

**ROCK COUNTY BOARD OF HEALTH**  
**WEDNESDAY, FEBRUARY 5, 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 – December 4, 2013
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**: Amending the 2014 Rock County Health Department Budget to Provide Radon Testing Kits to the Public
    - (4) Semi-Annual Report-attendance at Conventions/Conferences
  - B. Public Health Nursing
    - (1) None
  - C. Environmental Health
    - (1) None
7. **Special Report**: Ashley Crawford, Project Manager Beloit Life Course Initiative for Healthy Families
8. Communications and Announcements
9. 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 2/5/14 BOARD OF HEALTH MEETING**

<u>Account No.</u>	<u>Vendor Name</u>	<u>Item(s) Description</u>	<u>\$ Amount</u>
<b><u>2013 Budget</u></b>			
<u>Prescription Drug Collection Grant</u>			
31-3002-0000-64900	Veolia	container transportation & processing fees for disposal	1,103.18
	Veolia	disposal fees for aerosols & pharmaceuticals	3,672.38
<u>FIMR Grant</u>			
31-3031-0000-63110	King Consulting	Consulting Services September-December, 2013	3,200.00
62119	Paper Recovery Serv.	shredding of confidential documents	8.50
	Janesville Animal Medical Center	rabies specimen preparations	220.00
64000	GlaxoSmithKline	40 doses adult hepatitis-A vaccine	1,095.20
	Merck	50 doses zostavax (shingles) vaccine	8,110.72
	Merck	50 doses zostavax (shingles) vaccine	8,110.72
64308	Petty Cash	gift card for Health Dept. volunteer	25.00
64604	POC Network/ Transact Rx	transaction fees for Nov & Dec 2013	1,041.00
64904	Petty Cash	storage baskets (7) for vaccines	10.40
	Petty Cash	car wash for MP 78	5.00

<u>Account No.</u>	<u>Vendor Name</u>	<u>Item(s) Description</u>	<u>\$ Amount</u>
<b><u>2014 Budget</u></b>			
63200	Karen Cain	reimburse RN license renewal	86.00
	Valerie Christensen	reimburse RN license renewal	86.00
	Deborah Erickson	reimburse RN license renewal	86.00
	Ginny Fricke	reimburse RN license renewal	86.00
	Carissa Hodges	reimburse RN license renewal	86.00
	Erica Jenson	reimburse RN license renewal	86.00
	Jill Lampo	reimburse RN license renewal	86.00
	Sancee Siebold	reimburse RN license renewal	86.00
	Jennifer Stenger	reimburse RN license renewal	86.00
	Amy Stricker	reimburse RN license renewal	86.00
	Casey Stubbs	reimburse RN license renewal	86.00
	Jennifer Weadge	reimburse RN license renewal	86.00
	Anne Weirich	reimburse RN license renewal	86.00
	Risa Weisensel	reimburse RN license renewal	86.00
	Amy Williams	reimburse RN license renewal	86.00
	Janet Zoellner	reimburse RN license renewal	86.00
	Janesville Gazette	52 week subscription	299.00
	Lippincott Williams	1 yr subscription to American Journal of Maternal Child Nursing	383.00
	WI Public Health Assn	1 year membership renewal	500.00
64010	Culligan	January 2014 deionizer rental	35.00
64200	National Seminars		
	Training	workshop registration Erica Stilen 3/19/14	179.00
	March of Dimes	Perinatal Conference registrations for 3 public health nurses	675.00

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
31-3000-0000-62119	OTHER SERVICES				
		P1300312	12/31/2013	PAPER RECOVERY SERVICE CORPOF	8.50
		P1301732	11/25/2013	JANESVILLE ANIMAL MEDICAL CENT	220.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,500.00	3,749.37	0.00	228.50	522.13
31-3000-0000-64000	MEDICAL SUPPLIES				
		P1300307	12/17/2013	MERCK AND CO INC	16,221.44
		P1300313	12/16/2013	GLAXOSMITHKLINE PHARMACEUTICA	1,095.20
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	145,000.00	119,852.20	12.95	17,316.64	7,818.21
31-3000-0000-64308	REC SUPPL & EXP				
		P1300304	12/04/2013	ROCK COUNTY PUBLIC HEALTH DEPT	25.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	200.00	111.90	0.00	25.00	63.10
31-3000-0000-64604	PROGRAM EXPENSE				
		P1303950	11/30/2013	POC NETWORK TECHNOLOGIES INC	1,041.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,041.00	0.00	0.00	1,041.00	0.00
31-3000-0000-64904	SUNDRY EXPENSE				
		P1300304	11/15/2013	ROCK COUNTY PUBLIC HEALTH DEPT	15.40
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,306.00	1,129.51	16.30	15.40	2,144.79
<b>HEALTH DEPARTMENT PROG TOTAL</b>				<b>18,626.54</b>	
31-3002-0000-64900	OTHER SUPPL/EXP				
		P1303906	12/11/2013	VEOLIA ES TECHNICAL SOLUTIONS	3,672.38
		P1303909	12/11/2013	VEOLIA ES TECHNICAL SOLUTIONS	1,103.18
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	12,988.00	1,907.66	0.00	4,775.56	6,304.78
<b>PRESCRIPTION DRUG COLLECTION PROG TOTAL</b>				<b>4,775.56</b>	
31-3031-0000-63110	ADMIN.EXPENSE				
		P1303051	12/31/2013	KING CONSULTING	3,200.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	150,000.00	9,684.92	0.00	3,200.00	137,115.08
<b>FETAL INFANT MORTALITY GRANT PROG TOTAL</b>				<b>3,200.00</b>	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
----------------	--------------	-----	----------	-------------	-------------

I have examined the preceding bills and encumbrances in the total amount of **\$26,602.10**

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: **FEB 05 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
31-3000-0000-63200	PUBL/SUBCR/DUES					
			01/17/2014	CAIN,KAREN	86.00	
			01/14/2014	ZOELLNER,JANET	86.00	
			01/15/2014	WILLIAMS,AMY L	86.00	
			01/16/2014	SIEBOLD,SANCEE	86.00	
			01/15/2014	STRICKER,AMY	86.00	
			01/17/2014	STUBBS,CASEY	86.00	
			01/14/2014	STENGER,JENNIFER	86.00	
			01/15/2014	WEADGE,JENNIFER	86.00	
			01/14/2014	WEIRICH,ANNE	86.00	
			01/14/2014	LAMPO,JILL	86.00	
			01/19/2014	WEISENSEL, RISA	86.00	
			01/17/2014	HODGES,CARISSA	86.00	
			01/20/2014	ERICKSON,DEBORAH	86.00	
			01/15/2014	CHRISTENSEN,VALERIE	86.00	
			01/15/2014	JENSON,ERICA	86.00	
			01/16/2014	FRICKE,GINNY	86.00	
		P1400755	01/06/2014	LIPPINCOTT WILLIAMS AND WILKIN	383.00	
		P1400770	01/06/2014	JANESVILLE GAZETTE INC	299.00	
		P1400962	01/20/2014	WISCONSIN PUBLIC HEALTH ASSOCI	500.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	5,100.00		31.00	0.00	2,558.00	2,511.00
31-3000-0000-64000	MEDICAL SUPPLIES					
		P1400010	01/08/2014	GRAINGER INDUSTRIAL SUPPLY INC	123.89	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	105,000.00		1,013.75	8,981.25	123.89	94,881.11
31-3000-0000-64010	LAB SUPPLIES					
		P1400021	01/01/2014	CULLIGAN WATER CONDITIONING IN	35.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	12,500.00		464.00	0.00	35.00	12,001.00
31-3000-0000-64200	TRAINING EXP					
		P1400316	01/01/2014	NATIONAL SEMINARS GROUP	179.00	
		P1400960	01/13/2014	MARCH OF DIMES	675.00	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00		0.00	308.99	854.00	8,837.01
<b>HEALTH DEPARTMENT PROG TOTAL</b>					<b>3,570.89</b>	
31-3161-0000-63110	ADMIN.EXPENSE					
ENC		R1400912	01/07/2014	AMAZON.COM	322.80	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	0.00		0.00	0.00	322.80	(322.80)

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
COMMUNITY TRANSFORMATION GRANT PROG TOTAL					322.80

I have examined the preceding bills and encumbrances in the total amount of **\$3,893.69**  
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: **FEB 05 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Board of Health  
INITIATED BY



Geri Waugh, Account Clerk  
DRAFTED BY

Board of Health  
SUBMITTED BY

January 10, 2014  
DATE DRAFTED

### Amending the 2014 Rock County Health Department Budget to Provide Radon Testing Kits to the Public

- 1    **WHEREAS**, the Rock County Health Department offers radon test kits for sale to the public at its  
2    offices in Janesville and Beloit; and,  
3  
4    **WHEREAS**, a balance sheet account has previously been used to deposit the revenue from the sale  
5    of the kits and also purchased test kits as needed; and,  
6  
7    **WHEREAS**, separate revenue and expense accounts need to be set up for the sale of these kits to  
8    recognize the revenue and expenses incurred related to these radon test kits.  
9  
10   **NOW, THEREFORE BE IT RESOLVED**, by the Rock County Board of Supervisors duly  
11   assembled on this \_\_\_\_\_ day of \_\_\_\_\_, 2014 does hereby authorize the Rock County  
12   Health Department to set up separate revenue and expense accounts for the sale of radon test kits, and  
13   amend the 2014 Rock County Health Department Budget as follows:  
14

<u>Account/Description</u>	<u>Balance</u>	<u>Increase</u>	<u>Amended</u>
<u>Source of Funds</u>	<u>1/10/14</u>	<u>(Decrease)</u>	<u>Budget</u>
31-3000-0000-44100			
Fees	-0-	\$3,000	\$3,000
<u>Use of Funds</u>			
31-3000-0000-64900			
Other Supplies & Expense	-0-	\$3,000	\$3,000

Respectfully submitted,

BOARD OF HEALTH

\_\_\_\_\_  
Sandra Kraft, Chair

\_\_\_\_\_  
Louis Peer, Vice Chair

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Mike Rundle

\_\_\_\_\_  
Dr. Keith Konkol, M.D.

\_\_\_\_\_  
Dr. Dean Peterson, DVM

\_\_\_\_\_  
Dr. Connie Winter, DDS

\_\_\_\_\_  
Judith Wade

\_\_\_\_\_  
Eric Gresens

**Amending the 2014 Rock County Health Department Budget  
to Provide Radon Testing Kits to the Public**

Page 2

**FINANCE COMMITTEE ENDORSEMENT**

Reviewed and approved on a vote of

\_\_\_\_\_.

\_\_\_\_\_  
Mary Mawhinney, Chair

**FISCAL NOTE:**

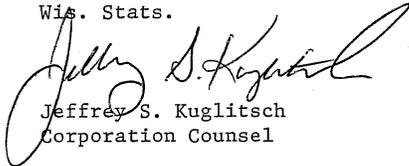
This resolution sets up revenue and expense accounts for the Health Department to use for the sale of radon kits. No additional County funds are required.



Sherry Oja  
Finance Director

**LEGAL NOTE:**

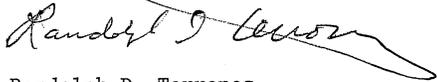
County Board is authorized to take this action pursuant to § 59.01 & 59.51, Wis. Stats. As an amendment to the adopted County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended \_\_\_\_\_



Randolph D. Terronez  
Acting County Administrator

**AMENDING THE 2014 ROCK COUNTY HEALTH DEPARTMENT BUDGET  
TO PROVIDE RADON TESTING KITS TO THE PUBLIC**

**EXECUTIVE SUMMARY**

Rock County Health Department offers radon test kits for sale to the public. The revenue and expenses had previously been posted through balance sheet account #00-0000-0020-21160.

Per the request of the auditors, in order to recognize the revenue and expenses incurred related to these radon test kits, separate revenue and expense accounts need to be set up for the Rock County Health Department.

**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)

TO: Rock County Board of Health

FROM: Karen Cain, Health Officer

DATE: 2/5/14

SUBJECT: Semi-Annual Report-Attendance at Conventions/Conferences

---

For the period of July 1, 2013 thru December 31, 2013, there were no Rock County Health Department staff persons that attended a training, convention, or conference in which the costs exceeded \$1,000.00 per event, per employee, whether in-state or out-of-state.

KC:el

cc: Craig Knutson, County Administrator

## 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**

#### ***Stay Healthy with Hand Washing!***

This time of year it’s not uncommon to hear talk of flu shots and spreading illnesses. One thing everyone can do to avoid the latter of the two is regularly washing hands. Hand washing is easy, inexpensive and one of the most important methods of prevention to keep germs and illnesses from spreading. Hand washing benefits you, your family, your co workers, and everyone else you come in contact with throughout the day. By regularly washing your hands, you can help prevent the flu, the common cold, strep throat, intestinal disorders, and other illnesses.

At a young age we learn to wash our hands after using the restroom, after you cough, sneeze, or blow your nose and before eating a meal. However, there are many other times we should wash our hands that might be forgotten. The following is a shortened list from the Centers of Disease Control and Prevention (CDC) and the National Restaurant Association of just a few other times you should be washing your hands:

- After touching your hair, face, or body
- Before and after caring for someone who is sick
- After you smoke, eat, drink or chew gum or tobacco
- After taking out the garbage
- After touching your clothes or apron
- After handling money
- After touching an animal or animal waste
- After using chemicals that might affect the safety of food
- Before and after handling raw meat, poultry, and seafood
- After clearing tables of dirty dishes

It’s important that when you wash your hands, you don’t do it only out of habit but also remember proper hand washing techniques. Do you consciously think about how you wash your hands every time you do it? Most people will probably say no. When teaching children to wash hands, singing or humming songs helps them remember how long to wash. The easiest one to remember is the “Happy Birthday” song, and humming this tune twice will ensure you’ve washed long enough. Other appropriate steps in hand washing are as follows:

- 1) Wet your hands with clean, running water (preferably warm)
- 2) Lather your hands with soap – be sure to get the backs of your hands, between your fingers, and under your nails!
- 3) Scrub for at least 20 seconds
- 4) Rinse well with clean, running water
- 5) Dry using a clean towel or air dry

## 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)

If you don't have clean, running water or soap, you can use a hand sanitizer, but make sure your hands are not visibly dirty or greasy, as they will not be completely cleaned. The most effective hand sanitizers are alcohol-based with at least 60% alcohol (CDC). When in doubt, wash or sanitize. After all, everyone prefers a healthy winter season!

Katie Schroeder, CHES, is a Health Educator for the Rock County Health Department. If you would like to ask Katie a health-related question to be answered in a future column, e-mail her at [schroede@co.rock.wi.us](mailto:schroede@co.rock.wi.us). The Rock County Health Department reserves the right not to answer any questions deemed unsuitable.