

ROCK COUNTY BOARD OF HEALTH
WEDNESDAY, FEBRUARY 6, 2013 – 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 – January 2, 2013
4. Citizen Participation
5. Unfinished Business
6. New Business
 - A. Administrative Division
 - (1) Approval of Bills/Transfer of Funds
 - (2) Health Department Report
 - (3) Proposed Changes to Drug Collection Program
 - (4) Resolution – Awarding Contract for Electronic Payment Services for Rock County Health Department
 - B. Public Health Nursing
 - (1) Outbreak Management in Long Term Care and the Health Department’s Role
 - C. Environmental Health
 - (1) Lead Education Visits for Rental Owners
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 2/6/13 BOARD OF HEALTH MEETING

<u>Account No.</u>	<u>Vendor Name</u>	<u>Item(s) Description</u>	<u>\$ Amount</u>
<u>2012 Budget</u>			
31-3002-0000- 64900	Veolia Veolia	Rx Drug Collection Grant – non-controlled substances disposal Rx Drug Collection Grant – controlled substances disposal	1,765.76 477.13
31-3008-0000- 63110	Medline	Consortium Funds – 12 traceable digital thermometers for vaccine storage	762.12
<u>Community Transformation Grant</u>			
31-3161-0000- 63110	Proforma Printworks	5,000 Transform Rock County brochures, English version	419.00
64000	Crucell Vaccines Merck	30 doses oral typhoid vaccine 50 doses zostavax (shingles vaccine) less discount	1,020.00 7,798.79
64308	Janesville Floral	poinsettia plant for medical advisor	47.00
64904	Proforma Printworks	5,000 Healthy Families First brochures	500.00
67171	Rhyme	copier with fax for Janesville office clinic area	5,129.00
<u>2013 Budget</u>			
31-3017-0000- 63110	Daniels Sentry	STI Prevention Grant – 1/8/13 meeting refreshments	14.97
<u>Community Transformation Grant</u>			
31-3161-0000- 63110	UW LaCrosse Youth2Youth of RC	4/19/13 WHEN Annual Meeting registration for Laura Conklin Subcontract through 9/29/13	89.00 15,000.00
62119	Mercy Health System Manpower	prenatal classes for client temporary receptionist charges for 1/2/13 – 1/4/13	35.00 198.00
64010	Culligan	January 2013 deionizer rent	35.00
64200	Midwest Pool Supp.	2 registrations for Certified Pool Operator course 3/5-3/6/13	500.00

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3131610000-63110	ADMIN, EXPENSE	450,000.00	38.6% 174,024.03	-206.86	276,182.83		
	P1203591-PO# 12/31/12 -VN#045720		PROFORMA PRINTWORKS			419.00	
			CLOSING BALANCE		275,763.83		419.00
	COMM TRANSFORM		PROG-TOTAL-PO			419.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$419.00 INCURRED BY COMMUNITY TRANSFORMATION GRANT. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

BOARD OF HEALTH COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

FEB 06 2013

DATE _____ CHAIR

2012...

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3130000000-64000	MEDICAL SUPPLIES	159,000.00 40.6%	145,996.61	-81,369.23	94,372.62		
	P1200203-PO# 12/31/12 -VN#014540			MERCK AND CO INC		7,798.79	
	P1200462-PO# 12/31/12 -VN#047555			CRUCELL VACCINES INC		1,020.00	
			CLOSING BALANCE		85,553.83		8,818.79
3130000000-64308	REC SUPPL & EXP	200.00 19.2%	148.45	-109.99	161.54		
	P1203815-PO# 12/31/12 -VN#013601			JANESVILLE FLORAL COMPANY		47.00	
			CLOSING BALANCE		114.54		47.00
3130000000-64904	SUNDRY EXPENSE	7,446.00 46.9%	4,288.64	-790.41	3,947.77		
	P1203613-PO# 12/31/12 -VN#045720			PROFORMA PRINTWORKS		500.00	
			CLOSING BALANCE		3,447.77		500.00
3130000000-67171	C.A.-\$1000/MORE	10,962.00 53.2%	5,832.12	0.00	5,129.88		
	P1202923-PO# 12/31/12 -VN#040481			RHYME BUSINESS PRODUCTS		5,129.00	
			CLOSING BALANCE		0.88		5,129.00
	HEALTH DEPT.		PROG-TOTAL-PO			14,494.79	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$14,494.79 INCURRED BY HEALTH DEPARTMENT. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

BOARD OF HEALTH **FEB 06 2013** COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

DATE _____ CHAIR

2013...

Rock County - Production

01/30/13

COMMITTEE APPROVAL REPORT

Page 1

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3130170000-63110	ADMIN.EXPENSE	0.00 100.0%	-14.97	0.01	14.96		
	P1300306-PO# 02/01/13 -VN#041415			DANIELS SENTRY		14.97	
			CLOSING BALANCE		-0.01		14.97
	STI PREVENTION		PROG-TOTAL-PO			14.97	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$14.97 INCURRED BY STI PREVENTION GRANT. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

BOARD OF HEALTH COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

FEB 06 2013

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3131610000-63110	ADMIN.EXPENSE	0.00 100.0%	-15,089.00	15,401.01	-312.01		
	P1300854-PO# 02/01/13 -VN#041212					89.00	
	P1300900-PO# 02/01/13 -VN#052208					15,000.00	
				CLOSING BALANCE	-15,401.01		15,089.00
	COMM TRANSFORM		PROG-TOTAL-PO			15,089.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$15,089.00 INCURRED BY COMMUNITY TRANSFORMATION GRANT. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

BOARD OF HEALTH COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

FEB 06 2013

DATE _____ CHAIR

2013 . . .

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3130000000-62119	OTHER SERVICES	3,500.00	6.6%	-233.00	0.04	3,732.96	
	P1300315-PO# 02/01/13 -VN#021628			MERCY HOSPITAL		35.00	
	P1300794-PO# 02/01/13 -VN#049892			MANPOWER INC		198.00	
				CLOSING BALANCE		3,499.96	233.00
3130000000-64010	LAB SUPPLIES	7,500.00	5.7%	-35.00	464.02	7,070.98	
	P1300302-PO# 02/01/13 -VN#010140			CULLIGAN WATER CONDITIONING IN		35.00	
				CLOSING BALANCE		7,035.98	35.00
3130000000-64200	TRAINING EXP	10,000.00	0.0%	-500.00	500.00	10,000.00	
	P1300952-PO# 02/01/13 -VN#052516			MIDWEST POOL SUPPLY INC		500.00	
				CLOSING BALANCE		9,500.00	500.00
	HEALTH DEPT.			PROG-TOTAL-PO		768.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$768.00 INCURRED BY HEALTH DEPARTMENT. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

BOARD OF HEALTH **FEB 06 2013** COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD _____
DATE _____ CHAIR _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

BOARD OF HEALTH
INITIATED BY



JEFFREY S. KUGLITSCH
DRAFTED BY

BOARD OF HEALTH
SUBMITTED BY

JANUARY 25, 2013
DATE DRAFTED

**AWARDING CONTRACT FOR ELECTRONIC PAYMENT SERVICES FOR THE
ROCK COUNTY HEALTH DEPARTMENT**

- 1 **WHEREAS**, currently the Clerk of Circuit Court and the Sheriff's Office offer credit card payment
- 2 systems for the purposes of collecting and processing payments in their offices using Government
- 3 Payment Service, Inc. (GPS); and,
- 4
- 5 **WHEREAS**, the Rock County Health Department would like to provide credit card access for services
- 6 provided in their office, including but not limited to: immunizations, well testing, radon kits and
- 7 inspection fees; and,
- 8
- 9 **WHEREAS**, this access will allow the Health Department services to be more accessible to the general
- 10 public; and,
- 11
- 12 **WHEREAS**, there is no cost to Rock County for the services provided by Government Payment Service,
- 13 Inc.; and,
- 14
- 15 **WHEREAS**, GPS assumes all risk for bad and unauthorized credit card payments thus reducing the
- 16 number of bad checks written to Rock County; and,
- 17
- 18 **WHEREAS**, the basis of the Health Department's selection of GPS is that previously the Purchasing
- 19 Division solicited proposals from qualified credit card firms with seven responding and chose
- 20 Government Payment Service, Inc., for the Sheriff's Office and Clerk of Circuit Court; and,
- 21
- 22 **WHEREAS**, both previous offices have been extremely satisfied with Government Payment Service,
- 23 Inc.'s performance.
- 24
- 25 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors in session this
- 26 14th day of February, 2013 that a contract be awarded to Government Payment Service, Inc., of
- 27 Indianapolis, Indiana, for credit card payment services for the Rock County Health Department.

Respectfully Submitted:

BOARD OF HEALTH

Sandra Kraft, Chair

Dr. Aaron Best

Louis Peer, Vice Chair

Dr. Dean Peterson DVM

Richard Bostwick

James Rooney, RPH

Mike Rundle

Judith Wade

Connie Winder, DDS

AWARDING CONTRACT FOR ELECTRONIC PAYMENT SERVICES FOR THE ROCK COUNTY
HEALTH DEPARTMENT

Page 2

PURCHASING PROCEDURAL ENDORSEMENT

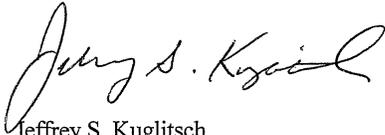
Reviewed and approved on a vote of

_____.

Mary Mawhinney, Chair

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:

This resolution authorizes a contract with Government Payment Service, Inc. for credit card payment services for the Rock County Health Department. No fees will be charged to the County. Fees will be charged to the customers that choose to pay for services with a credit card.



Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

Since 1999, the Rock County Clerk of Court and the Rock County Sheriff's Office have used Government Payment Service, Inc., to allow their customers to pay for fees and services in their departments by personal credit card. This fully automated credit card service will allow customers to pay for their respective fees in the Health Department including but not limited to: immunizations, well tests, radon kits and inspection fees. There is no cost to Rock County for this service. The customer using the credit card is assessed a fee from the credit card company.

Rock County benefits from the use of this credit card service in that it reduces the number of NSF checks written to Rock County. Also, the credit card service is responsible for collecting payment on bad or unauthorized credit cards. The other departments previously using this service have been more than satisfied with the results provided by Government Payment Services, Inc.

ROCK COUNTY HEALTH DEPARTMENT

North Office

P.O. Box 1088
Janesville, WI 53547-1088
608-757-5440
608-758-8423 (fax)
www.co.rock.wi.us



South Office

61 Eclipse Center
Beloit, WI 53511
608-364-2010
608-364-2011 (fax)

“Healthful Hint” **Monthly Health News Column**

Prepping for Pregnancy

Are you looking to start or expand your family in 2013? Many women know how important it is to practice healthy behaviors while they are pregnant. But, did you know that there are things you can do before and between pregnancies to increase your chances of having a healthy baby?

For some women, getting their body ready for pregnancy takes a few months. For other women, it might take longer. The following tips, from the Centers for Disease Control and Prevention (CDC), can help you have a healthy pregnancy, whether it’s your first baby or not.

- 1. Make a Plan and Take Action** – Whether or not you’ve written them down, you’ve probably thought about your goals for having or not having children, and how to achieve those goals. For example, when you didn’t want to have a baby, you used effective birth control methods to achieve your goals. Now that you’re thinking about getting pregnant, it’s really important to take steps to achieve your goal – getting pregnant and having a healthy baby!
- 2. See Your Doctor** - Before getting pregnant, talk to your doctor. Your doctor will want to discuss your health history and any medical conditions you currently have that could affect a pregnancy. He or she also will discuss any previous pregnancy problems, medicines that you are currently taking, vaccinations you might need, and steps you can take before pregnancy to prevent certain birth defects. Be sure to talk with your doctor about any medical conditions you have, your lifestyle and behavior, medications you might be taking, and vaccinations you need.
- 3. Take 400 Micrograms of Folic Acid Every Day** – Folic acid is a B vitamin. If a woman has enough folic acid in her body at least 1 month *before and during* pregnancy, it can help prevent major birth defects of the baby’s brain and spine.
- 4. Stop Drinking Alcohol, Smoking and Using Street Drugs** – Smoking, drinking alcohol, and using street drugs can cause many problems during pregnancy for a woman and her baby, such as premature birth, birth defects, and infant death. If you are trying to get pregnant and cannot stop drinking, smoking or using drugs, please get help!

ROCK COUNTY HEALTH DEPARTMENT

North Office

P.O. Box 1088
Janesville, WI 53547-1088
608-757-5440
608-758-8423 (fax)
www.co.rock.wi.us



South Office

61 Eclipse Center
Beloit, WI 53511
608-364-2010
608-364-2011 (fax)

5. **Reach and Maintain a Healthy Weight** – People who are overweight or obese have a higher risk for many serious conditions, including complications during pregnancy, heart disease, type 2 diabetes, and certain cancers (endometrial, breast, and colon). People who are underweight are also at risk for serious heart problems. The key to achieving and maintaining a healthy weight is to change your lifestyle so that it includes healthy eating and regular physical activity.
6. **Learn Your Family History** – Collecting your family’s health history can be important for your child’s health. You might not realize that your sister’s heart defect or your cousin’s sickle cell disease could affect your child, but sharing this family history information with your doctor can be important.
7. **Get Mentally Healthy** – Mental health is how we think, feel and act as we cope with life. To be at your best, you need to feel good about your life and value yourself. Everyone feels worried, anxious, sad, or stressed sometimes. However, if these feelings do not go away and they interfere with your daily life, get help. Talk with your doctor or another health professional about your feelings and treatment options.

By practicing these easy steps, you can make sure you and your new baby are happy and healthy!

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