content for this campaign is created by our VISTA member and is currently being shared on our social media. In the future, we may expand the campaign to share this information in other ways.
- How you can help: Share our messages when you see them on social media, talk to people about public health, etc.
- What is Gov Delivery?
 - Digital communications platform – email listserv exclusively for government with other capabilities
 - Benefits
 - Increase/refine reach: organize existing contact lists, gain new subscribers through various sign-up options including website integration and cross-promotion with other agencies
 - Engage with community and partners – deliver personalized content through email, text, social media and webpages
 - Convert inaction to action – track communication effectiveness and engagement to better develop targeted messaging that is driven by actual behavior, increase public awareness, influence change, increase involvement, gather more feedback
 - Efficiencies – organize lists, templates (consistency of communications), improved workflow, automation, reports
 - Process
 - Initial planning – gather lists, make decisions about topics based on existing communications, Granicus creates webpages and branding for templates
 - Setup – training, determine workflow, configure settings, create templates for topics/types
 - Implementation/Launch – make available for subscribers and promote
 - Utilization – create and send content
 - Evaluation – review reports
 - QI – make changes to communication strategies based on data

Epidemiologist – Nick Zupan

- Definition: Measuring the magnitude and distribution of illness, health conditions, and the determinants of health across our population
- Data → Action
- Types of data analysis and reporting
 - General data reports, descriptive analysis, translation and communication of data and its importance
 - Mapping any data with an address associated

- Identifying/connecting to new data sources
- Examples of projects
 - Youth Risk Behavior Survey Reports
 - Nitrate Mapping

PH Policy Specialist – Vy Nguyen

- What is policy?
 - A law, regulation, ordinance, procedure, resolution, administrative order, or plan of action proposed and/or adopted by governments and institutions
- How does it relate to public health?
 - Good health is the result of routine clinical care, preventative care, AND the development and implementation of public health policies and programs to promote health and well-being where we live, work, play, and pray
 - Public health policies can include formal legislation at the local and federal level, but also take the form of community outreach efforts
- Goals as a Policy Specialist
 - Bring theory and evidence-based research to the surface to be applied to public health issues
 - Develop and recommend strategies/policies for health intervention and prevention
 - Address and advance health equity through public health law and policy and with collaborative partnerships
- Overarching goals
 - Promote Health in All Policies (HiAP) approach to local/federal governance
 - Facilitate policy development, analysis, evaluation to advance physical, mental, social, and economic well-being
- Synthesize evidence surrounding public health issues
- Identify and describe policy options
- Strategize and develop policy
- Monitor and evaluate policy enactment and implementation
- What is the legal landscape surrounding the policy and mechanism in which it operates?
- What are the experiences of other jurisdictions?
- What are the unintended positive/negative consequences?
- What is the public health impact and feasibility?
- Key questions that can be explored:
 - What are the objectives of a policy?
 - What is the historical/background context behind this?
 - What is the legal landscape surrounding this issue?
 - Are there well-researched examples with data to support implementation at the local level?
 - What unintended positive and/or negative consequences could result
- Janesville Comprehensive Plan
- Rock County Public Health Ordinance
- Access to Care Subcommittee
- Mental Health Subcommittee

PH Planner – Ashley Franke

- Ensures that department wide plans are developed, implemented, and evaluated

- Performance improvement framework
 - Assessing (Performance Measures)
 - Community Health Assessment
 - Environmental Scan
 - Workforce
 - Culture of Quality
 - Planning (Standards & Targets)
 - CHIP
 - Strategic Plan
 - Workforce Development Plan
 - QI Plan
 - Operational Plan
 - Improving (Identify Improvements)
 - Address Gaps
 - QI Projects
 - Increase Efficiency/Effectiveness
 - Improve Outcomes
- What do I “Plan” as a “Planner?”
 - Develop, implement, and evaluate
 - Performance management system
 - Quality improvement plan
 - Workforce development plan
 - Strategic plan
 - Annual report
 - Partner relationship management system
- What are my responsibilities and goals as a Public Health Planner?
 - To monitor and track progress
 - Determine outcomes of identified strategies
 - Coordinate work plans
 - Lead project teams
 - Ensure we meet accreditation standards and comply with chapter 140
 - Project management
- Current projects
 - Strategic plan
 - Annual report
 - Preceptor for student
 - Workforce development
- Future projects
 - Workforce development
 - Performance management
 - Quality improvement

Data Scientist – Zach Palmore

- What is a data scientist?
 - Uses methods and processes to extract and develop actionable insights from (often complex) data
- What does a data scientist do?

- We work with tools to collect, lean, analyze, and develop things that allow individuals to make better decisions, assessments, and improve outcomes
- This could include:
 - Process automation
 - Statistical problem solving
 - Research & development
- How to connect with me and when?
 - Zachary.Palmore@co.rock.wi.us
 - COVID updates and reports
 - Pools and GI infection identification
 - Locating high risk areas for high blood lead levels in children
 - Consolidating PH/EH datasets
- How do these projects improve public health? 46 to <1
 - COVID updates and reports – assess risk for public, improve quality, save lives
 - Pools and GI infection identification – alert PH staff before outbreaks, prevent infection (works for other diseases as well)
 - Locating high risk areas for high blood lead levels in children – have you ever tried to work on a fixed budget? Tell me how you would spend the money without knowing where to start
 - Consolidating PH/EH datasets – efficiency, processes improvement, quality, new insights, ways of communicating with public (apps, services, public info)

Assistant Director – Michelle Bailey

- Lead and support the OS team
 - Assure they get connected and support the work of the agency, each unit, program, staff, community partners as needed and as capacity allows
 - Support the professional growth and development of staff
 - Assure they have resources to succeed in their roles and responsibilities to support all staff
- Support and assist Katrina in her role to lead our public health strategy
 - Achieve the goals of public health (assist with Strategic Planning for the agency)
 - Comply with laws (statute and administrative rules, local ordinance, HIPAA)
 - Utilize braided funding sources in fiscally responsible ways to be accountable to the people
 - Execute our data informed strategic plan and evidence informed initiatives
 - Communicate and collaborate with the community to promote health, prevent disease and injury
 - Create an equitable environment for all people to attain health
- Be a high achieving, modern public health department with metrics to prove we made a difference!

Budget

- 2023 Budget Development
 - Requests for capital improvement projects (large scale facility improvement updates >\$50,000) are due by May 6th
 - Personnel requests are due by June 3rd
 - IT related requests are due by the end of April

- Pending Grant Applications
 - None
- 1st Quarter Fiscal Summary

Rock County Public Health Department Quaraterly Financial Report (2022 - 1st Quarter)									
		Original Budget	Projected	January	February	March	QTR 1 Total	YTD	% of Budget
Revenue									
	Non-Grant Contracts	\$ 26,959.00	\$ 26,959.00	\$ -	\$ -	\$ 7,516.75	\$ 7,516.75	\$ 7,516.75	27.9%
	License/Permit Fees	\$ 592,000.00	\$ 592,000.00	\$ 10,470.00	\$ 9,970.00	\$ 7,945.00	\$ 28,385.00	\$ 28,385.00	4.8%
	Radon	\$ 2,000.00	\$ 2,000.00	\$ 148.85	\$ 153.39	\$ 96.68	\$ 398.92	\$ 398.92	19.9%
	Laboratory Services	\$ 42,000.00	\$ 42,000.00	\$ 1,000.00	\$ 1,320.00	\$ 1,410.00	\$ 3,730.00	\$ 3,730.00	8.9%
	Vaccine Fees	\$ 29,700.00	\$ 29,700.00	\$ -	\$ 288.00	\$ 1,108.00	\$ 1,396.00	\$ 1,396.00	4.7%
	Other	\$ 2,200.00	\$ 2,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ 694,859.00	\$ 694,859.00	\$ 11,618.85	\$ 11,731.39	\$ 18,076.43	\$ 41,426.67	\$ 41,426.67	6.0%
Expenses									
	Regular Wages	\$ 2,906,956.00	\$ 2,906,956.00	\$ 58,593.62	\$ 242,316.22	\$ 244,309.22	\$ 545,219.06	\$545,219.06	18.8%
	Overtime Wages	\$ 23,000.00	\$ 23,000.00	\$ 1,430.04	\$ 1,483.43	\$ 356.37	\$ 3,269.84	\$ 3,269.84	14.2%
	Fringe Benefits	\$ 1,033,602.00	\$ 1,033,602.00	\$ 10,140.00	\$ 35,558.75	\$ 36,491.58	\$ 82,190.33	\$ 82,190.33	8.0%
	IT/Software	\$ 329,218.00	\$ 329,218.00	\$ 1,200.00	\$ 100.00	\$ 50.00	\$ 1,350.00	\$ 1,350.00	0.4%
	Facilities	\$ 145,844.00	\$ 145,844.00	\$ 291.80	\$ 28,755.59	\$ 292.16	\$ 29,339.55	\$ 29,339.55	20.1%
	Supplies	\$ 39,851.00	\$ 39,851.00	\$ 1,383.80	\$ 1,183.34	\$ 2,441.01	\$ 5,008.15	\$ 5,008.15	12.6%
	Training	\$ 21,500.00	\$ 21,500.00	\$ 328.83	\$ 976.00	\$ 298.00	\$ 1,602.83	\$ 1,602.83	7.5%
	Travel	\$ 25,000.00	\$ 25,000.00	\$ 404.59	\$ 1,021.64	\$ 447.27	\$ 1,873.50	\$ 1,873.50	7.5%
	Services	\$ 62,648.00	\$ 62,648.00	\$ 13,235.81	\$ 924.49	\$ 2,446.71	\$ 16,607.01	\$ 16,607.01	26.5%
	Publications/Dues	\$ 8,378.00	\$ 8,378.00	\$ -	\$ 745.42	\$ 606.16	\$ 1,351.58	\$ 1,351.58	16.1%
	Postage	\$ 9,180.00	\$ 9,180.00	\$ 4,772.93	\$ 1,192.70	\$ 356.23	\$ 6,321.86	\$ 6,321.86	68.9%
	Other	\$ 5,600.00	\$ 5,600.00	\$ 350.00	\$ 255.00	\$ 300.00	\$ 905.00	\$ 905.00	16.2%
	Cost Allocations (Grants)	\$ (2,977,655.00)	\$(1,392,922.00)	\$(97,525.00)	\$(94,884.53)	**	\$ (192,409.53)	\$(192,409.53)	13.8%
		\$ 1,633,122.00	\$ 3,217,855.00	\$ (5,393.58)	\$ 219,628.05	\$ 288,394.71	\$ 502,629.18	\$502,629.18	15.6%
*** Amounts billed to grants for reimbursements are available the second week of the month.									

Workforce

Katrina Harwood reported on current workforce updates.

New staff

- None

Current Position Vacancies

- Intern (Environmental Health) – position closed 4/1/22

Committee Action – Vaccine Fee Schedule

Rock County Public Health Department administers vaccines through the Vaccine for Children (VFC) and Vaccine for Adults (VFA) programs for individuals who do not have health insurance coverage for vaccines. These vaccines are provided to the health department from the state, at no charge to the department. The health department is able to charge an administrative fee for the vaccines, not to exceed \$20.83 per visit.

Additionally, the health department administers other vaccines, purchased by the health department, to meet specific needs, such as vaccines associated with international travel. The health department's vaccine fee schedule outlines the cost of these vaccines that is charged to the individual. In addition to charging the individual the cost of the vaccine that the health department incurs, an administration fee is

included in the cost to the individual. This administration fee is intended to cover the staff time needed to administer the vaccine. The health department does not currently bill insurance.

In addition to the time to administer vaccines, health department staff invest additional time prior to a travel vaccine appointment and during the appointment to ensure travelers have information necessary to help prevent infection with diseases that are prevalent in the areas they are traveling. When an individual is seeking vaccines for travel, an additional fee is added to account for the additional staff time.

The proposed updated vaccine fee schedule is included on the following page. This fee schedule will continue to be evaluated and revised as needed when there are changes to the cost of vaccines and/or there are significant changes to staff costs to administer the vaccines.

VFC/VFA Administration Fee

Prior Amount*	Proposed Amount	Rationale
VFC \$5/dose VFA \$15/dose	Pay what you can, up to \$20/visit	Modification to fee schedule allows for a flexible sliding scale, while ensuring we do not exceed the maximum allowable fee per visit.

*Staff may waive part or all of the administration fee without supervisor approval

Vaccines Purchased by the Health Department

Vaccine	Vaccine Cost (3/1/22)	Administration Fee	Fee (proposed)	Fee (prior)	Fee Change
Hepatitis A (Adult)	\$64.88	\$35.52	\$100	\$94	\$6
Hepatitis B (Adult)	\$44.81	\$35.52	\$80	\$90	(\$10)
Influenza Flumist	\$20.03	\$35.52	\$56	\$47	\$9
Influenza Flublok	\$54.25	\$35.52	\$90	\$76	\$14
Influenza Hi-Dose	\$54.25	\$35.52	\$90	\$76	\$14
Influenza Regular	\$16.89	\$35.52	\$52	\$39	\$13
Meningococcal	\$70.12	\$35.52	\$106	\$140	(\$34)
MMR	\$106.91	\$35.52	\$142	\$100	\$42
Pneumonia	\$148.37	\$35.52	\$184	\$133	\$51
Polio	\$36.05	\$35.52	\$72	\$56	\$16
Prevnar 13	\$268.84	\$35.52	\$304	\$247	\$57
Shingrix	\$171.40	\$35.52	\$207	\$168	\$39
Td	\$31.67	\$35.52	\$67	\$58	\$9
Tdap	\$40.88	\$35.52	\$76	\$59	\$17
Trinrix Adult	\$96.39	\$35.52	\$132	\$128	\$4
Typhoid (Injectable)	\$116.14	\$35.52	\$152	\$137	\$15
Yellow Fever	\$170.97	\$35.52	\$207	\$155	\$52
Typhoid (Oral) <i>Temporarily suspended production due to COVID-19</i>					

*Administration fee = (Average PHN wage and benefits (\$54.49) x .5 hours) + (Average PHSS wage and benefits (\$30.89) x .25 hours) + supply cost (\$0.55)

Travel Vaccine Fee

Prior Amount	Proposed Amount	Rationale
\$50 per individual (Maximum of \$100 per family, same destination)	\$90 per individual (or per family if scheduled at the same visit and traveling to the same destination)	An additional 1.5 hours of PHN time and an additional 15 minutes of PHSS time is needed for a travel related appointment. The time to prepare and provide education is the same when multiple family members are at the appointment and have the same travel itinerary.

Dr. Winter made a motion to approve the updated Vaccine Fee Schedule. Debra Kolste seconded the motion. MOTION APPROVED.

Communications and Announcements from Staff and Board Members

Lou Peer mentioned the award that was presented to the Rock County Public Health Department by the State of Wisconsin and Governor Evers. The award is on display at the office if anyone is interested in stopping by to look at it.

Lou Peer also let the Board know that Dr. Vijaya Somaraju will no longer be a Board Member, effective June 2022.

Adjournment

Debra Kolste made a motion to adjourn the meeting. Supervisor Clasen seconded the motion. MOTION APPROVED. Meeting adjourned at 7:22 p.m.

Respectfully Submitted,

Melissa DeWitt, Recorder
Not Official Until Approved by the Board of Health



MINUTES OF BOARD OF HEALTH MEETING

April 6, 2022