

BOARD OF HEALTH AGENDA
May 17, 2023, 5:15 PM
County Courthouse, Room 302 (Ground Floor)

Board of Health 2020-2024 Goals:

*Maintain Health Department's fiscal stability
Support and advocate for public health priorities
Review new and changing community/Health Dept priorities
Ongoing Board of Health improvements*

Health Department Mission:

Building a healthier community for all through prevention-focused programs and partnerships.

Health Department Vision:

A community where everyone can live a healthier life.

Location: Eau Claire County Courthouse-Ground Level-Room 302

Public Access Link: [WebEx Meeting Link for March 22, 2023 Board of Health Meeting](#)

Dial In: +1-415-655-0001

Event Number: 2592 046 4588

Event Password: PvQtkzqN364

*Mute personal devices upon entry

For those wishing to make public comment regarding an agenda item, you must e-mail Gina Holt at gina.holt@co.eau-claire.wi.us at least 90 minutes prior to the start of the meeting. Your email will be shared with the Board of Health. If you also wish to speak regarding your email you will be called on during the public comment session.

1. Call to Order. Welcome Guests. Order of the Agenda. Request to pull items from Consent Agenda – 5 minutes
2. Public Comment-The Board of Health and Eau Claire City-County Health Department welcome you. Statements pertinent to agenda items may be made by attendees during the public comment section. We do ask that statements are limited to three minutes per person. Written comments may also be provided. minutes
For those wishing to make written public comment regarding an agenda item, you must e-mail Gina Holt at gina.holt@co.eau-claire.wi.us at least 90 minutes prior to the start of the meeting. Your email will be shared with the Board of Health. If you wish to make a verbal comment, please attend the meeting in person and you will be called on during the public comment session.
3. BOH informational item –Brief overview of City Fiscal Stability measures – 15 minutes
Eau Claire City Manager Stephanie Hirsch
4. Consent Agenda (Action Required-approved for full content)- 5 minutes
 - a. Approval of minutes from April 26, 2023, meeting-enclosed
 - b. Approval of Grant/Contract related budget adjustments-enclosed
5. Business Item (Action Required)-30 minutes
 - a. Approval to waive the fee for influenza vaccination during the 2023-2024 influenza season-enclosed
 - b. Recommend Approval of Proposed County Code Revision (Title 18 - Land Use and Development Ordinance)-enclosed

PLEASE NOTE: Due to requirements contained in the Wisconsin Open Meetings Law, only those matters placed on this agenda may be considered by the Board of Health at this meeting. If any member of the public desires that the Board of Health consider a matter not included on this agenda, he or she should contact a Board of Health Member or the Health Department Director to have the matter considered for placement on a future Board of Health agenda. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-4854, (TDD) 839-4735 or by writing to the ADA Coordinator, Personnel Department, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

- c. Approval of 2023 Health Department Employee Handbook Updates-enclosed
6. Other information items from staff for the Board-*25 minutes*
 - a. Health Department Report-enclosed
 - Service Recognition:
 - Becky Knutson, Nurse Family Partnership Supervisor, Retirement
 - b. Review and Discuss 2024 Budget Development Process-enclosed
7. Board member informational items-*20 minutes*
 - a. Public Health Policy/Advocacy
 - WPHA/WAHL DAB -enclosed
 - b. Standing committee updates
 - City Council: [City Council Agendas | City of Eau Claire, Wisconsin \(eauclairewi.gov\)](http://eauclairewi.gov)
 - County Board: [Meeting Agendas & Minutes | Eau Claire County \(eau-claire.wi.us\)](http://eau-claire.wi.us)
 - Ground Water Advisory Committee: [Groundwater Advisory | Eau Claire County \(eau-claire.wi.us\)](http://eau-claire.wi.us)
 - Opioid Settlement Task Force: [Opioid Task Force](#)
 - Other
 - c. Review Board of Health Evaluation-available prior to meeting
8. Requests from Board members for future agenda items to be given consideration-*5 minutes*
9. Next business meeting – June 28, 2023
10. Adjourn



ARPA Planning, Phase II – Fiscal Stability Proposals

May 8, 2023

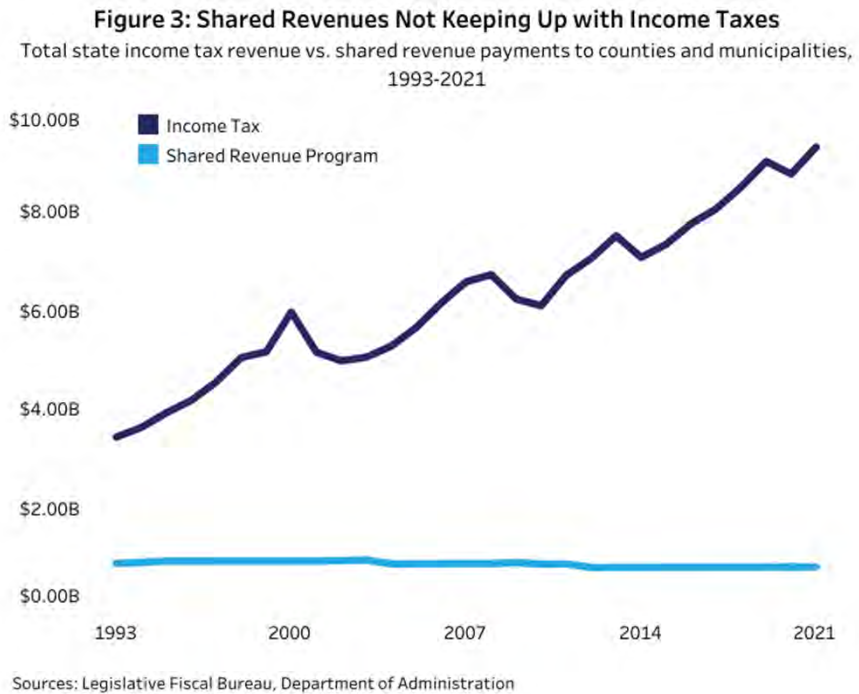
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2. **Proposals:** ARPA Funding Eligibility

- Pre-existing financial challenges in Wisconsin government has led to a structural deficit.
- The pandemic accelerated that challenge, due to:
 - Lost revenue;
 - A challenging labor market; and
 - Supply-chain driven inflation putting pressure on spending
- We expect these one-time expenditures to help us identify approaches to balancing future budgets.

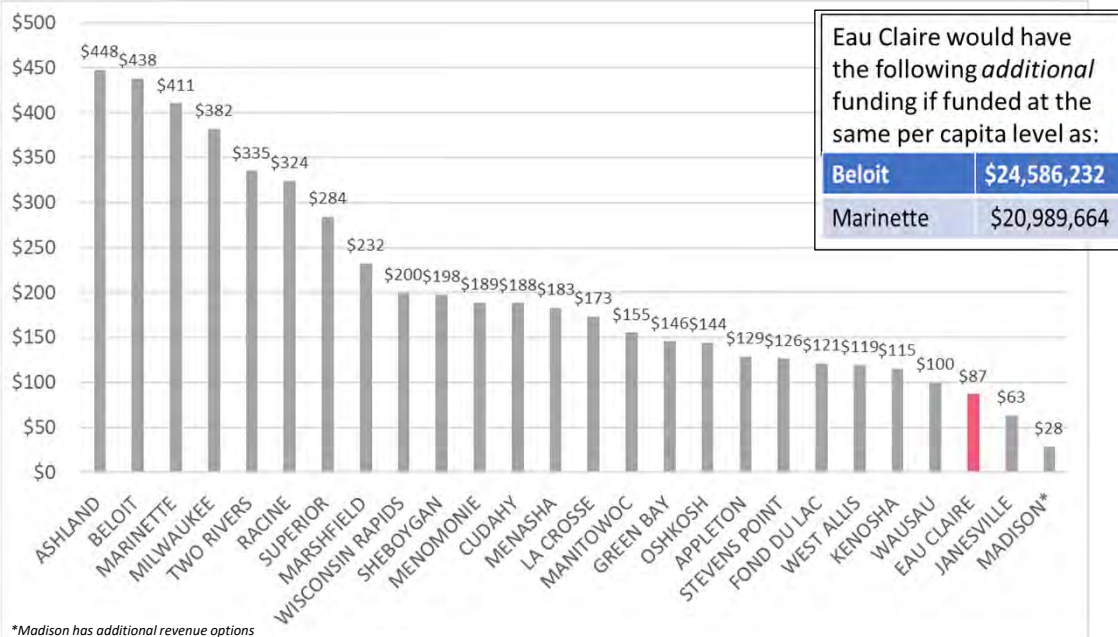
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3. Fiscal Picture Review: Shared Revenue



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4. Fiscal Picture Review – Shared Revenue per Capita



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5. Fiscal Picture Review: State Funding Proposal Details – Shared Revenue

- Beginning July 1, 2024, a full penny of sales tax into a segregated local government fund.
- Beginning July 1, 2024, County and municipal aid increase of \$227 million.
- New funds may be utilized for: law enforcement, fire protection, emergency medical services, emergency response communication, public works, and transportation.
- All communities will see at least a 10% increase over current municipal aid.
- Additional aid distributed based on a formula designed to compress per capita differences between governments. Future increases will be a % of existing and supplemental aids.
- Removal of Levy Limit reduction and increase for transfer of services in 66.0602 (3) (a)
- Complete repeal of personal property tax, with state backfilling lost revenue
- ERP no longer considers:
 - grants for public safety received from the state or federal government
 - expenses related to joint fire department or a joint emergency medical services district, and
 - payments related to the innovation fund and innovation planning grants.

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6. Fiscal Picture Review: State Funding Proposal Details – Shared Revenue

Municipality	Existing Aid	New Aid	Combined	% Change	Pop	Per Capita
Town of Bridge Creek	\$74,083	\$67,525	\$141,608	91%	2,068	\$68
Town of Brunswick	\$52,953	\$63,316	\$116,269	120%	1,981	\$59
Town of Clear Creek	\$35,036	\$43,057	\$78,093	123%	889	\$88
Town of Drammen	\$23,559	\$43,360	\$66,919	184%	864	\$77
Town of Fairchild	\$29,358	\$37,665	\$67,023	128%	456	\$147
Town of Lincoln	\$48,086	\$49,086	\$97,172	102%	1,203	\$81
Town of Ludington	\$36,782	\$48,011	\$84,793	131%	1,088	\$78
Town of Otter Creek	\$20,073	\$37,144	\$57,217	185%	541	\$106
Town of Pleasant Valley	\$40,340	\$96,063	\$136,403	238%	3,460	\$39
Town of Seymour	\$73,008	\$86,708	\$159,716	119%	1,392	\$115
Town of Union	\$36,543	\$75,235	\$111,778	206%	2,802	\$40
Town of Washington	\$98,086	\$202,060	\$300,146	206%	7,742	\$39
Town of Wilson	\$39,161	\$37,412	\$76,573	96%	500	\$153
Village of Fairchild	\$228,519	\$37,497	\$266,016	16%	550	\$484
Village of Fall Creek	\$229,366	\$53,988	\$283,354	24%	1,431	\$198
City of Altoona	\$1,134,661	\$232,885	\$1,367,546	21%	8,817	\$155
City of Augusta	\$512,585	\$56,018	\$568,603	11%	1,564	\$364
City of Eau Claire	\$6,080,985	\$966,551	\$7,047,536	16%	69,421	\$102

To be (potentially) disbursed...

- 15% in July 2024
- 85% in November 2024

Impact on 2024 budget will be limited.

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7. Fiscal Picture Review: State Funding Proposal Details – Other Programs

- Current County and Municipal Aid – \$753 million
- NEW Supplemental County and Municipal Aid - \$227 million
- Current Personal Property Tax (PPT) backfill - \$75.6 million
- NEW Remaining PPT backfill - \$173.8 million
- ERP (Name changed to Expenditure Restraint Incentive Program) - \$59.3 million
- NEW Innovation Planning Grants - \$3 million
- Payment for Municipal Services – \$18.6 million
- Computer Aid - \$98 million
- INCREASED Emergency Medical Services Aids – (current annual \$2.2 million GPR increased to \$15 million)
- INCREASED Law Enforcement Training Aids – (current annual \$2 million GPR/\$4.4 SEG, increased \$8.725 million LGF)
- Video Service Provider fee - \$10 million
- Technical transfer to transportation fund related to PPT Repeal - \$8 million

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8. Fiscal Picture Review: State Funding Proposal Details – Innovation Fund

- \$300 million Innovation Fund grants available for three years to encourage combining local services, including public safety, fire, EMS, courts, jails, training, communications, IT, administration (staffing, payroll, HR), public works, economic development, tourism, public health, housing, planning, zoning, parks and recreation.
- For three years, grant amount is equal to 25% of the costs of the greater of:
 - Entity with the highest cost prior to consolidation or
 - Cumulative costs of providing the service excluding the costs paid by the highest cost community.
- Innovation Fund includes a mechanism for placing a value on the work of volunteers.
- Cost savings of 10% must be realized – 50% (of the 10%) after 24 months and full cost savings realized at the end of 36 months.
- Consolidation planning grants for communities under 5,000 - \$3 million and no one project plan can receive more than \$100,000.

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9. Fiscal Picture Review: 2024 budget planning

Going into 2024 budget, must fund activities that:

- Preserve or generate revenue
- Allow for compliance with laws
- Secure our financial stability
- Protect safety of City residents and staff
- Create operational efficiencies that will save money in the future

→ *We will most likely need to continue to cut in other areas to fund these priorities*

Key known vulnerabilities due to funding:

- Inspections
- Accounting and Payroll
- Risk Management and Safety
- Enforcement activities
- Borrowing capacity and PFAS

Bare minimum to address these issues costs \$900K

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10. Proposals: Formation of Neighborhood Services Division (\$120K)

- The City seeks to shift parking, code enforcement, and some elements of customer service into a new Neighborhood Services Division.
- Will work closely with and/or take pieces of:
 - Engineering (parking administration);
 - Police (parking enforcement);
 - Health (housing inspections, rental registration, and trash oversight/code enforcement);
 - Community Development (trash oversight and code enforcement); and
 - Community Services (customer service calls and violation remediation).
- Goals include:
 - Consolidated enforcement division; and
 - Consolidation of some customer service functions.

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11. Proposals: Partnership study (\$60K)

- Seek to hire a consultant to navigate the constraints and opportunities related to the State's tax policy and current or potential partnerships, such as in areas of:
 - Health Department;
 - EMS/Fire;
 - Library; and
 - IT.
- Will design the study with partners and bring back more information to the Council.
- Seek to take steps that increase coordination and develop a clear understanding of how City funding aligns with services delivered to City residents.

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12. Proposals: Disposition of publicly-owned land study (\$20K)

- The City seeks to assess all publicly-owned land and facilities to determine which may be suitable for redevelopment.
- Funding allocated will be used for such purposes as:
 - Title searches;
 - GIS analysis;
 - Marketing of properties;
 - Neighborhood planning; and
 - Conceptual plans for redevelopment.
- City will then work to dispose of these properties for redevelopment.
- Funding raised from this process can be channeled into the City's CIP budget or the RDA.

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13. **Proposals:** Transportation Utility rate case study (\$60K)

- City seeks to do the legwork to implement a Transportation Utility Fee (TUF).
- Plans depend on resolution of the Wisconsin Supreme Court's hearing of the Town of Buchanan's appeal of the Wisconsin Institute for Law & Liberty's (WILL) case against the Town's transportation utility fee.

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14. **Proposals:** Trash Service Delivery study (\$30K)

- The City seeks to identify the best path forward with regard to trash collection.
- Seek to hire an expert consultant to review options for trash service delivery.
- Trash hauler licenses are renewed July 1st, however, we seek to shift the licensing period to allow for January 1st renewal.
- Haulers seek adjustments in ordinance and City seeks adjustments in fees and, potentially, trash collection model.
- Consultant will work with residents, haulers, and City to review priorities.
- Goals include:
 - Ensure boulevards and streets are clean, safe, and orderly;
 - Pursue goals related to sustainability, waste reduction, and other community priorities;
 - Allow for ease of City service delivery (e.g. snow removal, street sweeping);
 - Ensure excellent service to residents at a reasonable cost; and
 - Fully capture City costs.

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15. **Proposals:** Employer of choice study (\$30K)

- City has not been able to carry out step increases beyond Step 6 due to financial constraints.
- Mid-career employees are leaving.
- Seek consultant to carry out the following:
 - Examine policies, procedures, and benefits across all divisions and departments;
 - Meet with employees to collect their feedback; and
 - Design changes to policies and procedures to support recruitment and retention efforts.

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16. **Proposals:** Payroll System implementation (\$90K)

- The City continues to process payroll via paper, which takes a large amount of time for our administrative and supervisory staff.
- Request will pay for some of the implementation costs.

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17. **Proposals:** Asset Management System implementation (\$90K)

- Community Services is working hard to implement a new Asset Management system.
- System will support improved systems and data in the following areas:
 - Cost accounting;
 - Budgeting;
 - Payroll;
 - Risk management;
 - Inventory; and
 - HR.
- An Asset Management System also serves as the backbone for Customer Service initiatives.
- This request will pay for devices required for this implementation.

ARPA Phase II – Fiscal Stability Proposals

Use	APRA Cost	Details	Financial Impact
Formation of Neighborhood Services Division	\$120,000	<p>The City seeks to shift parking, code enforcement, and some elements of customer service into a new Neighborhood Services Division. We are not yet certain which Department the Division will be headquartered in, however, we know that it will work closely with the following departments/functional areas:</p> <ul style="list-style-type: none"> • Engineering (which now handles parking administration); • Police (which now handles parking enforcement); • Health (which now handles proactive and complaint-based housing inspections, rental registration, and many aspects of trash oversight/code enforcement); • Community Development (which now handles some aspects of trash oversight and code enforcement); and • Community Services (which now handles a huge volume of customer service calls related to streets, parks, and other public spaces and handles violation remediation) <p>The key goals of creating the division are as follows:</p> <ul style="list-style-type: none"> • Create a consolidated enforcement division that allows for cross training and flexible staffing, depending on the season and needs; • Create a consolidated customer service division that advances these goals: takes on the most frequent contacts (calls, walk-ins, emails) related to streets, parking, and trash; provides increased coordination with our Community Services operational division; generates more data on constituent concerns; improves customer service experiences; and gives some relief to Admins in other departments whose workload is huge. <p>Working with partners at the County and Health Department, we will transition the functions, people, and revenue related to code/parking enforcement and housing inspections from the Inspections, Health, Police, and Community Services Departments to the new division during a period between July 1, 2023 and the end of 2024. During that time period, we would also work to prioritize functions and activities within the new team. A more detailed budget and timeline will be shared as we nail down the details and transition. The requested funding will pay for a vehicle for the division, for light renovation of the US Bank to allow to house the new division, and for a small amount of subsidy for the salary of the Parking Control Officer for the first year.</p>	<p>The Police Department has not been able to fill CSO positions to carry out parking enforcement, which has resulted in lost revenue of about \$300,000 this fiscal year. The challenging labor market has arisen post-COVID, and the lack of enforcement due to the lack of employees aggravates the lost revenue. Additionally, we believe that the approach will result in efficiencies and a better balance of workloads for customer service representatives. Depending on how much Shared revenue and Net New Construction the City receives, some activities may be prioritized more or less, though we would try to preserve and, where possible, strengthen all current activities and programs.</p>

ARPA Phase II – Fiscal Stability Proposals

Use	APRA Cost	Details	Financial Impact
Partnerships study	\$60,000	<p>Given the ongoing challenges with levy limits, expenditure restraint rules, and restricted options for revenue generation, and given the possibility of an innovation fund as part of shared revenue reform, we are proposing that we work with partners to hire a consultant who can help us best navigate the constraints and opportunities related to the State’s tax policy, with particular attention to current or potential fiscal partnerships, such as in areas of the Health Department, EMS/Fire, the Library, IT, Procurement, and other current or potential shared services. We will design the study with partners in the County, Health Department, and City, as well as with regional municipal partners.</p> <p>For all of these, we seek to take steps that increase coordination and develop a clear understanding of how City funding aligns with services delivered to City residents.</p>	<p>We believe that this study will allow us to lay the groundwork for applying for innovation funding. It will also provide us information on how we may take steps to align City funding allocations to services received, whether those may be cuts, additions when possible, or transfers of funding. Lost revenue due to COVID, combined with the pre-existing financial challenges in Wisconsin municipal government, has caused us to scrutinize all spending and revenue in order to close the gap, and we expect this one-time expenditure to help us identify approaches to balancing future budgets.</p>
Disposition of publicly-owned land study	\$20,000	<p>The City seeks to assess all publicly owned land and facilities to determine which may be suitable for redevelopment. The City will then work to dispose of these properties for redevelopment. Funding raised from this process can be channeled into the City’s CIP budget or the RDA. This project can likely be added to a Parks and Facilities study that the Community Services Department has planned. The requested \$20,000 will be used for such purposes as title searches, GIS analysis, marketing, neighborhood planning, and conceptual plans for redevelopment.</p>	<p>Repurposing publicly-owned land will reduce maintenance requirements and increase tax revenue. Lost revenue due to COVID, combined with the pre-existing financial challenges in Wisconsin municipal government, has caused us to scrutinize all spending and revenue in order to close the gap, and we expect this one-time expenditure to help balance current and future budgets</p>
Transportation Utility rate case study	\$60,000	<p>Some Council members have expressed an interest in considering a different version of the Local Vehicle Registration Fee, contingent on the status of Shared Revenue and in advance of final plans for the 2024 budget. At the same time, the City seeks to do the legwork to implement a Transportation Utility Fee (TUF). This plan, however, depends on resolution of the Wisconsin Supreme Court’s hearing of the Town of Buchanan’s appeal of the Wisconsin Institute for Law &</p>	<p>We seek a better solution for transportation funding than the LVRF, which is a regressive tax and streets assessments which are unpopular and a burden in particular to lower-income households. Lost revenue due to COVID, combined</p>

ARPA Phase II – Fiscal Stability Proposals

Use	APRA Cost	Details	Financial Impact
		<p>Liberty’s (WILL) case against the Town’s transportation utility fee. It is possible that this case will be resolved within a month or two. If the Council implements a LVRF, and if the legality of the TUF is upheld, the City could implement a LVRF and then transition to a TUF over a period of approximately five years to gradually shift the tax burden from taxes and assessments on property owners and a flat tax on car owners within the City to a trip-based allocation of costs to commuters, businesses, and tax-exempt properties who use City infrastructure.</p>	<p>with the pre-existing financial challenges in Wisconsin municipal government, has caused us to scrutinize all spending and revenue in order to close the gap, and we expect this one-time expenditure to help us identify approaches to balancing future budgets.</p>
Trash Service Delivery study	\$30,000	<p>The City seeks to identify the best path forward with regard to trash collection. We seek a consultant to review options for trash service delivery. Our goal is to:</p> <ul style="list-style-type: none"> • Maximize the City’s ability to oversee trash collection and code enforcement to achieve goals of cleanliness, safety, sustainability and waste reduction, and ease of service delivery (e.g. snow removal); • Ensure excellent service to residents at a reasonable cost; and • Fully capture City costs. 	<p>Selecting the best approach will help the City better capture costs related to trash collection. Lost revenue due to COVID, combined with the pre-existing financial challenges in Wisconsin municipal government, has caused us to scrutinize all spending and revenue in order to close the gap, and we expect this one-time expenditure to help us identify approaches to balancing future budgets</p>
Employer of Choice study	\$30,000	<p>The City has not been able to carry out step increases beyond Step 6 due to financial constraints. Quite a few employees who were hired after the phase out of retiree health insurance are now at years seven or eight, meaning they are no longer receiving step increases and are also not eligible for retiree health insurance. We are losing key staff to other employers. This includes employees who are mid-career and very experienced. If approved, we will use this funding to carry out a study on revenue-neutral approaches we can implement that can retain employees, such as adjusting work hours and refining policies and procedures. If approved, we will look for a consultant who can carry out the following:</p> <ul style="list-style-type: none"> • An examination of our policies, procedures, and benefits across all divisions and departments; • Meetings with employees to collect their feedback; and • Coaching and policy design on best practices in recruitment and retention efforts. <p>This work will also support the Payroll implementation process, as documenting and standardizing pay rules is a required first step of the Payroll system implementation.</p>	<p>Lower turnover will allow us to retain high-performing employees. The post- COVID labor market has been very challenging, and we seek long-term solutions to attracting and retaining employees.</p>

ARPA Phase II – Fiscal Stability Proposals

Use	APRA Cost	Details	Financial Impact
Payroll implementation	\$90,000	The City continues to process payroll via paper, which takes a large amount of time for our administrative and supervisory staff. This request will pay for some of the implementation costs.	Implementation will free up administrative time for other responsibilities, helping to address revenue gaps.
Asset Management implementation	\$90,000	Community Services is working hard to implement a new Asset Management system. Implementing this system is at the foundation of many other critical systems, including cost accounting, budgeting, payroll, inventory, and HR. It also serves as the backbone of customer relationship management systems, and thus dovetails with the Neighborhood Services Division goals. When a work order comes in, such as for Tree Trimming, it gets entered in the Asset Management System. That order, then, gets dispatched to a crew. That crew records the steps they have taken, providing a record of tree health that can be used for planning. They also track time and materials spent on the task, which allows the City to better charge that work to the appropriate accounts. The customer can track online or via the phone what has happened to their work order. This request will pay for devices required for this implementation.	Implementation is key to advances, efficiencies, and data-informed planning in many other parts of the City, helping to address revenue gaps.
Total	\$500,000		

**April 26, 2023 Board of Health Meeting
County Courthouse, Room G-302**

The Board of Health convened in open session at 5:20 pm
The meeting was called to order by Mery Price

**Board Members Present
Quorum is reached**

Mark Kaeding
Joshua Miller
Catherine
Donald Bodeau
Jennifer Eddy

**Board Members
Absent:**

True Vue
Kim Cronk
Terry Miskulin

Staff Members Present:

Lieske Giese
Peggy O'Halloran
Marisa Stanley
Hana Artz
Gina Holt (recorder)

Additional Staff Members:

Public:
Danielle Wile, UWEC Nursing
Student

Order of Agenda Request to pull items from Consent Agenda

- None made

Public Comment:

- We received a public comment via email concerning Restaurant Fees. The Regulation and Licensing Manager followed up with the email.

Board of Health Member Recognition:

- Emily Berge service recognition and celebration
- Introduction of Joshua Miller - Board of Health member representing City Council replacing Emily Berge

Consent Agenda

- a. Approval of minutes from March 22, 2023, meeting.
- b. Approval of Grant/Contract related budget adjustments.
- c. Approve Donation/Stipend.

Motion to approve Consent Agenda: Jennifer Eddy

2nd Motion: Catherine Wildenberg

Motion Carried: Yes (unanimous vote)

Business Item

- a. Review and Receive Quarterly Financial Update
 - Brief financial overview provided by Hannah Artz, Finance Manager.
 - Carryover for non-calendar year grants explained and discussed.
 - Year to date actual amounts discussed.

Motion to review and receive Quarterly Financial Update as presented by Health Department

staff: Catherine Wildenberg

2nd Motion: Jennifer Eddy

Motion Carried: Yes (unanimous vote)

- b. Approval of JUUL Vaping Settlement Funds
 - This was money received from the State because we have an existing tobacco and vaping program.
 - Funds will be used for Vape disposal kits that will be directed to schools in the area, allow for expansion of a media campaign, and expanding a retail assessment.

Motion to approve JUUL Vaping Settlement Funds as presented by Health Department staff:

Mark Kaeding

2nd Motion: Joshua Miller

Motion Carried: Yes (unanimous vote)

Other policy and informational items from staff for the Board

- a. Health Department Report
 - Review of monthly highlights from the report were discussed.
 - American Phoenix noise and odor concerns from community members have prompted discussion with City Council. Matt Steinbach, Division Manager, has been part of the discussions representing the Health Department.
- b. Annual Handbook Review
 - The handbook is reviewed annually. At the May BOH meeting some changes/additions will be brought to the board for review. Today is an opportunity for board members to share any suggestions or recommendations for any policy changes. Nothing specific recommended by board members.
- c. Preliminary 2022 Year End Financial report-close out 2022 budget
 - General review and discussion with Board of Health questions.
 - We are still in the process of the audit. No major changes are anticipated, and a copy of the final report will be brought back to the Board for approval when it becomes available.
 - Overall, the report shows an increase in fund balance.
 - Capital purchases were underspent due to a renovation that did not take place. We did budget for the renovation in this year's budget, but right now there is no timeline.
- d. Preliminary 2024 budget update
 - Budget discussion will be on the Board of Health agenda frequently during the 2024 budget process.
 - The health department does have concerns about finding ways to close the structural gap from 2023 around tax levy funding.
- e. Strategic Plan Update
 - The new Strategic Plan is being rolled out. Tomorrow is the kickoff celebration of the new Strategic Plan.
 - Discussion on how frequently the Strategic Plan be brought to the Board. It has been decided to move that discussion to July.
- f. Eau Claire Healthy Communities/Eau Claire Health Alliance Update
 - Eau Claire Healthy Communities and the Alliance have merged and is now called the Eau Claire Health Alliance. Discussion about the importance of community and Board of Health engagement.
- g. Workforce Development Update
 - The workforce development team works on health department staff onboarding, continuing education-training, and core competencies. Facilitation training will be an upcoming event for all staff members as well as an opportunity for more in-depth training for those who would like to take a deeper dive.
- h. County Health Rankings

- Eau Claire has over the years been in the top quarter of counties in the state.
[Explore Health Rankings | County Health Rankings & Roadmaps](#)

Board member informational items

- a. WPHA /WAHLDAB Public Health Conference meeting [WALHDAB](#)-
 - Catherine Wildenberg will be attending. Board of Health members are encouraged to participate and there is money in the budget for attending.
 - b. Public Health Policy/Advocacy
 - Public Health Authority-an email went out from WPHA/WAHLDAB regarding elected officials making decisions to put in the shared revenue policy bill an item related to Public Health Authority.
 - State Budget Update-Joint finance committee testimony was shared. The State Budget is an important policy document for Health Departments.
 - WPHA/WAHLDAB Policy and Advocacy Committee-this committee is additionally working on other advocacy issues such as pharmacists prescribing contraceptives, preventing open alcohol containers on ATV's.
 - c. Standing committee updates
 - City Council: [City Council Agendas | City of Eau Claire, Wisconsin \(eauclairewi.gov\)](#)
A lot of connections between the Health Department and City Council have been on the agenda.
 - There was a pet ordinance discussed
 - CBDG funding has been on the agenda and will continue to be
 - Poultry licensing has been on the agenda.
 - County Board: [2022 Meeting Agendas & Minutes | Eau Claire County \(eau-claire.wi.us\)](#)
Zoning Code was redrafted by the County. The department is reviewing and at the May meeting it will be a Board of Health agenda item.
 - Ground Water Advisory Committee: [Groundwater Advisory | Eau Claire County \(eau-claire.wi.us\)](#)
 - Opioid Settlement Task Force: [Opioid Task Force](#)
 - Other
 - d. Board Evaluation discussion-previous years evaluation was shared. Board members were asked to share any feedback prior to the May meeting.
2. Requests from Board members for future agenda items to be given consideration-none made
 3. Next business meeting – May 17, 2023 **(one week early)**
 4. Adjourn

Fact Sheet – 5/17/2023 Board of Health Meeting

Agenda Item 4.b

Grant/Contract Related Budget Adjustments

Attached are grant/contract related budget adjustments which impact the 2023 budget.

Budget Implication: Increase in 2023 budget by \$92,500.

Staff recommendation: Approve budget adjustments as indicated.

Name	Funding Source	Description	Contract Start	Contract End	Contract Amount	In Budget	Increase (Decrease) in Budget
WIC Competent Nutrition Authority (CPA)	US Department of Agriculture	We are unable to provide coverage for outside agencies at this time so we are not participating in this WIC project.	01/01/23	12/31/23	\$0	\$8,500	(\$8,500)
Family Foundations Comprehensive Home Visiting Program	Maternal, Infant and Early Childhood Home Visiting Grant Program	Wisconsin Department of Children and Families received additional federal home visiting funds which they allocated to local agencies who hadn't received their full request when granted in 2018. Funding will help to support our home visiting staff.	10/01/22	09/30/23	\$484,400	\$414,400	\$70,000
Family Foundations American Rescue Plan Round 2	Maternal, Infant and Early Childhood Home Visiting Grant Program	Funding specifically for technology needs related to home visiting. Funds will be used to purchase laptops and docking stations for home visiting staff.	10/01/22	09/30/23	\$87,820	\$81,820	\$6,000
Roots & Wings Home Visiting Program Grant	Roots & Wings Foundation	Additional unrestricted funding provided for Western Wisconsin Nurse-Family Partnership Consortium. Communication with partners is underway to determine spending plan.	12/05/22	04/04/24	\$125,000	\$100,000	\$25,000
			Total		\$697,220	\$604,720	\$92,500

Fact Sheet – 05/17/2023 Board of Health Meeting

Agenda Item 5.a

Approval of the 2023-24 Influenza (Flu) Vaccination Fee Waiver

Influenza can cause serious illness, hospitalization, and death, particularly among older adults, very young children, pregnant women, and those with certain chronic medical conditions. So far during the 2022-23 influenza season, there have been 47 hospitalized influenza cases reported in Eau Claire County. The best way to prevent severe illness or death from influenza is to get an influenza vaccine.

ECCCHD works to assure that individuals can receive their annual vaccine by working with area providers and providing influenza vaccination at offsite health department clinics to reach those at risk of having severe illness or may have barriers to accessing influenza vaccination in other settings.

Eau Claire County Influenza vaccination rates as reported in the Wisconsin Immunization Registry are indicated below:

Age Group	% Vaccinated 2020-21	% Vaccinated 2021-22 (as of 4/25/22)	% Vaccinated 2022-23 (as of 4/21/23)
All vaccine-eligible residents, ages 6 mo. and older	37%	36%	32%
Children, ages 6 mo. through 18 years	35%	32%	27%
Middle school children, ages 11-15 years	33%	30%	25%
Adult working population, ages 19 – 64 years	31%	30%	25%
Adults, ages 19 and older	38%	37%	34%
Adults, ages 65 and older	63%	63%	62%

The Medicare payment allowances for the 2023-24 influenza season have not yet been announced but are anticipated to be similar to the amounts for the previous influenza season. The average Medicare reimbursement rate for the 2022-23 influenza season was \$51.03 per shot. The average charge at Eau Claire pharmacies in 2022-23 was \$40 per shot. The Health Department’s estimated total cost per shot administered is \$51.94.

The influenza vaccination fee was waived for the last three seasons to promote vaccination and remove barriers to getting flu vaccine during the COVID-19 Pandemic. In the 2022-23 influenza season, the doses purchased by ECCCHD, were primarily administered to high-risk populations (unhoused/those experiencing incarceration/free clinic). We propose again waiving the fee for the 2023-24 influenza season to continue to remove barriers in access to flu vaccination and to focus on vaccination of high-risk populations. Adults with insurance will be encouraged to go to their normal healthcare provider or pharmacy for vaccination.

Budget Implications:

The health department ordered 50 doses of influenza vaccine for the 2023-24 season. The total purchase cost is estimated to be \$941.50.

Staff Recommendation:

Waive the fee for influenza vaccination during the 2023-2024 influenza season.

Prepared By: Jacqueline Krumenauer, Communicable Disease Division Manager and Christina Writz Vaccine Coordinator

**Fact Sheet – 05/17/2023 Board of Health Meeting****Agenda Item 5.b****Eau Claire County Code Revision - Title 18 “Land Use and Development Ordinance”**

The Eau Claire County Planning and Development Department has drafted an update to Eau Claire County Code. A full draft of the updated Ordinance 23-24/010 is available for review here: <https://www.eau Claire county.gov/home/showpublisheddocument/50159> and a summary is available here: <https://www.eau Claire county.gov/home/showpublisheddocument/50269>. The updated ordinance, entitled “Land Use and Development Ordinance,” would effectively replace current code Title’s 18 (Zoning) and 20 (Shoreland Protection Overlay District) via repeal and recreation. The update process began in the winter of 2018. The process included discussions with pertinent staff, stakeholder groups, and project consultants, meetings with local Town officials and the public, as well as review and input from pertinent state agencies and the Eau Claire County Corporation Counsel’s office.

This ordinance is considered a comprehensive revision, which means it’s essentially a complete rewrite of the existing zoning ordinance and includes changes to numerous zoning provisions and adds new zoning districts. As proposed, Title 18 will consist of the general zoning, subdivision, nonmetallic mining reclamation chapters, and several resources specific overlays: wellhead protection, shoreland and floodplain. The intent of this revision is to update the ordinance to ensure consistency with current state laws and legal standards, to consider policy adjustments in response to feedback from stakeholders, and to make it easier for all users to understand and apply the ordinance. Topics of relevance to Health Department programs that are referenced in this ordinance include, but are not limited to: manufactured home communities, short-term rentals, nonmetallic mining, camping units, subdivisions, several permitted & conditional uses, as well as any applicable provisions related to water, wastewater, facilities that may be licensed by the Health Department, and other pertinent sanitary provisions. All revisions prompted by Health Department feedback are consistent with the objectives above. The related policy changes are highlighted in the attached summary document.

The existing zoning ordinance was adopted by the County Board in 1982 and is in effect in the following towns: Brunswick, Clear Creek, Drammen, Lincoln, Otter Creek, Pleasant Valley, Seymour, Union, and Washington. As has been the case in the past, each Town independently determines if they will adopt this ordinance locally. The goal is to bring the proposed ordinance to the County Board of Supervisors for consideration in July. If adopted by the County Board of Supervisors, the existing code will remain in effect in these Towns until they file an adopting resolution with the county. If a town board fails to approve the resolution adopting the revision within a year, neither the existing ordinance nor the revision will be in force in that town.

The Board of Health role in proposed county ordinance amendments is to recommend adoption or not recommend adoption of changes of those ordinances with public health implications. In general, the adoption of local zoning policy and applicable standards has public health benefits. Health Department staff had a role in reviewing the draft ordinance and providing input at multiple stages throughout the process. Exhibit A outlines several edits that are being proposed following a final review and recent discussions between Health Department and Planning & Development Staff.

Budget Implication:

Neither positive nor negative fiscal impacts are anticipated as a result of the adoption of this ordinance.

Staff recommendation: Approval of support for the repeal of existing Title 18 Zoning of Eau Claire County Code and Title 20 Shoreland Protection Overlay District and replacement with Title 20 Land Use and Development Ordinance, including those edits as presented in Exhibit A, by the Eau Claire County Board of Supervisors.

*Prepared by Matt Steinbach, Environmental Sciences and Nicole Kragness, Regulations & Licensing;
Information provided by Rod Eslinger Eau Claire County Planning & Development Director*

Exhibit A

Title 18 “Land Use and Development Ordinance” Proposed Revisions



Eau Claire County
DEPARTMENT OF PLANNING
AND DEVELOPMENT
 Eau Claire County Courthouse, Rm. 3344
 721 Oxford Avenue
 Eau Claire, Wisconsin 54703-5481
 (715) 839-4741

Land Use Controls
839-4743
 Planning
839-5055
 Land Information
839-4742
 Land Conservation
839-6226
 Emergency Management Coordinator
839-4736

Memo

To: Eau Claire City-County Board of Health
 From: Ben Bublitz, Land Use Manager
 Date: 5/11/2023
 Re: Title 18 Comprehensive Update Draft Amendments

Below you will find proposed amendments to the current Title 18 Comprehensive Code update draft. These amendments have been identified by City-County Health Department staff as areas of concern or inconsistency with codes administered by their program area(s). If the Board of Health concurs with the proposed changes, they will be presented to the Eau Claire County Committee on Planning and Development and the County Board as needed changes identified after the draft was published. Areas to be removed have a strikethrough while proposed new text is bold.

18.200.090 General standards applicable to all Floodplain Districts.

F. Public or Private Campgrounds. Public or private campgrounds shall have a low flood damage potential and shall meet the following provisions:

1. The campground is approved by the ~~Department of Health Services~~ **Eau Claire City-County Health Department**

MANUFACTURED HOME COMMUNITIES

18.48.030 Permitted & prohibited uses.

A. Permitted Uses. The following uses are permitted within manufactured home communities:

- ~~6. Non motorized recreational units that are used for permanent single family residential use if:

 - a. The unit is a minimum of 12 feet by 35 feet, and
 - b. The unit is registered as a recreational unit under state or federal law, and
 - c. A copy of the serial number and unit model is provided to the department at the time of permit application.~~

18.48.040 Development standards for manufactured home communities.

3. Interior Streets.
 - a. Interior streets shall meet the paving requirements of Chapter 18.77.
 - b. Interior streets shall meet the following width standards:

2-Way Street	
On-street parking, both sides	32 feet
On-street parking, one side	25 feet 24 feet
On-street parking prohibited	18 feet
1-Way Street	
On-street parking, one side	22 feet 18 feet
On-street parking prohibited	14 feet



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Memo

18.32 USE TABLE

Use Category	A-P	A-1	A-2	A-3	A-R	AC-R	RH	R-L	R-1	R-2	R-3	C-1	C-2	C-3	I-L	I-1	F-1	F-2
Apiculture (Beekeeping)	P	P	P	P	P	P	A	A	A	A	A							
Keeping of Poultry*	P	P	P	P	A	A	A	A	A	A	A							P

SUBTITLE V SUBDIVISION REGULATIONS

18.89 REQUIRED IMPROVEMENTS

18.89.020 Water supply & sanitary sewer facilities.

D. Alternative Options for Water Supply and Sewage Disposal Systems. When a connection to a public water system and/or public sanitary sewer facility are not feasible, the subdivider shall submit an alternative plan for supplying drinking water and disposing of residential wastewater. **When individual lots are proposed to be less than 1 acre in size, the applicant is encouraged to consider strategies to reduce the potential for well contamination.**

- ~~1. When individual lots are proposed to be less than 1.5 acres in size, the plan must include strategies to reduce the potential for well contamination. Options include, but may not be limited to:

 - a. installation of a community or shared drinking water system; and/or
 - b. clustered or community wastewater treatment systems.~~
- ~~2. When shared or community wastewater disposal systems are utilized as the alternative option, individual lots may be serviced by individual wells.~~
- ~~3. Plans including shared or community drinking water systems and/or clustered or community wastewater disposal systems shall identify a method to ensure sustained operation and maintenance of the systems.~~



EAU CLAIRE COUNTY LAND USE AND DEVELOPMENT ORDINANCE SUMMARY

May 4, 2023

ABOUT THIS PROJECT

Eau Claire County has been working to update its zoning and subdivision ordinances (Title 18). The zoning ordinance regulates the use and improvement of land in the Towns of Brunswick, Clear Creek, Drammen, Lincoln, Otter Creek, Pleasant Valley, Seymour, Union and Washington. The subdivision ordinance regulates the division of land throughout the County. Title 18 includes several other ordinances that regulate certain uses (mining reclamation, airports) or protect specific resources (groundwater, floodplains, shorelands) throughout the county. The goals of this update are to make the ordinance consistent with current state laws and legal standards, to consider policy adjustments in response to feedback from stakeholders across the county, and to make it easier for all users to understand and apply the ordinance.

LEADERSHIP

This process is coordinated by the County’s Planning & Development Department, at the direction of the County Board. The County contracted with a team of consultants led by MSA Professional Services, Inc. An Oversight Committee and several subcommittees were formed to help identify issues with the current ordinance and review proposed changes. The Planning & Development Committee provided input at critical points in the process.

PROJECT SCHEDULE AND STAKEHOLDER INVOLVEMENT

Phase 1 – Current Code Review and Issue Identification – December 2018 to May 2019

- Oversight Committee and Subcommittees
- Eau Claire County Planning & Development Committee
- Eau Claire County Board
- Town Cluster Meetings (Urban, Rural)
- Public Meeting

Phase 2 – Drafting and Editing – May 2019 to October 2019

Phase 3 – Revised Code Local Stakeholder Review – October 2019 to December 2019

- Oversight Committee
- Eau Claire County Planning & Development Committee
- Town Cluster Meetings (Urban, Rural)
- Public Meeting

Phase 4 – Revised Code Institutional Stakeholder Review and Final Editing – January 2020 to March 2023

- Eau Claire County Corporation Counsel
- Wisconsin Department of Natural Resources (Floodplain Ordinance, Shoreland Ordinance)
- Department of Agriculture, Trade and Consumer Protection (Farmland Preservation Certification)

Phase 5 – Adoption – 2023

- Public Hearing at Eau Claire County Planning & Development Committee (May 9)
- County Board Introduction and Vote on Adoption (May 16, June 20)
- Town Board Adoptions (Summer to Fall)



TITLE 18 UPDATE - SUMMARY OF CHANGES

Non-Policy Changes

The code has been changed in the following ways that do not directly affect land use or land division rights:

- Reorganized – similar content is consolidated. Section 18.30 (the “junk drawer” of the current code) is distributed to more appropriate sections.
- Streamlined and reformatted – whenever possible, long blocks of text have been replaced with lists or tables to make the code easier to read.
- Unclear wording revised – where the old text was hard to interpret, it was revised.
- Expired content revised – out-of-date references and policies that have been nullified by other local code changes have been eliminated.

Examples:

Existing Section 18.50.30	Rewritten
<p>A. Removal. It is the express policy of Eau Claire County and this ordinance that mobile service support structures be removed once they are no longer in use and not a functional part of providing mobile service and that it is the mobile service support structure owner’s responsibility to remove such mobile service support structures and restore the site to its original condition or a condition approved by the Eau Claire County Planning and Development Department. This restoration shall include removal of any subsurface structure or foundation, including concrete, used to support the mobile service support structure down to three feet below the surface. After a mobile service support structure is no longer being used for mobile service that is in operation, the mobile service support structure owner shall have one hundred eighty (180) days to effect removal and restoration unless weather prohibits such efforts. Permittee shall record a document with the Eau Claire County Register of Deeds showing the existence of any subsurface structure remaining below grade. Such recording shall accurately set forth the location and describe the remaining structure.</p>	<p>A. Removal. Within 180 days after the use of a mobile service support structure ceases, the structure’s owner must:</p> <ol style="list-style-type: none"> 1. Remove the structure and all subsurface structure or foundation materials to a depth of at least 3 feet below the ground surface, 2. Restore the site to its original condition, or the condition required by the structure’s land use permit, and 3. Record a document with the Eau Claire County Register of Deeds identifying and describing all subsurface materials remaining below the ground surface, if any.
<ul style="list-style-type: none"> - 181 words - No white space - Passive voice 	<ul style="list-style-type: none"> - 86 words - White space - Active voice

18.01.030 Relation to the land use plan. It is the policy of the county that the enactment, amendment and administration of this subtitle shall be accomplished with due consideration of the purposes and goals of the County Land Use Plan adopted on January 16, 1979, as amended from time to time, and other land use plans adopted by the county, such as a farmland preservation plan. The board recognizes that the Land Use Plan and its amendments is a guide for the future development of the county and is the basis for the enactment of this subtitle. (Ord. 126-16 Sec.3(part), 1982).

18.05 Consistency with Comprehensive Plan

A. It is the policy of the county that the enactment, amendment, and administration of this title shall be accomplished with due consideration of the purposes and goals of the Eau Claire County Comprehensive Plan adopted on April 20, 2010, as amended from time to time, and other land use plans adopted by the county, such as a farmland preservation plan.

B. The board recognizes that the comprehensive plan and its amendments is a guide for the future development of the county and is the basis for the enactment of this title.

OLD – lists of uses in each district

NEW – One table for all uses

<p>18.09.010 Permitted principal uses. The following principal uses are permitted in the R-1-M district:</p> <p>A. Single-family housing;</p> <p>B. Parks and playgrounds. (Ord. 126-69 Sec.10(part), 1983; Ord. 126-16 Sec.3(part), 1982).</p>
<p>18.09.015 Permitted principal structures. The following principal structures are permitted in the R-1-M district:</p> <p>A. Single-family dwellings;</p> <p>B. Park and playground related structures. (Ord. 138-68, Sec. 17, 1994; Ord. 129-74 Sec.18, 1986; Ord. 126-69 Sec.10(part), 1983; Ord. 126-16 Sec.3(part), 1982).</p>
<p>18.09.020 Permitted accessory uses. The following accessory uses are permitted in the R-1-M district:</p> <p>A. Private storage of motor vehicles;</p> <p>B. Home occupations, as defined in Chapter 18.23;</p> <p>C. Private recreational uses, including but not limited to swimming, tennis, horticulture and playground activities.</p> <p>D. Beekeeping subject to Chapter 8.25. (Ord. 160-005, Sec. 4, 2016; Ord. 126-69 Sec.10(part), 1983; Ord. 126-16 Sec.3(part), 1982).</p>
<p>18.09.025 Permitted accessory structures. The following accessory structures are permitted in the R-1-M district:</p> <p>A. Private garages;</p> <p>B. Private recreational structures as allowed in Chapter 18.30;</p> <p>C. Noncommercial greenhouses, storage sheds and play-houses. (Ord. 126-69 Sec.10(part), 1983; Ord. 126-16 Sec.3(part), 1982).</p>
<p>18.09.030 Conditional uses. The following conditional uses may be allowed in the R-1-M district, and are subject to the provisions of Chapter 18.21:</p> <p>A. Planned unit developments;</p> <p>B. Two-family housing;</p> <p>C. Governmental and religious uses;</p> <p>D. Public recreational uses, including golfing, swimming and archery;</p> <p>E. Public and private schools;</p> <p>F. Cemeteries;</p> <p>G. Hospitals and nursing home related uses;</p> <p>H. Nursery schools and day care centers.</p> <p>(Ord. 138-68, Sec. 18, 1994; Ord. 135-92, Sec.14, 1992; Ord. 134-36 sec 6, 1990; Ord. 126-69 Sec.10(part), 1983; Ord. 126-16 Sec.3(part), 1982).</p>

RESIDENTIAL	A-P	A-1	A-2	A-3	A-R	AC-R	RH	R-L	R-1	R-2	R-3	C-1	C-2	C-3	I-L	I-1	F-1	F-2
<i>Residences:</i>																		
Caretaker Residence*													A	A	A	A		
Dwelling, Accessory*			A	A		A	A	A	A									A
Dwelling, Multiple-Family												P	C	C				
Dwelling, Single-Family*			P	P	P	P	P	P	P	P	P	C	P					P
Dwelling, Two-Family			C		P	C	C	C	C	P	C		C					
Farm Residences, up to 2 Dwelling Units	P	P																
Farm Residences, more than 2 Dwelling Units	P	C																
Modular Home*			P	P	P	P	P	P	P	P	C	P		C				P
Manufactured Home Community												C						
Manufactured Home	P	P	P	P	P	P						C					P	P
Tiny House*			P	P	P	P	P	P	P	P								
<i>Group Living:</i>																		
Community-Based Residential Facility									P	P	P							
Community Living Arrangement (8 or fewer persons)			P	P	P	P	P	P	P	P	P							
Community Living Arrangement (9-15 persons)									C	C	P							
Community Living Arrangement (> 15 persons)									C	C	C							
Continuing Care Retirement Community												P	P	C				
Residential Care Apartment Complex												P	C	C				
Residential Care Facility											C	P	P	P	P			
Rooming & Boarding House												P	P	P				
Single-family, two-family and multifamily housing without public water and sewer service.												C						

Policy Changes

The code has been updated in many ways that MAY affect how people use or divide land. Most of these changes are very minor, but a few may be of interest to property owners.

General categories of policy changes

- Eliminating inconsistencies wherever state law has changed
- Increased flexibility for County staff to approve things not clearly addressed in the ordinance
- Replacing vague, subjective standards with language that is more easily interpreted and enforced
- Additions to implement ideas in the towns’ and county’s comprehensive plans
- Changes to address public comments and requests during this process

Specific policy changes

Noteworthy policy changes are presented here within the outline of the revised code.

I. Introduction (no policy content)

The Introduction now clarifies that this is a “parcel based” code, and that zoning districts follow parcel boundaries and each parcel may have only one district.

II. Zoning Districts

- The A-P District had included a Transfer of Development Rights option. This is deleted.
- The Agricultural-Conservation Residential (AC-R) District is added to enable scattered rural housing on marginal farmland while providing more explicit protections for surrounding ag activities. AC-R parcels have a

minimum size of 1.5 acres, minimum width of 150' and minimum side setback of 50' to mitigate well contamination risks and reduce conflicts with ag uses. Up to 3 parcels and a cumulative total of 5 acres may be zoned AC-R per government protracted quarter-quarter section. (18.18)

- The Light Industrial (I-L) District is created to provide more flexibility for the siting of uses such as light manufacturing or assembly that can be compatible with nearby residential or commercial use. The unused "Sewered Industrial" (I-2) district is removed. (18.27)
- The Planned Unit Development (PUD) District replaces the current Planned Unit Development chapter, treating this customized zoning tool as a district rather than as a conditional use, and providing a more specific process for how the rules will be established each time it is used. (18.31, 18.107)
- A Use Table is added to make it easier to determine where and how any particular uses is permitted in the county. Most of the policy changes involve the addition of uses not previously described in the ordinance. (18.32)
- Non-commercial alternative energy systems are separated into solar and wind energy (permitted in all districts) and biofuels and methane digesters (permitted only in the A-P and Industrial districts). (18.32)
- Lot coverage standards are added for the residential, commercial and industrial districts, primarily to prevent excessive lot coverage (and excessive stormwater runoff) on small lots. (Each zoning district)

III. Use Regulations

- Larger accessory structures allowed by right in the residential districts, increased from 1,200 SF now to a sliding scale of 1,600 SF for lots under 1 acre to 2,400 SF for lots over 5 acres. (18.41.010)
- Accessory Dwelling Units are now allowed to be rented, may be used year-round, and the maximum size is increased to the lesser of either 1,200 square feet or the area of the principal dwelling unit. (18.47.010)
- "Short-Term Rentals" (e.g. Air BnB) are listed as a permitted use in all districts. The ordinance requires a Land Use Permit and also references other applicable regulation by the State and County. (18.52)
- The raising of poultry or bees is identified as a permitted accessory use in the residential districts, subject to the requirements of Title 8. (18.41.050)
- Limits on the use of camping units on undeveloped property are revised from 90 cumulative days to 90 consecutive days. (18.43)
- Wind energy regulations are simplified and solar energy regulations added to require a conditional use permit and identify limits on conditions established in state statutes. (18.55, 18.56)

IV. Development Standards

- Road setbacks are reduced to match Highway Department requirements (18.71.030)
- The landscaping and tree preservation standards are consolidated and expanded, applicable to the commercial and industrial districts (C-1, C-2, C-3, I-L, and I-H), multiple-family residential uses in the R-3 district, and off-street parking areas with 6+ spaces. Standards address minimum plant size at the time of planting, minimum planting amounts, and requirements for installation and maintenance. (18.74)
- Sign ordinance changes include elimination of any rules related to the content of the sign, roof signs are not allowed, greater flexibility with monument signs (18.78)

V. Subdivision Regulations

- Design standards for new roads are still provided, but the Town must now approve their use with each project to ensure that the County is not regulating the design of town infrastructure. (18.86.020)
- A conservation subdivision ordinance is provided (18.87).
- If lots are to be smaller than 1.5 acres and either public sanitary sewer or public water supply is not feasible, the development of shared drinking water systems and/or shared wastewater treatment systems is required.

(18.88.020) (See proposed edit to this provision in Exhibit A)

- VI. Procedures
 - A Certificate of Compliance is formalized, to certify that a building or premises and the proposed use conforms to the provisions of Title 18. (18.104)
 - The rezoning process is clarified to include a town board recommendation. (18.106.010)
- VII. Submittal Requirements (no noteworthy changes)
- VIII. Nonconformities and Vested Rights
 - Nonconforming structures can be repaired/restored more readily, per state law. (18.134)
 - Nonconforming uses are regulated in greater detail, establishing triggers for bringing fences & screening, landscaping, and parking and loading spaces into compliance with the ordinance. (18.135)
- IX. Agencies (no noteworthy changes)
- X. Enforcement
 - The time requirements for enforcement notification and action are loosened to reflect actual practices
- XI. Definitions and Rules of Interpretation
 - It is clarified that a “lot of record” may include multiple tax parcels, provided none of those parcels were created by plat or certified survey map. (Definitions)
 - A definition is added for “Lot, Buildable” that requires frontage on a public street. (Definitions)
- XII. Legal Provisions (no noteworthy changes)
- XIII. Airport Overlay (no noteworthy changes)
- XIV. Floodplain Overlay
 - Updated to use the DNR model ordinance
- XV. Groundwater Overlay (no noteworthy changes)
- XVI. Shoreland Overlay (no noteworthy changes)

Fact Sheet – 05/17/2023 Board of Health Meeting**Agenda Item 5.c****Handbook Approval 2023**

Each year, the Health Department handbook committee reviews the employee policies that are part of the Eau Claire City-County Employee Handbook. This provides an opportunity to propose changes or clarify language in existing policies, add new policies, or delete ones that are no longer relevant or accurate. The Board of Health is also solicited for any proposed changes at that time.

Attached is the Eau Claire City-County Handbook Table of Contents and a summary table reflecting the proposed changes this year. Both the previous and newly drafted handbooks are also available for review at [Board of Health Documents and Information | City of Eau Claire, Wisconsin \(eauclairewi.gov\)](#).

Many of the revisions proposed and being brought to the Board for approval are for clarification and consistency. These include items to:

- Update language to be inclusive and gender-neutral, e.g., parental leave vs. maternity/paternity,
- Clarify language to match current or existing processes, e.g., telecommuting,
- Incorporate temporary policies developed during the pandemic, e.g., not reporting to work sick, and
- Update language in several sections to better align with our City and County partners.

More significant changes include:

- Removal of the 2017-2021 Strategic Plan and inclusion of the 2023-2023 Strategic Plan
- Removal of Aflac Dental Plan – Dental insurance was added several years ago replacing the need for coverage.
- Addition of Unauthorized Recording policy

Staff recommendation: Approve the proposed handbook changes.

Prepared by Tegan Ruland, Operations Division Manager

Eau Claire City-County Health Department Employee Handbook – updated 05/01/2023

Note: The majority of the changes in the handbook are related to format and language with the goal of simplifying and clarifying.

Policy Item	Current Section	Current Content/Policy	Change Proposed	Implications
Entire Handbook	ALL	N/A	Updated all language to be gender neutral/inclusive. This included changes such as moving from him/her to they/their, replacing mother/father with parent, etc.	<i>Creation of a more inclusive employee handbook experience</i>
Entire Handbook	ALL	N/A	Updated editing errors – spelling, punctuation and grammar	
Strategic Plan	Introduction	Strategic Plan 2017-2021	Updated with the 2023-2025 Strategic Plan Mission Guiding Principles and Goals Added Vision statement	<i>Strategic Plan information will be accurate</i>
Employment Types	2.01	A limited term position is defined as less than one year of employment, if at the time of employment the position’s job duties or funding source are not expected to last beyond one year.	A limited term position is defined as less than one year of employment and less than 1500 hours , if at the time of employment the position’s job duties or funding source are not expected to last beyond one year.	<i>Ensures that limited term is only for non-benefited positions.</i>
Compensation/ Pay Plan	2.02	See the current Pay Plan (K:\1-Handbook\Handbook Policies\Pay Plan Current) with job classifications, pay ranges, and steps.	The current Pay Plan with job classifications, pay ranges and steps is located on the Department shared drive.	<i>Removes direct link so the handbook does not need to be updated each time the pay plan is adjusted.</i>
Recruitment, Selection and Appointment	2.03	<ul style="list-style-type: none"> Open recruitment in the relevant labor market encouraging all potentially qualified applicants to apply from within the agency, outside the agency, or combination thereof. Candidate assessments may include written tests, performance tests, oral examinations, interviews and evaluations of education and experience, which would be needed to fulfill the job requirements. Selection only from those applicants certified as qualified, giving first consideration to the highest ranked candidates. 	<ul style="list-style-type: none"> Open recruitment in the relevant labor market encouraging all potentially qualified applicants to apply from within the agency, outside the agency, or combination thereof. The Health Department retains the right to determine whether and when to recruit outside applicants. Candidate assessments may include written tests, performance tests, oral examinations, interviews and evaluations of education and experience, which would be needed to fulfill the job requirements. Selection only from those applicants certified as qualified. [Deleted last sentence] 	<i>Closer match to language in City/County handbooks.</i>

Employment of Relatives	2.07	<p>Relatives shall not be employed in an immediate superior-subordinate relationship. Relative shall include: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepchild, stepparent, grandchild and grandparent.</p>	<p>Relatives shall not be employed in an immediate superior-subordinate relationship. Relative shall include: spouse, child, parent, sibling, sibling-in-law, stepchildren, parent-in-law, parent’s sibling, sibling’s child, stepparent, grandchild and grandparent. While the above-definition identifies relationships that are likely to be perceived as a conflict of interest in an immediate superior-subordinate relationship, employees should also guard against other superior-subordinate relationships that could be perceived as creating a conflict of interest. In order to safeguard the interests of both employees and the health department, the operations department will be alerted to any employee relationships that pose, or potentially pose, a conflict of interest. No employee may participate in the recruitment or hiring process if a relative is an applicant under consideration.</p>	<p><i>Language was changed to provide a more gender-neutral approach and additional language was added to be consistent with the City of Eau Claire handbook and provide additional clarification to this policy.</i></p>
Flexible Work Schedule Guidelines	2.09	<p>Each Employee may choose his/her workday within the defined time constraints, subject to the restriction imposed by departmental obligations</p>	<p>Employees may work with their supervisor to request their workday within the defined time constraints, subject to the restriction imposed by departmental obligations</p>	<p><i>Language adjusted to ensure coordination with supervisors to set work schedules.</i></p>
Compensatory Time/Overtime/Flex Time	2.10	<p>Exempt Employees may need to work in excess of 40 hours per week in fulfilling their normally assigned responsibilities. Exempt Employees are expected to work with their Supervisor to flex their schedule when excess hours in any week are anticipated because of work responsibilities. For Exempt Employees compensatory time can be granted in limited circumstances with approval and accrued at straight time for each hour worked over the Employee’s regularly scheduled daily work hours.</p>	<p>Exempt Employees may need to work in excess of 40 hours per week in fulfilling their normally assigned responsibilities. Exempt Employees are expected to work with their Supervisor to flex their schedule when excess hours in any week are anticipated because of work responsibilities. For Exempt Employees compensatory time can be granted in limited circumstances with approval and accrued at straight time for each hour worked over the Employee’s regularly scheduled daily work</p>	<p><i>Language change is consistent with City of Eau Claire handbook and existing practice.</i></p>

			hours. Paid benefit time (vacation, sick leave, etc.) will not be considered as hours worked for the purposes of determining compensatory hours.	
Time Recording	2.11	Employees are expected to accurately record hours worked, sick leave, vacation and all other leaves that occur during the pay period. The record of these hours must be properly approved, dated and submitted as requested by management. Fraudulent reporting may lead to disciplinary measures up to and including termination.	Employees are expected to accurately record hours worked, sick leave, vacation and all other leaves that occur during the pay period. The record of these hours must be properly approved, dated and submitted as requested by management. Fraudulent reporting may lead to disciplinary measures up to and including termination. Supervisors are responsible for ensuring that employees reporting to them have correct coding and accurate timesheets. They are also responsible for approving overtime or compensatory time.	<i>Language addition is consistent with City of Eau Claire handbook and existing practice.</i>
Resignations/Separations/Retirement	2.17	One-month notice of intended resignation is requested for Exempt Employees and two weeks' notice for all others, unless otherwise agreed to by the Department. It is expected that Employees will give as much notice as possible in order to facilitate recruitment and orientation of a new staff member. All resignations shall be in writing.	One-month notice of intended resignation is requested for Exempt Employees and two weeks' notice for all others, unless otherwise agreed to by the Department. It is expected that Employees will give as much notice as possible in order to facilitate recruitment and orientation of a new staff member. All resignations shall be in writing. Prior to separation from employment, Health Department equipment or property that was assigned to the employee must be returned to the Health Department.	<i>Language addition is consistent with City of Eau Claire handbook and existing practice.</i>
Dental Plan – Aflac	3.12	The Health Department offers its employees the opportunity to purchase a dental plan through Aflac. This is optional insurance to meet employee or an employee's family's needs for affordable dental care. Employees are eligible to enroll as of the first of the month following one full month of employment. In order to be	This section has been entirely removed.	<i>Our Delta Dental insurance coverage replaced the need for an Aflac supplemental plan.</i>

		eligible, employees must be working more than 20 hours per week.		
Personal Holidays	4.03	Employees working 40 hours per week will be eligible for up to 12 hours of personal holiday time. Employees are eligible to use Personal/Floating Holidays at start of employment. Employees hired between January 1-June 30 will receive 12 hours in first year of employment. Employees hired between July 1 – December 31 will receive 6 hours in first year of employment. Personal holidays will be prorated for Employees working more than 20 hours per week and less than 40. Personal holidays must be used within the calendar year or they will be forfeited. Personal holidays not taken before end of employment will not be paid.	Employees working 40 hours per week will be eligible for up to 12 hours of personal holiday time. Employees are eligible to use Personal/Floating Holidays at start of employment. Employees hired between January 1-June 30 will receive 12 hours in first year of employment. Employees hired between July 1 – December 31 will receive 6 hours in first year of employment. Personal holidays will be prorated for Employees working more than 20 hours per week and less than 40. Personal holidays must be used within the calendar year or they will be forfeited. Personal holidays not taken before end of employment will not be paid. Employees who terminate employment between Jan 1 and June 30 each year are only eligible for half of their personal/floating holiday benefit.	<i>Language addition is consistent with City of Eau Claire handbook and existing practice.</i>
Sick Leave	4.04	The Health Department provides paid sick leave benefits to all full-time and regular part-time Employees for periods of temporary absence due to illness or injury, or medical and dental appointments. Sick leave benefits may also be used for an absence due to the birth or adoption of a child, or to care for an ill family member, including a covered service member with a serious injury or illness. Up to two weeks (prorated by FTE) of Family Sick Leave may be used for a spouse, children, spouse’s children, parents, spouse’s parents, partner, and partner’s parents and children. Please refer to the FMLA and Maternity/Paternity Leave sections of the handbook for detailed information on those related policies.	Employees who are ill should not report to work. Department Heads or supervisors may assess the health of an employee and, if the employee is deemed to be “too sick to work,” the Department Head or supervisor can send the employee home or refuse telecommuting options. If this occurs, the employee will be required to supplement the missed time. The Health Department provides paid sick leave benefits to all full-time and regular part-time Employees for periods of temporary absence due to illness or injury, or medical and dental appointments. Sick leave benefits may also be used for an absence due to the birth or adoption of a child, or to care for an ill family member, including a covered service member	<ul style="list-style-type: none"> • <i>Added language regarding not to report to work sick.</i> • <i>Moved some of the FMLA and parental leave language to the FMLA (4.06) and parental leave (4.05) sections to reduce confusion.</i> • <i>Clarified that sick leave is prorated based on FTE.</i> • <i>Added language regarding use of sick</i>

	<p>Employees will accrue sick leave benefits at the rate of one day per month, with a maximum sick leave accrual of 120 days (960 hours). Sick leave accrual will be prorated for Employees working more than 20 hours/week.</p> <p>28</p> <p>In the event that an Employee has used all of their accrued sick leave, leave without pay can only be used in the event that all other paid leave balances such as vacation and comp-time have been exhausted (exception-maternity/paternity leave). Benefit accruals such as vacation, sick leave and holiday benefits will continue during the paid portion of any sick leave. Negative sick balances are not allowed. If unable to report to work due to illness or injury, the Supervisor must be notified as soon as possible and before the scheduled start of the workday.</p> <p>Sick leave benefits are intended solely to provide Employees with income protection in the event of their own or a family member's illness, injury, medical or dental appointments, and may not be used for any other absence. The Supervisor may request medical documentation to verify any illness or use of sick leave.</p> <p>When a serious illness or injury keeps an Employee from work, or is expected to keep them from work for more than three consecutive calendar days, an FMLA Leave Request Form (K:\1-Handbook\Handbook Policies\FMLA Leave Request Form) and a Physician's Certification Form (K:\1-Handbook\Handbook Policies\FMLA Physician Certification Form) as required must be completed and submitted to the Operations</p>	<p>with a serious injury or illness. Please refer to the Family Leave and Childbirth/Adoption sections of the handbook for detailed information on these policies.</p> <p>Employees will accrue sick leave benefits at the rate of one day per month, with a maximum sick leave accrual of 120 days (960 hours). Sick leave accrual will be prorated for Employees working less than 40 hours/week and more than 20 hours/week.</p> <p>In the event that an Employee has used all of their accrued sick leave, leave without pay may only be considered in the event that all other paid leave balances such as vacation and comp-time have been exhausted (exception-maternity/paternity leave). Benefit accruals such as vacation, sick leave and holiday benefits will continue during the paid portion of any sick leave. Negative sick balances are not allowed. If unable to report to work due to illness or injury, the Supervisor must be notified as soon as possible and before the scheduled start of the workday. Supervisors must also be contacted on each additional day of absence except during extensive absences with an expected end date.</p> <p>Sick leave benefits are intended solely to provide Employees with income protection in the event of their own or a family member's illness, injury, medical or dental appointments, and may not be used for any other absence. The Supervisor may request medical documentation to verify any illness or use of sick leave and to ensure fitness for return to work. Abuse of sick leave may result in</p>	<p><i>leave to match City policy.</i></p> <ul style="list-style-type: none"> • <i>Added language regarding use of sick leave during scheduled vacation to match City policy.</i>
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		<p>Division Manager. Any leave taken for this reason will be applied towards an annual FMLA leave entitlement. In some instances, a fitness-for-duty certificate may be required before an Employee is allowed to return to work after sick leave.</p> <p>If an Employee has exhausted all other accrued leaves, unpaid leave can be taken for sick time without pay using the Leave Without Pay-FMLA code on the timesheet. In the event that an Employee with a qualifying FMLA circumstance elects to take leave without pay, health insurance benefits would continue for the first 12 weeks of leave from the qualifying circumstance. The Employee would continue to be responsible for their portion of the benefit and would need to arrange for payment with the Operations Division Manager.</p>	<p>disciplinary action, and in addition, could prevent employees from having the paid time-off that may be needed in the event of a serious illness or injury.</p> <p>If an employee or employee’s family member becomes ill or injured during a scheduled vacation, the employee is generally still considered on vacation and sick/family sick leave may not be used. However, exceptions can be made for extraordinary circumstances such as:</p> <ul style="list-style-type: none"> • The injury or illness is serious, sudden and unexpected (e.g. hospitalization required). • The employee notifies their supervisor by the business day prior to their leave beginning to cancel vacation request and the sick/family sick leave has been or would have been otherwise approved. • The employee had previously approved medical leave, prior to the vacation request approval. <p>In all cases, the employee must have been otherwise available to work at the office or from their permanent residence, depending on status, in order to qualify to change vacation to sick leave. Approval of the change by supervisor is required when, or as soon as possible, after such illness or injury arises and written medical verification may be required.</p> <p>When a serious illness or injury keeps an Employee from work, or is expected to keep them from work for more than three consecutive calendar days, an FMLA Leave Request Form (K:\1-Handbook\Handbook Policies\FMLA Leave Request Form) and a Physician’s Certification Form (K:\1-</p>	
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			Handbook\Handbook Policies\FMLA Physician Certification Form) as required must be completed and submitted to the Operations Division Manager. Any leave taken for this reason will be applied towards an annual FMLA leave entitlement. In some instances, a fitness-for-duty certificate may be required before an Employee is allowed to return to work after FMLA-covered leave.	
Family & Medical Leave	4.06	<p>To assist Employees in caring for certain family members during times of illness, the Health Department has established a family leave provision based upon federal and state Family and Medical Leave Act regulations. Examples of family members, as defined by the federal and state for FMLA purposes, include spouse, children, parents, spouse's parents, domestic partner, and domestic partner's parents and children.</p> <p>Eligible Employees are allowed a combined total of up to 12 weeks per calendar year of Federal and State FMLA leave for their own illness or injury, or for the care of a sick or injured family member as defined by FMLA law for serious health conditions.</p> <p>The federal law also provides for 26 weeks of unpaid leave during a single 12-month period for covered service member caregiver leave if the Employee is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness. This 12-month period begins on the first day the eligible Employee takes leave for this purpose. A covered service member is:</p> <ul style="list-style-type: none"> • a current member of the Armed forces, National Guard or Reserves, or 	<p>To assist Employees in caring for certain family members during times of illness, the Health Department has established a family leave provision based upon federal and state Family and Medical Leave Act regulations.</p> <p>For non-FMLA family leave, two weeks (pro-rated by FTE) per calendar year of your sick leave accrual may be used for a spouse, children, spouse's children, parents, spouse's parents, partner, and partner's parents and children, or others for whom the employee is the primary caretaker using the Sick Time – Family code on the timesheet. Other leave balances, such as vacation or comp time may be used to extend paid time off if needed.</p> <p>Eligible Employees (those who work at least 1,000 hours in a 12-month period and have been employed by the health department for a minimum of one year) are allowed a combined total of up to 12 weeks per calendar year of Federal and State FMLA leave for their own illness or injury, or for the care of a sick or injured family member as defined by FMLA law for serious health conditions. Examples of family members, as defined by the federal and state for FMLA purposes, include spouse, children, parents, and spouse's parents. Two</p>	<p><i>Language was changed to clarify and make more consistent to the City of Eau Claire handbook.</i></p>

	<ul style="list-style-type: none"> • a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. <p>For family leave, two weeks per calendar year of your sick leave accrual may be used for qualified family members. Other leave balances, such as vacation or comp time may be used to extend paid time off if needed.</p> <p>An FMLA Leave Request Form (K:\1-Handbook\Handbook Policies\FMLA Leave Request Form) and a Physician’s Certification Form (K:\1-Handbook\Handbook Policies\FMLA Physician Certification Form) must be completed if more than three (3) consecutive calendar days are requested to care for a family member that has a serious health condition. The forms should be completed in advance when a leave can be anticipated or as soon after as possible. Forms can be obtained from the Operations Division Manager.</p> <p>Please follow Department guidelines when requesting time off to care for family members. Keep in mind that family sick leave may not be used for childcare purposes, for example, if a spouse or day care provider is ill and cannot provide care to a child.</p> <p>A “serious health condition” for a family member means a disabling physical or mental illness, injury or condition which requires inpatient care in a hospital, nursing home, or hospice, or outpatient care that requires continuing treatment or supervision by a health care provider.</p> <p>30</p> <p>A “serious health condition” for an Employee includes:</p>	<p>weeks per calendar year of your sick leave accrual may be used for qualified family members. Other leave balances, such as vacation or comp time may be used to extend paid time off if needed.</p> <p>The maximum sick leave amount an employee may use for family members per calendar year is two weeks regardless of type of leave. The federal law also provides for 26 weeks of unpaid leave during a single 12-month period for covered service member caregiver leave if the Employee is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness. This 12-month period begins on the first day the eligible Employee takes leave for this purpose. A covered service member is:</p> <ul style="list-style-type: none"> • a current member of the Armed forces, National Guard or Reserves, or • a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. <p>An FMLA Leave Request Form (K:\1-Handbook\Handbook Policies\FMLA Leave Request Form) and a Physician’s Certification Form (K:\1-Handbook\Handbook Policies\FMLA Physician Certification Form) must be completed if more than three (3) consecutive calendar days are requested to care for a family member that has a serious health condition. The forms should be completed in advance when a leave can be anticipated or as soon after as possible. Forms can be obtained from the Operations Division Manager.</p> <p>Please follow Department guidelines when requesting time off to care for family members.</p>	
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	<ul style="list-style-type: none"> • Hospital care • An absence of three or more consecutive days followed by a regimen of continuing treatment under the supervision of a health care provider • Pregnancy • Chronic conditions requiring treatments • Permanent/long term conditions requiring treatment and supervision by a health care provider • Non-chronic conditions requiring multiple treatments. <p>The Employee requesting family and medical leave has an obligation to provide reasonable advance notice to management, when practicable, of the nature and extent of any leave requested. In any event, Employees will always have a duty to cooperate with management in arranging and processing leave requests under the state and federal laws. The employer requests that 30 days' advance notice be provided whenever possible.</p> <p>A return to work form from a physician will, in most cases, be required in the case of an Employee's serious illness, injury, work-related injury (worker's compensation) or illness which has caused a prolonged absence from work, or if the Employee's Supervisor reasonably determines for the sake of safety that a medical authorization is advisable.</p> <p>Intermittent or Reduced Leave: An Employee may take intermittent leave or may work a reduced leave schedule to reduce the usual number of hours per day or work week.</p> <p>Job and Benefits Protection: Upon return from FMLA leave, most Employees must be restored to their original or equivalent positions with</p>	<p>Keep in mind that family sick leave may not be used for childcare purposes, for example, if a spouse or day care provider is ill and cannot provide care to a child.</p> <p>The Employee requesting family and medical leave has an obligation to provide reasonable advance notice to management, when practicable, of the nature and extent of any leave requested. In any event, Employees will always have a duty to cooperate with management in arranging and processing leave requests under the state and federal laws.</p>	
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		equivalent pay, benefits and other employment terms. Employers may deny restoration to certain highly compensated Employees, but only if necessary to avoid substantial and grievous economic injury to the employer's operation.		
Bereavement Leave	4.08	Employees wishing to attend funerals of other family and friends may do so with the use of vacation or compensatory time with Department approval.	Employees wishing to attend funerals of other family and friends, or to extend the bereavement leaves allocated above , may do so with the use of vacation, floating holiday or accrued compensatory time with Department approval.	<i>Language addition is consistent with City of Eau Claire handbook and existing practice.</i>
Jury Duty	4.11	Employees will be granted leave for jury duty and the Health Department encourages Employees to fulfill this civic responsibility. They will receive the wage differential between regular pay and jury duty pay for scheduled workdays so that no loss of pay will occur as a result of jury duty service. The jury duty summons must be presented to the Supervisor as soon as possible so arrangements for absence can be made.	Jury Duty/Witness Duty The Health Department encourages employees to fulfill their civic responsibilities by serving jury duty when required. All regular full-time and regular part-time employees will be compensated for jury duty utilizing the Jury Duty code on the timesheet. The jury duty summons must be presented to the supervisor as soon as possible so that arrangements can be made to accommodate the absence. Jury duty pay will be provided for the actual time spent on jury duty that an employee normally would have been scheduled to work. Any payments received from the court for jury duty, with the exception of travel allowance, must be remitted to the Operations Division. If an employee is dismissed from jury duty on any given day prior to the end of their regularly scheduled workday, they must report to work for the remainder of the workday. If employees have been subpoenaed or otherwise requested to testify as witnesses in connection to business with the Health	<i>Language changed to be consistent with provisions of the City of Eau Claire handbook and the Eau Claire County handbook.</i>

			Department, they will receive time off with pay for the entire period of witness duty. Employees will be granted unpaid time off to appear in court as a witness when requested or subpoenaed to appear in litigation which is not connected with health department business. Employees may use any available paid leave benefit to receive compensation for the period of this absence.	
Executive Leave	4.14	Supervisors and Directors are eligible for 5 executive leave days annually related to the position requiring a frequent need to work uncompensated hours. Days not used will be forfeited at the end of the year. New Supervisors/Directors hired between January 1- June 30 will receive full 5 days in first year of employment. Employees hired between July 1 – December 31 will receive 2½ days in first year of employment.	Certain positions are eligible for 5 executive leave days annually related to the position requiring a frequent need to work uncompensated hours. Days not used will be forfeited at the end of the year. For new employees in these positions hired between January 1-June 30 will receive full 5 days in first year of employment. Employees hired between July 1 – December 31 will receive 2½ days in first year of employment. Employees who terminate employment between Jan 1 and June 30 each year are only eligible for half of their executive leave benefit.	<i>Provides clarification to policy as in the newest versions of the pay plan, not all eligible positions are identified with the terms “supervisor or director” and termination is not addressed.</i>
Employee Discipline	Section 5	New language added	The Health Department reserves the right to search unlocked and/or publicly used Department property at any time without consent. The Health Department may request a search of personal property at the worksite or locked Health Department property assigned to an individual if there is reasonable suspicion that evidence of illegal or prohibited activities resides therein. Refusal of such a request may result in disciplinary action up to and including termination.	<i>Language added to be consistent with the Eau Claire County handbook.</i>
Emergency Planning/Response	Section 7	In cases when the courthouse is closed, Employees have the option of accounting for time by one or more of the following options:	In cases when the courthouse is closed, Employees have the option of accounting for time by one or more of the following options:	<i>Language clarified to adapt to new addition of telecommuting and</i>

		<p>a. Make up the time lost on an hour-to-hour basis with approval by the Supervisor. Non-exempt staff time must be made up within the same week.</p> <p>b. Using vacation, personal holiday or compensatory time (for those who are eligible for compensatory time.)</p> <p>c. Taking leave without pay.</p>	<p>a. Make up the time lost on an hour-to-hour basis with approval by the Supervisor. Non-exempt staff time must be made up within the same week.</p> <p>b. Using vacation, personal holiday or compensatory time (for those who are eligible for compensatory time.)</p> <p>c. If you are able and approved to work from home, you will be paid for actual time worked. Any difference from normally scheduled hours can be flexed within the payroll period (exempt staff) or within the week (non-exempt staff), or made up using vacation, personal holiday or compensatory time. In some cases, you may be able to take leave without pay.</p>	<p><i>differences between exempt/non-exempt staff.</i></p>
Acceptance of Gifts	8.02	<p>Employees shall not accept personal gifts, which can be assumed to be of greater magnitude and value than small gifts of a general advertising nature, offered to them because of their Health Department employment. If a gift is mailed or left for you either at work or at home, bring it to the Operations Division Manager for return along with a form letter (K:\1-Handbook\Handbook Policies\Gift Return Letter). Honorariums and other fees received for participation at meetings, court hearings, etc. shall also be submitted to the Operations Division Manager when incurred on the Department's time.</p>	<p>An employee will not accept anything of value whether in the form of a gift, service, loan or promise from any person, which may impair their independence of judgment or action in the performance of their official duties. No payment of a gratuity or kickback will be made by or on behalf of any person and be accepted by any employee as an inducement or reward for the latter's action in procuring the award of any contract or order. It is not a conflict of interest for an employee to receive a gift or gratuity that is an unsolicited item of insignificant value or anything which is given to them independent of their position as an official or employee.</p> <p>An item of value includes any money or property, favor, service, payment, advance forbearance, loan or promise of future employment, but DOES NOT INCLUDE such things as compensation and expenses paid by</p>	<p><i>Language changed to provide clarity and to be consistent with the Eau Claire County handbook</i></p>

			<p>the health department, fees, honorariums and expenses, unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials of unexceptional value, plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals. The Health Department's working definition of "anything of value" is anything with a value in excess of twenty-five dollars (\$25.00). When an employee receives something of value, the employee should notify the Operations Division Manager and take one of the following three steps:</p> <ol style="list-style-type: none"> 1. Return the item and document return of item; 2. Donate the item to charity and document the donation; 3. If the item is of potential use to the Health Department, consult with Administration on appropriate disposition. 	
Outside Employment	8.03	<ol style="list-style-type: none"> 1. No Employee may engage in outside employment if such employment conflicts with or affects the performance of the Employee's duties for the Department. 2. All forms of money compensation, except for expense reimbursements, for outside services performed during the hours when the Employee is actually providing services to the Department, shall be turned over to the Operations Division Manager for deposit with Department funds. 3. Failure to comply with this section shall be considered grounds for discipline, including discharge. 	<p>As a health department employee, employees may engage in outside employment provided that such activity does not violate any Federal, State, or local laws or ordinances, is in conformance with departmental guidelines, does not create a conflict of interest, does not adversely affect the health department's image or have a negative impact on the health department, and does not interfere with the performance of their duties as employees of the health department. Employees will be held to the same performance standards and work schedules, regardless of existing outside employment demands.</p>	<p><i>Language changed to be consistent with the City of Eau Claire handbook</i></p>

			<p>Prohibited conduct includes use of health department assigned work number for any business purpose other than health department business, use of health department assigned telephones for incoming or outgoing telephone calls for outside employment purposes, storage of personal business records on health department computers or use of any health department equipment or property in conducting an outside business or outside employment, engaging in outside employment during regular working hours unless approved by the employee's supervisor, use of any paid time off when an injury or illness is due to or incurred while in the employ of others or during course of self-employment.</p> <p>Failure to comply with this section shall be considered grounds for discipline, including discharge.</p>	
Conflict of Interest	8.04	New language added	Employees will not conduct their personal or private business while on county premises and engaged in their public duties.	<i>Language added to be consistent with the City of Eau Claire handbook</i>
Political Activity	8.05	<p>Every Employee has the right to freely express personal views as a citizen and to cast his/her vote, subject to the following:</p> <p>1. No Employee shall directly or indirectly use or seek to use his/her authority or influence of his/her position to control or modify the political action of another person.</p> <p>2. No Employee during his/her hours of duty shall, except as provided by law, engage in political activities including, but not limited, to the following:</p> <p>a. Campaign for any candidate or political party</p>	The Health Department recognizes the legitimacy and social importance of political activity by employees. Employees may engage in lawful political activities. However, such activity, like any other personal, non-official undertaking, must not interfere with duties as a Health Department employee. Employees may not use their official authority or influence to interfere with or affect the outcome of the City or County's election campaigns, nor may they hold a position on the City Council or County	<i>Language changed to be consistent with the City of Eau Claire handbook</i>

		<p>b. Participate in political fund-raising</p> <p>c. Display political badges, buttons, or stickers in any governmental building or wear such items during working hours</p> <p>NOTE: Employees whose principal employment is in a federally grant-aided program are subject to the above prohibitions in addition to the Federal requirements.</p>	<p>Board while employed with the Health Department.</p> <p>The Health Department will make every reasonable attempt to accommodate requests for time-off for political activity. However, emergency situations may require such time-off requests to be denied.</p> <p>NOTE: Employees whose principal employment is in a federally grant-aided program are subject to the above prohibitions in addition to the Federal requirements.</p>	
Alcohol and Drug Free Workplace	8.07	<p>The ECCCHD is committed to maintaining an alcohol-free and drug-free work place (www.dol.gov/elaws/asp/drugfree/require.htm). It is unlawful to sell, purchase, manufacture, distribute, dispense, possess, use or consume alcohol or a controlled substance in the work place. Anyone found to be selling, purchasing, manufacturing, distributing, dispensing, possessing, using or consuming alcohol or an illegal drug while in the work place or during working hours will be disciplined up to and including dismissal. This provision does not include possession of closed alcohol containers in employee vehicles.</p> <p>An exception to this provision will be made for the Compliance Check program to purchase alcohol as part of program requirements. All purchases must be part of an approved compliance check, documented and products must be stored/disposed of according to program policy.</p> <p>All Employees must notify the ECCCHD of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such a conviction. Within 30 days of</p>	<p>The ECCCHD is committed to maintaining an alcohol-free and drug-free work place (www.dol.gov/elaws/asp/drugfree/require.htm). To promote this goal, all employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. It is unlawful to sell, purchase, manufacture, distribute, dispense (unless authorized by law), possess (unless part of the Compliance Check program), use or consume alcohol or a controlled substance in the work place.</p> <p>All purchases that are part of an approved compliance check must be documented and products must be stored/disposed of according to program policy.</p> <p>As part of our efforts to maintain a drug-free and alcohol-free workplace, the ECCCHD is part of the City of Eau Claire's drug and alcohol-testing program which is designed to help reduce alcohol and drug related accidents and injuries from occurring to our employees and the public. While on duty, immediately prior to or immediately after their shift, all ECCCHD employees may be tested for drugs and alcohol</p>	<p><i>Language changed to be consistent with the City of Eau Claire handbook and to note that we participate in the City of Eau Claire alcohol and drug testing program</i></p>

		<p>receiving such notice, the Health Department will:</p> <ul style="list-style-type: none"> • Take appropriate personnel action against such Employee, up to and including termination, or • Require such Employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency. <p>41 Any Employee with alcohol or other drug concerns is encouraged to contact EAP. As a condition of employment, all Employees may be subject to drug testing.</p>	<p>when reasonable suspicion is present, and post-accident as required by law and City policy. All Employees must notify the ECCCHD of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such a conviction. Within 30 days of receiving such notice, the Health Department will:</p> <ul style="list-style-type: none"> • Take appropriate personnel action against such Employee, up to and including termination, or • Require such Employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency. <p>All employees required to have a valid driver's license must notify the Operations Division if their license is suspended or revoked for any reason.</p> <p>Any Employee with alcohol or other drug concerns is encouraged to contact EAP for short-term assistance and referrals. As a condition of employment, all Employees may be subject to drug testing.</p>	
Phone/Cell Phone Use	8.09	<p>Work and personal cell phones may be used per Department cell phone procedure. To minimize distractions, cell phones must be silenced when unattended in the office. Department assigned cell phones are not to be used while driving a vehicle. Use of personal cell phones for business-related purposes may be subject to open records laws. Personal use of Department phones for long-distance calls is not permitted. Use of</p>	<p>Work and personal cell phones may be used per Department cell phone procedure. Department assigned cell phones are not to be used while driving a vehicle. While there may be an expectation of privacy regarding the use of personal cell phones, employees are put on notice that the use of personal cell phones for business-related purposes may subject the employee's cell phone and cell phone records to public inspection.</p>	<p><i>Language changed to be consistent with the City of Eau Claire handbook and to note that if personal cell phones are used for business purposes they may be subject to public inspection</i></p>

		<p>Department phones for personal use during work hours is discouraged except during approved break periods.</p> <p>Voice mail messages should be current, brief, and specific so that the needs of our customers are met.</p>	<p>Personal use of Department phones for long-distance calls at the ECCCHD expense is not permitted. Please practice discretion when making calls of a personal nature during work hours. Personal cell phone usage for personal calls during regular scheduled work times should be brief.</p> <p>Voice mail messages should be current, brief, and specific so that the needs of our customers are met.</p>	
Electronic Communications	8.10	<p>Electronic communications systems including Internet, Email, Facebook, and Twitter are provided by the ECCCHD for the conduct of Department business.</p> <p>The Electronic Communications Systems shall be used in a manner that is thoroughly professional and in the best interest of the Department. The creation, receipt or accessing of offensive messages, including racial or sexual slurs, and obscene, vulgar and other inappropriate language is strictly prohibited.</p>	<p>Electronic Communication/Internet Usage</p> <p>Electronic communications systems including computers, computer files, the email system, software furnished to employees, Internet, Facebook, and Twitter are provided by the ECCCHD for the conduct of Department business.</p> <p>The Electronic Communications Systems shall be used in a manner that is thoroughly professional and in the best interest of the Department. The ECCCHD strives to maintain a workplace free of harassment, and therefore, prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others or harmful to morale. Items that are considered offensive include any messages that contain sexual implications, racial slurs, gender-specific comments or other comments that offensively address someone's age, sexual orientation (including gender identity and gender expression), religious or political beliefs, national origin or disability.</p>	<p><i>Language changed to be consistent with the City of Eau Claire handbook and to clarify policy on harassing/offensive materials</i></p>
Harassment	8.13	<p>The Health Department is committed to providing a work environment that is free of discrimination and unlawful harassment. Unwelcome, intimidating, hostile or offensive actions, words,</p>	<p>Sexual and Other Unlawful Harassment</p> <p>The Health Department is committed to providing a work environment that is free of discrimination and unlawful harassment.</p>	<p><i>Language changed to be consistent with the City of Eau Claire handbook</i></p>

		jokes or comments based on an individual's gender, race, ethnicity, age, sexual orientation, religion or any other legally protected characteristic will not be tolerated. Sexual harassment (both overt and subtle) is a form of Employee misconduct that is demeaning to others and undermines the integrity of the employment relationship. This type of behavior is strictly prohibited.	Unwelcome, intimidating, hostile or offensive actions, words, jokes or comments based on an individual's gender, race, ethnicity, age, sexual orientation (including gender identity and gender expression), religion or any other legally protected characteristic will not be tolerated. Sexual harassment (both overt and subtle) is a form of Employee misconduct that is demeaning to others and undermines the integrity of the employment relationship. This type of behavior is strictly prohibited.	
Personal Appearance	8.16	During business hours, you are expected to present a clean and neat appearance and to dress according to the needs/requirements of your position. The ECCCHD participates in charity-focused Jean's Day events and, when appropriate for work scheduled; jeans may be worn on these days when participating. ECCCHD logo wear is periodically made available for purchase by employees. Most items offered are acceptable dress on a daily basis. All are acceptable on Fridays and on casual dress days. The employee is responsible for ensuring they are not perceived as acting on health department business when wearing logo attire on personal time.	During business hours, whether on site, telecommuting, or otherwise working , you are expected to present a clean and neat appearance and to dress according to the needs/requirements of your position. Certain divisions or work areas may have more specific requirements. This includes a requirement for closed-toe, secured footwear in any lab or clinic space. ECCCHD logo wear is periodically made available for purchase by employees. Most items offered are acceptable dress on a daily basis. The employee is responsible for ensuring they are not perceived as acting on health department business when wearing logo attire on personal time. Employees should refrain from wearing clothing with other organization logos or advertising unless prior supervisory approval is received.	<i>Language changed to be consistent with the City of Eau Claire handbook and to clarify around telecommuting expectations</i>
Meal Reimbursement	8.20	Reimbursement for meals with receipt will be allowed on trips which necessitate an overnight stay. For trips not requiring overnight stay, the following conditions apply: <ul style="list-style-type: none"> • Lunch, provided the Employee is in the field outside the City of Eau Claire between the 	Reimbursement for meals with receipt will be allowed on trips which necessitate an overnight stay per state of Wisconsin guidelines. For trips not requiring overnight stay, the following conditions apply:	<i>Language added to clarifying basis for policy, to confirm tipping amount, and to reference Travel & Training Policy</i>

		<p>hours of 10:30 and 2:30 for work required activities.</p> <ul style="list-style-type: none"> Meal costs will not be allowed unless authorized by Supervisory personnel and in accord with time and mileage requirements. Reimbursement will be considered taxable. Receipts must accompany reimbursement for meals. Meals will be reimbursed up to State rates which includes tax and tips. State rates can be found on the Department of Administration (DOA) website at https://doa.wi.gov/Documents/DEO/PocketTravelGuide2015-2017.pdf or on the shared drive at K:\1-Handbook\Handbook Policies\PocketTravelGuide2015-2017.pdf. Meals which are part of a meeting indicated by a receipt will be allowed in place of normal meal costs. No reimbursement will be made for alcoholic beverages. 	<ul style="list-style-type: none"> Lunch, provided the Employee is in the field outside the City of Eau Claire between the hours of 10:30 and 2:30 for work required activities. Meal costs will not be allowed unless authorized by Supervisory personnel and in accord with time and mileage requirements. Reimbursement will be considered taxable. Receipts must accompany reimbursement for meals. Meals will be reimbursed up to State rates which includes tax and tips. Tips should not exceed 20%. State rates can be found on the Department of Administration (DOA) website or on the shared drive . Meals which are part of a meeting indicated by a receipt will be allowed in place of normal meal costs. No reimbursement will be made for alcoholic beverages. Please see the full Travel and Training Policy on SharePoint for additional information. 	
Unauthorized Recordings	8.28	New	<p>Unauthorized recording of conversations with employees is disruptive to employee morale and inconsistent with the respectful treatment required of our employees and does not foster an environment of honest dialogue between employees and supervisors. For this reason, no employee may record the conversation of another employee or supervisor with a tape recorder or other recording device (including a cell phone), in accordance with Wisconsin law, without his or her full knowledge and consent, as well as the consent of management.</p>	<p><i>Language added to be consistent with the City of Eau Claire handbook</i></p>

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Board of Health Meeting 05/17/2023**Agenda Item 6.a****Eau Claire City-County Health Department Report to the Board of Health****Staff Updates:**

This month, we will welcome Sydney McGuine on as our newest R&L intern! This year, Regulation and Licensing and Environmental Sciences will share 2 summer interns to provide robust learning experiences in both the housing survey and lab programs.

Sydney is an Environmental Public Health student from UW-Eau Claire. She has an interest in environmental law, is a member of the Student Senate, and is a Senate Director for the Student Office of Sustainability. She brings skills from her involvement with research in COVID-19 in wastewater studies.

**WPHA Annual Conference Presenters:**

The WPHA Annual Conference will feature several Health Department staff as presenters.

- Tuesday, May 23rd, 1:30 PM – 5:00 PM: Pre-Conference Session 2 - CHA/CHIP Toolkit Debut: Practical Skill Building to Engage Partners throughout Planning Processes – Alex Craker
- Wednesday May 24th, 10:45 AM – 12:15 PM: Breakout Session 1.2 - Panel: WPHA's Mobilizing Communities for a Just Response Pilot CHNA/CHA/CHIP Project – Cortney Sperber
- Wednesday, May 24th, 2:45 PM – 3:30 PM: Breakout Session 4.2 - WPHA-WALHDAB Policy and Advocacy Committee Townhall – Lieske Giese
- Thursday, May 25th, 11:45 AM – 12:30 PM: Breakout Session 9.3 - Public Health's Role in Supporting Youth Mental Health – Elizabeth Hagen

<https://www.wpha.org/page/2023AnnualPublicHealthConference>

Family Planning Clinic

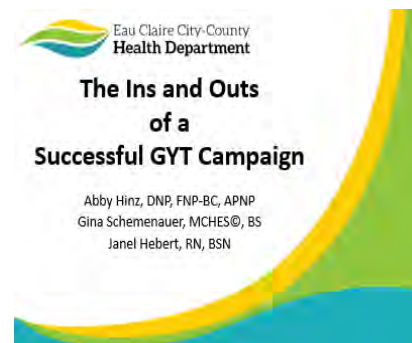
The Eau Claire City- County Health Department Family Planning Clinic was honored at the Women's History Month Awards Ceremony hosted by University of Wisconsin- Eau Claire department of Race, Ethnicity, Gender, and Sexuality Studies (REGSS). The clinic was given the "Feminist Community Partner Award." For the last several years the clinic has partnered with capstone students from the REGSS department on clinic outreach strategies to reach the young adult population. This has been a wonderful collaboration that has brought new insight to outreach strategies used by clinic.

**Interpreter Assessment Exam**

Anni Vitriago, Bilingual Health Aide/Clinical Services, successfully completed her Interpreter Assessment exam! In addition to providing services in Spanish in the family planning clinic and for the WI Well Woman Program, she will now be able to work with our other interpreters as needed for translation services in other programs.

Family Planning Clinic

Gina Schemenauer, Janel Hebert, and Abby Hinz recently presented a 90-minute webinar about how to have a successful “Get Yourself Tested” campaign. HCET (Health Education and Training) reached out to our team to see if they would be willing to present to the states of Indiana and Wisconsin about the success and challenges we’ve had over the past 10 years doing the GYT campaign. Goals of the presentation included: Ideas for building community partnerships; tips to hosting on-site and off-site GYT clinics; GYT promotional ideas including outreach events, promotional items, social media and more; and how to evaluate your GYT campaign. Around 90 people were registered for the webinar. The team received positive feedback about our creativity! 100% of the people who took the evaluation survey said the information was presented clearly and effectively, the content will help them grow as professionals, and they will integrate the presented content into their organization. One response said “This team is exceptional - their passion is palpable even through a zoom presentation. They are creative and gave me so many good ideas and things to ponder.” The archived recording is available at: https://www.youtube.com/watch?v=Cni5Cu_ghQ



Mental Health Matters:

Brenda Scheurer and Elizabeth Hagen presented at the annual [BRAIN Conference](#) on April 19 at the Florian Gardens. A brief description of Mental Health Matters was provided along with the premiere of a 30-minute [Shaping Destiny](#) video. This video shares information about adverse childhood experiences and the importance of community and youth-serving professionals in promoting resilience in Chippewa Valley youth.



Some quotes from BRAIN Conference evaluations:

- Amazing video, Love Love Love it! Educational and fun. Felt the love and warmth in the video.
- Very entertaining! And it was nice to see some familiar faces.
- Great Video. I would love for my co-workers to see this video.

Alcohol and tobacco retailer ID check training:

On April 19th, 16 retailers attended an alcohol and tobacco retailer ID check training. This class is taught in partnership with the Alliance, Eau Claire City-County Health Department, and Eau Claire Police Department. Participants learned impacts of underage drinking & tobacco use, how to correctly read an ID, how to spot fake IDs, and how to deny sales to minors. The next training will be in August.

Alcohol Compliance Checks:

Another round of alcohol compliance checks was completed on April 10, 2023 in the City of Eau Claire in partnership with the Eau Claire Police Department. 27 compliance checks were completed with 2 sales to our underage buyers. Eau Claire Police Department officers responded to the sales immediately. We continue to partner with ECPD on alcohol compliance checks, and plan to conduct checks throughout the remainder of the county in the coming months.

Program partnership with ECASD:

We continue to partner with Eau Claire Area School District (ECASD) to prevent and reduce substance use. ECASD had funding to purchase and implement the evidence-based curriculum, Too Good for Drugs, to all 4th and 5th graders in the district, however they wanted to expand to start the program and 3rd grade and have it available to middle school students in grades 6-8. With funding through our SAMSHA Partnerships For Success (PFS) grant, we were able to purchase the materials for all ECASD 3rd graders, as well as fund training for middle school staff this summer and purchase materials for middle school students. ECASD will teach Too Good For Drugs to all 3rd-5th graders, and selected 6th-8th graders, starting Fall of 2023.

Prescription Drug Take-Back events:

Twice a year, in the spring and the fall, Prescription Drug Take-Back events are hosted by the Wisconsin Department of Justice (DOJ) and the Drug Enforcement Administration (DEA) and are coordinated locally by the Eau Claire County Sheriff’s Office, Altoona Police Department, Marshfield Clinic Health System, Eau Claire City-County Health Department, Village of Fall Creek Police Department, and the Eau Claire Health Alliance.

On Saturday, April 22, we collected 463 pounds of medication at our sites in Eau Claire, Altoona, and Fall Creek! Combined with the medication already gathered at permanent drop-off locations, a total of 753 pounds of medication has been collected this year for safe disposal.



Environmental Sciences – Annual POWTS Audit:

The 2022 Private On-site Wastewater Treatment System (POWTS) office audit was conducted on April 19th. A representative from the Wisconsin Department of Safety and Professional Services (DSPS) annually visits our department and reviews a subset of the issued permits and completed inspections. ECCCHD’s program had a successful audit, receiving good feedback on all program aspects. Staff also discussed some of the recent changes to the system component manuals with the DSPS representative. DSPS also provided additional guidance regarding how to successfully evaluate and monitor the community wastewater treatment systems that have been installed in the county in recent years.

Regulation and Licensing -Pool Code Update Passed:

In April, the state legislature passed an updated Pool Code (ATCP 76). This update will change the criteria for licensing pools, using a clearer and simpler licensing model. Pools were previously licensed by activity area and will now be licensed by basin. This new licensing model was chosen with industry feedback. This new code also imposes additional fees for operators who have confirmed waterborne outbreaks or chemical release incidents by requiring them to obtain additional pool operator certification.

Our division is working on these licensing changes and fees to take effect in the 2024-2025 licensing year and will provide more information with upcoming budget and fee setting discussions. Some Regs and Licensing Staff have already attending training related to code changes and will be reviewing all training materials to provide information to our pool operators.

Food Licensing Workshop

On May 4, 2023, a Food Licensing Workshop, presented by Alyssa Streveler and Val Reiter, was hosted at the Hmong Mutual Assistance Association and organized by Addison Vang with UW Extension. This workshop was held from 5:30 to 7:00 pm and covered several topics including:

- Restaurant Licensing
- Mobile Food Truck Licensing
- Temporary Restaurant Licensing
- Home baking/pickling
- General licensing guidelines

This presentation was a general overview of all food licensing regarding the above topics held mainly for Hmong participants, but all were invited. This presentation was given in English, but UW Extension provided interpreters that gave immediate translation for people who needed it. Headphones were provided that the interpreters could use to translate for those attending that needed Hmong translation.

We provided many fact sheets and brochures onsite for people to take with them. We also had business cards for people to contact us further to review any plans they have for future food service. Initially only 9 people had signed up for the event, but over 40 attendees came to learn!

City of EC leadership interviews:

Health department leadership participated in the City of Eau Claire Fire Chief interview process as part of the City Department head panel and will participate later this month in the interview process for the City Community Development Department Director. These are important colleagues in the work we do at the health department.

Facilitation Training:

During our May All Staff Meeting, the Workforce Development Team sponsored a Facilitation 101 training provided by Christina Holt from the Community Toolbox.

The Community Toolbox is a “free, online resource for those working to build healthier communities and bring about social change”. [Community Tool Box \(ku.edu\)](https://www.ku.edu/community-toolbox)

The training offered tips and tricks on how to be an effective facilitator, ways to intervene when disruptions happen, and how to manage hybrid and online meetings.

It was provided based on feedback and suggestions from staff who wanted to learn more about this topic.

We will be following up this training with a deeper dive into facilitation in June.

Nurses Day

This week is the national celebration of nurses. At the health department we have nurses with over 300 years of experience. Thanks for the work you all do!





Eau Claire City-County
Health Department

Service Recognition Certificate

*In recognition of 26 years
of faithful and dedicated service
to the health department
and community.*

*Congratulations on your
retirement!*

This certificate is presented to

Becky Knutson

Public Health Nurse

Signature Director/Health Officer

Date: 05-17-23

Signature President, Board of Health

Date: 05-17-23

2022

Health Department County Annual Report

The Health Department updated their strategic plan in 2022 which includes an updated mission, vision and guiding principles for 2023-2025. The updated mission of the Health Department is *building a healthier community for all through prevention-focused programs and partnerships*. Our vision is *a community where everyone can live a healthier life*. During 2022, in addition to continuing to lead our local response to COVID-19, health department staff addressed responsibilities mandated by public health state statutes and administrative rules, city and county ordinance, community priorities, and program grant requirements. We also initiated innovative activities with partners to address changing public health needs. Our guiding principles include a focus on *prevention, equity, collaboration, integrity, and quality*.

Highlights:

- Completed an update of our department strategic plan for 2023-2025 and will be working towards goals to 1) engage the community and expand relationships in collaborative efforts to improve health and 2) strengthen our workforce and operational strategies to support quality programs and partnerships
- Increased private well testing samples received by the health department lab by over 1200 samples through discounted testing, partnerships, and promotions
- Provided 165 high risk pregnant women with intensive home visitation services including more than 1,100 visits through the evidence-based Nurse Family Partnership (NFP) program
- Used grant funding to provide education and trainings about opioids throughout the county by developing videos in different languages, hosting in-person trainings about opioids and Narcan, and collecting and safely disposing of 3,021 pounds of unused or expired medication through the National Prescription Drug Take-Back Program.
- Brought in more than \$2.5 million dollars in competitive public health grant funding to support improvements in health outcomes in Eau Claire.
- Continued to respond to and recover from COVID-19 pandemic including a focus on testing, treatment, vaccination, outbreak investigation, and broad public health recovery, especially for populations most negatively impacted.

Operations

- Maintained national accreditation by the Public Health Accreditation Board to ensure we are providing the most efficient, effective, and targeted services to the residents of Eau Claire.
- Continued to institute StrengthsFinder assessment with all new and existing staff to assure our agency focuses on building on employee's strengths.
- Met all fiscal requirements of multiple public and private funders with complex funding requirements and dates.
- Reviewed and updated over 240 health department related fees to address the cost of providing services.
- Assured health care cost savings for employee health insurance through prevention and early intervention efforts.
- Supported successful visits to County courthouse for thousands of residents and visitors entering the ground floor of the courthouse and needing directions and assistance.
- Fully implemented telecommuting policy beyond COVID-related needs.
- Provided complex community and departmental communication support via the front desk staff, media, social media, internal updates.
- Oriented 9 new employees, 3 LTEs, and 4 interns; mentored many student learners from various disciplines of study; and welcomed 3 babies into the health department "family."
- Supported COVID-19 response efforts broadly for the Department by providing local and regional leadership, responding to public inquiries, and working with other government agencies and community partners.

Policy and Systems

- Completed the 2021-2024 Community Health Improvement Plan (CHIP) with a broad range of community partners. The CHIP sets community goals and objectives for the top health priorities for Eau Claire. The health priorities are Drug Use, Mental Health, Alcohol Misuse, Obesity, and Healthy Nutrition.
- Supported the merger of the Alliance for Substance Misuse and Eau Claire Healthy Communities into one new coalition, Eau Claire Health Alliance (ECHA). ECHA will work to engage a broad group of community partners to

- collaboratively improve the health of Eau Claire communities through policy, programs, and partnerships.
- Continued to participate in Wintermission, the Robert Wood Johnson funded project to increase physical activity and decrease social isolation in winter with other local partners.
- Supported the growth of an internal Health Equity team. The Health Equity team supported staff learning through participation in the United Way's 21-week Equity Challenge and other efforts.
- Provided public health and community partnership expertise to local work being done on housing, homelessness, equity, and poverty as determinants of health.
- Received competitive state funding for Mobilizing Communities for a Just Response Grant. The grant focuses on working the Community Health Equity Workgroup for increased outreach, engagement and involvement with community partners, collaboration, and potential structure for the group for post-Covid work. Additionally, staff are exploring Community Health Worker models.
- Continued to work with and fund the Community Health Equity Workgroup partners for their work to remove/reduce barriers to accessing COVID-19 information, testing, and vaccination.
- Hit 10K followers on Facebook
- Lead the department in creating the new three year Strategic Plan for 2023-2025

Community Health Promotion

Healthy Relationships:

- 130+ youth attended and completed Healthy Relationship Programming throughout EC County

Mental Health:

- Created a video of the information from the ACE and Resilience workshop developed by Mental Health Matters. The 30-minute video, called "Shaping Destiny" focuses on ACEs and the importance of youth-serving professionals in promoting resilience with youth.
- Resumed meetings of both Child Death and Suicide Death review teams after being on hold due to COVID.
- Developed a plan and provided support for a tri-county suicide prevention workgroup including Chippewa, Dunn and Eau Claire to fill in the gap left when CV Prevent Suicide disbanded in 2020.

Chronic disease, obesity, nutrition:

- Held 14 farmers markets at the Eau Claire County Government Center and distributed chronic disease educational materials and healthy food samples.
- Assisted the Augusta Senior & Community Center to hold their first farmers market season in 2022.
- Coordinated a 4-month long evidence-based Self-Measured Blood Pressure pilot program with referrals from Marshfield Clinic Health System. 9 community members graduated from the program and 3,140 pounds of food was distributed.

Alcohol, tobacco, and other drugs:

- Promoted 4 vaping education videos targeted toward educating parents and other adults on local media in a campaign running from June-August.
- Completed 30 tobacco compliance checks with 100% of retailers checked passing their checks by denying tobacco sales to minors
- Worked in partnership with the City of Altoona, Altoona PD, and School District of Altoona on tobacco/vaping initiatives throughout the community.
- Hosted a Youth Advocacy Training day for 50 SAFE (Students Advocating for Excellence) students from 6 county high schools and 1 middle school in October 2022.
- Supported UWEC nursing students to complete a local Wisconsin Retailer Assessment Project (WRAP) at all tobacco retailers within one mile of schools. The students shared their findings at the State Capitol.

Opioids

- Offered 19 What Do You Know About Opioids Workshops to 389 individuals, and distributed 632 doses of Narcan Nasal Spray to community members and professionals in Eau Claire County
- Purchased and distributed 424 medication lockboxes and 226 lock bags to promote safe medication storage, and 600 at-home medication disposal bags
- Collected and safely disposed of 3,021 pounds of unused or expired medication through the National Prescription Drug Take-Back Program
- Developed three new videos in English, Spanish, and Hmong to promote a new medication disposal at Hy-Vee, Mayo Clinic Health System – Clairemont Campus and Mayo Clinic Health System – Luther Campus
- Promoted opioid educational videos at gas stations, on streaming devices and on two local television stations.

- To gain a better understanding of opioid use and areas for prevention in Eau Claire County, we developed an Opioid Use and Overdose Prevention Survey that 180 community members completed and hosted 3 community conversations that 16 community members participated in.

Communicable Disease/Public Health Emergency Preparedness

- The health department is mandated by the State of Wisconsin to follow-up on reportable diseases to decrease the spread of illness and keep our community healthy. The CD division responded to 15,218 communicable diseases including COVID-19, influenza-associated hospitalizations, sexually transmitted infections, tick/mosquito related disease, enteric infections and other reportable diseases in partnership with health care organizations and academia.
- Assisted with 16 outbreaks in long term care facilities to decrease transmission and protect residents and staff.
- Provided 4,558 COVID-19 vaccinations at 47 unique clinic sites throughout Eau Claire County. This included clinics held at the Health Department and various mobile clinics at schools, jail, shelters, businesses, UWEC, courthouse, and community service organizations. Clinics held at the Health Department were adjusted to meet demand, starting with weekly and decreasing to monthly during the year.
- Administered 890 non-COVID-19 immunizations to assure protection against a variety of communicable diseases including influenza and other childhood vaccinations.
- Prepared for potential outbreaks of monkeypox and avian influenza (H1N5) and monitored a returning traveler for ebola virus.
- Applied for and received a NACCHO MRC RISE Award to build capacity and infrastructure for support of our Eau Claire County Medical Reserve Corp.
- Reconvened the Public Health Emergency Preparedness Committee which involves a variety of local emergency preparedness stakeholders that work together to advance our overall emergency preparedness capabilities.
- Supported community-wide ICS activations for two separate severe winter weather storms/power outages and mobilized our local MRC volunteers for emergency warming shelters and assistance in mass vaccination efforts.
- Promoted and coordinated COVID-19 testing throughout the community. The health department conducted 1,132 PCR tests and distributed 3,145 antigen tests throughout Eau Claire County.
- Provided hotel rooms, transportation, and case management for those who were COVID-19 positive and experiencing homelessness. Partnered with the Department of Human Services and Altoona Fire Department to provide this support.
- Convened over 60 response partners involved in our Eau Claire County Incident Command System (ICS) during the COVID-19 Pandemic. They participated in a multi-agency hotwash focused on deepening our understanding of what went well and what can be improved in our collaborative approach to addressing this public health emergency. Completed a Summary Report outlining key takeaways from this hotwash which is included in the COVID-19 RECAP report.

Regulation and Licensing

- Completed 704 inspections at restaurants and 314 inspections at retail food stores for health and safety of food served and sold. Investigated 5 potential foodborne outbreak complaints
- Supported safer and healthier housing in Eau Claire County through 2,145 phone consultations and 1,088 inspections related to housing.
- Completed external housing survey on the Far Westside of the City of Eau Claire which included rating 3,056 buildings for potential need to conduct health and safety inspection as part of the proactive housing program.
- Conducted hoarding cases and dangerous living situation investigations in cooperation with law enforcement, human services, and housing agencies to support community residents. 13 residences were placarded as unsafe.
- Updated risk assessments and categories for retail food establishments to meet the current Wisconsin Food code
- Successful Pack it up, pass it on student move out event with mattress recycling added in 2022.
- Began licensing poultry keeping in the county. Supported City bee keeping and poultry keeping activities.

Environmental Sciences

- Conducted weekly testing of beaches for bacteria and surveillance for harmful algae blooms to ensure public safety. A total of 473 samples were collected and analyzed from local beaches.
- Tested 793 food service samples for bacteriological contamination in the public health laboratory.
- Performed 6,407 laboratory analyses on drinking water samples.

- Followed up on 196 animal bites/exposures to assure protection against rabies.
- Collectively issued 165 permits (state or county) for the installation, replacement, and reconnection Private Onsite Wastewater Treatment Systems (POWTS) in Eau Claire County.
- Issued 108 private well location permits under the State of Wisconsin's County Well Delegation Program.
- Consulted with local and state agencies related to PFAS detections in local groundwater and municipal water.
- Successfully completed all milk & water proficiency testing to maintain state laboratory certifications.
- Participated in the Seven Mile Creek Landfill Negotiating Committee which successfully came to an agreement regarding the terms of a landfill expansion.
- Negotiated County ARPA funding for lab equipment for more efficient testing and community health opportunities
- Conducted lead-in-water sampling at area childcares (n=11) after offering to all county licensed childcare
- Awarded an Environmental Health Tracking grant for a water sample testing courier service in rural areas.
- Coordinated the planning for a microbial source tracking research project to be completed with SLOH and EC County Parks and Forest in 2023
- Radiation team participated in a FEMA evaluated exercise with other teams across the state at the Prairie Island Power Plant

Healthy Beginnings

- Implemented the Fit Families program with 44 WIC families to improve their physical activity and nutrition.
- Served 2,051 mothers, infants and children in the Women, Infant, and Children's (WIC) program to support healthy pregnancy and early childhood growth and development virtually.
- Provided 97 high risk pregnant women with intensive home visitation services including more than 1,188 visits through the evidence-based Nurse Family Partnership (NFP) program.
- Received American Rescue Plan funding to provide emergency supplies to our Nurse-Family Partnership families.
- Nurse-Family Partnership team continued monthly reflective supervision sessions with a mental health consultant.
- Assisted 404 women participating in the WIC program initiate and continue breastfeeding through the program's WIC Breastfeeding Peer Counselor.
- Provided education and distributed 29 portable pack n' plays to promote safe sleeping environments.
- Provided education and 45 child passenger seats to eligible families.
- Helped provide vision screening in Eau Claire County elementary schools, trialing a new method. We've screened 1975 students and counting.
- Partnership between the health department, Mayo Clinic, Simple Traditions Family Clinic, and the Augusta Lions Club to provide "Stop the Bleed" training for rural sawmill owners.

Clinical Services

- Served 451 men and women by providing family planning services during almost 1000 clinic visits. The clinic protects and promotes reproductive health for men and women through services including family planning education/methods, sexually transmitted infection (STI) testing and treatment, and reproductive cancer screening.
- Participated in the statewide Get Yourself Tested (GYT) campaign to increase awareness and testing for sexually transmitted infections (STIs). The health department family planning clinic provided more than 900 STI tests to individuals who may not have otherwise been tested.
- Continued collaborative relationship with Vivent Health to increase HIV awareness, testing and treatment throughout the year and to provide outreach and education at the Gender & Sexuality Resource Center at UWEC.
- Provided 78 syphilis tests and provided appropriate follow up services for high-risk clients. This was more than double the amount of testing in 2021.
- Expanded our shared-services model of providing nurse practitioner services to meet reproductive health needs to an additional 3 counties, making the regional consortium a total of 8 counties receiving these services.
- Provided 14 colposcopies for patients in regional consortium.
- Participated in the Wisconsin Family Planning and Reproductive Health Association (WFPRHA) work group to put together clinical and other policy guidelines for Wisconsin clinics.
- Collaborated with the Family Support Center and UWEC Nursing Program to provide Life Without Limits programming covering healthy relationships, sexual health, and other health education. Seven young adults participated in this program.
- Administered 145 pregnancy tests to assure that women have access to resources.

- Followed up on 18 HIV cases and partner contacts in our 14-county jurisdiction through our Regional HIV Partner service collaborative and provided prevention education, testing and outreach at local events and schools.
- Screened, scheduled, and administered mpox vaccine to 84 people, including approximately one third to out of county residents who had to travel in order to receive the vaccine.

Alignment with Strategic Plan

A Healthy, Safe Community –

This strategic priority directly aligns with our updated mission: building a healthier community for all through prevention-focused programs and partnerships and vision: a community where everyone can live a healthier life. Examples include:

- The health department promotes and provides water testing for surface and ground water throughout the county. This past year, we increased private well testing samples received by the health department lab (over 1200 samples) through discounted testing, education, and promotions.
- The health department participates in the Groundwater Advisory Committee and Lake Associations aimed at improving water quality.
- Provided 165 high risk pregnant women with intensive home visitation services including more than 1,100 visits through the evidence-based Nurse Family Partnership (NFP) program throughout the county.
- Provided extensive grant funded opioid prevention efforts including developing training videos in different languages, hosting in-person trainings about opioids and Narcan, and collecting and safely disposing of 3,021 pounds of unused or expired medication through the National Prescription Drug Take-Back Program.
- The health department participates in the opioid settlement taskforce aimed at promoting evidence-based solutions to drug abuse.
- The health department supports completion of the Community Health Improvement Plan initiatives through community coalition work and a work group that specifically looks at AODA issues.

Quality and Meaningful Relationships –

- The health department's updated strategic plan includes goals to engage the community and expand relationships in collaborative efforts to improve health and to strengthen our workforce and operational strategies to support quality programs and partnerships.
- The health department collaborates and partners with numerous community organizations, educational institutions, government partners and others to leverage and extend county and health department goals.

Robust Infrastructure –

- The health department is updating performance metrics and has a workgroup focused on workforce development to maintain and improve our infrastructure. Additionally, financial stability continues to be a focus.

Vibrant Communities –

- One of the health department's guiding principles is equity in which we strive to ensure that access resources and opportunities are provided for all to succeed and grow. Our work is guided by this principle and incorporated into everything that we do.

2023 Future Challenges/Opportunities

The health department recognizes that there are challenges and opportunities in the year ahead and is positioned well to be strategic in addressing these. In 2023, we will continue to work to incorporate health in all policies, address health equity, ignite system change around chronic disease prevention, and will continue to be a leader in the state on water issues. The health department will also continue to address the challenges, which following the pandemic are even more exacerbated, of homelessness, affordable housing, drug and alcohol misuse, mental health, and public health emergency preparedness. The STEEP (Society, Technology, Economy, Environment, Politics) trend report provides a framework for considering these challenges and opportunities strategically.

Society –

- The health department is responsible for serving all the residents, guests, and students in Eau Claire County. This population is growing, and our budget has not matched this growth.
- The aging population needs a focus on prevention to keep as healthy as possible in their older years. Trips and falls, as well as suicide, are concerns. We have no specific funding to support this age group.

- Low-income populations continue to grow due to low wage jobs and jobs lost during the pandemic. These groups have disparate health outcomes and a specific need for programs and policies creating opportunities to have the healthy choice be the easy choice.
- Health equity frames a specific focus on providing appropriate and welcoming services. We are particularly paying attention to our Hmong, Latinx, African American, Amish, adolescent, and LGBT communities to assure that we minimize health disparities. Racism as a public health issue is a specific focus.
- Our county has particular concerns with childhood poverty, homelessness, and inadequate/safe housing. All of these are root causes of negative health issues and prevention as part of community solutions is critical.
- The new Community Health Assessment identified priority health issues in Eau Claire County by the community as mental health, substance use and alcohol misuse. We are working with partners to strategically looking at investment to support more positive outcomes.
- Societal trends related to mental health and substance misuse, such as opioids and methamphetamine, raise considerable concern and will be a challenge in the coming years. The more we can focus on prevention, the less financial and personal cost there will be for individuals and families. The work being done to build child and family resiliency and prevent adverse childhood experiences/events is critical.

Technology-

- We utilize performance management and quality improvement to support a strong agency and our technology infrastructure. This is key to providing the data needed for improvement.
- We are challenged to collect and utilize population and program data in unique ways to describe health issues and determine priorities. Use of GIS mapping and analysis of health data sets with statistical software provides a sophisticated look at data and outcomes. Data systems are costly up front and for ongoing annual fees.
- Technology has been utilized and will continue to be explored for getting out public health messages. We have experience with social and print media and continue to grow other communication and collaboration channels through technology.
- COVID-19 has required us to shift methods to provide services in many of our program areas. Opportunities exist to continue to find accessible and acceptable methods to use technology to support health outcomes.

Economy-

- Wisconsin ranks near the bottom of states nationally for supporting public health with State tax dollars and also near the bottom of states nationally for receiving Federal dollars for public health programs.
- Core mandated programs for the health department receive almost no state funding support, these include communicable disease prevention and control, environmental health protection, and chronic disease prevention.
- Very small local tax levy increases have resulted in an actual decrease in service provision because of economic increases related to salary and supplies. Grants have "back-filled" to assure limited loss of positions, but these grants have shifted work from Eau Claire to the region and from core services to more topic focused services.
- Income inequality, a health factor has been determined by Robert Wood Johnson County Health Rankings to be part of the community impact on individual health remains a challenge. Differences between the very rich and very poor in this county are significant.
- Low-income, first-time parents are particularly at risk for poor health outcomes for themselves and their children. The evidence-based Nurse Home Visitation Program in Eau Claire County is seen as being highly effective in bringing families out of poverty, increasing educational outcomes, decreasing incarceration and human service interactions and improving health. This program is intensive and costs money up front to prevent spending in the future and currently, because of resource constraints serves a small number of those eligible.

Environment-

- The department has a focus on protection of food, water, air, and housing. These services are funded by a combination of fees and tax levy with some grant funding which limits the ability to do broad prevention and early intervention.
- We have invested, and will continue to invest, in our unique public health lab that provides services in western

Wisconsin for surveillance of public health issues and for investigation of public health environmental problems such as lead, radon, unsafe drinking water, beach water and food.

- The public has a heightened awareness of preventing disease related to environmental exposure and potential environmental risks. Topics such as the climate change, built environment, sand mining, water quality and radon have all been raised as community concerns.
- Eau Claire County has a particular challenge with assuring safe water for drinking and recreational use due primarily to sandy soil and agricultural run-off. The department has invested in working with partners to test and prevent contamination of water in our county.
- This county has a high percentage of rental properties, and much of our overall housing stock is old and poorly maintained. Both factors can contribute to negative health outcomes. The department continues the rental registration program and the proactive inspection program in the City of Eau Claire to take a more proactive approach for safe and healthy housing, particularly for our low income and vulnerable populations.
- Warming temperatures have resulted in changes in disease spread and vectors that carry disease. Of particular concern, are new and more virulent tick and mosquito-borne diseases. These communicable diseases provide opportunities for investigation and primary prevention.
- Environmental emergencies, including flooding and severe weather, impact public health through contamination of water, disruption of electricity which impacts safe food, development of mold, and injuries and communicable disease exposure from clean-up.
- Radon continues to be a significant environmental health issue in Eau Claire and the department has utilized a wide variety of educational and promotional efforts to encourage testing.

Politics

- The health department is being looked to for leadership and direction related to complicated health and prevention issues including the recent COVID-19 pandemic response and looking broadly at the social determinants of health. Recent topics of concern, beyond COVID-19, include homelessness, hunger, poverty, affordable housing, water, alcohol, and the built-environment. These are challenging topics and will need innovation, collaboration, and citizen engagement to address with policy-based solutions.
- Collaboration with area local health departments continues to be a focus to build efficiency and effectiveness in health department services like family planning, cancer screening, lead testing, and HIV partner services. The department continues to be seen as a leader in the region.
- The department has a strong collaborative relationship with community stakeholders through Eau Claire Healthy Communities and other grass root organizations such as JONAH, the Black and Brown Womyn Power Coalition, and the Hmong Mutual Assistance association. We continue to focus on building these relationships to further engage citizens to help us understand, adapt, and respond to priority health issues.
- The department continues to build strong relationships with local, state, and national elected officials to be a trusted resource for population health information and give the public health perspective on policies and regulations.
- Excessive alcohol use is a problem in Eau Claire County, as it is for Wisconsin as a whole. Excessive alcohol use in Eau Claire County costs \$160.4 million annually. While this continues to be a health and economic issue, it is also an issue with considerable political and policy implications.

#1 HEALTHY HOMES AND PLACES

The Healthy Homes and Places Program is designed to create safe environments in our community where people can live, work, and play. This program consists of services that include inspections, complaint investigations, and outreach initiatives to respond to and reduce harm from risks ranging from lead, radon and mold to natural disasters and environmental emergencies. Place plays a vital role in our health.

OUTPUTS

<i>*inspections include pre-inspections, routine inspections, re-inspections, second inspections, onsite visits, and complaint investigations unless otherwise noted.</i>		<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
# of radon consultations/calls		112	171	208	115	126
# of housing consultations/calls		2325	2418	2171	522	2145
# of Housing complaint inspections:		283	208	171	168	170
# of health department initiated inspections and reinspections:		1265	1054	671	645	918
# of Mobile Home Park inspections:		19	17	16	16	17
# of body art inspections:		32	30	17	27	24
# of campground inspections including special event campgrounds:		20	21	17	19	21
# of blood lead screening tests done		461	430	101	0	11
# of radon tests completed		172	200	164	289	224
# of responses to public health threats (environmental)		7	15	20	18	20
# of residences placarded as unfit for habitation		34	49	30	15	13
# of press releases, print articles, interviews on Healthy Homes and Places		8,6,8	5,5,7	1,3,0	4,4,1	2,3,3
# of Facebook posts on Healthy Homes and Places		18	33	1	10	8
# of interdisciplinary meetings to resolve human health hazard		5	6	0	2	0
<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Decrease injury/hospitalization related to environmental factors	% of housing complaints investigated	100%	100%	100%	100%	100%
	% of children with >5 mcg/dl bl lead that was brought below 5 within 6 months	71%	25%	75%	50%	0%
	% of licensed facilities inspected	100%	100%	68%	100%	100%
	% of placarded households resolved	56%	61%	60%	75%	79%
	% of total full housing inspections with violations in 3 or less categories	17%	24%	10%	26%	41%
	% of unsafe radon test that are provided education	100%	100%	100%	100%	100%

#2 SAFE FOOD AND WATER

The Safe Food and Water program assures that residents and travelers will have their health protected when using recreational facilities and restaurants in our community. Services include investigating complaints, inspecting all facilities that provide food and water to the public, testing of private drinking water, and assisting the public in reducing risks of food and waterborne illness. This is important because safe food and water are integral to our health.

OUTPUTS

<i>*inspections includes pre-inspections, routine inspections, re-inspections, second inspections, onsite visits, compliant investigations, and follow up</i>		<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
# of Retail Food-Serving Meals inspections:		971	939	423	494	704
# of Retail Food-Not Serving Meals inspections:		288	311	184	251	314
# of School inspections:		56	65	57	53	68
# food service samples (food products, swabs, utensils, etc) analyzed:		1366	1216	421	340	793
# of Foodborne Illness Investigations:		15	27	11	11	5
# of private onsite wastewater treatment systems inspections/consultations:		1821	1781	2115	1907	1912
# of water samples (ground and surface) processed/analyzed		3267	3219	2827	2329	3591
# of recreational water (pools and beaches) investigations/inspections/consultations		1449	1365	989	1196	1232
# of well locations permits issued (new and replacement):		117	124	168	163	108
# of Facebook posts on Safe Food and Water		22	24	0	58	67
# of press releases, print articles, interviews on Safe Food and Water		5,4,11	3,10,1	13,2,2	1,1,3	2,2,7
<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Decrease incidence of food and water borne disease outbreaks and fatalities	% of owners with unhealthy well samples results who receive education and technical assistance	100%	100%	100%	100%	100%
	% of public wells with uncorrected deficiencies	0%	1%	0%	0%	0%
	% of recreational water inspections with 2 or less violations	38%	*	*	*	76%
	90% of restaurant priority violations corrected at the time of inspection or first reinspection	79%	70%	69%	100%	56%

#3 HEALTHY GROWTH AND DEVELOPMENT

The Healthy Growth and Development program ensures that kids and families have the best health outcomes possible through policies and programs addressing reproductive, prenatal, and family health. Services include home visitation, family planning, WIC, school/community partner collaboration, and other programs. This work is important because healthy growth and development is the foundation for later academic achievement, economic productivity, and responsible citizenship.

OUTPUTS

<i>(YTD column = Jan-Jun results)</i>		<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
# of clients\visits receiving reproductive health/contraception services:		632/102 6	626/112 9	406/804 *	427/90 6	451/95 8
# of WIC clients		2582	2310	2268	2107	2051
# of Nurse Family Partnership clients		161	200	158	150	165
# of Nurse Family Partnership visits		1211	1520	1069	1121	1188
# of MCH clients\visits		285/648	227/509	222/432	193/33 1	213/34 1
# of pregnancy tests administered		147	75	72	111	145
# of child vision/hearing screening completed		4823	4,716	*	*	1,454
# of adolescents trained in evidence based program		249	213	32	149	131
# of people/agencies who received Safe Sleep training (education and supplies)		0	18	19	20	29
# of Facebook post on Healthy Growth and Development		46	36	1	49	69
# of press releases, print article, interviews on Healthy Growth and Development		8,3,8	4,3,1	0,1,1	1,0,2	0,9,4
# of collaborative community meetings on Healthy Growth and Development		107	71	43	84	80
<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Decrease unplanned pregnancies	% negative pregnancy tests who receive birth control method	58.9%	62.5%	*	98%	89%
Increase healthy birth outcomes	% of Women who had a positive pregnancy test in FPC referred to WIC/PNCC	73.9%	60.0%	*	60%	43%
	% WIC clients enrolled in 1st trimester	29%	33.0%	39.0%	44%	48%
Increase early childhood health/healthy start to life	% of WIC breastfeeding incidence	76%	79%	81%	82%	83%
	% of WIC clients received recommended nutrition education contact	65%	67%	39%	22%	74%
	% of clients with medical home in first trimester	73%	81%	78%	82%	78%

#4 COMMUNICABLE DISEASE

The Communicable Disease program is focused on preventing diseases that spread from person to person, animal to person, and environment to person. These services include community and healthcare provider education, preventive medicine distribution, vaccination, disease testing, environmental monitoring and disease outbreak investigation and prevention. This program is important in decreasing illness and death rates in our community.

OUTPUTS

<i>(YTD column = Jan-Jun results)</i>		<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
# of animal bite/exposures reports received:		143	161	120	151	196
# of immunizations administered during the year:		1,950	2,165	1,070	34,337	5,448
# of seasonal flu shots administered during the year:		982	1,031	616	362	495
# of outbreaks in nursing homes reported		12	10	15	11	16
# of clients screened for sexually transmitted infection:		799	727	556	543	822
# of newly diagnosed cases chlamydia		513	468	369	406	375
# of communicable disease reports		1,389	1,183	10,574	12,902	16,073
# of HIV Partner Service client referrals		17	16	16	16	8
# of responses to public health threats (communicable disease)		19	17	169	229	124
# of Facebook posts on communicable diseases		36	31	4	156	120
# of press releases, print articles, interviews stories on communicable disease		16,13,20	13,19,30	50,44,171	38,18,114	25,21,48
<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Decrease vaccine preventable diseases	% of 2 year olds who received the recommended vaccinations	75%	78%	74%	76%	68%
	% of adolescents 11-26 who received the HPV vaccination	37%	39%	45%	47%	50%
	% of school age children fully immunized	87%	91%	89%	89%	90%
	% of those greater than 6 months old vaccinated for influenza	31%	31%	37%	34%	31%
Decrease reportable communicable diseases	% animal bites/exposures receiving follow up	100%	100%	100%	100%	100%
	% of communicable disease investigations completed	100%	100%	100%	100%	100%
	% staff trained in public health emergency Incident Command System	62%	60%	65%	58%	87%
Decrease STIs and communicable diseases	% STIs receiving treatment	99%	99%	100%	91%	99%

#5 CHRONIC DISEASE PREVENTION

The Chronic Disease Prevention Program consists of programs and policy work to prevent or reduce the effects of chronic diseases such as diabetes, heart disease, and lung cancer. These services include nutrition education and cancer screening. Additional work in this program includes policy and organizational changes to increase access to healthy foods and create a healthy built environment for all. This program is important because chronic disease is one of the leading causes of death in our community - chronic disease/obesity have been identified as a priority in the two most recent community health assessments.

OUTPUTS

		<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
# of Farmers' Market Nutrition Education contacts		New measure 2019	2863	NA	339	278
# of Wisconsin Well Women Program (WWWP) Clients cases		19	26	30	52	43
# of Facebook posts on Chronic Disease Prevention		28	39	5	44	42
# of press release, print articles, interviews on Chronic Disease Prevention		8,26,14	14,39,23	3,25,2	1,31,3	1,6,3
# of collaborative community meetings on Chronic Disease Prevention		22	24	8	9	10
<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Decrease obesity	% of WIC farmers market vouchers redeemed	47%	48%	44%	45%	38%
	% of WIC children at a healthy weight	61%	65%	16%	NA	NA
	% of adults (age 20 and older) that report a BMI greater than or equal to 30	28%	28%	31%	28%	32%
Decrease chronic disease and cancers	% of WWWP eligible women received screening for cervical cancer through WWWP	6%	42%	57%	26%	15%
	% of WWWP eligible women 50-64 who received mammograms through WWWP	65%	64%	78%	55%	18%
	% of adults (age 20 and older) with diagnosed diabetes	7%	8%	9%	10%	8%
Increase physical activity	% of WIC children with less than 2 hours of screen time daily	70%	67%	66%	63%	55%
	% of adults (age 20 and older) reporting no leisure-time physical activity	18%	16%	20%	19%	23%
	% of population with adequate access to locations for physical activity	81%	83%	81%	81%	71%
Increase access to healthy foods	% of population who lack adequate access to food	12%	12%	11%	9%	10%
	% of population who are low-income and do not live close to a grocery store	6%	6%	6%	6%	8%

#6 Healthy Living and Prevention

The Healthy Living and Prevention Program works to develop a community that fosters the promotion and awareness of mental well-being and addresses the inappropriate consumption and negative health effects of alcohol, tobacco, and other drugs. Services include youth programming, policy change, compliance checks, community collaboration and education. This program is important to improving the lives of children, youth, and adults by mobilizing communities to prevent mental illness and substance abuse. Both mental health and substance misuse have been identified in our community health assessment as top needs in our community.

OUTPUTS

<i>(YTD column = Jan-Jun results)</i>		<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
# of youth involved with Life of an Athlete/ SADD		49	41	41	*	*
# of people trained related to mental health:						
QPR		159/973	220/1036	19/349	15/0	*
ACEs/ Resiliency		New measure 2019	544	1	114	9
Mindfulness		New measure 2019	30	0	20	53
# of alcohol compliance checks		62	63	*	*	*
# of tobacco compliance checks		63	38	21	*	30
# referrals to 1st Breath		18	18	11	7	11
# of Facebook posts on Mental Health/Substance use		68	69	3	62	106
# of press releases, print articles, interviews on Mental Health/Substance use		15,23,41	21,18,34	2,7,6	10,9,11	6,8,12
# of collaborative community meetings focused on mental health		82	60	44	48	29
# of collaborative community meetings focused on alcohol misuse prevention		26	23	9	15	6
<u>Performance Goal</u>	<u>Outcome Measures</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Decrease underage retail access to alcohol and tobacco products	% of licensed establishments who don't sell to minors during tobacco compliance	90.0%	95.0%	100.0%	*	100.0%
	% of licensed establishments who don't sell alcohol to underagers during compliance	88.7%	85.0%	*	*	*
Decrease misuse of tobacco, alcohol and other substances	% of births where mother reports smoking during pregnancy	14%	14%	9%	14%	9%
	% of adults reporting binge or heavy drinking	25%	25%	27%	25%	27%
	% of youth after SAFE training who feel confident to create an accurate and valid activism targeted at youth risk behavior	New measure 2019	100%	NA	100%	100%

*measures are no longer available or were not completed due to COVID-19 pandemic response

Informational Item – 05/17/2023 Board of Health Meeting
Agenda Item 6.b
2024 Budget Development Process

Every year we begin the upcoming budget cycle with a discussion about process and assumptions. This is an opportunity for the Board of Health and health department leadership to share priorities and perspectives on key issues that will impact the 2024 budget. The draft budget, based on this input and year-to-date trends, will be presented at the July Board of Health meeting.

Timeline

- Discuss broad budget considerations at May Board of Health meeting
- Present departmental budget priorities and assumptions for brief review at June BOH meeting
- Draft budget presented at July BOH meeting for review and approval
- Submit draft budget to City and County in July/August
- Meetings with City and County leadership and fiscal staff to discuss budget details in July and August
- Joint meeting between City, County, and health department to review Equalized Value and property tax levy funding from City and County in August
- Fees reviewed and approved at August BOH meeting
- City Manager and County Administrator present their recommended budgets in Fall
- Health Department provides overview of budget to County Finance & Budget Committee and City Council in Fall
- Tax levy adopted as part of City and County Budget in November during legislative meetings
- Final health department budget confirmed/approved at December BOH meeting

Budget Information

Expenses

- Personnel – Wages and benefits account for approximately 87% of the 2023 adopted budget
 - Planned step increases and economic wage increases – Consider economic increases used by the City and County which are yet to be determined for 2024 (the 2023 economic wage increases were: Health Department – 2.5%, County – 3%, and City – 1.25% in January and 1.25% in July).
 - Health insurance premiums – Premiums will not exceed an increase of 2.5% for 2024, contingent upon 90% or greater participation in the health promotion program in 2023 per Group Health agreement.
 - WRS contributions – The employer contribution is currently 6.8% and we are typically notified by the State of any changes in July.
 - Employee retirements - We are aware of 1 planned retirement in 2024, and 7 employees are eligible based on years of service and age.
- Other – Contractual Services, Utilities, Fixed Charges, Supplies, Contributions & Other Payments, Capital Purchases, and Other Financing Uses make up the remaining 13% of the 2023 adopted budget
 - A rental agreement with the County is in progress and we anticipate to have more information related to 2024 rent in July. We anticipate increases.

- Capital purchases are based on our replacement schedules for office updates and equipment purchases over \$5,000.
- The Capital Improvement Plan (CIP) will be prepared prior to July BOH Meeting.

Revenue

- Uncertain tax levy funding from the City and the County based on recent conversations. The tax levy split between City and County is based on equalized value and net new construction which is finalized by the State in mid-August. Final tax levy allocations are approved by City Council and County Board.
- Funding for federal grants is unknown. Proposed federal and state budgets for next fiscal year are still uncertain at this time.
- A couple remaining COVID grants will carryover into 2024.
- Fees continue to be reviewed to partially or wholly support costs.
- The 2023 adopted budget included a \$549,600 budgeted use of fund balance due to increased costs and decreased grant funding, and 2024 budget preparations will be focused on reducing this amount.

May 4, 2023

Contact: WPHA Office: WPHA@badgerbay.co and WALHDAB Office: WALHDAB@badgerbay.com

Wisconsin's Public Health Professionals Request Removal of Provision Weakening Local Health Officer Authority from Shared Revenue Bill

The Wisconsin Association of Local Health Departments and Boards (WALHDAB) and the Wisconsin Public Health Association (WPHA) represent over 1,200 public health professionals who promote and protect the health of Wisconsin residents. Speaking on behalf of WPHA and WALHDAB, Geoffrey Swain, MD, MPH, Immediate Past President of WPHA, laid out the organizations' position:

"Today, Assembly Bill 245 was introduced to expand shared revenue to local governments throughout Wisconsin. WPHA and WALHDAB applaud the Legislature's efforts to expand shared revenue to local communities.

At the same time, this legislation includes a provision that would prohibit a local public health officer from taking actions that exceed 14 days to protect businesses and their customers from communicable diseases, unless the appropriate local governing body votes to approve one or more 14-day extensions of that action.

Our organizations are concerned that the local health officer provision in this bill would impact local government functioning, adversely affect community health, and jeopardize local business privacy and the confidentiality of individuals.

In the rare instance when a local health officer orders the temporary closure of a business, it is necessary to protect the business and its customers from important communicable diseases. Restricting a local health officer's ability to control the spread of a disease to 14 days is arbitrary and dangerous. Each communicable disease has its own specific time frame for contagiousness and incubation which may exceed 14 days.

Moreover, every request to a local governing body to extend an order under this provision would be debated in a public meeting and would likely generate significant media attention, resulting in considerable negative impact on the business as well as for individual employee health information, especially for our small business owners that have very few employees.

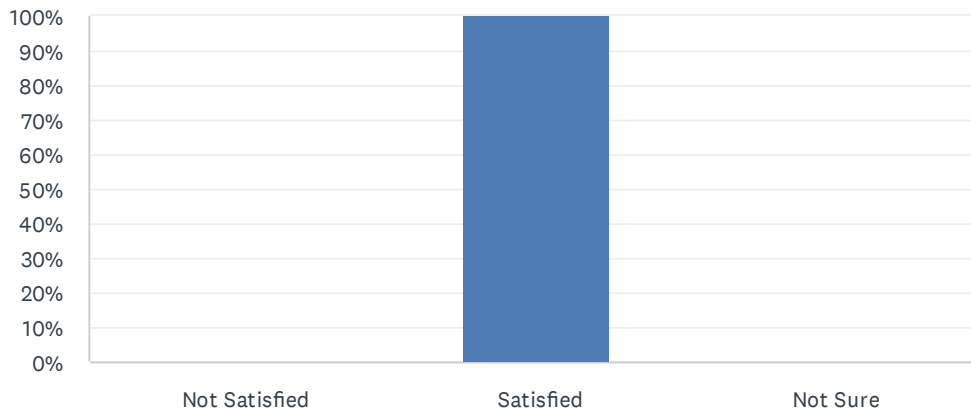
Local health officers have had the authority in state statute (Chapter 252.03) for decades to address communicable disease outbreaks. The original legislation passed the State Assembly on a heavily bipartisan 87 to 5 vote and was unanimously approved by the State Senate and signed into law by Republican Governor Lee Sherman Dreyfus in 1982. It already includes a requirement for local health officers to keep local governing bodies informed of communicable disease measures taken.

WPHA and WALHDAB jointly call on the Legislature to remove the provision weakening the authority of local public health officers from Assembly Bill 245. Removing this provision is simply the right thing to do to protect the health and safety of Wisconsinites."

###

Q1 Board meetings allow adequate participation by all members.

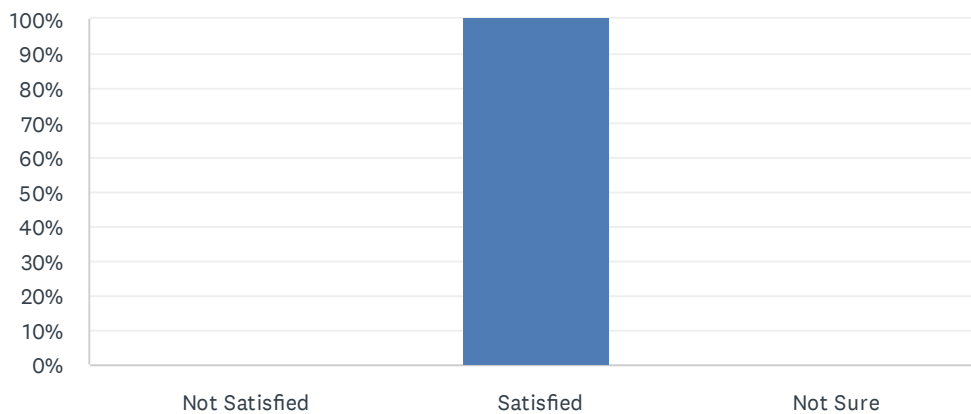
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Not Satisfied	0.00%	0
Satisfied	100.00%	4
Not Sure	0.00%	0
TOTAL		4

Q2 Board meetings focus on policies that protect, promote, and improve public health.

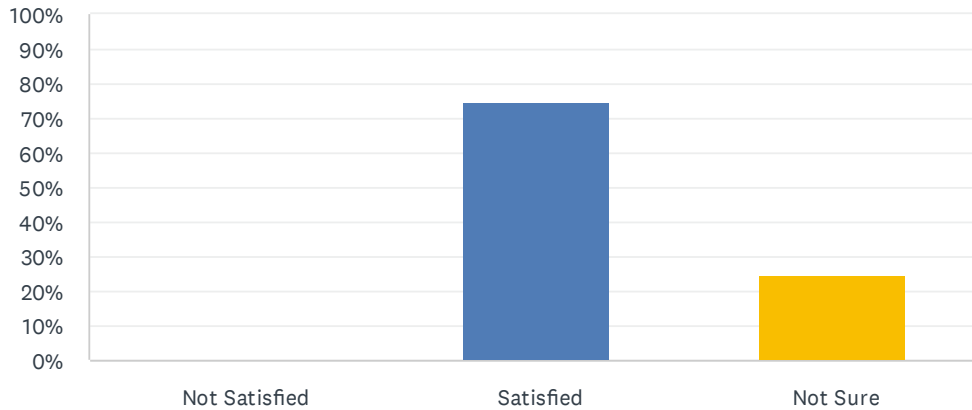
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES
Not Satisfied	0.00% 0
Satisfied	100.00% 4
Not Sure	0.00% 0
TOTAL	4

Q3 Board meetings, in terms of what is accomplished, meet or exceed expectations.

Answered: 4 Skipped: 0

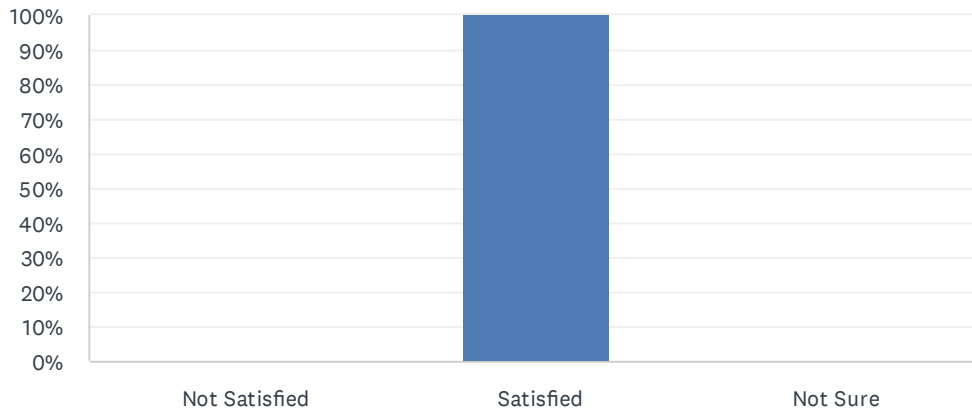


ANSWER CHOICES	RESPONSES
Not Satisfied	0.00% 0
Satisfied	75.00% 3
Not Sure	25.00% 1
TOTAL	4

Q4 Board members understand and support the Health Department Mission.

Answered: 4 Skipped: 0

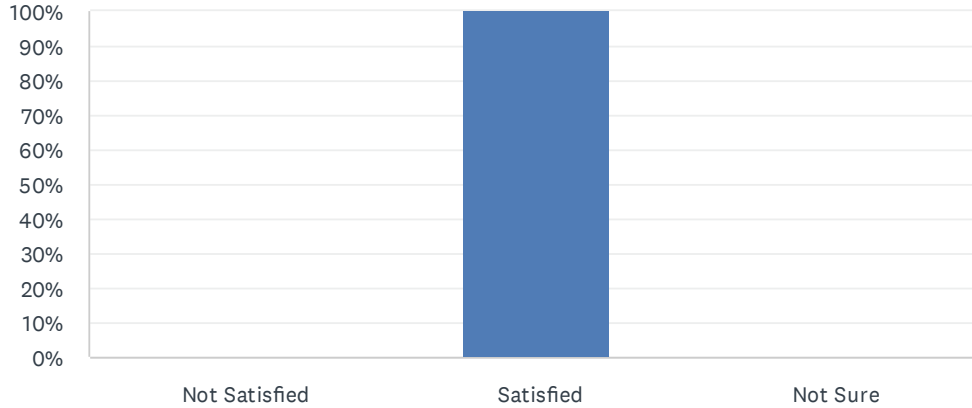
2023 Eau Claire City-County Board of Health Self-Evaluation



ANSWER CHOICES	RESPONSES
Not Satisfied	0.00% 0
Satisfied	100.00% 4
Not Sure	0.00% 0
TOTAL	4

Q5 Board members understand and support Health Department priorities.

Answered: 4 Skipped: 0

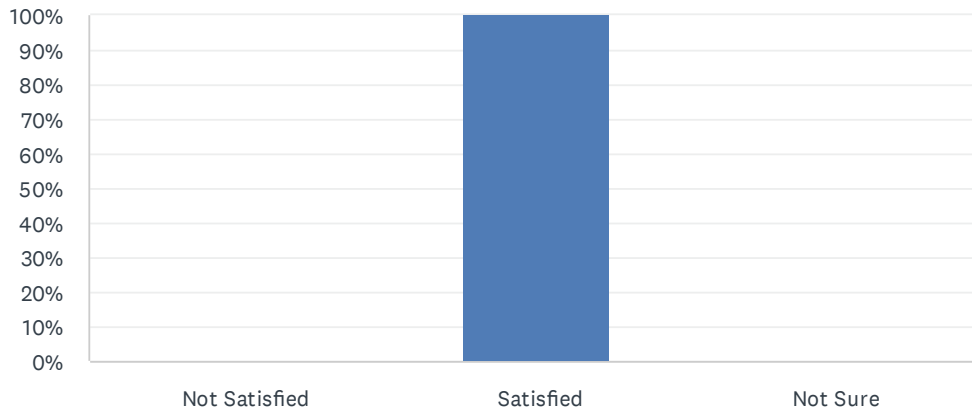


ANSWER CHOICES	RESPONSES
Not Satisfied	0.00% 0
Satisfied	100.00% 4
Not Sure	0.00% 0
TOTAL	4

Q6 Board members understand and support Board of Health priorities.

Answered: 4 Skipped: 0

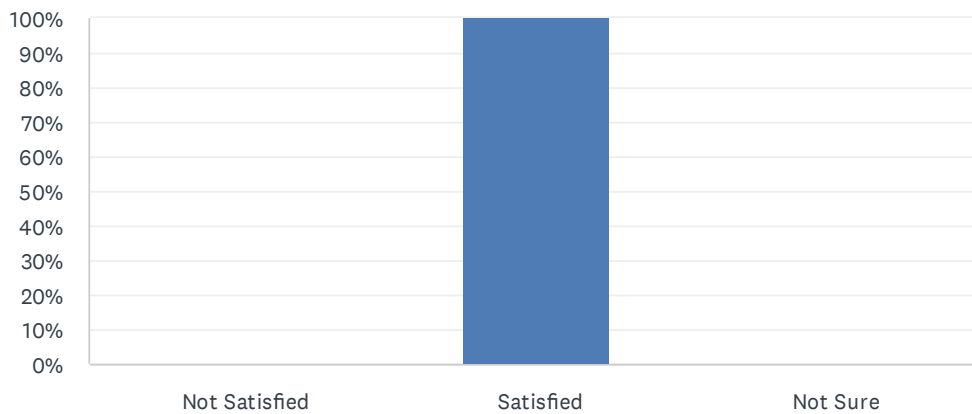
2023 Eau Claire City-County Board of Health Self-Evaluation



ANSWER CHOICES	RESPONSES
Not Satisfied	0.00% 0
Satisfied	100.00% 4
Not Sure	0.00% 0
TOTAL	4

Q7 The Board reviews important documents, e.g., quarterly financial reports, annual statistical reports, etc.

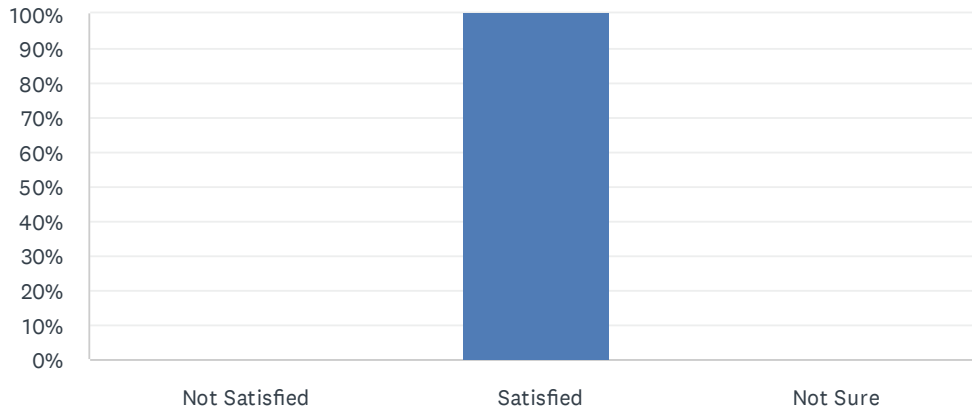
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES
Not Satisfied	0.00% 0
Satisfied	100.00% 4
Not Sure	0.00% 0
TOTAL	4

Q8 The Board deliberates on, approves and supports the annual budget.

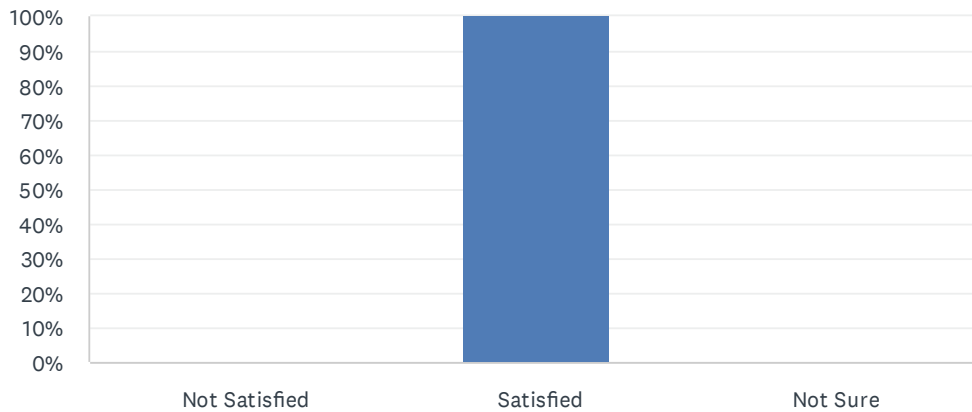
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Not Satisfied	0.00%	0
Satisfied	100.00%	4
Not Sure	0.00%	0
TOTAL		4

Q9 The Board is provided adequate information and support to make informed decisions about agenda items and policy decisions.

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Not Satisfied	0.00%	0
Satisfied	100.00%	4
Not Sure	0.00%	0
TOTAL		4

Q10 Are there Board of Health activities you would like added or things we should stop doing?

Answered: 0 Skipped: 4

Q11 If you rated any of the above not satisfied, please consider describing why or offer suggestions for improvement.

Answered: 0 Skipped: 4

Q12 Are there any topics you would recommend for Board of Health training?

Answered: 0 Skipped: 4

Q13 Additional Comments

Answered: 0 Skipped: 4